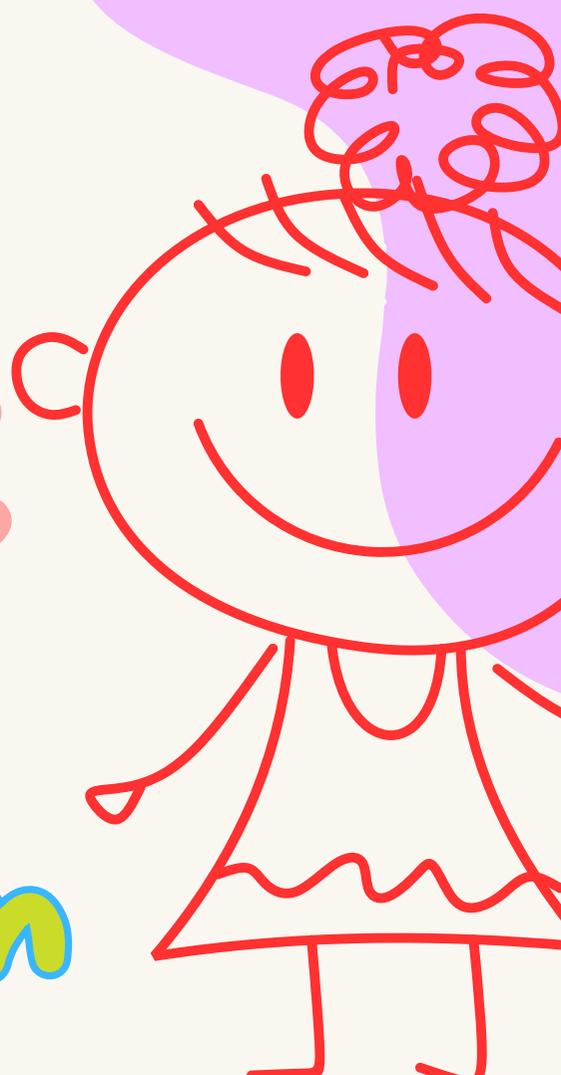




2025-2026

stuart HEIGHTS early education program



Parent Handbook

a ministry of Stuart Heights Baptist Church



Mission Statement

Our main desire for our children is that they know they were created perfectly by God and that God always loves them.

We strive to help children learn how to express themselves, how to develop self-control, and how to function successfully as part of a group. We also want children to see that learning is fun and that they are safe in our program. We introduce age-appropriate pre-kindergarten skills through exploration, play and semi-formal instruction.

We aim to accomplish these goals by creating an environment that promotes respect, independence and learning through exploration and play – all while discovering that God is present in every aspect of our lives.

Campus Locations and Contact Information

Soddy Daisy Campus
10049 Dayton Pike
Soddy Daisy, TN 37379
SD phone 423-541-1340

Hixson Campus
1505 Cloverdale Drive
Hixson, TN 37343
Hix phone 423-877-2643

E-mail
eep@stuartheights.org

Our Early Education Program is a ministry of Stuart Heights Baptist Church.

Directors: Dani Vetterick & Courtney Walker

Our Classes

The children are divided into four age groups. The classroom assignment is based on the age of the child as of August 15, 2025. There are 2 teachers in each class.

<u>CLASS NAME</u>	<u>AGE on 8/15</u>	<u>MAX in CLASS</u>
Caterpillars	1	8
Jitterbugs	2	10
Fireflies	3	12
Bumblebees	4+	14

Children will remain in the same classroom throughout the school year.

Our teachers for this year are:

	Soddy Daisy	Hixson
Caterpillars	Jana Dixon & Jennie Goodman	Jana Dixon & Kaitlyn Randall
Jitterbugs	Nicole Crumley & Betsy Swope	Jennie Goodman & Addison Beneke
Fireflies	Angelia Brooks & Telisha Cooper	Angelia Brooks & Telisha Cooper
Bumblebees	Emily Camp & Jennifer Williams	Haley Davenport & Tara Richmond
Music	Sondra Tweed	Sondra Tweed
Bible	Rebecca McKnight	Charlotte Davenport
Directors	Dani Vetterick & Courtney Walker	

General Information

Day Options:

Monday and Wednesday at the Soddy Daisy Campus or
Tuesday and Thursday at the Hixson Campus

(Because we are legally a state “Mother’s Day Out” program, no child may attend more than 2 days per week.)

Daily Times

9 am to 2 pm

Ages

12 months through Pre K
(Children must meet class age requirements by August 15 and will remain in the same class from September – May.)

School Year

September through mid-May

Registration Fee

\$50 *(one-time fee to reserve space)*

Supply Fee

\$25 *(one-time fee, due the 1st month of attendance)*

Tuition

\$175 per month, Sep - May
\$140 per month for subsequent children in the family

Tuition/Payment

The \$50.00 registration fee must be paid at the time of registration. **A child may not attend more than two days per week, since we are technically one “Mother’s Day Out” program.**

Monthly tuition is \$175. Additional children in the same family are \$140 per month. Tuition does not change if your child misses a day due to illness or personal vacation. Tuition is not refunded for days that EEP is closed due to inclement weather or for any unexpected closure. **There is a supply fee of \$25/child due with the first month’s tuition.**

We accept cash, checks, and debit/credit cards. (Make checks out to SHBC.)

Tuition is due by the 21st day of the month. After that time, the account is considered overdue. The child’s spot will be held until the end of that month. If no payment is made by the end of the month and the parent has not initiated a plan to pay, the child will be unenrolled from our program.

Drop Off

The doors will be open from 8:50 – 9:10am on school mornings for drop off. Children may not be dropped off prior to that time. Please sign your child in at the classroom using the Brightwheel app. Any questions or special instructions for the day should be discussed with the teacher or the director. The best drop-off method is to give your child a quick hug, tell them, “Have a great day!” and let them know you will be back when school is over.

Prolonging drop-off makes it harder on the child and on you. Please be on time for drop off, as late arrivals can disrupt the classroom.

We are available at any time to check on your child. Please feel free to call! Parents are always welcome in the building. Just call the Hixson or Soddy Daisy office for admittance when doors are locked.

Pick Up

Doors will be opened for pick between 1:50 – 2:10pm. *Children who are routinely picked up late will incur a late fee of \$5 for every 5 minutes past 2:10.*

All children must be signed out at the classroom before leaving. For safety purposes, your child will only be released to individuals noted on their registration form, or parents may specify a special pick-up person during morning sign in. (If someone other than the person dropping off is picking up, it should be indicated on the sign-in sheet at drop off.) If a last-minute change in pick up occurs during the day, please notify the director at your child’s campus. Also, please remember that children become anxious when a parent is late, so please make every effort to be on time. **Please do not leave other children unattended in the car while you come in for pick up. Please do not leave valuables in the car.**

Lunch

Please send a nutritional lunch and drink for your child each day. Foods should be items your child can eat with little assistance. **Please do not send food that needs to be prepared or heated.** If hot dogs, grapes or similar items are sent for younger children, they should be cut into bite-sized pieces. No carbonated drinks, please. **As needed, we may declare a class peanut-free to protect children with serious peanut allergies. If this situation arises, we will let your class know.**

Please label your lunch supplies. Thank you!

Weekly Bible and Music Classes

Children will enjoy both Bible and music each day. On Mondays and Tuesdays, a special Bible teacher comes in to teach Bible and on Wednesdays and Thursdays, a special music teacher comes in to teach music.

Rest Time for Caterpillars

Caterpillars (1 yr old class) will have a rest/nap time each day. We have nap mats and clean sheets in the classroom for children. Please send comfort items your child may need for rest time, such as a pacifier, special blanket, stuffed animal, etc.... Make sure all personal items are labeled with your child's name.

Personal Belongings

Pack your child's belongings in a **backpack or bag with their name on it**. Include a change of clothing (including socks and underwear) just in case it is needed. **Label all belongings with your child's name**. Parents of toddlers should label and pack all necessary items (sippy cups, pacifiers and diapers) the child may need. Please leave your child's toys at home or in the car. **Check your child's bag daily for notes from the teacher, crafts, newsletters, etc.**

Health Requirements

Please keep your child at home if you suspect he/she is sick or if he/she has been exposed to a communicable disease. Please keep your child home if he/she shows symptoms of illness, including, but not limited to:

- **Yellow or green nasal discharge**
- fever
- vomiting
- diarrhea
- signs of conjunctivitis (Pink Eye)

Children must be fever free (without the aid of fever reducing medication) as well as vomit free and diarrhea free for 24 hours before returning to school. Should your child show signs of illness while at school, you will be called to pick him/her up immediately. Our staff cannot administer over-the-counter medications or prescriptions to your child.

Discipline Policy

We view discipline as careful, loving and consistent training in the direction we want a child to go. At all times, the EEP staff will speak kindly and respectfully to each child and will praise children for being good. When inappropriate behavior occurs, the teacher will follow these steps:

- The teacher will talk with the child and give guidance in correct behavior. Then, the child will be given a chance to exhibit the appropriate behavior.
- If the child is still unable to choose appropriate behavior, the teacher will sit the child in “time out” a few feet away from the group for a specified amount of time (usually, one minute per year of age).
- If this procedure is not successful, the teacher may bring the child to the EEP office where the Director will discuss the incident and appropriate behavior with the child in a loving, but firm, manner. The child will return to the group if the situation seems resolved.
- If undesired behavior continues, the parent will be notified so they and the staff can work together on a solution, before removal from the program.

Biting Policy

Young children may occasionally bite out of frustration, anger or for no known reason at all. If this happens, a teacher will firmly tell the biter that, “Biting hurts. No biting.” The biter will then be placed in a visible time-out chair for one minute per year of age. Appropriate first-aid measures will be applied to the child who was bitten, if needed.

Parents of the children involved will be notified individually and **confidentially**. The EEP staff will closely monitor any child who has bitten and will work with his/her parents to prevent further occurrences. Each occurrence will be documented. Parents will be called in to discuss the situation after a second bite and if biting continues, the child will be asked to leave the program.

Potty Training Policy

Upon entering the Fireflies and Bumblebees classes (3s & 4s), children are expected to be fully potty trained and wear regular underwear. We understand that occasional accidents may occur; however, children should generally be able to use the toilet independently. Teachers can provide assistance as needed with pulling pants up or down and with wiping after a bowel movement until children are more confident in managing these tasks on their own.

Birthdays and Holiday Parties

We are delighted for you to celebrate your child's birthday or half-birthday at EEP. Please consult with your child's teacher for a good date and time to send a treat. Should you have a personal birthday party outside of class, please do not ask your child's teacher to hand out invitations unless the entire class is invited.

Your child's teacher will also be asking for your cooperation in providing special treats for holiday parties and special events. Sign-up lists will be posted outside individual classrooms prior to the event.

School Closing Policy & Inclement Weather Policy

Our scheduled breaks (Fall Break, Christmas Break, Spring Break, & Federal holidays) are the same as those of Hamilton County Department of Education (HCDE). We do not follow HCDE's calendar completely, so please be sure to check our published calendar either on our website (<https://stuartheights.org/eep-calendar>) or on the provided calendar postcard. We will also send home a monthly newsletter with dates and information on it.

Inclement Weather Policy:

- **If HCDE closes for the day due to inclement weather– we are closed.**
- If HCDE is delayed 1 or 2 hours – we will start at our **REGULAR** time. Just bring your child at your convenience, if you can do so safely.
- If HCDE closes early because of bad weather, we ask that you please pick up your child as soon as possible.

Closings and delays will be posted on our public and “parent-only” Facebook pages and we will attempt to contact parents through text messaging too.

Facebook

Please follow us on Facebook.

Public Page: **Stuart Heights Baptist Early Education Program**

Closed Group: **SHBC EEP – Parents' Page** (photos are on this page only)