

TakeOff

Parents' Day Out &
Preschool Enrichment

Inside

- Welcome
- Admission Procedure
- Curriculum
- Guidance & Discipline
- Keeping you plugged in
- Arrivals & Departures
- Fees
- Illness/Injury
- Closings/Early Dismissal
- Dress/Personal Belongings
- Food/Snacks
- Birthdays
- Rest/Nap time
- Toilet Training
- Contact Info

Welcome!

We are thrilled that you have chosen to enroll your children in our parent's day out and preschool enrichment program here at First Farragut United Methodist Church. We look forward with eagerness to the school year ahead.

The TakeOff program is faith based. We operate from a Christian worldview and as a ministry of First Farragut United Methodist Church. We integrate Bible verses, stories, and songs throughout our curriculum. In addition to providing a quality preschool program for the community, we also hope to be a source of support for your child and your family.

From the Director

Sonya Armiger

Admission & Enrollment Procedure:

1. Turn in registration form and fee
2. Turn in enrollment forms, health history checklist, and current immunization record.
3. Attend orientation on Aug. 24th between 9am and 10am to meet your child's teacher, classmates, and to finalize paperwork.

Curriculum

Your child's curriculum includes everything that takes place during the day at Takeoff: morning meeting, circle time, arts and crafts, learning center play, Jesus time, outside play, nature walks, music class, storytime, etc...

We also have special activities and projects to involve your child throughout the year including rodeo day, a nativity program, nursery rhymes alive, and aloha day.

The curriculum in every classroom is unique and includes the total environment (furnishings, materials, room arrangement, light sources) as well as the interactions and developing relationships between teachers and children. We strive to create an active, hands-on learning program where your child will play, learn, and grow!

Guidance & Discipline

We have designed our program in such a way that most challenging or unwelcome behaviors can be managed quite easily through preventive measures and simple redirection. We will sometimes use the “time-out” technique as well. This involves removing the child from the situation for a brief time.

If your child acts aggressively towards his teacher or another child by biting, hitting, pinching, or scratching, you may be called to come get your child immediately and take them home for the day.

Through planning, preparation, and patience, our teachers create an atmosphere that encourages positive behavior!

Keeping plugged in

We have an open door policy. Parents may visit our facility anytime during school hours. Please take note that the lower level doors are locked between 9:30am and 1:50pm to maintain security. We ask that you respect the goals and plans of your child’s teacher when visiting Takeoff.

We will communicate our plans and events with you by way of monthly newsletters, notes, and email. You are also invited to join our group page on facebook. (Look for the red airplane).

The phone number at TakeOff is 671-2636. This is Mrs. Sonya’s direct line. Please leave a message if the phone is not answered. We check the messages throughout the school day. The church office number is 966-8430.

Arrivals and Departures

We are open on Tuesdays and Thursdays during the school year. We do not operate classes during the summer months but the director may be contacted by phone or appointment.

Classes begin at 9:00 am. Classes dismiss at 2:00pm. Please do not bring your child to school earlier than 8:55am. Please pick up your child by 2:15pm.

Each classroom has a clipboard with a sign-in/sign-out sheet on the door. You must sign your child in and leave a contact number for the day. You must also sign your child out before leaving at dismissal time. We will only release your child to you (the parent) or those you have listed as being authorized to pick up your child. Older siblings do not count as an adult unless they are 18 or older. Under no circumstances will we release a child to anyone whose behavior may place the child at immediate risk.

Please give 30 days written notice if you intend to withdraw your child from our program.

Fees

Tuition fees are due by the 10th of each month (September through May). Make checks payable to “Takeoff” and place them in your classroom envelope or the tuition box in the office. Tuition rates are based on an annual budget sufficient to meet the operating needs of the program and to continue to allow the school to be self-supporting. Monthly tuition must be paid regardless of how often we have school or how often your child attends. Late fees will be charged if tuition is paid after the 10th of the month. You may also be charged a late fee if you do not pick up your child by 2:05pm.

There is an annual registration fee for each child. This fee goes toward administrative costs and is nonrefundable.

Illness/Injury

We cannot allow sick children to attend Takeoff. If your child has any of the following symptoms, please do not bring them to school:

- ❖ Temperature of over 99 (child must be fever free w/o/use of fever reducer for at least 24 hours)
- ❖ Sore throat
- ❖ Headache
- ❖ Upset stomach
- ❖ Diarrhea
- ❖ Runny nose (non-allergy related)
- ❖ Persistent cough
- ❖ Vomiting in past 24 hours
- ❖ Rash (unless cleared by a doctor)

If your child exhibits any of these symptoms while at TakeOff, we will isolate them from the other children and call you immediately to pick them up.

The staff cannot give medications of any kind.

We make every effort to ensure each child's safety while in our care. Unfortunately, accidents do sometimes occur. We will notify the parents immediately in the event of an accident that results in an injury more serious than a minor "boo-boo". For this reason, it is important that we always have current contact information by which to reach you.

If your child is going to be absent for the day, please call Mrs. Sonya or leave her a voice mail message or email. Your child's teacher will be informed of the absence.

Closings/Early Dismissals

TakeOff is closed when Knox County schools are closed for scheduled breaks (fall, winter, spring, holidays).

If Knox County cancels a school day due to weather conditions, we will also be closed.

On the other hand, if Knox County schools open *late* due to weather, we will open at 9:30am. If there is an early dismissal, we will contact you by phone.

We will practice fire drills and other disaster drills during the school year. We encourage you to discuss this experience with your child.

In the event of an actual fire or emergency, we will provide the safest environment possible for your child and then make every effort to contact you.

Dress/Personal Belongings

Children should be dressed comfortably and appropriately for an active day of school. We love to paint and do other messy projects. We require you to please send an extra set of seasonally appropriate clothes (including socks and underwear) in a Ziploc bag for us to keep on hand in case clothes need to be changed.

Label your child's belongings.

We go outdoors as much as possible.

Dress your child for the season. If needed, apply sunscreen before you send your child to school. Send hats, jackets, and gloves in cool weather. (We will not keep a child inside due to a cold or cough during recess. If your child is not well enough to play outside, he should not come to TakeOff that day.)

Each child will have an assigned cubby where backpacks, tote bags, or diaper bags can be placed each morning. Each child also has an assigned hook for their jacket or sweater.

Food/Snack

We provide your child a morning snack.

Please alert us to any food allergies!

You should pack a simple meal for your child to eat for lunch.

Do not send: a glass container

Carbonated drinks

Popcorn or peanuts

Red colored juice

too many sweets

Do send: nutritious food

Grapes cut lengthwise

Hotdogs cut lengthwise

A sweet lunchbox note!

We are unable to refrigerate or heat lunches

Please check out the party sign-up sheet on your child's classroom door for opportunities to help with celebrations.

Birthdays

You will be receiving a list with your child's classmates contact information. (If you do not want your personal contact info included on this list, please let the director know.) To help insure that there are no hurt feelings, please send birthday party invitations through the mail if you are not inviting the entire class.

You are welcome to send in a special snack on your child's birthday. Simple foods, such as cookies are best!

Rest/Nap time

Some of our classes have a rest period following lunch. Your child's teacher will let you know if your child will need a kindergarten mat to rest upon as well as a crib sheet or king sized pillowcase to cover the mat. You may send a small blanket to cover your child. A stuffed animal or other "snuggly" may be kept in your child's backpack until rest time.

Toilet Training

Children on the pre-k hallway must be potty trained. Please make sure to work with your child on all aspects of toilet training, including wiping, flushing, and hand washing. We expect all 3 year olds to be well into the potty training process before beginning the school year. If toileting accidents are a repeated occurrence, we may ask that your child wear pull ups until their toilet training skills are better developed.

We understand that each child develops at a different rate and are not implying that there is a magical age that a child should be potty trained. However, within the confines of this program, children 3 and older need to have a certain level of self-help skills in order for our classrooms to function well.

Children under the age of 3 who are not potty trained should bring a daily supply of diapers and wipes.

TakeOff

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