

July 2009

Parents and Children:

We extend a special welcome to Smithville Day School.

The teachers are excited about our school year starting, they have been very busy getting everything ready. Our first day of school will be Tuesday, August 11th.

Our staff this year will include:

18 months - 2 years	Kari Harris
Older 2 year olds	Kelly Key
3 year olds	Tina Tittsworth
4 & 5 year olds	Becky Campbell
4 & 5 year olds	Trina Hedge
Aide	Kelly Boles
Aide	Tabitha Oakley

During the month of August, we will be getting acquainted with each other and getting the children settled into a routine.

You will receive a calendar each month listing activities scheduled, meal days, field trips (4 & 5 year old classes only) and other information. Your child's teacher will have a monthly letter with classroom information and activities. You will also receive a Daily Report from the teacher.

If you ever need to discuss anything with me, please feel free to call me at Day School (597-6308); at home (597-4975) or stop in to see me any time.

We're looking forward to a fun and exciting school year!

Frances Hedge, Director

**CHILD'S APPLICATION**

Child's full name \_\_\_\_\_

Name child goes by \_\_\_\_\_ Date of Birth \_\_\_\_\_

**PARENTS:**

Mother's name \_\_\_\_\_

Address \_\_\_\_\_  
city zip

Phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Employment \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Father's name \_\_\_\_\_

Address \_\_\_\_\_  
city zip

Phone (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Employment \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**TRANSPORTATION PLAN:**

To insure the child's safety, please list names and phone numbers of others who may pick him/her up:

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY INFORMATION:**

Name of person (other than teacher) authorized to act for parent in case of emergency:

\_\_\_\_\_

Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
cell phone:

Employment \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**BACKGROUND INFORMATION:**

Please list any allergies your child has \_\_\_\_\_

Is your child potty trained \_\_\_\_\_

What form of discipline do you prefer \_\_\_\_\_

Brothers or Sisters: \_\_\_\_\_ Birthdate: \_\_\_\_\_ School they attend: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT'S SIGNATURE:** \_\_\_\_\_

Any additional information we should know \_\_\_\_\_

\_\_\_\_\_

Smithville Day School  
P. O. Box 4006  
Smithville, TN 37166  
(615) 597-6308

### Goals and Objectives of Smithville Day School

The Smithville Day School is a pre-school program that meets every Tuesday and Thursday. During this time, our primary objective is to provide an exciting and rewarding environment for your child. We also want to provide challenges that meet your child's individual needs.

Some of the goals we are striving to accomplish with your child are:

- Increase language development
- Improve physical development
- Increase intellectual development
- Master hand/eye coordination activities
- Enhance fine and gross motor skills
- Increase awareness in interpersonal relationships
- Stimulate by exposure to the area of arts and crafts
- Teach moral and cultural values concerning honesty, obedience, friendship and trust

A Bible lesson is taught every day we meet. During this time, your child is taught the difference between right and wrong, the feelings experienced when they have done something wrong, and the values of trust, honesty, obedience and respect for their parents. We teach about the many characters in the Old and New Testaments and how these stories are applied to each child's life. Above all, we teach that we should love God.

We are very proud of our program and feel that the teachings and principles of the Bible are the best methods of teaching your child.

If you have any questions, please feel free to call us at 615-597-6308 or Frances Hedge at 615-597-4975.

We are looking forward to a great year with your child.

Thank You,

Smithville Day School Staff

# SMITHVILLE DAY SCHOOL

## INFORMATION SHEET

Please keep this paper to review during the school year should any questions arise. Also, share this information with anyone else who transports your child to and from school.

**Registration Fee:** \$50.00 (\$25.00 for second child). This fee is paid once a year and is due at registration. This provides snacks and all supplies such as crayons, glue, paint, pencil box and other craft supplies.

**Tuition:** The cost for tuition is \$90 per month. Tuition is due the first week of each month; please come inside to pay. There will be a \$5.00 late fee if tuition is not paid by the end of the first week of the month. Tuition is nonrefundable if your child should miss a class. Tuition is based on weekly cycles and will be the same each month regardless of the number of Tuesdays or Thursdays in a month. However, tuition for the month of May is \$45.00.

Checks or cash must be in an envelope or Ziploc bag with the child's name, amount inside and what the money is for (tuition, meal day Scholastic book order, etc.). If you are sending cash, please send the correct amount as we usually do have money to make change.

**Classes:** The doors will be opened at 7:45 a.m. for you to drop your child off. Please have your child in their class no later than 8:00 a.m. as snack and/or class work begins immediately upon arrival. If your child is late, the work missed will not be made up.

A drop-off and pick-up line will form under the carport for the children that are in the two older classrooms. This is a drive thru only, please **DO NOT** park in this area. Someone will be there to assist with getting your child out of the car.

If your child is in one of the younger classrooms, we ask that you park out in the parking lot and walk your child to their room in the morning and also pick them up that afternoon in their room.

The children will be ready for pick up beginning at 1:45 p.m. Please make the necessary arrangements to have your child picked up by 2:00 p.m. as some of our staff will need to leave to pick up their own children.

**\* \* \*** A sign-out sheet will be available this year when children leave for the day. Every child must be signed out on the sheet provided no matter what time they leave.

**Snacks:** Each morning a snack is provided for each child.

**Lunch:** You will need to provide lunch for your child. We request that you **DO NOT** send soft drinks. We also request that you **DO NOT** send any type of red drink due to staining. During the month, we will have "Meal Days" which is when Day School organizes lunch (pizza, hot dogs, chicken nuggets, etc.). We provide lunch, drink and dessert for \$3.00. If you wish to pay for the whole month of meal days at one time, you may do so. Please refer to your monthly calendar for "Meal Days".

**Naps:** Your child's nap time will begin at 12:00 and will end at 1:30 p.m. You will need to send a rest mat and perhaps a blanket or pillow.

**Daily Report:** This is a good communication form for the teacher to let you know how your child's day has been and what activities they have participated in.

**Clothing:** Every child will need an extra change of clothing. Younger children will also need diapers, or pull ups and wipes. If you send shorts and short sleeves as their extra change of clothes now, remember to change to long sleeves and pants when the weather turns cold.

**Medication:** All medications will be kept locked. If your child needs medication while at school, please send it in a Ziploc bag with the following instructions:

Child's Name  
Teacher  
Last dosage administered  
Next dosage time  
Amount of dose

**Illness:** Please do not send your child to school if they are sick (any fever, vomiting, diarrhea, excessive coughing). If they are sent to school sick, we will immediately call you to return and pick them up.

**Parties:** We will have four (4) parties during the school year. They are Halloween, Christmas, Valentine and Easter. If you would like to help with your child's parties, please fill out the form and return it to your child's teacher. If you would like to have a birthday party for your child at school, please let the teacher know a week in advance. This allows time for her to arrange her schedule accordingly. Please: NO RED DRINKS

**Pictures:** Group and individual pictures will be taken early in the year. A note will be sent home prior to the picture day with a price list and available packages. Proofs and order forms should be returned when requested to receive your pictures timely.

**Calendars:** You will receive a calendar each month with events scheduled. A calendar is also posted on the board across from day school entrance area.

**Graduation:** This is a very special night for all our Day School children! Along with our graduates, each class will participate in a special program. This is always scheduled for the second Thursday night in May. Letters will be sent home prior to this very big event!

**Weather Related Closings:** Day School follows the same snow and bad weather schedule as DeKalb County public schools. If they are cancelled, we are also. If they need to close early, so do we. When schools are two hours late, we are also. If schools are one hour late, we are too. REMEMBER: If we open late on a meal day, we WILL NOT have that meal day so you will need to send a lunch for your child. If weather is threatening, please listen to the local radio station for information.

**Policies:** Smithville Day School has adopted several policies. If you have any questions regarding these, please do not hesitate to contact any Day School teacher.

- No Nit Policy – please do not send your child to school if you have found nits or lice on your child's head.
- Please do not send toys from home. Day School furnishes toys for your child. This prevents arguing among the children.

We look forward to a great year with your child!

Thank You,

Smithville Day School Staff

Smithville Day School  
P. O. Box 4006  
Smithville, TN 37166  
(615) 597-6308

Dear Parents:

To meet state requirements, we are to inform you that our Day School program is exempt from licensing as we are classified as a "Parent's Day Out" program.

We ask that you sign and return this form.

Thank You

Day School Staff

I have read the above and understand that Smithville Day School is license exempt.

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Signature

Date

Smithville Day School  
P. O. Box 4006  
Smithville, TN 37166  
(615) 597-6308

It's Party Time

There will be 4 parties this year:

Halloween \_\_\_\_\_

Christmas \_\_\_\_\_

Valentine \_\_\_\_\_

Easter \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Child's Name \_\_\_\_\_

Please check the party or parties that you are interested in helping with. All parties will take place during your child's scheduled lunch time.

Thank You

Day School Staff

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T-Shirt Order Form

Price - \$11.00 (child)

\$12.00 (adults S, M, L, XL)

\$14.00 (adult 2X)

\$15.00 (adult 3X)

Please check the size(s) you wish to order:

Extra Small (2 – 4) \_\_\_\_\_

Small (6 – 8) \_\_\_\_\_

Medium (10 – 12) \_\_\_\_\_

Large (14 – 16) \_\_\_\_\_

Adult (list size) \_\_\_\_\_

Adult (list size) \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

We are offering T-shirts to all students but we request that students in Mrs. Trina's class and Mrs. Becky's class purchase one as we ask students to wear these on field trips.

## Smithville Day School Board of Directors

<b>Name</b>	<b>Served Since</b>	<b>Phone</b>
Frances Hedge	October 1994	(615) 597-4975
Larry Summers	August 1996	(615) 597-8220
Russell Watson	August 1996	(615) 597-7182
Margaret Nichols	November 1997	(615) 597-5103
Missy Fuson	October 2008	(615) 597-9935

## Elders, Smithville Church of Christ

<b>Name</b>	<b>Phone</b>
Clay Farler	(615) 597-7084
Russell Watson	(615) 597-7182
Billy Willingham	(615) 597-6189

## Ministers, Smithville Church of Christ

<b>Name</b>	<b>Phone</b>
Dan Gulley	(615) 597-5171
Tim Woodward	(615) 597-9295

## Other Information

Church Secretary	Donna Gulley
Church Phone	(615) 597-4159 or (615) 597-4199
Church Fax	(615) 597-6989
Church e-Mail	<a href="mailto:scoc@dtccom.net">scoc@dtccom.net</a>
Church Web Site	<a href="http://www.smithvillechurch.org">www.smithvillechurch.org</a>
Service Times	Sunday: 9 a.m. (class); 10 a.m. & 6 p.m. Wednesday: 7 p.m.