



SVC PARENT'S DAY OUT

Parent Handbook



MINISTRY PURPOSE _____

Our Parent's Day Out program serves as an extension of the children's ministry at Stephens Valley Church. Our program is designed to bring families into a life-changing encounter with the Kingdom of God while encouraging preschool children to grow spiritually, academically, emotionally, physically, and socially. While we are preparing children with the education skills necessary for kindergarten, our highest priority is to show them Christ's love and teach them that Jesus cares about every detail of their lives. We believe that children are whole persons created in the image of God - valued for who they are, not who they are becoming. Our teachers and staff are intentional about relationships with our children and their families. Children are surrounded by an atmosphere that reflects God's truths. They are all known and loved.

CURRICULUM _____

Children will be following a Bible-based and educational curriculum that focuses on learning through play and educational activities that teach the skills necessary for kindergarten. We also use The Jesus Storybook Bible by Sally Lloyd-Jones to help children understand that each story in the Bible is part of a bigger story - the story of how God loves His children and comes to rescue them through Jesus.

TEACHING STAFF _____

Our teachers are committed to sharing in the heart of this ministry to love and care for our children and their families. As our program grows, additional teachers may be hired or moved into different classrooms to accommodate changing needs. Parents will be kept up-to-date on all changes.

We recognize the importance of qualified teachers. All of our teachers will meet the following guidelines: degree in education or minimum two years related experience, criminal background check, two references on file, CPR certification and program specific training.

OUR CALENDAR _____

We will follow the Davidson County Schools academic calendar. Children may attend either our Monday/ Wednesday program OR our Tuesday/ Thursday from 9:00 AM until 2:00 PM. We also follow Davidson County Schools for weather related closings and delays. If DCS schools are delayed one hour, we will open one hour late and if schools are delayed two hours, we will open two hours late. Anything beyond a two hour delay for DCS then we will be closed for the day. If your child is in school and Davidson County announces that schools are closing due to



inclement weather, you should pick your child up immediately. There are no refunds for missed days or inclement weather.

TUITION & FEES

A registration fee is required to hold a place for your child. This \$75 fee per child is nonrefundable and non-transferable. Additional siblings can be registered for \$60 each. To ensure a place for your child, early registration is encouraged as enrollment is based on order of registration and availability for each age group. You may enroll your child for either the Monday/Wednesday option OR the Tuesday/Thursday option - but **NOT** both. Tuition is \$250 and is due on the first of every month. Tuition for additional siblings is \$230 each. Tuition is based on days registered, not days attended. Our tuition is an annual rate calculated into monthly payments. There will be no reduction for holidays, breaks, inclement weather, or illness. All accounts must be kept current. If payment is not received by the 10th of the month, a \$10 late fee is charged, and past the 25th, a letter will be sent home stating the child may not attend until the account is current. The child's place in the class will be lost without making arrangements with the director.

Tuition payments can be paid by check or cash. If you pay with check, make it payable to Stephens Valley Church & include "PDO" & your child's name in the memo line. If you pay with cash, please place in an envelope with your child's name on front of the envelope. There will be a deposit box available outside during morning arrival. Please **do not** give payments to teachers or put money in backpacks or lunch boxes to ensure against lost payments or credit not given to the appropriate account. Our program is a ministry to parents and children in our community. If monthly assistance is needed for any reason, please contact the director.

Supplies- There is a \$50 per semester supply fee for all students. These will be payable at the beginning of each semester, with September and January tuition.

Absences- If your child is to be absent, please notify us if possible so we can plan for the day. No price adjustments will be made for absences. This includes times the school is closed for holidays or other occasions as tuition is based on the total number of school days.

Withdrawal- If for any reason you decide to withdraw your child from the program, please notify the director immediately. We ask no less than two weeks notice given to the director. Our budget is based on the tuition income, and advanced notice will assist us in balancing the operating expenses. You will still be expected to pay the month's tuition in full, no refunds will be given.

Enrollment Forms- In order to attend SVC Parent's Day Out, the following forms must be completed for you child:

- Medical Emergency Form
- Parent Agreement Form



- Authorized Pick-Up Consent Form
- Developmental Health Information Form

HEALTH & SAFETY GUIDELINES _____

Arrival & Departures- Drop off time is 9:00 am; Pick-up time is 2:00pm. Any child needing to be picked up early must be picked up before 1:40 pm. If someone other than the parents/guardian will be picking the child up, then arrangements must be made with the director and put in writing. Please be prompt in picking up your child. Any child remaining after 2:10 PM will be kept by the staff until the parent/guardian arrives. After 2:10 PM, a late fee of \$1.00 per minute will be charged as our teachers are only being paid during the operating hours and have children to pick up themselves. Tuition will not be discounted for days you choose to pick your child up early.

Custody- The parent/guardian that enrolls the child in the program and signs the agreement/release form has the right to say who may or may not pick up the child. There is a place on the pick-up authorization form to list all persons allowed to pick up the child. If arrangements have been made for someone other than the parents to pick up the child, then the staff will verify names and valid driver's licenses with the list. Any changes needing to be made concerning the release of your child must be given to the director in writing by the parent/guardian. Your child will not be released to anyone other than the parent or guardian unless we are notified in writing. If a domestic issue should arise that might concern an SVC PDO family, please notify the director, especially in a situation of marital separation or divorce. It is our desire to protect all children in our care.

Illness Policy- We cannot allow children who are ill to come to PDO. We are depending on you to maintain this policy and keep all of our children healthy. **Please keep your child at home if they have any of the following: fever, diarrhea, vomiting, skin rash, impetigo, chicken pox, persistent cough, head lice, colored nasal discharge, COVID-19, fifth disease or thrush.** Your child should be free of fever, vomiting and diarrhea for at least 72 hours (about 3 days) with no medication prior to returning to PDO. If your child develops the above symptoms during the day, a parent will be contacted and asked to pick up their child immediately. If your child's illness prevents him/her from participating comfortably in PDO activities or results in greater need for care than our staff can provide without compromising the health, safety, and supervision of the other children, we ask that your child not attend. This is also for the health of other children, their families, teachers, and their families. Parents will be notified when their child has been exposed to a communicable disease while attending our program. Parents/guardians should likewise notify the director immediately when their child has been exposed to a communicable disease. This includes, but is not limited to, COVID-19, chicken pox, Ebola, enterovirus D68, flu, hantavirus, HIV/AIDS, lice, measles, MRSA, pertussis, rabies, STI's, tuberculosis and West Nile Virus. The child will be restricted to attend until a doctor states that it is safe for the child to return to PDO.



Medication- Staff members are **NOT** permitted to dispense prescription or non-prescription medication. The only exception is for rescue medicines and Benadryl (if consent is indicated by the parent on the child's medical intake form). All epi-pens must be in the original container with the original pharmacy label. A signed medical release form must be completed and kept in the child's file.

Accidents- All staff within their ability, will take the appropriate measures to handle an emergency situation. The director and several other staff members are first aid certified, as well. In the case of serious injury, we will make every attempt to contact a parent. If a parent cannot be reached, we will contact persons listed on your emergency contact form. If necessary, we will call 911 and an ambulance will take your child to your preferred hospital, if it is known to us. Please notify us with any changes to emergency contact numbers.

Emergencies- Fire and/or tornado drills will be held throughout the year to acquaint your child with evacuation procedures. Emergency procedures are in place and all staff have been trained accordingly for each: tornados, fire, earthquake, explosions, and intruders.

CLASSROOM GUIDELINES _____

Schedule- Each class will maintain a guideline of daily activities so the day runs smoothly. A schedule will be posted in the classroom as well as a copy given to the parents. Times are approximate.

Lunch- Children are to bring their own lunch. It should be a complete meal that does not need to be microwaved or refrigerated. Please have all your child's food cut and ready to eat in finger-food sizes. Please send a drink (milk) or we will provide cups of water if needed. Do not send carbonated drinks, glass containers or red juice. We will return any uneaten food so that you are able to see what your child has eaten during the day. Please do not send anything that contains NUTS in your child's lunch. This is to protect the other children that may have a TREE NUT/ NUT allergy. You will be notified by your child's teacher if there are other allergy concerns in that class and that food will be restricted from the classroom.

Nap/Rest Time- Children will take naps unless otherwise discussed with the director. Please bring a twin or larger sheet for a cot, a blanket, and any other sleeping comforts.

Outside Play- Weather permitting, the children will have outside play each day. Please bring outerwear that is appropriate for the weather. If playing outside is not appropriate, children will have group play-time to work on large motor skills.

Clothing- Please send your child in comfortable, season appropriate clothing and outerwear. Please dress your child in easy to pull up and down pants, and closed toed shoes. A change of clothing (including underwear and socks) will be needed in case of any accidents. The change of clothing will need to be sealed into a Ziplock bag labeled with the child's name to be stored in the child's backpack. All clothing needs to be clearly marked with the child's name.



Personal Items- Please keep your child's personal toys at home. This helps so that they do not become lost or broken. If a security item is needed during nap time, please limit it to only one item. Please also label all items brought (nap blankets, pillow, school supplies, drink cups, etc.).

Toilet Training- Children must be toilet trained (can verbalize when they need to go to the bathroom) before entering our 3 & 4 year old class. Teachers will assist children as needed with their bathroom needs. For those currently being toilet trained, please share with the teacher special needs and requests.

Class Parties and Birthdays- We will celebrate Thanksgiving, Christmas, Valentine's Day, Easter, and the End of the Year with a class party. Teachers will be coordinating all the details for their class. Families may be asked to contribute a healthy food to the party's meal. A sign-up sheet provided by the teacher will help coordinate the needed items. Parents are welcome to attend. Birthdays are very special to children. Please send in their favorite book to share with the class. Children with summer birthdays are welcome to pick a day to celebrate in the year. Please arrange all details with the teacher.

DISCIPLINE _____

Our main objective is to love your child as our Heavenly Father does. Our discipline will be positive and will encourage children to walk in obedience and not sin. Should a problem arise, loving discipline will be implemented with a verbal reminder, restriction of privileges or a brief time-out period will be used by the teacher. Should a child demonstrate a more aggressive or disruptive behavior the parent will be contacted, and our staff will work together with the parent and child to solve the issue.

COMMUNICATION _____

We strive to work with your family in partnership to love and teach your child. Please feel free to talk with your child's teacher or the director. We will send home daily reports with your child about their day. A monthly e-newsletter from the director will be sent home with upcoming events and important information. Also, look for us on our website www.stephensvalleychurch.com. All correspondence, including class papers and projects, will be sent home in a folder provided for your child. Please open and read papers at the end of each school day. Return the folder with your child each day.

Concerns- If you have any concerns with the program or your child, please schedule a time to talk with either the child's teacher or the director so issues can be quickly resolved. Your suggestions are welcome as well, as we seek to constantly improve. Thank you for your time and investment in our program! We look forward to spending the year with you and your child!



SVC Parent's Day Out is NOT a licensed program by the state of Tennessee.