



# PARENT HANDBOOK

## 2019/2020

A MINISTRY OF SOUTHPOINTE COMMUNITY CHURCH

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Hello Parents!

Welcome to Southpointe Community Church SPKids Parent's Day Out! We are honored that you have chosen our program for your child:-

Our mission is to serve the entire family by providing a safe place in which your child is encouraged to develop spiritually, academically, emotionally, physically and socially. Our primary focus is teaching and showing God's love. Our Bible-based study comes from the Jesus Storybook Bible and Songs for Saplings. It is also important each child is maturing academically. Our teachers provide age-appropriate lessons and activities to help prepare your child for primary school. We recognize that the primary years are a vital time for social and emotional development and our teachers will work to create a safe and loving environment in which each child can grow.

One of my favorite sayings is "communication is the key to a good relationship!" Communication at SPKids PDO is shared via daily reports completed by your child's teacher, a monthly newsletter and our SPKids Parents Day Out Facebook page. To share the sweet memories that occur while your child is at PDO, photos will be uploaded to a password protected website and shared with you.

I am excited for this school year and to experience the wonderful plans God has in store for SPKids Parent's Day Out. I also look forward to getting to know you and your family. You are welcome to contact me via phone (615-746-7722), email ([Hadley@southpointecommunity.org](mailto:Hadley@southpointecommunity.org)) or visit me during school hours. Please feel free to contact me if you have a question, concern or just want to talk!

We are privileged to share this time with your precious children and appreciate that you have chosen SPKids Parent's Day Out.

Joyfully,

Hadley Elkin  
Director, SPKids Parent's Day Out

## MINISTRY PURPOSE \_\_\_\_\_

Our Parent's Day Out program serves as an extension of the children's ministry at Southpointe Community 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, educational curriculum that focuses on learning through play and educational activities that teach the skills necessary for Kindergarten. Our academic curriculum is tailored to assist in preparing your child for kindergarten readiness.

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 Williamson County Schools academic calendar. Our first day of class will begin on Monday, August 19, 2019. Our last day will be Thursday, May 14, 2020. Children may attend either our Monday/Wednesday program **OR** our Tuesday/Thursday from 9:00 AM until 2:00 PM.

We also follow Williamson County Schools for weather related closings and delays. If WCS 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 WCS then we will be closed for the day. If your child is in school and Williamson 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 non-refundable 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 \$210 and is due on the first of every month. Tuition for additional sibling is \$195 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. Payments should be submitted in the dropbox outside the SPKIDS office. Please make all checks payable to "SPCC" and include PDO and your child's name in the memo line. If you make a payment with cash, please place in an envelope with your child's name on front of envelope. 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/maintenance fee for all classrooms. These will be payable at the beginning of each semester, with August and January tuition payments.

### 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 because 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 Southpointe Community Church SPKid's Parent's Day Out, the following forms will need to be completed for you child:

- Medical Emergency Form
- Parent Agreement Form
- Authorized Pick-Up Consent Form
- Developmental and Health Information Form

## HEALTH & SAFETY GUIDELINES \_\_\_\_\_

### Arrival & Departures

Drop off time is 9:00 am. Lobby doors will open at 8:45 am. Children are required to be signed in using our electronic check-in system, and walked to their classroom. Please wait in the lobby until the children's hallway is opened at 9:00 am.

At departure time, we will have a pick-up line in the north parking lot, in front of the building. Any child needing to be picked up early must do so before 1:40 pm. You will be required to present your guardian receipt, or child specific SPKIDS PDO car-tag. If someone other than the parents/guardian will be picking the child up then arrangements must be discussed 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 enrollment form to list all persons allowed to pick up the child. 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 SPKids 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 school. 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, fifth disease or thrush.

Your child should be free of fever, vomiting and diarrhea for at least 24 hours prior to returning to school. 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 school 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 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 school.

#### 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 will be trained in CPR and 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.

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. If it is ever necessary to completely evacuate the premises, children will be taken to Ms. Nichole's Inc. (844-664-2273 ext. 703) across the street. Emergency procedures are in the place and all staff have been trained accordingly for each: tornados, fire, earth quake, 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. As part of the daily schedule, classes will attend/receive art and music classes weekly.

## Snacks

A small snack will be given to children. Please send a drink with your child for snack time or we will provide cups of water if needed.

## 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 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.

**\*WE ARE A PEANUT FREE FACILITY\*** Please do not send anything that contains peanuts in your child's lunch. This is to protect the other children that may have a peanut allergy. You will be notified by your child's teacher if there are other allergies in that class.

## Nap/Rest Time

Children in the Meerkat and Monkey classrooms will take naps unless otherwise discussed with the director. Please bring a nap mat, blanket and any other sleeping comforts.

Children in the Kangaroo and Wallaby classrooms will have a brief quiet period that may consist of reading/looking at books or completing a quiet independent activity.

### 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. Tennis shoes and those that tie/velcro are preferred. 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 zip lock 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 Kangaroos/Wallabies 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 Halloween, 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 or an "about me bag" 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

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Our main objective is to love your child as Jesus does. Our discipline will be positive and will encourage children to make good choices instead of punishment. Food treats will not be used to promote positive behavior. Should a problem arise, corrective measures of 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 to solve the problem.

## COMMUNICATION

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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.

### Correspondence

We will send home daily reports with your child about their day. Upon approval from parents, we will also upload photos to a password protected website to share with parents what their child is doing throughout the week. A monthly e-newsletter from the director will be sent home with upcoming events and important information. Also, look for us on Facebook at SPKid's Parent's Day Out.

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!