



Parent Handbook

2026-27

**Revised 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023,
2024, 2025, 2026*

Concord Road Preschool

Program Philosophy

At Concord Road Church of Christ, we feel preschool should be an interactive learning experience. We want to work cooperatively with families to support each child's individual development. We strive to create a balanced foundation and continue to stimulate, challenge and encourage each child as they grow and learn.

Our program is designed to encourage a love for learning through active play and exploration. We want to provide a loving Christian environment for each child to grow spiritually, intellectually, emotionally and physically. We want to show God's unconditional love for them and teach them they are made in his image- each one unique and special.

We see each child as a wonderful gift from God. They are loved and appreciated just as they are. As we show them how to love and respect others, they will develop a positive self-image. This security will allow them the freedom to learn and grow according to their individual abilities.

Our curriculum is designed to help each child excel and learn by combining all areas of development in a cross-curricular approach. We use unique curriculum that partners academic, social-emotional, fine and gross motor, bible, music and art to maximize focus, attention span and retention of material. We feel children learn most effectively through play and repetition and have developed our curriculum around this concept of active learning.

Thank you for allowing Concord Road Preschool to be part of your life and share in this wonderful experience with you!

Our Mission

Our mission at Concord Road Preschool is to provide a loving environment and encourage intellectual, spiritual, and social-emotional growth in every child. We want to work closely with parents to encourage and support your child in their individual development.

Our Vision

To help each child to reach their fullest potential utilizing a curriculum of active play and learning through movement.

Program Goals

- Build positive self-esteem
- Develop communication skills
- Excel academically and be prepared for kindergarten
- Develop social-emotional skills
- Grown in understanding of God's word
- Respect for self and others
- Introduce character traits and how to be a good citizen
- Improve attention span and listening skills
- Learn to think independently
- Have confidence to try new things
- Develop creativity
- Learn about healthy eating and exercise
- Work on depth perception, coordination and balance

Program Hours and Eligibility

Concord Road Preschool is a program for children ages 3 years old through age 6 years old. Enrollment in our preschool program is dependent on being **potty trained**. Potty accidents are normal and expected to occur occasionally. However, if your child has multiple accidents daily, we may require you to keep them at home for a period of 2 weeks to re-enforce potty training before returning to preschool. Tuition would still be required during this time to continue to hold a spot.

Our days and hours of operation are Tuesday, Wednesday and Thursday from 9:00 AM - 2:00 PM. We follow the Williamson County School schedule for holidays and school closings.

Enrollment Application

Parents must complete and submit an enrollment application for each child they wish to enroll at Concord Road Preschool. Before a child may attend school, we must have the completed enrollment application, registration fee, immunization records on a Tennessee form, a health history, signed parent forms packet and a tour of the facility. Please make sure every line is filled in and answered completely.

Registration Fee

A \$150 registration fee is due with your application. This fee covers classroom supplies your child will use each month and guarantees your child's placement in the program. We cannot guarantee your placement until we receive a completed application and registration fee. **This fee is non-refundable.**

Tuition Charges

Parents enrolling a child at Concord Road Preschool agree to pay the following tuition:

\$425 per month (for 3 days per week) for 9 months, or \$3825 annually

**There is a 10% discount for Concord Road Church of Christ members*

Tuition will be the same each month and does not fluctuate due to holidays, snow days, school closings, months with five weeks, etc. This is an annual tuition rate that we allow to be paid in installments. Tuition charges are due on the 1st of each month. If payment is not received by the 10th of the month, there will be a \$30 late fee added to your account unless prior arrangements have been made with the Director. Negligence to pay the tuition and any assessed fees by the end of the month will result in a re-evaluation of your child's enrollment and could result in removal from the program. If we are forced to close for an extended period of time due to any circumstances beyond our control, we will convert to a remote learning curriculum.

A child cannot begin the school year with an unpaid balance from the previous year.

A \$30 fee will be charged for all returned checks.

Withdrawal

Two weeks written notice must be given to the Director when withdrawing a child. Registration Fee and Tuition will not be refunded. **** The Director reserves the right to remove a child from the program in the event the preschool can no longer meet the needs that are in the best interest of the child, or for non-compliance to preschool policy by the family.***

Child's Needs

Please make sure your child eats breakfast each morning before school, gets plenty of sleep, and arrives on time. If you have a situation at home that could upset your child's regular routine or emotions, please give us a call or send a note or email to explain the situation. Our first concern is the well-being of your child, so feel free to call us any time we can help.

Messages From Home

You may send a message to our staff in your child's folder, by email or text. Please notify teachers in writing if there is a change in transportation for your child. Children will be released ONLY to those authorized on their application form. For an urgent or time sensitive message, please text the Director at 615-525-6900. If you need to discuss a specific situation with your child's teacher or the Director, please let us know. We will set up a time to meet with you or discuss the situation by phone when we are not supervising children. Please understand we cannot have a conference or discussion during arrival or dismissal but will be happy to arrange an alternate time to meet with you before or after school hours.

Toys From Home

Please do not allow your child to bring toys to school. Special toys from home may get lost or damaged at preschool and even left overnight accidentally. Exceptions are made for special theme days or show and tell, and your individual teacher will notify you of these days in advance.

Clothing

Since our program emphasizes active play, we recommend washable play clothes appropriate for the season. We go outside every day unless it is below 32 degrees, storming, or the heat index is too high. Please send a jacket or coat with your child daily in case the temperature changes throughout the day. **Girls must wear shorts under dresses due to active playing.** We also require athletic style closed toe shoes since we do participate in very active play both indoors and outside. We do not allow the use of flip flops, slides or crocs for safety reasons on the playground and indoor active play. If a child comes to preschool wearing inappropriate shoes, they will have to sit. Our during active play times due to safety concerns. Every child will need to keep a gallon size bag with a complete change of clothes (including socks and extra shoes) at

preschool. We encourage creative, messy play and accidents do happen! Please remember to label every item of clothing with your child's name.

Quiet Reading Time

Each child will need a regular size bath towel to sit on for quiet reading, and please label with your child's name. Children may choose to look at a book quietly, play with a toy from the classroom or just listen to the music quietly. This is a calming time to recharge before the next activity.

Discipline

When a child exhibits behavior that puts themselves or others at risk, behavior that is disruptive in the classroom, or behavior that is socially inappropriate, discipline will be administered in a positive, consistent, firm and loving manner.

- First step- try to identify the underlying cause of the behavior issue and try to help the child resolve the conflict in a positive manner. Most incidents are the result of a miscommunication. We use this opportunity to encourage reasoning skills to think of what could be done differently next time instead of _____.
- Second step- If the child is not coming up with alternate solutions, we offer some ideas to try. "Instead of _____, you could try _____"
- Third step- Remove the child from the situation or activity and redirect to another activity until they can discuss and implement some of the alternate strategies.
- Fourth step- Thinking Time consisting of one minute of time for each year of age. This allows the child to calm down and give time to think through choices, consequences and discuss "instead of _____, you could try _____" options.
- Last resort- Send the child to the Director to start the process again with step 1. Many times, being removed from the situation provides a fresh opportunity to think through the situation calmly and implement positive choices.
- Any offense afterwards - Call parents.

Consistently unhappy or disruptive children will be brought to the Director's attention, and a parent conference will be set up to discuss the situation. **The Director reserves the right to remove a child from the program as a temporary suspension or permanent**

expulsion if we feel we can no longer meet the needs of the child or the family, or if it is in the best interests of the classroom.

Carpools

Parents may wish to carpool with other families. The preschool assumes no responsibility for arranging carpools. If you are in a carpool, you must have the names of all children in the carpool listed, and names of parents/caregivers allowed to transport children listed on your child's application under those authorized to transport your child. The driver is expected to act as the parental substitute for all children in the carpool and should follow all procedures for parents outlined in this handbook. Concord Road Preschool staff members are not permitted to transport children to or from preschool.

Dismissing and Receiving Children

Arrival:

- At 9:00 AM we will begin receiving students in car line.
- Parents will enter the parking lot from the Concord Road traffic light shared with the YMCA to wrap the car line around the front of the building. You will pull up to the preschool entrance in a one lane line facing Concord Road to unload.
- Please turn off your engine and refrain from using your cell phone while unloading.
- Parents must sign the child in on the arrival sign in sheet by entering the time of arrival and printing and signing your name.
- Staff will unload the child and walk the child into the building to staff members.
- Parents must wait for the Director's signal to restart your engine and pull forward to exit onto Concord Road at the shared traffic light.
- Staff will be in the arrival hall to supervise each child going to the bathroom, washing hands and entering their classroom.
- At 9:25 - 9:35 we will close the gates to allow walk-ups to the pedestrian gate.
- Parents are always welcome to park and walk your child up to the gate. We ask that you walk down the sidewalk and use the pedestrian gate to avoid any cars in the parking lot.
- A staff member will be waiting with the sign in sheet to receive walk ups at the gate or the preschool door.
- If you arrive past 9:35, please call 615-525-6900 to have a staff member meet you at the door to sign in. If you know ahead of time that you will arrive past 9:35, it is best to wait until 10:20 due to supervision for the ReadyK program rotations.

Dismissal:

- At 1:45 we will allow walk up dismissal at the pedestrian gate. Parents are welcome to park and walk up to pick up your child any day. We ask that you park at the corner of our building with the larger overhang to walk down the sidewalk and stay safe while exiting with your child. You will need to sign the dismissal sheet before exiting with your child.
- At 1:55 we will open the gates and begin car line dismissal. No walk ups are permitted once car line dismissal has started due to safety reasons.
- Students will be grouped by class in the hallway with staff supervision.
- Parents will pull up in a single line, one way car line entering the parking lot from the Concord Road shared traffic light with the YMCA. The car line will be wrapped around the front of the building and circle around to be facing Concord Road in front of the preschool main door.
- Parents are required to turn off engines and refrain from using cell phones to keep the procedure safe for all children and staff.
- A staff member will call for the children to load each child into their car.
- Parents will enter the time, print and sign their name on the dismissal sheet.
- Please do not secure your child in their car seat or booster at this time. We ask that you wait until pulling forward into the parking space area to secure your child into their required safety seat. This will allow the dismissal process to be more efficient. Staff are not permitted to buckle a child into their safety seat. If you do not have the appropriate child safety seat installed in your car, we cannot permit the child to leave the premises according to the state regulations.
- Parents must wait for the Director to signal it is safe to restart your engines and pull forward, restrain your child in their safety seat and exit the parking lot using the shared Concord Road traffic light exit.
- Concord Road Preschool does not offer any before or after care. **After 2:15, there will be a flat \$30 fee with an additional \$1 per minute fee added to your account.** If you are in an emergency and know you will miss the dismissal cut off time, please text or call 615-525-6900 to discuss with the Director. The late fees are due the next school day following the incident.

Medical Conditions and Allergy Information

If your child has an allergy, please complete the Allergy Alert Information form located in your Parent Forms Packet. You can also get a copy emailed to you or from the office any time. It is extremely important to us to have as much information about the condition as possible to give the best care to your child when needed. In the event of a food allergy, we suggest keeping

appropriate treats in a gallon zip lock bag at preschool as a substitute for special occasion treats. This can eliminate feeling left out when classmates are celebrating. There is an additional form needed if your child requires emergency medication. The prescribing physician must give step by step details for administering the emergency medication along with the medication itself having a detailed label with the packaging. Please see the Director for complete instructions.

Health Regulations

Each child enrolling at Concord Road Preschool must present proof of being immunized in accordance with state law and the Tennessee Department of Health and Environment Child Health Standards. This record must be presented on a Tennessee State Form before the first day of preschool.

We will promote preventative health hygiene to minimize the spread of infectious diseases by handwashing, coughing/sneezing into elbows, ensuring staff and students stay home when feeling ill, disinfecting practices throughout the day and daily health checks. Do not bring your child to school with a cold or virus, discharging eyes, pink or redness in the eyes, rash, fever within the past 24 hours without the use of fever reducing medication, diarrhea, and/or upset stomach within the past 24 hours since they are still contagious in this time frame. **They must be symptom free for 24 full hours without using medication.** If your child has been placed on an antibiotic, please keep them at home until they have been on the medication for a full 24 hours.

Students will wash hands immediately upon entering the preschool using running water and soap. They will be monitored and assessed throughout the day for any signs of illness. Any fever or 100 degrees or more will be sent home.

Any child developing symptoms of a communicable disease during the school day must be excluded from the group immediately while waiting for a parent or caregiver to arrive. It is so important to make sure you have your cell phone with you while your child is at preschool and check it often for messages and calls. Parents of every child enrolled must be notified whenever a communicable disease has been introduced at preschool.

Please have your cell phone with you at all times so we can reach you in the event of an emergency. It is also extremely important to keep emergency contacts updated in case you are not reachable. If you know you will not be able to be reached by phone, please notify the Director of a backup person to act on your behalf in case of any emergency.

If your child becomes injured or ill at preschool, they will be isolated from the other children and made comfortable. We will contact a parent and ask that you make arrangements for your child to be picked up immediately. No one can care for your sick child like you, so please let us know if any of your contact numbers change during the school year.

Medication cannot be administered to a child by a staff member, EXCEPT emergency medication like an epi-pen, inhaler or another life-saving medication. You must sign your emergency medication in with a form completed by the prescribing physician prior to sending it to school.

Concord Road Preschool is a non-tobacco and non-smoking facility. There is no smoking, tobacco use or vaping in our facility as well as outside on our property.

If your child is injured while at preschool, you will receive an Incident Report by text. It will be a description of what happened, a picture of the injury and what (if any) treatment was administered or needed. If the incident is serious, you will receive a phone call in addition to the text report. If the incident requires further action such as a visit to a medical provider or dentist, we will need the result of that information to add to the incident report.

Lunch

We want lunchtime to be a positive experience to encourage healthy eating and socialization. We encourage students to learn how to open items independently to prepare for kindergarten. We provide adequate time for meal consumption and have additional staff to allow students to finish lunch even if it goes beyond the scheduled lunch period.

Parents are to send a healthy lunch from home each day in an insulated lunch container with a cold pack (please label all items with your child's name.). We are held accountable for each child meeting the state guidelines with lunches sent from home. The state guidelines are listed on the chart following this information. Please include foods your child has tried at home previously and can eat independently. Examples are finger foods, pieces of fresh fruit, sandwiches, vegetables, whole grain dry cereals, rolled up deli meat or cut pieces of cooked meat, etc. Please try to incorporate all food groups each day. We are trying to encourage healthy eating, so try to avoid sending desserts, candy and too many chips. Do not include foods that require heating or cutting up. Make sure to pre-cut high risk food up at home into quarters to avoid a choking risk such as grapes, hot dogs, large mini carrots, etc. Please refer to the meal guidelines provided after this section for the complete nutrition standards for preschoolers. We will send additional information to you throughout the year by email, printed articles or meetings regarding healthy foods, portion size and positive mealtime experiences.

You will need to send 2 water bottles daily: one to rotate with them throughout the day, and the other is sent with their lunch to the lunchroom each morning. There is a water refill station to use as needed.

Preschool	
 Milk	Minimum Serving Size: ✓ For 1–2 year olds: ½ cup (4 fl oz) required daily. ✓ For 3–5 year olds: ¾ cup (6 fl oz) required daily. Types: ✓ For 1 year olds: Unflavored whole milk only. ✓ For 2–5 year olds: Unflavored low-fat (1%) or fat-free (skim) milk only.* • Not required to offer different options of fluid milk.
 Fruits	Minimum Serving Size: ✓ For 1–2 year olds: ¼ cup required daily. ✓ For 3–5 year olds: ¼ cup required daily. • A second, different vegetable may be served in place of fruit. • May serve 100% juice once per day. If juice is served at breakfast, it cannot be served at lunch.
 Vegetables	Minimum Serving Size: ✓ For 1–2 year olds: ¼ cup required daily. ✓ For 3–5 year olds: ¼ cup required daily. • No vegetable subgroup requirements. • A second, different vegetable may be served in place of fruit. • May serve 100% juice once per day. If juice is served at breakfast, it cannot be served at lunch.
 Grains	Minimum Serving Size: ✓ For 1–2 and 3–5 year olds: ½ oz eq required daily. • Daily: At least one of the grains offered per day must be whole grain-rich. • Enriched grains may be served at breakfast if whole grain-rich items are served at lunch.
 Meats/Meat Alternates	Minimum Serving Size: ✓ For 1–2 year olds: 1 oz eq required daily. ✓ For 3–5 year olds: 1½ oz eq required daily.
 Grain Based Desserts	• May not credit toward the grains component. • Sweet crackers (e.g., graham and animal crackers) are allowable and count toward the grains component (with no weekly limit).
Additional Considerations About Preschool Meals	
Sugar Limits	Must follow the total sugars limits for: • Cereals: 6 grams (g) or less per dry oz. • Yogurt: 23 grams (g) or less per 6 oz. By October 1, 2025, must follow the added sugars limits for: • Cereals: 6 grams (g) or less per dry oz. • Yogurt: 12 grams (g) or less per 6 oz.
Fat Limits	• No deep-fat frying onsite (including at central kitchens).
Sodium	• No limit on sodium.
Offer Versus Serve (OVS)	• Only allowed when preschool students are co-mingled with older children (see page 4 for more information on co-mingling).
Family Style Meal Service	• Students must select at least a ¼ cup of vegetables, fruit, or both if offered the preschool meal pattern. • If students are co-mingled and being offered the K–5 meal pattern, each student must select at least a ½ cup of vegetables, fruits, or both. • Minimum serving size of each item or component must be offered to each student over the course of the meal.

Car Seat Safety

All children in the care of Concord Road Preschool are required to be transported in a car seat due to state requirements. Concord Road Preschool will not load a child for dismissal into a vehicle without the appropriate child safety seat. Concord Road Preschool is required by law to report any child that could be in danger due to riding in a car not properly restrained or with a driver who is impaired in any way.

Parties

Parties are planned for the following holidays:

Halloween (parade and party)

Christmas (family breakfast with Santa on Saturday)

Valentine's Day (literacy activity done throughout the day)

Easter (egg hunt)

Water Day (all-day year-end celebration)

We will need volunteers to help with some parties. Please let your teacher know if you are interested in helping with any event, either in person or by sending items needed.

A child's birthday is a very important event. We are happy to celebrate your child's special day if you chose to send in special treats for the class. Preschoolers are easily overstimulated from sugar and food dyes, so we request that the celebration be kept very simple. We do not prefer cupcakes (unless mini-sized), but cookies, donuts, salty snacks, popsicles, cut pieces of cake (to control portion size) are fine. We also suggest small water bottles or juice boxes if you choose to send in a drink. We celebrate a birthday treat immediately following lunch to insure each child has had their healthy lunches first. You are also welcome to attend and celebrate with us!

We can only send home birthday party invitations if the entire class is invited. We do not want any hurt feelings over not being included.

Parent and Center Communication

Monthly calendars will be available to each parent on the classroom app as well as a hard copy in your child's folder.

Daily news will be sent home the beginning of each week as an overview of the daily plans and activities.

Director newsletter will be emailed to parents with upcoming events, celebration highlights and information needed.

Travel folder will be provided to each student. This is our primary way to send you hard copies of important information, monthly calendars, forms, etc. If you have any news to communicate with your child's teacher, please send a note in the travel folder. It is checked each morning upon arrival. Please review your child's travel folder each afternoon to get information and important items we have sent to you.

Classroom Apps are a closed group of parents for each classroom and teacher to send daily pictures, reminders and helpful information. Please check your app at least daily to ensure you are kept up to date with all important information, schedule changes and plans.

There is a parent board located in the main hallway with important reminders, state requirements and guidelines and resource information.

There is a parent suggestion box located in the main hallway.

We have a Parent Advisory Board with at least one parent representative per classroom. If you are interested in serving on this board, please let the Director know. There are generally three meetings per school year arranged prior to dismissal to make it convenient for you. This is a wonderful way to provide ideas, feedback and suggestions from other parents to the Director to help improve our program.

You may email the school at melissa.hardeman@concordroad.org

You may text the Director at 615-525-6900 with any concerns you may have, but please do not text or call after 8:30 PM.

If there is an urgent need, please call or text the Director or your child's teacher at home.

Website is www.concordroad.org/preschool

Our parent handbook is located on the website for you to download, print or refer to as needed.

We have a Facebook page to share group activities and pictures with you. We do not ever list a child's name on any social media.

Please link your Kroger rewards card to our preschool to support us. It does not affect your rewards points, and they send us a donation based on the individual reward members purchases.

Student Assessments and Screenings

Concord Road Preschool will conduct three student assessments per school year. We use developmentally appropriate student assessments compiled from the Tennessee Early Learning Developmental Standards and our local county kindergarten readiness skills. We will document each student's assessments and send a copy home for you. We will offer a parent conference for each assessment in person, by phone, facetime or email. We feel it is so important to have open communication and a cooperative partnership between home and preschool to provide the best support for each child. Parents will have the opportunity to discuss concerns, ask questions, and collaborate with the staff to implement strategies to assist your child in his or her development. In addition to assessment conferences offered, we are happy to meet with you any time throughout the year to discuss questions or concerns.

Curriculum

At Concord Road Preschool we believe children learn best through active play, exploration and movement. In accordance with the American Academy of Pediatrics Policy, we feel children should limit screen time and not remain sedentary for long periods of time. We have developed our program around the concept of active learning, which incorporates being physically active with our curriculum. The Gold Sneaker Initiative was developed to encourage healthy lifestyle choices for preschoolers. As part of this initiative, there will be a minimum of 45 minutes per preschool day of unstructured physical activity and 45 minutes of guided physical activity combined with academic skills. In addition to our regular curriculum, children will have free play time in which they can choose different centers to participate in the classroom. The centers include dramatic play, art, blocks and building, literacy, math manipulatives, fine motor activities, sensory play, games, music and science exploration.

Academic: Letter and number recognition, beginning sounds, math skills, shape and color recognition, rhymes, poems, art, music, science, social studies activities, fine motor, literacy building activities and family literacy engagement activities.

Bible: We have a group devotional bible time each morning. This consists of a bible lesson, singing and prayer. Later in the day, each class will have a review to reinforce the lesson from the morning. This promotes literacy through retention (listening to a story and being able to re-tell it in their own words). We have a bible memory verse to correspond to the letter of the week. We have a special guest bible teacher each week that reinforces our Bible lesson with application lessons specifically for preschoolers.

ReadyK: This program uses physical movement combined with academic focus to stimulate both sides of the brain to work together simultaneously. The cross-curricular approach helps encourage focus and retention of the material. The children start the program with brain gym activities, yoga and stretching in a large group. They will then participate in rotating centers, which include active path, literacy, fine motor and science, music and climbing room.

Active path encourages depth perception, balance, and coordination combined with literacy and math skills.

Literacy uses books to reinforce the letter of the week, builds early literacy skills and language development and social-emotional skills.

Fine motor and science help develop the small muscles in the hand and incorporates science exploration.

Climbing room works on core strength providing a foundation of physical growth promoting posture and stability.

The combination of centers included in our ReadyK program helps build a foundation of strength, stability, enhanced motor skills, better focus and attention, improved emotional regulation, reduced anxiety, builds confidence and self-esteem (which encourages more social interactions and building friendships).

Enrichment: We have a monthly enrichment week for the entire preschool in addition to the regular class activities. The ReadyK curriculum will coordinate with the selected theme for the week. In addition to our regular centers, we will have special guests and programs. Information on the theme weeks will come home on the monthly calendar for each classroom.

School Calendar 2026-27

August 25 th	Snoopy Day & Parent Meeting 10:00-11:30 AM
August 27 th	Half Day 9:00-11:30 (no lunch!)
September 1 st	First full day of preschool
September 22 nd -24 th	Apple Fun Week
October 12 th -16 th	<u>WCS closed</u> for Fall Break
October 27 th -29 th	Pumpkin Fun Week (pumpkin patch 27 th , parade/party 29 th)
November 3 rd	<u>WCS closed</u> for election day
November 19 th	Thankful Friendship Feast
November 24 th -26 th	<u>WCS closed</u> for Thanksgiving Holiday
December 3 rd	Polar Express Fun
December	Family Santa Breakfast
December 15 th	Frozen science fun
December 17 th	Grinch party
December 21-January 4 th	<u>WCS closed</u> for winter break
January 5 th	Students return
January 19 th -21 st	Multicultural Week
February 4 th	Bear Hunt in PJ's
February 11 th	Valentine's Day Pizza party
February 23 rd -25 th	Dr. Seuss Week
March 11 th	Leprechaun Hunt
March 16 th -18 th	<u>WCS closed</u> for spring break
March 25 th	Egg Hunt
April 15 th	Spring Program
April 22 nd	Fun on Wheels
May 25 th	Water Day (last day for students)
May 26 th	Graduation (students going to kindergarten only) 9:30 AM

Emergency Preparedness

Concord Road Preschool's Emergency Preparedness Handbook contains all information regarding our emergency procedures including the following:

1. Emergency First Aid
2. Automated Electronic Defibrillator
3. Tornado Procedure
4. Earthquake Procedure
5. Flood Procedure
6. Fire Procedure
7. Missing Child Procedure
8. Confirmed Abducted Child Procedure
9. Hazardous Materials
10. Terrorism Threat
11. Bomb Threat
12. Chemical or Biological Event
13. Intruder Alert
14. Playground Intruder Alert

This handbook is available for you to review anytime and is located in the preschool office.

Personal Safety Curriculum

Concord Road Preschool uses the "Keeping Kids Safe" curriculum from the Department of Human Services in accordance with the following:

Tennessee law (TCA 37-1-603) mandates that every licensed or approved childcare agency in Tennessee provide annually a child sexual abuse prevention program for enrolled children.

The Keeping Kids Safe Curriculum is divided into six sections:

- Self-esteem
- Family and Friends
- Feelings
- Problem Solving
- Personal Safety
- Safety around me

This curriculum is designed to teach the children about themselves and how to be strong and safe when they encounter dangerous situations. We choose to use the term "bathing suit covered areas" in place of the terms for private body parts and will let each family determine when your child learns the appropriate terms for the parts of the body. We keep a copy of the Personal Safety Curriculum Handbook in the preschool office for you to review, or you may also access this information online through the Tennessee Department of Human Services website.

<https://www.tn.gov/content/dam/tn/human-services/documents/Keeping%20Kids%20Safe%20Curriculum.pdf>