

WELCOME

Nannie Berry Elementary's **BERRY PATCH** provides safe, educationally enriching quality care for children during the hours when there may be no adult in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, socially, physically, and educationally. The program includes crafts, sports, games, computer time, homemaking activities, snacks and many other creative and cultural pursuits. A special time is set aside Monday – Thursday for those wishing to spend time doing their homework. The program is planned and conducted by staff trained to meet the needs of children and to provide positive adult role models. There is flexibility enough to accommodate children of different age groups and at the same time to fulfill the special needs of individuals. Berry Patch supplements and supports the child's experiences at home and school. It is not babysitting, but a quality program planned with working parents in mind. Any parent, working or not, may enroll their child in the program as long as there is space available.

We want to know how you and your child feel about our program and how we may better meet your needs. All questions concerning policies and procedures of Berry Patch should be addressed to our program director at 824-5470.

Berry Patch is always in need of supplies such as paper, crayons, markers, board games, etc. If you are interested in donating any of these items to our program, please see our Director. Berry Patch is always grateful for any donations received.

HOURS / CALENDAR

Berry Patch child care program will be open on the days specified on the attached calendar. The Berry Patch program will not be available during the summer break due to building maintenance and / or construction.

Program hours on regular school days are as follows:

6:30 a.m.	Berry Patch opens
8:15 a.m.	School breakfast is served - Children who are not having breakfast report to gym
8:45 a.m.	Children begin their school day
2:30 p.m.	Berry Patch Kindergarten program begins
3:45 p.m.	Remainder of children arrive for Berry Patch
6:00 p.m.	Berry Patch closes

Berry Patch will be closed on the following holidays:

Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	New Year's Day
Good Friday	

During In-Service and Administrative days, and on Labor Day, Thanksgiving Day, the day after Thanksgiving, and Good Friday REGULAR TUITION WILL BE DUE.

On days when school is not in session and Berry Patch is open (In-service days, Administrative days, Spring Break, etc.), we will operate on a full day schedule from 6:30 a.m. to 6:00 p.m. Parents must sign up their children to attend Berry Patch on these special days. A sign up sheet will be available at least 2 weeks in advance of special days. If less than 12 children sign up to attend on one of these special days or during Spring Break, Berry Patch will not be open and parents will be notified in advance. If you sign your child up to attend on

special days and they do not come, you are still financially responsible for payment for all days signed up. We staff according to how many students we are expecting.

If your child attends an all day Berry Patch session when regular tuition is due, you will also be subject to a \$15.00 per day per child charge. The full week of Spring Break is the only occasion during the school year when regular tuition is not owed.

TUITION

Berry Patch tuition is as follows:

Registration charge (new students)	\$ 25.00
Holding charge (hold spot for next fall)	\$ 15.00
Kindergarten dismissal until bus time	\$ 30.00 per wk
Mornings & Kindergarten dismissal until bus	\$ 45.00 per wk
Mornings Only	\$ 40.00 per wk
Afternoons Only	\$ 45.00 per wk
Before & After School	\$ 55.00 per wk
Holidays (Spring Break)	\$ 25.00 per day
Special days (In-service, administrative days, snow days, etc.) Regular tuition due for all + extra if child attends	\$ 15.00 per day extra if child attends
Charge for late weekly payment *** If received after 9 AM on Thursday	\$ 10.00 per wk
Charge for late daily pick-up (after 6:05 p.m.)	\$ 1.00 per minute

Tuition is due by Thursday at 9:00 a.m. for that week's care. A \$ 10.00 late charge is charged for payments received after 9:00 a.m. on Thursday.

The full weekly tuition will be charged whether your child attends or not. Staffing, food and supplies are based on the number of children enrolled. When you enroll your child, you are reserving the time, space, and provisions for his or her care. Weekly tuition rates are based

on personnel expenses and materials expenses for the program for the entire school year. Therefore, tuition is not prorated for weeks when students are not in school all five days. Should you have any unusual circumstances regarding absences or financial problems, please contact the school principal for assistance. We will make every attempt to work with you on your payment schedule.

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Monthly calendars showing when tuition payments are due are included with this handbook for your reference.

LATE PICK-UP CHARGES

Starting at 6:05 p.m., parents will be charged a \$ 1.00 per minute per child for late pick-up. Parents will be notified of this charge when you pick up your student. If you have questions concerning a charge, please contact the director immediately.

PAYMENTS

Payment should be made by check or money order only, payable to Nannie Berry Elem Berry Patch. **All checks must include a valid telephone number.** Please do not send cash.

Services for your child will be discontinued if payment falls behind for a period of two (2) weeks. Your child will be allowed to re-enter the program only after payment for the previous two (2) weeks and the current week has been made in full. No child will be permitted to stay in Berry Patch with a past due account. If you have a past due amount and do not pay the balance before the end of the term, your child will not receive their report card and participation in certain programs may be restricted.

RETURNED CHECKS

The school principal will notify you should a check be returned for insufficient funds or any other reason. After two returned checks, we will accept money orders only. Cash is never accepted.

SCHOOL HOLIDAYS & BREAKS

Historically, there has not been enough interest to support opening Berry Patch during the winter break holiday. Therefore, Berry Patch will be closed during the winter break (December 22, 2008 - January 2, 2009).

During Spring Break, you will be charged a \$ 25.00 per day tuition for each day you sign your child up for. This is a per child tuition, with no other discounts given. If you sign your child up to attend and they do not come, you are still responsible for the \$25.00 daily charge. We have to adequately staff for your child, whether he or she shows up or not.

All other non-school days (i.e., in-service days, administrative days, snow days, etc) will be charged at your weekly rate. There will be an additional \$15.00 daily charge to cover the cost of additional staff hours, if your child attends on these non-school days.

Children will need to bring a lunch and a drink (NO CANNED SOFT DRINKS, PLEASE) on any days that the school cafeteria is closed.

INCLEMENT WEATHER

If Sumner County Schools are opening late due to inclement weather, Berry Patch will make every attempt to open at 7:00 a.m. In the event of serious weather conditions, our opening hours may be additionally reduced. If schools are closed or closing early, Berry Patch may be subject to early closing as well. In the event of rare or dangerous weather conditions, Berry Patch may close for an entire day. This is always a last resort. The school principal will make this decision, and once it is made, we will have hours of operation available. For early morning information, tune in to channel 2, 4, or 5 for the latest updates on Berry Patch. In case of early closings, the school answering machine (822-3123) will contain Berry Patch hours of operations by 12:30 p.m., or you may phone Berry Patch directly at 824-5470. You can tune in to channel 2, 4, or 5 for the latest update on Berry Patch hours.

If Sumner County schools are closed for illness, Berry Patch will be closed as well.

DROP OFF & PICK UP

For your child's safety and supervision, an adult must bring all children into the cafeteria each morning and sign them in. All children must be signed out from the program in the afternoons as well. Children are not allowed to wait for parents in the parking lot.

Children will not be released to any person other than the parents or person(s) authorized on the registration form. Please notify Berry Patch in writing if someone other than those authorized will be picking up your child. Berry Patch will not knowingly release any child to an intoxicated adult operating a motor vehicle.

Remember to drive carefully while on our campus. Many times children are outside for activities, and they do not always remember to look for cars. It is up to us to keep our children safe.

ILLNESS

Berry Patch cannot provide care for a sick child. **PLEASE** do not send your child to Berry Patch if they are sick. We are concerned for the health and welfare of each child; therefore, we require that a child be picked up as soon as possible in the event of illness during Berry Patch hours. Children must be fever free for 24 hours before returning to Berry Patch.

If Sumner County schools are closed for illness, Berry Patch will be closed as well.

MEDICINES – only during full day

Medications may only be administered in the Berry Patch program on days when schools are closed and the Berry Patch is operating as a full day program.

Aspirin will NOT be available at Berry Patch. Prescription medications and non-prescription medications sent to Berry Patch **MUST HAVE** EXPLICIT DIRECTIONS AND A PERMISSION FORM SIGNED BY THE PARENTS THAT INCLUDES ALL OF THE FOLLOWING AS PER SUMNER COUNTY BOARD OF EDUCATION POLICY JGCD and STATE REGULATIONS.

1. Child's name, school, grade, teacher
2. Name of medication
3. Time to be administered
4. Dosage
5. Possible side effects, if known
6. Termination date for administering the medication
7. Name of Physician, Physician's phone number
8. Parent Signature/ Date

PRESCRIPTION MEDICATION FORM MUST HAVE PHYSICIAN'S SIGNATURE AND CONTAINER MUST HAVE PHARMACY LABEL.

AS REQUIRED BY THE STATE, PRESCRIPTIONS MUST HAVE PHARMACY LABELED CONTAINER.

Parents are responsible for obtaining the physician's signature on all prescription medication forms before bringing medications to Berry Patch.

If a prescription states that the medication is to be given 3 times daily, students can take the medication before day care, after day care, and before bedtime. If a prescription states that the medication is to be given before or after lunch, Berry Patch will dispense as labeled.

If students are prone to headaches, with the form containing the above information and the medication provided, Berry Patch will dispense medication as directed by the parent. Non-Prescription medication includes: any over the counter cough or sore throat medication, sinus medication, headache medication, stomach medication, lotions, ointments, etc.

PLEASE FOLLOW THE GUIDELINES ABOVE FOR MEDICATION SENT TO BERRY PATCH; OTHERWISE BERRY PATCH WILL NOT ADMINISTER THE MEDICATION.

Blank Prescription and Non-prescription medication permission forms are provided to parents on Registration Day at the beginning of the school year and are included in this handbook. Please keep these forms and make copies of them as needed throughout the school year.

BEHAVIOR AND DISCIPLINE

Discipline problems are opportunities to teach (in disguise). Staff members want to help children develop a sense of responsibility and self-discipline. We want your child to understand why the behavior is unacceptable. We allow the child to suggest alternative behaviors that are appropriate, staff may make suggestions, and we provide other positives to reinforce repetition of good behavior. We believe that a respectful, loving and positive attitude on our part is the best way to prevent discipline problems.

Guidelines for normal discipline matters will be handled as stated on our Berry Patch Student Behavior Policy (attached). This form must be read and understood by parent(s) and children, signed by the parent, and returned to Berry Patch.

Berry Patch child care follows the same guidelines as stated for Sumner County Schools concerning grounds for suspensions including, but not limited to, violence, fighting, damage, alcohol, drugs, theft, tobacco, firearms and weapons (including toys), immoral conduct and battery to staff.

BERRY PATCH STUDENT BEHAVIOR POLICY

Good behavior is recognized with positive rewards.

Berry Patch's discipline policy for inappropriate behavior will be handled as follows.

1. **First Offense** – Verbal reminder that the behavior/action is inappropriate, and asking the child to make an appropriate choice.
2. **Second Offense** – Child will be removed from the activity to a time out area. Time out will be equivalent to one minute per year/age of child (Ex. 5 minutes = 5 years of age)
3. **Third Offense** – Child will be removed from activity and will report to Berry Patch administration area. Child will again be reminded why the behavior/action is inappropriate. A second time out in the administration area will be given. A Behavior Report may be completed, depending on the severity of the offense.

Any offense that includes threats, profanity, disrespect to an adult, or physical aggression will immediately result in a Behavior Report for kindergarten – fifth grade students. Behavior Reports are completed and given to the program director, who will address each concern individually. Consequences may include a conference, phone call to parent, suspension from the program or other disciplinary action. Serious threats of violence, ongoing bullying, or ongoing inappropriate behavior may be subject to permanent expulsion from Berry Patch.

Kindergarten children are also rewarded for good behavior. When kindergarten children make inappropriate choices, the following procedure will be followed:

1. **First Offense** - verbal warning and redirection
2. **Second Offense** - name on board
3. **Third Offense** – check mark next to name.
4. **Fourth Offense** – Five (5) minute time out with Director and discipline form is completed.

Any kindergarten child getting two (2) or more discipline forms during one week will sit out for 30 minutes of activity on Friday. The child may do activity sheets or look at picture books during this time. Once 30 minutes is completed, the child may return to regular activities.

BERRY PATCH STUDENT BEHAVIOR POLICY

Parent and Student Acknowledgment Signatures

Student Name (s) _____

I have read and understand the Berry Patch Student Behavior Policy

Parent Signature & Date Signed

Student Signature & Date Signed

BERRY PATCH INFORMATION ACKNOWLEDGEMENT

Student Name (s) _____

I have received information on the Summary of Child Care Approval Requirements and Child Abuse and Neglect Information

Parent Signature

Date Signed

Nannie Berry Elementary School

138 Indian Lake Road, Hendersonville, TN 37075 (615) 822-3123 Fax (615) 264-6009

Dr. Kathleen A. Kimble, Principal

EMERGENCY MEDICAL AUTHORIZATION FORM

Sumner County Board Policy JGFG:

“In the event of serious injury or illness to a student, the parent(s) or legal guardian(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) or legal guardian(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) or legal guardian(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached. “

I understand that per Sumner County Board Policy JGFG, in the event of an emergency and I cannot be reached, my child will be transported by ambulance to the nearest hospital and / or have emergency treatment administered, if deemed necessary.

Student's Name _____
(please print)

Parent Name – printed _____

Parent Signature _____

Date _____

Physician's name & phone number