

**Cedar Springs  
Weekday School  
Parent  
Handbook  
2025-2026**



**Cedar Springs Weekday School**  
**9132 Kingston Pike**  
**Knoxville, TN 37923**  
**Mailing: P.O. Box 31889, Knoxville, TN 37930**  
**Phone: (865) 291-5252**  
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**cedarspringsweekdayschool.com**

Dear Parents,

We are thrilled about the many learning experiences taking place at the Weekday School and eagerly anticipate getting to know each family God has brought to us. We are honored you have chosen Cedar Springs Weekday School for your child's educational needs. If it becomes necessary during the year to make changes to this handbook, an email will be sent to you regarding the updates.

Blessings to your family,

Karen Witcher, Director  
Rachel King, Associate Director  
Maria Cevera Administrative Coordinator

Lisa Kyker, HR Specialist  
Mary Beth McCue, Bookkeeper

## **Cedar Springs Weekday School Offers**

Part-time Preschool for 2-4-year-olds - 9:00 a.m.-1:30 p.m. (MWF OR TR)

Part-time Preschool for 5-year-olds "age-ready" for K - 9:00 a.m.-1:30 p.m. (M-F)

Tuesday/Thursday Summer Preschool 3-5-year-olds - 9:00 a.m.-1:30 p.m.

Full-time Preschool for 2-4-year-olds - 7:30 a.m.-5:30 p.m.

State-Certified Kindergarten - 8:00 a.m.-3:00 p.m.

After School Care for Kindergarten-5th graders - 2:45 p.m.-5:30 p.m.  
with bus pick-ups at Bluegrass and A.L. Lotts

Summer Camp for K-5th graders - 7:30 a.m.-5:30 p.m.

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**Licensed by the TN Department of Education (D.O.E.)**

A ministry of Cedar Springs Presbyterian Church since 1966

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## **CEDAR SPRINGS PRESBYTERIAN CHURCH**

LOVING GOD, LOVING ONE ANOTHER, SERVING THE WORLD

### **CEDAR SPRINGS PRESBYTERIAN CHURCH BELIEFS**

#### **Evangelical Presbyterian Church – The Essentials**

These are the Essentials to which we hold. These Essentials are set forth in greater detail in the Westminster Confession of Faith. All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the 66 books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks.

On this sure foundation we affirm these additional Essentials of our faith:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross as a sacrifice for our sins, according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us and empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity, where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
6. Jesus Christ will come again to the earth - personally, visibly and bodily - to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come, Lord Jesus." (Rev. 22:20)
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them." (Eph. 2:10)

# WELCOME

Cedar Springs Weekday School is a ministry of Cedar Springs Presbyterian Church and exists to serve church families and those in surrounding communities. We are governed by a Leadership Group consisting of elders, deacons, staff, church members, and school parents.

## MISSION

Our mission is to respond to God's love by following Jesus: in loving God, loving one another, and serving the world.

## PURPOSE

Our purpose is to care for children in the absence of their parents and to teach those we meet about Jesus so that they may one day come to know Him personally. (John 3:16)

## PHILOSOPHY

- To provide a safe and loving environment that offers nurturing in spiritual, emotional, intellectual, social, and physical areas of growth for children ages 2 through 5 years and grades K-5th.
- God has graciously given us our children (Genesis 33:5) and we view our role as an extension of the family. We provide support through education and parental assistance throughout the year.
- That children may learn in an exciting, timely, and developmentally appropriate way, with each level affirming and laying the foundation for the next. (Proverbs 22:6)
- Our primary desire is that all our little ones are cared for in an atmosphere that is safe, warm, welcoming and loving. At just the right time we provide numerous experiences which stimulate a child's curiosity about the world and everything God created.

## GOALS

1. To provide an atmosphere for getting along with each other and accepting authority
2. To help children learn about God and know that He has a plan for each of their lives
3. To help children learn to manage themselves, their materials, develop resiliency, and recognize and make good choices
4. To build children's self-esteem by encouraging them to find comfortable, contributing places in their classes and society

## LICENSING

We are licensed by the State of Tennessee Department of Education. We follow strict guidelines regarding safety measures, square footage inside/outside, equipment, food and drink served, staff background checks, fingerprinting, qualifications, Inservice/continuing education, child/teacher ratios, curriculum, and the confidentiality of your child's permanent records. We are evaluated several times during each school year by local and state overseers, accreditors, and licensing officials. The number of children in a room is decided upon by licensing requirements regarding square footage.

A full document outlining the "Rules of The State Board of Education Standards for School Administered Child Care Programs" (Chapter 0520-12-01) is available at:

[http://www.tn.gov/assets/entities/sbe/attachments/117\\_III\\_U\\_Standards\\_for\\_School\\_Administered\\_Child\\_Care\\_Programs\\_Rule\\_0520\\_12\\_01\\_Clean\\_Copy.pdf](http://www.tn.gov/assets/entities/sbe/attachments/117_III_U_Standards_for_School_Administered_Child_Care_Programs_Rule_0520_12_01_Clean_Copy.pdf)

# PARENT PARTNERSHIP OF UNDERSTANDING

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## CHRISTIAN/ACADEMIC

- We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we do agree that this training will be carried out in the home. We place our trust in Cedar Springs Weekday School to extend that training.
- We understand that we are obligated to be actively involved in the physical, social, emotional, and academic education of our children and provide home support reflective of classroom experiences.

## SAFETY/SECURITY

- **TO REMAIN ENROLLED**, we will faithfully use our assigned **SCHOOL ID BADGE(s)** to enter the building, and utilize the **PROCARE APP for attendance**, recognizing the safety/accountability of ALL students hinges on our compliance and realizing that a lack of possession of my badge or inaccurate attendance deters the school administration from providing daily student/staff support.
- We will make sure that **those following us have visible badges**, should we approach the door at the same time, prior to gaining entrance.
- We will **alert the school office if our badge(s) is lost**, in order to deactivate it, to protect the safety of all those at the Weekday School, with the understanding that a \$6 fee for a new badge will apply.

## PARENT-STAFF

- We will faithfully support the school through our prayers and positive attitude, and in keeping with Matthew 18, we are committed to giving a good report by sharing any complaints and negative comments only with those people involved. Unresolved issues will be taken care of by first consulting our child’s teacher, prior to approaching administration.
- **We understand that the Weekday School does not tolerate profanity, obscenity in work or action, dishonor to the Word of God, disrespect of school personnel, or continued disobedience to the established policies for the school (including use of badges, weather/illness closings, financial obligations, dismissal. etc.).**

## DISCIPLINE

- We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce regulations in a manner consistent with Christian principles and “Conscious Discipline”, the school’s behavior management program.
- We will become informed regarding the practices of “Conscious Discipline”, to partner with the WDS and discipline our child in the home as needed. If requested due to student behavior challenges, we will participate in Conscious Discipline Parent Training OR in order to support our child.
- We will support the staff by involvement in parent/teacher conferences, when requested, to review our child’s development/ growth and collaborate on behavior plans to benefit our children in struggles in the classroom.
- If our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments to remain enrolled.

## **DIVORCED/SEPARATE HOUSEHOLDS**

- **We agree to provide a copy of the legal Parenting Plan** established and agreed upon by the courts to the administration. We understand that any duplication of records will include a fee.
- We understand that the Weekday School is here to love and support our children without any parent bias. Court-approved Parenting Plans will be strictly followed, and any temporary deviations must be approved by both parents prior to school implementation. It is helpful for your child's teacher to be aware of drop-off/pick-up arrangements to reassure your child should they be concerned. Providing a calendar of approved parenting time can assist our staff.
- If a child(ren) resides in a two-parent household, both parents agree to work cooperatively to set similar steps in place to help the child(ren) be successful in behavior struggles consistent with the school's behavior plan.
- We understand that if at any time the school determines, in its sole discretion, that my actions do not support this ministry, or reflect a lack of cooperation and partnership commitment, the school has the right to dismiss my child(ren) from the program.

## **CHALLENGING PRESCHOOL BEHAVIOR PROTOCOL**

All children can struggle with challenging behavior at times. The WDS is committed to teaching self-regulation and appropriate responses to strong emotions by using "Conscious Discipline", our behavior management program. We expect students to demonstrate the respect that should be shown to parents and our staff, and active partnership with families is necessary in this process.

When challenging behavior is present in a preschool classroom, our staff will respond in the following manner, with the expectation that parents will also play a role in working to correct their child's behavior, as part of our partnership:

1. The teacher shares continued behavior struggle(s) with the parents and diligently monitors, documents, and modifies responses as needed, looking for developmentally appropriate improvements over a 2-week period.
2. If behaviors continue to exist/escalate, the parents and teacher will meet to develop a **Behavior Plan of Action**, with support of the administrative and/or behavior support staff. The plan's implementation will be for 4 weeks (Full-Time Preschool) or 5 weeks (Part-Time Preschool). **All families need to be aware that they may be asked to speak with their child by phone, visit their child at the WDS, participate in Parent Conscious Discipline Training, and/or incur early dismissal for the day.**
3. After 2 weeks of implementing the **Behavior Plan of Action**, if most of the behavior goals have not been reached, the teacher will revisit the plan with the parents to discuss progress and modify the plan, as necessary. **The parents will be asked to take a one week leave of absence from the program (at ½ price weekly tuition) for families to focus on these behaviors with their child one-on-one at home.**
4. If the child returns and the behavior goals are not improving over the next 2 week period, including physical aggression harmful to other children or staff AND/OR consistent disruption prohibiting developmentally appropriate classroom routines and/or sleep for other students **the child will then be required to have a one-on-one coach to remain in attendance (paid for at parent's expense) prior to the possibility of dismissal from the program.**

## **DISMISSAL/WITHDRAWAL**

- It is understood that after working with the staff/administration to respond to challenging behavior concerns:
  1. Should a child be excessively disruptive or exhibit exceptionally aggressive behavior (biting, hitting, kicking, etc.), and/or persistent bullying, threatening the safety and well-being of self and others in the class **and/or**
  2. Require constant one-on-one attention from the teacher, taking away attention from the other students in class, the school will require dismissal from the program.
- It is understood that if at any time the school determines, in its sole discretion, that one's actions do not support this ministry, or reflect a lack of cooperation and partnership commitment, the school has the right to dismiss a student(s) from the program.

# GENERAL INFORMATION

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## ADMISSION

Cedar Springs Weekday School admits students of any race, creed, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school, and does not discriminate on any basis in the administration of its policies and other school-administered programs.

A **NON-REFUNDABLE** registration fee reserves a place in class from the initial enrollment time prior to the first day through that session. Online applications must be submitted during registration or paper copies through the main office.

## CANCELLATIONS

If enough students are not enrolled in a class to cover expenses, the class will be canceled. Parents will be notified 2 weeks before the first day of class, and other arrangements will be made by parents and school staff.

## E-MAIL, TEXTS, AND BLOOMZ COMMUNICATIONS

We often communicate with our families via email, texts, and Bloomz. Please check your email inbox for monthly newsletters and general updates, and information about the school. Sometimes emails can be flagged as spam, so please check your spam box, too. Tuition statements are emailed monthly. So you don't miss any messages, let us know if we need to update your email address or phone (for texting purposes). **Please be mindful that our staff have families as well and understand that you may not receive a response back to a message outside their working hours.**

## CLASSROOM SUPPLIES

While you will get a supply list from your teacher, each teacher may have some specific requests beyond general supplies that they will convey prior to school beginning.

## PARKING

Parking on campus should be in designated spaces only. The front circle off Kingston Pike is NOT for parked cars. The parking lot routes behind the east wing, approaching the WDS entrance, and beside the front Chapel are one way. ***Parents should not use the Chapel parking lot beside Kingston Pike. Directional signs for the parking lot located by the playground should be noted. If you use the traffic circle at the school entrance, please be mindful of safety related to other families crossing in this area and vehicles arriving/departing. We request that you drive slowly through this area for the safety of all students.***

## ARRIVAL

For the safety of all, please drive slowly and **ENTER/EXIT ONLY from the intersection of the light at Cedar Bluff and Kingston Pike to avoid accidents (NOT the entrance across from Bojangles)**. Also, please do not allow children to stand through sunroofs or hang out windows unsecured. We utilize the Procure app for attendance tracking required by licensing guidelines.

**\*Our REQUIREMENT is that families will sign their child in/out daily in the Procure app, and failure to do so may impact enrollment status. If you have someone picking up your child, they may use your PIN code or roll down the window to ask for assistance.**

### **Full-time Students**

FTPS families will **walk their child into the building for drop-off** no earlier than 7:30 a.m. and **pick-up at the classroom by NO later than 5:30 p.m.** You will be **REQUIRED to sign your child in/out using the Procure app.** This will allow staff an opportunity to expedite breakfast service, time for parent discussions, and parents to begin and end their child's day with a hug in the classroom.

### **Kindergarten Students**

Kindergarten families **will walk their child into the building for drop-off** no earlier than 7:50 a.m. and **pick-up in the carline under the church awning no later than 3:00 p.m.** You will be **REQUIRED to sign your child in/out using the Procure app.**

### **Part-time Students**

**PTPS families should pull up along the sidewalk outside the WDS entrance and wait until a WDS staff member comes to their vehicle** (This is due to the large number of children arriving at the same time daily and the lack of hallway space to accommodate everyone). **All occupants should remain in the vehicle.** You will be **REQUIRED to sign your child in/out daily by using the Procure App** and a staff member will gather your child along with their school items and take them to the classroom. We realize this process may be a challenge particularly for NEW students. If your child is new to our program, you and your child are welcome to plan a visit, scheduled through the main office, to the classroom in advance. If there are special days that you'd like to walk your child in, then just delay your arrival until 9:15 a.m. when the carline has ended.

**PTPS families will receive 2 car tags with your child's name and teacher's name to display on the passenger side window.** If possible, it is suggested the same family member pick up and drop off daily. **Children will need to exit cars from the passenger side; (please keep this in mind when placing children in your vehicle).** WDS staff may help unbuckle children, but it can expedite the drop-off process if parents assist.

**PTPS Designated Dropoff time is 8:50 a.m. - 9:15 a.m. and car line pick-up is from 1:20 p.m.-1:30 p.m.**

**Any PTPS parent arriving after the designated drop off time will need to bring in your child after 9:15 a.m. You are required to bring your issued security badge and use the double doors at the main Weekday School entrance for entering and exiting the Weekday School area.** Parents are not allowed to enter or exit through other church doors for security reasons. Children should not be allowed to come into the building alone from the outside doors or parking lot. Please sign them into class upon arrival using the Procure App.

### **SAFETY AND SECURITY ID BADGES**

Our goal is to keep your child as safe as possible while in our care. To that end, our classroom doors will remain open for a 30-minute window after the class is due to begin and 30 minutes prior to dismissal. (FTPS 7:30-8:00 a.m.; PTPS 9:00-9:30 a.m.) Should you arrive outside this window, please knock loudly on the classroom door to gain entrance.

Each Weekday School family is issued 2 security picture IDs, the cost of which is included in the registration fee. The cost of each additional badge is \$6 and will be charged to your account. When

you leave our program, please return your ID badges to the WDS office for security reasons. There are no refunds. **Please do not let other people enter the building with you when you use your badge, unless they show their badge, as this defeats the purpose of our security measures in place to keep your child as safe as possible. Please have your security I.D. with you at all times and visible while in our facility.** At times, administrative staff may be needed in other areas and won't be available to grant you access.

### **PICK-UP**

Your child will be dismissed to you at the end of the day by **YOU SIGNING THEM OUT THROUGH THE PROCARE APP**. Teachers will need to see an I.D. the first time you or anyone else on your approved pickup list comes for your child. If we do not recognize the person picking up your child, we will ask for I.D. verification. Written permission by the child's parent/guardian is required for a child to ride or leave with anyone other than their parents (or legal guardians). You may give permission on the enrollment form, a daily note, or an email or fax sent to the WDS office for someone else to pick up your child. PTPS families may also give your car tag to someone to authorize their pickup.

**For PTPS pickup**, vehicles should pull up along the sidewalk outside the WDS entrance and **all occupants should remain in the vehicle**. A pick-up card from the Weekday School must be displayed in the car's passenger side windshield indicating the child(ren)'s name and teacher's name. Your child and his/her belongings will be brought to your car. \*\*

- **Part-time Preschool pick-up:** 1:20 – 1:30 p.m.
- **Full-time Preschool & School Age Care (SAC) pick-up:** **NO LATER than 5:30 p.m. at your child's classroom.**

### **NOTE:**

- We request **FTPS families please do not pick up your child during naptime**, unless there is a special circumstance. **Please be considerate of our staff's family needs and arrive no later than 5:30 p.m.**
- **PTPS families** please arrive within our pick-up windows.
- Should you arrive past your pick-up time - students will be seated outside the WDS main entrance with two staff members.
- **PTPS Drop offs/Pick-ups will be under the sanctuary awning in extreme weather.**
- **PTPS children** will need to enter cars from the passenger side. Parents will then need to leave the pickup line, pull into the parking lot, park, and then take the time to secure your child in their car seat, out of consideration for our staff and others who are waiting in line. WDS staff are not allowed to buckle children into their car seats due to time constraints and liability issues.

### **DIVORCE SITUATIONS**

In a divorce situation, please provide us with a copy of the necessary legal documents so we can follow any court approved custody policies. For your child's safety, we can make no exceptions to these policies, no matter who registered the child or who is paying tuition. ***It is our obligation to follow Parenting Plan guidelines that the family or other official legal document has established regarding access/denial to children.***

### **IMMUNIZATIONS & RECORDS**

Proof of immunizations must be documented on the proper Tennessee medical form prior to the first day of the program. If your child attends a public school and is part of our SAC program, your files will be kept at their school. **Children may not attend without proof of immunizations.**

Kindergarten physicals and immunizations are to be completed on or after 4 years of age, no matter when the child starts Kindergarten. The results of this physical MUST be documented on the forms, available at all doctors' offices. The original social security card and original birth certificate (with raised state seal) is required for us to see, photocopy for you, and initial.

All children's records will be kept in strict confidence. The director will furnish documents as requested by a court.

### **WEEKDAY SCHOOL POSITION STATEMENT ON IMMUNIZATIONS**

The Cedar Springs Weekday School acknowledges parents' rights to make decisions they believe are best for their children. However, the Weekday School maintains a neutral policy regarding state-mandated immunizations for students who attend the school. Accordingly, Cedar Springs Weekday School is unable to admit, or continue enrollment of, a student in any of its programs absent a valid record of immunizations, or a valid medical exemption, as set forth in the State of Tennessee statutes and regulations.

Admission to the Cedar Springs Weekday School is subject, among other criteria, to providing proof of state required immunizations absent a medical exemption. Tenn. Code Ann. § 49-6-5001(a) requires all students to be "immunized prior to attendance at any school, nursery school, kindergarten, preschool or childcare facility of this state." While there are medical exemption provisions that appear mandatory for all schools, the religious exemption is specifically applicable to public schools and makes no mention of private or church run schools. This is confirmed based on Tennessee Regulations found at Rules of the Tennessee Department of Health § 1200-14-01.29(18)(c). For the protection of all students enrolled in Cedar Springs Weekday School, the school requires all students to have all required vaccinations absent a medical exemption.

As a religious school, Cedar Springs Presbyterian Church has the absolute right to establish admissions criteria to its programs. The Supreme Court's "opinion in *Watson* [v. Jones, 13 Wall. 679, 20 L.Ed. 666 (1872)], 'radiates ... a spirit of freedom for religious organizations, an independence from secular control or manipulation—in short, power to decide for themselves, free from state interference, matters of church government as well as those of faith and doctrine.' *Kedroff v. Saint Nicholas Cathedral of Russian Orthodox Church in North America*, 344 U.S. 94, 116, 73 S.Ct. 143, 97 L.Ed. 120 (1952)." *Hosanna-Tabor v. EEOC*, 132 S.Ct. 694, 704 (2012). There is no basis to force a religious school to admit any student, even one claiming an exemption from the state mandated immunization requirements based on the parents' religious beliefs.

### **ILLNESS**

We ask for your assistance in partnering with us to keep our classrooms as healthy as possible. If your child displays a temperature of 100.5 degrees or more (or has in the past 24 hours), currently has an earache, sore throat, upset stomach, diarrhea, unexplained rash, persistent cough, crusty, matted or oozing eyes (pink eye), or a communicable disease such as chicken pox, staph infection, strep, or impetigo, ***DO NOT BRING THEM TO SCHOOL.***

Children must be fever free for 24 hours, ***WITHOUT MEDICATION***, before they may return to school.

When children develop sickness while at school, with or without fever, they will be isolated from other children with a staff member until you (or someone on your pickup list) can pick them up. After receiving the call to pick-up, please come as quickly as possible.



## CLASSROOM GOALS

We assign two teachers per classroom. While each lead teacher sets specific classroom goals and objectives, the following goals are general to the school, helping define the Leadership Group's vision (Psalms 127:3-5).

1. To provide an atmosphere that will enable children to learn about God at an early age, feel positive about themselves, understand how uniquely special they are, and know their Creator.
2. To help children learn about living and growing in the world God has created for them to take care of and that He has a plan for their lives.
3. To teach children to manage themselves, their materials, a daily routine in a safe group setting, and to recognize and make good choices.
4. To facilitate a child's growth through manipulatives, movement, equipment, formal and informal activities, and to bring joy and excitement into learning.
5. To provide all children with an educational curriculum that is aligned with the [Tennessee Early Learning Standards](#).
6. To help children follow through a sequence of happenings or events in order to find answers by developing critical thinking skills, reasoning, and seeking.
7. To build children's self-esteem by encouraging them to find comfortable and contributing places in their class group.
8. To allow children to achieve their full potential at their own developmental level in a Christ-like environment where God's love is spoken, shared, and modeled on an ongoing basis.

## COMMUNICATION

Children will address teachers by their last names. Please call the main school office (865-291-5252) and leave a message if you would like us to return your call. Please DO NOT plan to have or try to schedule a conference with your child's teacher at drop-off or pick-up, as the teacher will not be able to give you full attention at that time.

Parents are encouraged to communicate with the lead teacher using his/her Cedar Springs email address, or BLOOMZ, including setting up a conference. If you have a concern with a classroom matter, we request you **speak first with the teacher directly prior to administration**, as many issues can normally be resolved in this manner. **While we appreciate the support and importance of extended families in the lives of our students, our policy is to ONLY communicate directly with Parents or Legal Guardians on matters such as Potty Training, Developmental/Behavioral Concerns, Illnesses, etc.**

## DRESS FOR CHILDREN

Label all clothing and other items of value such as backpacks, coats, beach towels, etc. with your child's name. Rubber soled shoes are safest on the playground and REQUIRED in the gym. **Shoes need to have a back strap on them to secure the shoe to the foot. NO Flip-Flops OR CROCS.** Socks are required for skating and inflatables. Please have your child wear clothing appropriate for the weather. A light-weight jacket should be brought when the weather is questionable. **PJ's and any costumes should be worn ONLY for special classroom events.**

## **DAILY WATER BOTTLES**

Please make sure your child has a FULL water bottle upon arriving labeled with their name at school daily. This allows them to stay hydrated and reduce germs from water fountains.

## **BREAKFAST (Included in full-time programs only)**

A nutritious breakfast is served each school day at 8 a.m. If your child arrives after that time, he/she will not eat until lunch time. You will be provided with a list of the upcoming week's breakfasts each Friday by email and the list will also be available in the classroom.

## **LUNCH**

Send anything healthy your child likes to eat that does not have to be refrigerated or heated. If possible, send items in a container with divided sections and a lid (like a "Bento" box), to help teachers with getting lunch quickly organized for all the students. Please do not send purple, blue, or red drinks or Jell-o (due to stain problems), carbonated beverages (they explode), glass containers, hard candy, or gum to school. Also, send silverware if needed. If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a "happy meal", etc., as the other children in the room will have lunches from home and see this as unfair.

## **SNACK (Included in full-time and SAC programs only)**

We serve a nutritious mid-afternoon snack, as posted in your child's classroom. If your child has severe allergies, please let us know on your application form and send an acceptable replacement snack marked with your child's name.

*•No snack is served in our Part-Time Preschool program due to the time frame children are present with us and an increasing number of severe food allergies.*

## **LOST and FOUND**

If your child loses an article of clothing or other personal item, please check the main Weekday School Office 'Lost and Found' first to locate it. If an item is lost on the playground or in the Family Life Center (FLC), the items could be in the FLC 'Lost & Found.' If the items are lost in the Education Building and brought to the Weekday School, they will remain there for one week. They will then be placed in the main 'Lost and Found' closet in the foyer of the main sanctuary. Labeling all items that come to the Weekday School helps make it easier to return them to you in the event they're lost.

## **PERSONAL TOYS**

Please have your child leave all their personal toys at home. Sharing a favorite toy is not an easy task. When we encourage children to bring a favorite book or a specific "Show and Tell" item, they are kept in a "safe place" until needed, to prevent loss or breakage. Please leave at home the following toys: guns, hand grenades, bullets, knives, swords, war toys, witches, ghosts, beasts, scary characters, and similar items. We attempt to teach children to work out disagreements with words. It has been our experience that these toys may not cause trouble at home with a few children, but in the classroom and on the playground, they invite uncontrolled behavior and potentially aggressive actions.

## **VIDEOS**

G-rated online videos and videos may be shown for Bible lessons on occasion, as well as for a scheduled rest time, or coinciding with a classroom theme or event. School Age Care students may see PG movies only after parent consent. Teachers may use internet content sparingly that applies to lessons/themes they are teaching.

## **BIRTHDAYS**

Please tell your child's teacher ahead of time if you would like to celebrate a birthday in class by bringing a special snack for all to share. We do not want to schedule two birthday parties on the same day and many of our children have food allergies. Cookies and special napkins are a favorite to keep it simple. If you desire to invite the entire class off campus, you may give out invitations at school. If only a few are invited, please refer to your child's class list and mail invitations to avoid hurt feelings.

## **SUNSCREEN**

As needed, we recommend you apply sunscreen before your child comes to class. If you would like to bring a bottle of sunscreen for reapplication later in the day, you must fill out a sunscreen form, available from your child's teacher or the main office. Also, please put your child's name on the bottle and the sunscreen will be reapplied before afternoon outdoor play according to your directions on the form. The bottle will be returned at the end of the summer.

\*Please note that per the American Academy of Dermatology, it is recommended that sunscreen be applied 15 minutes before going outdoors and reapplied every 1.5-2 hours. Should you desire to follow this recommendation, you will need to note this on your child's sunscreen form.

## **DISASTER PLAN**

The school has in place an Emergency Preparedness Plan that offers response directives including, but not limited to fire (evacuation), tornado, intruders, earthquake, chemical spills, floods, chemical and nuclear warfare, etc. We work with F.E.M.A., T.E.M.A., and other emergency agencies to provide the safest possible care for your child. Safety drills are conducted monthly by individual classrooms, and school campus drills are held regularly. Should we need to evacuate campus (see "Emergency Procedures – Page 12)

## **CLOSINGS**

If Knox County Schools (KCS) system is canceled or delayed due to weather, illness, or national security, we will similarly be closed or delayed that day. After a first consecutive missed week of your child's scheduled class days, the Weekday School will make up days from that time forth as KCS reschedules them. However, KCS may not make up days on the same day of the week that was originally missed. If they dismiss after school begins that day, we will dismiss as soon as you can get here to pick up your child. Please come as quickly as possible so staff may also pick up their children. Our school age care vans will not run for after school care if KCS dismisses early.

With your child's registration, you are automatically added to the Weekday School text alert system, unless you indicate otherwise. You will be notified as closings or emergencies are announced through text alerts and/or school email. Also, local weather stations have text alerts available from their websites to alert of KCS closings.

We do understand these closings can pose an inconvenience to our families. Our Leadership Group (school board) has thoroughly considered other options besides closing due to inclement weather or illness, but maintains that the safest policy for all families, students, and staff members concerned is to close in accordance with KCS. **Please note these terms are non-negotiable and your sign off on the parent handbook indicates your understanding and acceptance of this policy. On average, we miss 6 days per year due to illness/weather closings.**

Due to the fact we often have staff who live a distance away, as well as staff whose own children attend KCS, we cannot safely ensure enough staff can report to assist with student care in keeping with the quotas established by the Tennessee Department of Education. ***In addition, while we***

***would like to be in a financial position to provide tuition weather refunds/credits, the school's day-to-day expenses, including payroll, continue to be incurred.***

### **LATE STARTS**

If the KCS system has a delayed start time, we operate with the following start times:

#### *1-Hour Delay*

Full-Time Preschool Care: 8:30 a.m.

Part-Time Preschool Care: 9:00 a.m. (Usual start time)

Certified Kindergarten: 9:00 a.m.

#### *2-Hour Delay*

Full-Time Preschool Care: 9:30 a.m.

Part-time Preschool Care: 10:00 a.m.

Certified Kindergarten: 10:00 a.m.

### **WEBSITE**

For general information about the school, copies of forms, and more parent resource information, please visit our website at [www.cedarspringsweekdayschool.com](http://www.cedarspringsweekdayschool.com)

# TUITION INFORMATION

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## TUITION

All tuition payments, whether by cash, check, or automatic draft (ACH), will be due on the 1st of each month and late after the 5th. ACH tuition is due monthly on the 1st, or bi-monthly on the 1st and 15th of each month. We also accept credit/debit payments. Credit/debit payments may be set up yearly or monthly with an additional small monthly transaction fee. **Cash or check payments not made by the 5th will lead to suspension on the 6th, until the account balance is paid.** Monthly tuition amounts are determined by the days and hours the class meets during the year, divided by equal monthly payments. **Therefore, you do not pay for scheduled holidays.**

## RETURNED CHECK FEE

Any check returned to us for insufficient funds by your bank will have a \$20 charge added, and a replacement check will need to be issued to us by you. We are not allowed to send a returned check back through your bank. The 2nd time a check is returned to us, another \$20 charge is added. If the replacement check is not received by the 5th day after tuition is due, a late fee of \$40 will be added to your account. After 2 returned checks are posted to your account, cash only will be accepted for the remainder of the registered period for that year.

## RETURNED ACH FEE

Any ACH returned to us by your bank for insufficient funds, or the closing of your account, will have a \$10 charge added and a replacement check will need to be issued to us by you. We are not allowed to send a returned draft back through your bank. The 2nd time an ACH request is returned to us, another \$10 charge is added. If the replacement check is not received by the 5th day after tuition is due, a late fee of \$30 will be added to your account. After 2 returned ACH payments are posted to your account, cash only will be accepted for the remainder of the registered period for that year.

## NON-ACH LATE TUITION FEES

A late tuition fee of \$40 will be applied if your monthly non-ACH payment reaches us after the 5th of the month. Checks may be mailed, provided to a staff member at drop-off/pick-up, or deposited in the black payment box on the wall outside the school office. Statements are emailed on the 20th of each month only as a reminder. All cash payments should be made at the WDS office, and a receipt issued. After the 5th of each month, you must pay directly to the school office. Please do not put late payments in the black payment box in the hallway; you must receive a receipt from the office for your late payment. Please put each child's first and last name in the bottom left-hand corner of your check.

## LATE PICKUP FEES

If you have not picked up your child by 1:30, 3:00, or 5:30 p.m., respectively, depending on your child's class's end time, your child will be taken to the school office and a late fee of \$10 will be charged beginning at 6 minutes after the class's end time, with an additional \$1 for each minute you are late, for each child in our care that day. After the 3rd late pick up, a fee of \$75 will be charged. Please factor in traffic delays if you are due to pick up at 5:30 p.m. and if you will be late contact the school office at 865-291-5252 as a courtesy, since staff members are delayed in leaving as well, and may need to make alternative family arrangements. Excessive late pick-ups may result in dismissal.

## **EXPULSION (Behavior-Related)**

Prior to the expulsion of any student, WDS staff members will partner with the student's family to facilitate a behavior improvement plan to attempt to correct any unsafe behavior prior to a dismissal decision. During the behavior improvement plan process, you may be required to pick up your child early, your child may need to take a temporary leave of absence, or you may need to obtain a "coach" to provide one-on-one supervision of your child in the classroom until improvement of unsafe actions, at the school's discretion.

If the school's discipline program or an individual behavior plan fails to rectify concerns of excessively disruptive behavior, any one of the following situations shall necessitate expulsion of a student from the WDS:

- (1) A child who is excessively disruptive or exhibits exceptionally aggressive behavior (biting, hitting, kicking, etc.) and/or persistent bullying, threatening the safety and well-being of him/herself and/or others in the class.
- (2) A child requiring excessively consistent one-on-one attention from the teacher, taking away attention from the other students in class.
- (3) A 2-week unexplained absence from the class when the teacher and director have been unable to reach the family and tuition is past-due.

## **WITHDRAWAL PROCESS**

If it becomes necessary to withdraw your child from school for any reason, ***you must give the school at least 2 weeks written notice prior to your departure date.*** This is most easily done by filling out a withdrawal form. You will owe nothing past that 2-week period. If you have paid tuition in advance, a refund will be issued for each subsequent day. **If you approach us ON your last day (or a few days prior) you will owe 2 weeks tuition from the date of notification.**

# Part-Time Preschool Information

**HOURS** 9:00 a.m. - 1:30 p.m.  
**FIRST DAY** Wednesday, August 13, 2025  
**LAST DAY** Friday, May 15, 2026

Our part time preschool program is a 2, 3, or 5-day option allowing the child a greater depth and amount of social interaction while learning and building skills. Art, alphabet, Bible, colors, shapes, numbers, safety, rhythm/music, speech/language, character development, cooperation, teamwork, conflict resolution, and fine and gross motor skills are age appropriate in concept and skill levels.

Parents receive an email in the first part of August giving further information concerning the Open House, held the week before the first class, including the teacher's name and classroom number.

Our Terrific Tuesday/Thursday summer program is a 2-day/week option for summer. The program runs for two months in the summer for 3-5-year-olds.

<b>CLASSES OFFERED &amp; FEES</b>		
10 MONTHS	REGISTRATION FEE	MONTHLY TUITION
<b>2 Years Old (by August 15, 2025)</b>		
Tuesday/Thursday	\$104	\$365
Monday/Wednesday/Friday	\$130	\$429
<b>3 Years Old (by August 15, 2025)</b>		
Tuesday/Thursday	\$104	\$365
Monday/Wednesday/Friday	\$130	\$429
<b>4 Years Old (by August 15, 2025)</b>		
Tuesday/Thursday	\$104	\$365
Monday/Wednesday/Friday	\$130	\$429
<b>5 Years Old (by August 15, 2025)</b>		
Monday-Friday	\$180	\$493
2 MONTHS	REGISTRATION FEE	MONTHLY TUITION
<b>Terrific Tuesday Thursdays (3 by August 15, 2025)</b>		
Tuesday/Thursday (Summer, 2024)	\$56	\$377

# 2025-2026 Part-Time Preschool Calendar

Monday, August 11	PTPS Open House
Wednesday, August 13	PTPS First Day of School
Monday, September 1	Labor Day – CLOSED
Monday – Friday, October 6–10	Fall Break – PTPS CLOSED
Tuesday, November 4	Knox County Inservice Day – PTPS CLOSED
Wednesday – Friday, November 26–28	Thanksgiving Break – CLOSED
Thursday, December 18	PTPS Last Day Before Christmas Break
Friday, December 19 – Friday, January 2	PTPS Christmas Break – CLOSED
Monday, January 5	PTPS First Day After Christmas Break
Monday, January 19	Martin Luther King, Jr. – CLOSED
Monday, February 16	Knox County Inservice Day – PTPS CLOSED
Monday, March 9 – Friday, March 13	Spring Break – PTPS CLOSED
Friday, April 3	Good Friday – CLOSED
Thursday, April 30 & Friday, May 1	4's Celebration Programs
Tuesday, May 5	Knox County Inservice Day – PTPS CLOSED
Friday, May 15	PTPS Last Day of School Year

# Full-Time Preschool Information

**HOURS** 7:30 a.m. - 5:30 p.m.  
**FIRST DAY OF FALL** Thursday, August 7, 2025  
**LAST DAY OF SPRING** Thursday, May 21, 2026

Children are placed in classes by date of birth, as space becomes available. All full-time preschool openings are filled from a waiting list. Our full-time preschool classes provide a full day, year-round option for childcare and education. We provide breakfast and an afternoon snack each day (for 2-4-year-olds), two playtimes, and an age-appropriate curriculum, rich in spiritual, physical, social, intellectual and emotional areas of growth. Children participate in activities related to instruction in the Bible, the alphabet, art, shapes, counting, safety, rhythm/music, speech/language, character/moral development, cooperation, teamwork, conflict resolution, and fine and gross motor skills.

We serve children 2-4-yrs-old. We provide a rest mat and sheet (including laundering) for your child. If your child needs a pillow, blanket, or sleeping toy, you may bring small ones that will fit into the cubby provided.

Our dedicated staff of Christian teachers, knowledgeable in age-appropriate skills and learning, provide the best foundation possible for students and take time prior to your first day to meet your family. We look forward to sharing with you information about our program, curriculum, discipline guidelines, and parent handbook, and answering any questions you may have.

<b>CLASSES OFFERED &amp; FEES</b>	<b>REGISTRATION FEE</b>	<b>MONTHLY TUITION</b>
<b>2-year-olds</b>		
Monday - Friday (Summer, 2025)	\$96	\$963
Monday - Friday (Fall/Spring)	\$134	\$963
<b>3-year-olds</b>		
Monday - Friday (Summer, 2025)	\$96	\$927
Monday - Friday (Fall/Spring)	\$134	\$927
<b>4-year-olds</b>		
Monday - Friday (Summer, 2025)	\$96	\$894
Monday - Friday (Fall/Spring)	\$134	\$894

# 2025-2026 Full-Time Preschool Calendar

Thursday, July 31	Open House (5:00 p.m.)
Thursday, August 7	First Day of School Year (Knox County ½ Day)
Monday, September 1	Labor Day – WDS CLOSED
Monday – Wednesday, October 6–8	Fall Break – OPEN
Thursday – Friday, October 9-10	Fall Break – WDS CLOSED
Tuesday, November 4	Knox County Inservice Day – OPEN
Wednesday, November 26 – Friday, November 28	Thanksgiving Break – WDS CLOSED
Friday, December 19	Last Day Before Christmas Break (Knox County ½ Day)
Monday, December 22 – Thursday, January 1	Christmas Break – WDS CLOSED
Friday, January 2	Knox County Inservice Day – OPEN
Monday, January 19	Martin Luther King, Jr. – WDS CLOSED
Monday, February 16	Knox County Inservice Day – OPEN
Monday – Wednesday, March 9-11	Spring Break– OPEN
Thursday – Friday, March 12-13	Spring Break – WDS CLOSED
Friday, April 3	Good Friday – WDS CLOSED
Tuesday, May 5	Knox County Inservice Day– OPEN
Thursday, May 21	Last Day of School Year (Knox County ½ Day)
Friday, May 22 – Wednesday, May 27	WDS CLOSED

# Certified DOE Kindergarten Information

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<b>HOURS</b>	8:00 a.m. - 3:00 p.m.
<b>FIRST DAY</b>	Thursday, August 7, 2025
<b>LAST DAY</b>	Thursday, May 21, 2026

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Our Certified Kindergarten class meets 8:00 a.m. - 3:00 p.m., August-May. We offer a 9-subject curriculum: language arts (spelling, writing, phonics, reading), art, math, social studies, science, physical education, Bible, music, and character development. We are licensed by the Tennessee Department of Education (DOE) and follow the State of Tennessee Standards. Our students promote into many public, private, and home schools for first grade and beyond.

A July email will have information on parent orientation, held prior to your child's first day. We have a dedicated staff here to serve the Lord in the tasks set before them. Our certified classes are scheduled the required number of days, August - May, following Knox County Schools system's attendance policy (see next page of handbook). We also follow their schedule for holidays, in-service days, inclement weather, and illness closings.

\*If class enrollment does not meet predetermined quotas, Cedar Springs Weekday School reserves the right to combine or cancel classes to best fit the school's current needs.

## CURRICULUM

**Bible:** Abeka (Pensacola Christian College Scripture Cards); Children's Bible (Variety), Abeka Character Development Visual Cards, ESV Bible.

**Language Arts:** Abeka K5 Curriculum - Language Enrichment Cards and Daily Lesson Plans, Alphabet Fun Stories, My Favorite Kindergarten Poems.

**Reading/Phonics:** Abeka K5 Curriculum - My Blend and Word Book, Letters and Sounds Workbook and Practice Pages, Phonics Charts and Games, Basic Phonics Readers - leveled from basic to more complex reading skills and reading comprehension. Shell Education - 180 Days of High-Frequency Kindergarten Sight Words.

**Writing:** Abeka Writing with Phonics; Manuscript.

**Technology:** Keyboarding Without Tears Kindergarten. We use Chromebooks and visit learning sites such as [abcya.com](http://abcya.com), [khanacademy.org](http://khanacademy.org), IXL

**Math:** McGraw-Hill - My Math, Grade K, volumes 1 and 2.

**Art:** Theatre: Across the Curriculum and Theme-Based. Students will create a "Kindergarten Art Memory Book" to take home as a keepsake at the end of the school year.

**Health/Music:** Across the Curriculum and Theme-Based.

**Social Studies:** Abeka

**Science:** Houghton-Mifflin Harcourt - Science Fusion: New Energy of Science.

**Homework:** There will be lite homework from August until December. After Christmas, there will be reading homework assigned every Tuesday and Thursday. Occasionally, there will be simple, fun projects assigned to complete at home and bring back to school for presentation.

# Certified DOE Kindergarten Information

## ATTENDANCE POLICY

As our program is licensed by the Tennessee Department of Education, we follow Knox County Schools (KCS) system's attendance policies. STATE LAW REQUIRES CHILDREN TO BE PRESENT FOR A MINIMUM OF 3 HOURS 15 MINUTES IN ORDER TO BE COUNTED PRESENT FOR THE DAY. **THIS RULE APPLIES TO BOTH FULL AND HALF DAYS.**

KCS gives excused absences for sickness, death in the immediate family, recognized religious holidays and genuine family emergencies. KCS does not excuse absences caused by early or extended vacations or weekend trips. Excuses for student absences must be made in writing. All notes should be dated, signed and turned into the classroom teacher within 5 days of the student's return to school. Up to 10 absences per school year may be excused with a parent/guardian note that falls into one of the excused absence categories. After 10, a doctor's excuse will be required for any additional absences. A phone call or email without a note will not be accepted as an excused absence.

Attendance is very important as children lose out on a great deal of instruction and class work during a period of absence. This is particularly important for children in the early grades as new concepts are presented daily. Experience has shown that regular attendance improves achievement.

**TRUANCY:** Excessive absenteeism is a violation of state law and calls for stern action by the school district. Parents are held responsible for keeping their children in school.

**SICKNESS:** If students are absent due to illness, they will be given extra time to make up missed work when they return to school (one day for every day absent). Please do NOT call the school office to get their assignments.

**TARDINESS:** Excessive tardiness is as serious as absenteeism. Continued tardiness can disrupt class and deny children a smooth, productive, and organized morning.

**FIELD TRIPS:** It is our school policy that any time a class takes a field trip and bus transportation is provided, **students must ride the bus.** Students not riding provided transportation for school-sponsored field trips will be counted **absent** from school that day. If a class bus is not reserved, students may ride with their parents and meet at the designated field trip location.

CLASSES OFFERED & FEES		
(10 Months)	REGISTRATION FEE	MONTHLY TUITION
<b>KINDERGARTEN</b>		
Monday - Friday	\$146	\$575

# 2025-2026 Certified DOE Kindergarten Calendar

Thursday, July 31	Open House (5:00 p.m.)
Thursday, August 7	First Day of School – ½ day
Monday, September 1	Labor Day – WDS CLOSED
Monday – Friday, October 6–10	Fall Break – CLOSED
Tuesday, November 4	Knox County Inservice Day – CLOSED
Wednesday – Friday, November 26–28	Thanksgiving Break – WDS CLOSED
Friday, December 19	Last Day Before Christmas Break – 1/2 Day
Monday, December 22 – Friday, January 2	Christmas Break – WDS CLOSED
Monday January 5	First Day After Christmas Break
Monday, January 19	Martin Luther King, Jr. – WDS CLOSED
Monday, February 16	Knox County Inservice Day – CLOSED
Monday – Friday, March 9-13	Spring Break – CLOSED
Friday, April 3	Good Friday – WDS CLOSED
Tuesday, May 5	Knox County Inservice Day – CLOSED
Thursday, May 21	Last Day of School Year ½ day
Thursday, May 21	Kindergarten Graduation

# School Age Care Information

<b>SCHOOL YEAR HOURS</b>	2:45 p.m. - 5:30 p.m.
<b>STUDENT HOLIDAY HOURS</b>	7:30 a.m. - 5:30 p.m.
<b>FIRST DAY OF FALL 2025</b>	Thursday, August 7, 2025
<b>LAST DAY OF SPRING 2026</b>	Thursday, May 21, 2026

Our school age care program (SAC) is a year-round child-care option for children of working parents. During the school year, after-school care is provided for K-5th grade and includes Bible, arts and crafts, reading, homework time, tutoring, and playground/gym time (depending on weather).

Each summer, engaging and fun weekly themes guide the schedule for the children. Some past summer themes include Things that Go Zoom, Broadway vs. Hollywood, Animal Safari, Survivor! We take field trips and make crafts that reinforce our themes. Swimming is offered twice/week at Gulf Park Pool, where the pool and lifeguard staff are reserved solely for our program. Our summer program is for those finishing grades K-5th, 7:30 a.m. – 5:30 p.m. each weekday. Also included in the program: chapel, water play, skating, reading, cooking classes, and playground/gym time (depending on the weather).

### **PICK UP AT LOCAL SCHOOLS**

We provide bus pick-up during the school year from the following schools: Bluegrass, A.L. Lotts. Should attendance fall below the school’s ability to financially support providing bus transportation, parents will be given one month’s notice of termination of bus service.

### **PAYMENTS**

All tuition payments are due by the 1st of each month and late by the 5th. If a child’s tuition has not been paid by the 5th, we cannot pick up the child at school until the account is settled.

### **HALF DAYS**

On Knox County Schools half days (first/last days of school, day before Christmas break, and early release days) **our buses will NOT run**. On those days, children in our program will need to be picked up from school, fed lunch, and brought to the Weekday School no earlier than 12:30 p.m.

<b>CLASSES OFFERED &amp; FEES</b>	<b>REGISTRATION FEE</b>	<b>MONTHLY TUITION</b>
<b>KINDERGARTEN - 5th Grade (After School Care 2025-2026) - class based on current grade</b>		
Monday - Friday (Fall/Spring)	\$134	\$505

# 2025-2026 School Age Care Calendar

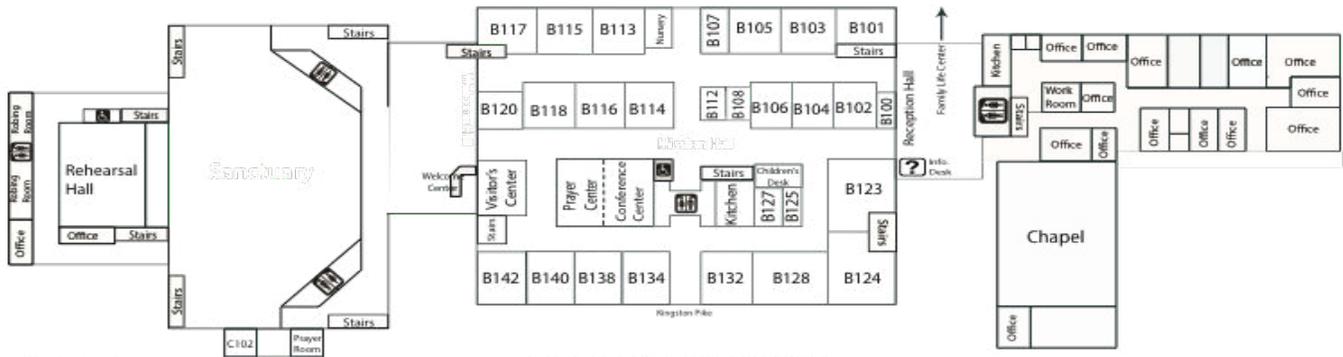
Monday, August 7	First Day of School Year (½ Day – No CAC Bus Service)
Monday, September 1	Labor Day – WDS CLOSED
Monday – Wednesday, October 6–8	Fall Break – OPEN
Thursday – Friday, October 9–10	Fall Break – WDS CLOSED
Tuesday, November 4	Knox County Inservice Day – OPEN
Wednesday, November 26 – Friday, November 28	Thanksgiving Break – WDS CLOSED
Friday, December 19	Last Day Before Xmas Break (½ Day – No CAC Bus Service)
Monday, December 22 – Thursday, January 1	Christmas Break – WDS CLOSED
Friday, January 2	Knox County Inservice Day – OPEN
Monday, January 19	Martin Luther King Jr. – WDS CLOSED
Monday, February 16	Knox County Inservice Day – OPEN
Monday – Wednesday, March 9–11	Spring Break – OPEN
Thursday – Friday, March 12–13	Spring Break – WDS CLOSED
Friday, April 3	Good Friday – WDS CLOSED
Tuesday, May 5	Knox County Inservice Day – OPEN
Thursday, May 21	Last Day of School Year (½ Day – No CAC Bus Service)
Friday, May 22 – Wednesday, May 27	WDS CLOSED

**\*\*Knox County Early Release Days – Sept 17, Nov 19, Jan 28, Mar 25\*\***

On Early Release Days, SAC students will need to be picked up from school, fed lunch, and brought to the Weekday School no earlier than 12:30 p.m. **No CAC Bus Service**

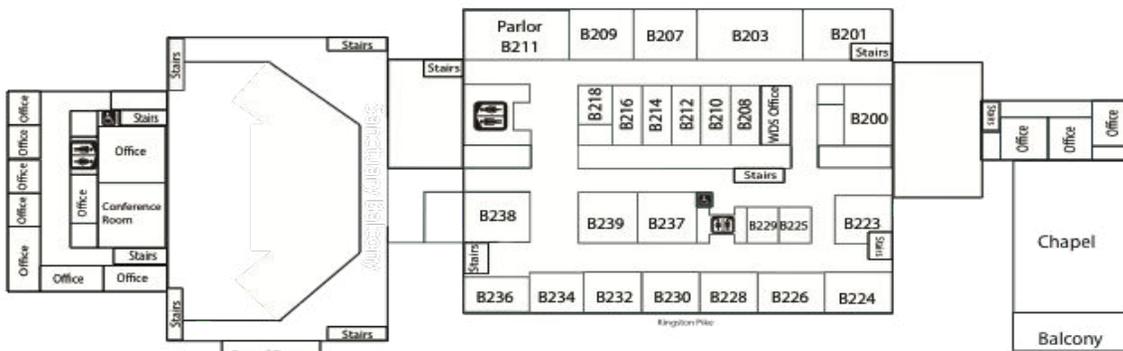
# Cedar Springs Building Map

## EDUCATION BLDG. FIRST FLOOR



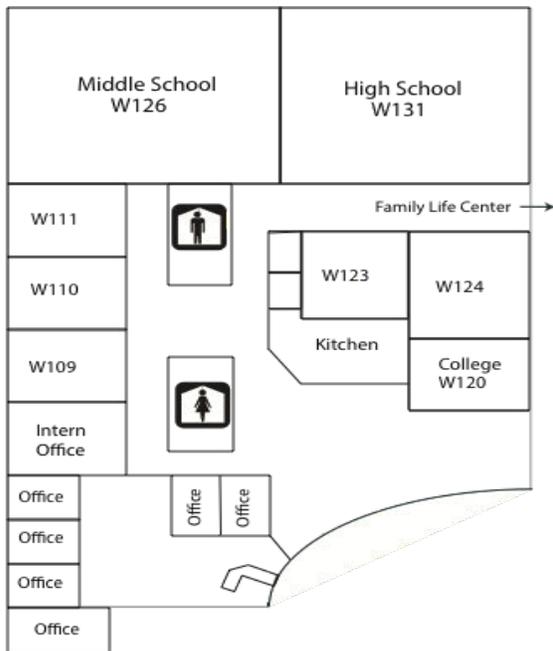
East Wing

## EDUCATION BLDG. SECOND FLOOR

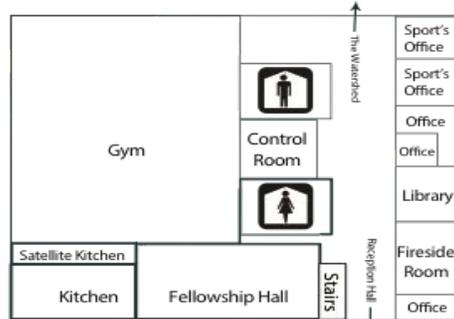


(Map not drawn to scale)

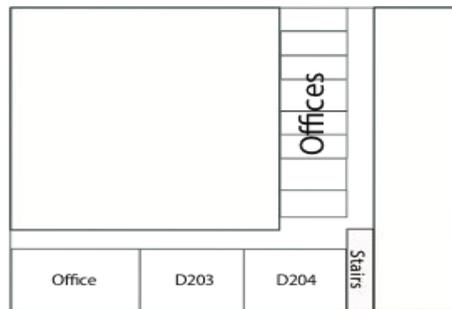
## THE WATERSHED



## FAMILY LIFE CENTER FIRST FLOOR



## FAMILY LIFE CENTER SECOND FLOOR



Cedar Springs Presbyterian Church | 9132 Kingston Pike | Knoxville, TN 37923  
865.693.9331 | www.cspc.net

(Map not drawn to scale)