



Fun And Play School 2025-2026 Parent Handbook

Dear Parents:

We at First Presbyterian Fun & Play School look forward to the upcoming year with your child. We have engaging activities planned and are confident your child will enjoy their time here. School runs from 9:00 A.M. to 2:00 P.M. on either Tuesday/Thursday or Wednesday/Friday—please be on time for pickup. The attached Handbook should answer most of your questions; feel free to contact me if you need more information.

To help your child adjust, give them a good breakfast and discuss what to expect at school, such as playing, singing, crafts, and outdoor time. Remind them you'll pick them up at 2:00 and encourage them to share their favorite part of the day.

Thank you for entrusting us with your child's care.

Sincerely,

Anna Johnson, Director
(615) 424-3762 - Cell Phone
(931) 486-2642 - Church Phone
director@funandplayschool.com – Email



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FIRST PRESBYTERIAN FUN AND PLAY SCHOOL

Mission Vision Statement:

AS A MISSION AND OUTREACH PROGRAM OF THE CHURCH...

ESTABLISH A PRE-KINDERGARTEN EXPERIENCE TO
ALL FAMILIES AT AN AFFORDABLE COST.

SHARE GOD'S LOVE, GRACE, & MERCY THROUGH
DISCIPLESHIP AND BIBLE STORIES

PROVIDE A SAFE AND NURTURING ENVIRONMENT FOR
YOUNG CHILDREN TO LEARN AND GROW.

We will use the mission vision statement as we plan for the current year and for future planning.
We will strive to align, improve, and evolve our program based on these tenets.

LICENSING

THE FUN & PLAY SCHOOL IS NOT LICENSED AND IS NOT REQUIRED TO BE LICENSED BY THE STATE OF TENNESSEE. THE FUN & PLAY SCHOOL IS OPERATED UNDER THE GOVERNANCE OF THE CHURCH.

- If you have any questions or concerns regarding the school, please first discuss them with the Director. -
- If the questions are not answered to your satisfaction, you may then schedule a meeting with the Fun and Play School Committee of the Church or the Pastor. -

The TN Department of Human Services asks that you not contact them with complaints until all other avenues have been exhausted.



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CHURCH CONTACTS

Director Anna Johnson director@funandplayschool.com

Fun and Play School Committee
pfscommittee@firstpresbyterianspringhill.org

Pastor Chris Adams
pastor@firstpresbyterianspringhill.org

SAFETY AND SECURITY

Your child's safety and security is important to us. All our teachers have cleared background checks, Safer Sanctuaries and ALICE training. Additionally, we continue to look for ways to strengthen our security and acquire special training for our teachers.

We have bullet-resistant film over all our glass doors and windows. We have deadbolt locks on all our doors and peepholes at all Fun and Play School entry points. We are increasing surveillance and are fortifying the facility by bolting unused, already locked church doors during Fun and Play School.

All doors remain locked throughout the day. During Drop-Off, we only unlock the Fun and Play School door. After Drop-Off ends, it is relocked. It remains locked until PickUp. We do not let unexpected visitors into the building while children are present. If you need to pick up your child early, please call or text the director that you are coming to pick up your child. Other groups and activities are scheduled outside of Fun and Play School class times. Drop-off is 8:50am – 9:05am. Pick-Up is 1:50pm-2:05pm.

If someone other than yourself is picking up your child at any time, **they must be listed as an Approved Pick-Up Person on your child's Brightwheel profile and have their 4 digit check in code, or have their driver's license.**

INSURANCE

All students are covered by our church accident policy. There will be no charge for this coverage.



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PRIVACY OF PERSONAL INFORMATION

We **DO NOT share the personal contact information of any student.** If you desire this information, you can send an email or text to the director who can forward your contact information to the other parent. You can also write the information down and send it with your child to be sent home with the other child.

BRIGHTWHEEL APPLICATION SOFTWARE

Brightwheel is a software platform for schools that keeps you and your child's information secure and safe while allowing the schools to perform administrative tasks like registration and enrollment, billing, as well as child updates and photo sharing. We now use Brightwheel to communicate with weekly and monthly newsletters, send payment invoices that allow you to pay via credit card through the app and even Autopay

SCHEDULED CLOSINGS - HOLIDAYS

Fun & Play School is closed for Fall Break, Thanksgiving Break, Christmas Break, and Spring Break – based on the Maury County and Williamson County school schedules. A calendar of the school year will be emailed once your child is registered. A monthly newsletter with a calendar will be emailed at the beginning of each month informing parents of upcoming events, parties, and scheduled school closings. If you'd like a paper copy, please let the director know.

NON-SCHEDULED CLOSINGS

Fun & Play School will use discretion and consider the Maury County Public Schools (MCPS) and Williamson County Schools (WCS) decisions for closings. This includes closings for ice, snow, severe weather, flood or illness. However, the Fun and Play School Director and the First Presbyterian Church Session will determine if the school closes for weather or illness. You will be notified by the Fun and Play School director via email or text.



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WITHDRAWAL

Fun and Play School is a mission of First Presbyterian Church of Spring Hill. That said, we rely on each students' monthly tuition to help offset the expenses. Therefore, once you enroll in Fun and Play School, we are counting on your tuition each month (August – May) to help keep our rates low and the school functioning properly. If you need to withdraw your child, **we require at least 2 weeks' written notice about the withdrawal.** If there is less than 2 weeks' notice, there is a \$75 early withdrawal fee.

SCHOOL POLICIES

ADMISSION

A child should be 3 years old* by August 15 of the school year in which they are enrolling and must be potty-trained to enroll in the Fun and Play School.** Student spots are filled in the order in which the registration fees are received. The program is limited to 24 children per class. (8:1 student/teacher ratio) First Presbyterian Church of Spring Hill has a racially non-discriminatory policy and does not discriminate against applicants on the basis of race, color, creed, national or ethnic origin.

*Children under 3 - Fun and Play School curriculum and activities are designed for children aged 3-5. We do not have a 2 year old program. In some circumstances, a child younger than three may be allowed to enroll, but this will be at the discretion of the director and will be on a trial basis. However, the child must be potty trained. No exceptions.

** **Potty-Trained** means the child: can sit on the potty themselves; can aim into the potty while standing; does not have frequent accidents during the day; will go to the bathroom on their own; will let a teacher know they need to go to potty; will not fight or resist going to the bathroom when asked to do so.

REGISTRATION

Registration, Release, and Media Forms must be filled out and returned to the Director of Fun and Play School. Once these forms are turned in, you will receive an invite to Brightwheel, an code to connect your account to Fun and Play School, and an invoice for the Registration Fee from Brightwheel will then be sent to you.

TUITION AND FEES

- **Registration Fee** is \$50, due with the registration form. Child's spot is not secure without the registration fee. Registration Fees are non-refundable.
- **Tuition** is \$200 per month and is due on the 1st of each month.
- **Sibling's tuition** is \$180 per additional sibling per month.



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- **Late Tuition Fee** of \$25 will be charged for tuition paid after the 15th of the month. Frequently late tuition payments may result in Autopay through Brightwheel being required for your child to continue to be enrolled.
- **Late Pick-Up Fee** is \$25 + \$1 per minute starting at 2:15pm. This Fee will be added to your monthly tuition statement. (See Payments).
- **Withdrawal Fee** is \$75 if less than 2 weeks' notice is given.

PAYMENTS

- **Credit Card payments and AUTOPAY are available through the Brightwheel App.**
- **Cash payments**, please put the money in an envelope with your child's name on the outside and place in the dropbox to the right of the back entry door. An envelope can be provided for you. A receipt will be given for cash payments. If after school hours, please text the director to let her know it's there.
- **Checks**, make checks payable to "Fun & Play School" and put the child's name and month of tuition in memo/for line. If your check is returned for insufficient funds more than once, we will require that future tuition be **via AUTOPAY on Brightwheel**.
- **PayPal payments**, scan the QR code or send to director@funandplayschool.com via the Paypal app or website. In the note put your child's name and the month of tuition you are paying for.

PayPal QR Code



DRESS CODE

Please dress children in washable play clothes and tennis/closed-toed shoes.

- Velcro or elastic band shoes are best. Shoes with laces frequently come untied several times a day. **No sandals, no flip-flops, and no crocs – mulch from the playground gets stuck in them.**



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- When a dress is worn, your child must wear tights, leggings, or a pair of shorts underneath.
- Send 1 set of clothes including socks in a bag with your child's name on it to be left at school in case of a potty accident or spill.
- Please make sure your child is dressed appropriately for the weather outside, including a sweater and jacket, hat and gloves if necessary. We go outside as often as we can.

SCHOOL DAY

START TIME - 9:00am

- Doors will be open from 8:50am to 9:05am.
- At 9:05am doors will be locked for security.
- If your child is going to be Tardy because they have an appointment or you are running late, please let the director know. We will let you in once you arrive.

LUNCHES -

- Please send a lunch box or bag and a spill-proof water bottle each day.
- Your child's name should be on the outside of the lunch box, on any ice packs, and on the water bottle.
- NO GLASS BOTTLES or DISHES, PLEASE! No chewing gum or candy in lunches.

SNACKS -

- Please pack a separate snack for your child.
- Label snack with your child's name.
- If you would like to provide a classroom snack or do something special for your child's birthday, please discuss this ahead of time with the director.

PICK- UP TIME – 2:00pm

- Doors will open at 1:50pm for pick up.
- Please pick up your child promptly by 2:00pm.
- After 2:15pm, doors will be locked for security, and you will be considered late. There will be a \$25 charge at 2:15pm. You will be charged an additional \$1 per minute after 2:15pm that you are late. Please be on time. Traffic is bad on Main Street. Plan ahead. Children can get worried or upset when parents are this late. Continued lateness may be cause for your child's dismissal from the program.



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Director will add the late fee to your monthly invoice. (See Payments). This will be strictly enforced.

SCHOOL DAY (Continued)

LATE DROPOFF/EARLY PICK-UP –

- If your child has an appointment or needs to be dropped off late or picked up early, please let the director know via text or email.
- You will have to knock at the Fun and Play School door and stand so we can identify you through the peephole when dropping off or picking up your child.

ILLNESS

- Do not bring a child to school if they have been sick or vomiting the night before or has diarrhea in the morning or if they have had a fever as high as 100.1 (children need to be fever free for 24 hours without the use of medications before returning to school).
- If your child is on an antibiotic, keep them home for 48 hours after starting the antibiotic before returning to school.

Please use good judgment. If your child contracts an illness, please contact us so we might inform other parents as necessary.

DISCIPLINE

At Fun and Play School we aim to nurture the whole child. So when there is a discipline issue we have multiple tools in our toolbox to correct the behaviors.

- We use modeling and prompting to help children navigate new situations.
- We discuss and guide the child through problem solving skills to help them find other more appropriate solutions and we use redirection and distraction when and where appropriate.
- We use a reward base system to help incentivize children to behave.
- We may speak with you about your child's behavior to let you know what they are struggling with so that we can work together on encouraging the appropriate behavior.
- If a child is aggressive towards the teachers or students even with redirections and prompting they will be sat away from the other children until they are calm. If the child will not keep respectful boundaries, parents will be called to come pick up the child.
- We have a very strict policy against any kind of corporal punishment.

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- “Our church policy requires that we report any child’s comments or behaviors that reference assault, harassment, or neglect, including those sexual or racial in nature to the child’s parents.” per PCUSA Book of Order

CAR RIDER LINE PROCEDURES



The Week of September 2nd, we will start using the car rider line.

This is an aerial view of the church.

Car Riders **ENTER on AYERS Street.**

Then **EXIT onto FERGUSON Street.**

- Parking** is for those who need a little extra time getting a child into school, dropping off supplies/birthday treats, or need to talk to speak with the director or teacher.
- Car Rider Line** is indicated above. Please make 2 lanes along the playground fence. Once you have pulled forward until even with the sidewalk and playground (green line) or as far as you can, please put your car in park, engage parking brake. We can do about 3 cars at a time
 - For DROP OFF:** Please HELP your child exit the vehicle, **but DO NOT let them out until a TEACHER ARRIVES to sign your child IN and walk them to the sidewalk.** Once the teacher takes your child, **WAIT until given the ALL CLEAR before moving forward.**
 - For PICK UP:** A Teacher will come for you to sign your child OUT. Please stand outside to help your child into the car and buckle them up and return to driver’s seat. Teachers cannot buckle up your child. Parents must. **WAIT until given ALL CLEAR before moving forward.**

Please be patient as we get used to this new routine at Fun and Play School. We hope that it will become a convenience for all our families in addition to keeping our kiddos as safe as possible. Ferguson Rd and School Street are getting busier and have regular construction traffic. This car rider routine will help keep the kids away from those streets.



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When it is raining and for programs, we will close the car rider line. We will send an ALERT via the Brightwheel app if the car rider line is closed and the "Car Rider Line Is Closed Sign" will be posted.

CLOSED CAR RIDER LINE – When the car rider line is closed, the A frame sign will say "Car Rider line CLOSED". You will need to pull forward and park in the gravel lot and come inside the school at the "Fun and Play School" marked door to sign your child in or out. If you have an infant in the car and you need assistance, please let the staff know and someone will assist you if available.

GENERAL INFORMATION

- **NO TOYS** - Please do not bring toys from home except on Show and Tell days as indicated on your monthly calendars. Your child may bring a G-rated DVD or video to watch during quiet time or a book to read during story time.
- **MEDICAL EMERGENCIES**- In case of emergency, your child will receive necessary attention, and parents will be contacted immediately.
- **LABEL ALL ITEMS**- Remember to put your child's name on all coats, hats, lunchboxes, water bottles, ice packs, etc.
- **NO REST MATS** - You will not need to bring a rest mat for your child. Each child is provided with their own carpet mat to sit on.

COMMON SCHEDULE OF DAY'S ACTIVITIES

This schedule will give you an idea of your child's day. Our timetable is flexible because certain activities take longer than others. Some days we might have special activities that change our regular routine, but most days are very close to this example:

Time	Activity
9:00-9:30	Play Dough, Bathroom Break
9:30-9:45	Clean-Up & Wash Hands
9:45-10:05	Snack
10:05-10:35	Large Group Time: Roll Call, Pledge Of Allegiance, Worship, Songs
10:35-11:30	Small Group Time – break into age groups for crafts & activities
11:30-11:40	Bathroom and Water break



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11:40-12:25	Free Play – Outside recess if possible.
12:25-1:05	Wash Hands and LUNCH
1:05-1:25	Large Group Time: Stories and Games
1:25-2:00	Quiet Time & Bathroom Break (while the teachers wipe down tables, sweep, and sanitize toys and shared materials usually watch a video)

By signing the Fun and Play School Release Form, you confirm that you have read, understood, and accepted the policies in this Handbook. Adherence to these policies by you, your children, and any family members involved with the program is required for continued participation.

Please keep a copy of this document for your reference.