



MIDDLE VALLEY  
baptist church

## Parents Day Out Policies

The Parent's Day Out Ministry at Middle Valley Baptist Church will minister to the needs of parents and children within our community by ensuring that children are safe to learn about God's love while participating in a variety of daily activities.

In order to provide the best possible preschool experience for our students, we have developed the following policies:

**Dates:** The PDO program will operate on Mondays and Wednesdays of every week. Our first day will begin on the first Wednesday in August that children are back in school, and will conclude on the last day in May that children have a full day of school. We will operate on the Hamilton County School's schedule regarding holidays and cancellations due to severe weather. However, on the days the county students attend only a half-day, or have a delayed schedule, we will be closed.

**Hours:** The PDO program will be open from 9:30 a.m. until 2:00 p.m. Your child's teacher will be ready to receive your child in the classroom at 9:30 a.m., but not before.

**Drop off/Pick-up:** The sign in area for your child will be the reception area inside the Ministry Center. You will sign in your child on the sign in sheet. At 2:00 p.m. each day, your child will be ready for pick up in his/her classroom with their belongings. A late charge of \$5 per 15 minutes will be assessed so please be timely in picking up your child.

**Alternative Pick Up:** If you are unable to pick up your child at 2:00 p.m., and you must send someone else to pick up your child, please notify the Director as soon as possible. Your child will be released only to you or another authorized adult. The authorized person picking up your child must show a picture i.d. before your child can be released to them.

**Enrollment Forms:** All enrollment forms for each child must be properly completed by the first day of class. These forms include:

1. Registration form
2. Child Health Record (each child must receive all age-appropriate immunizations at entry unless there is a medical reason, certified by a health care provider, why the immunizations should not be made).
3. Child Profile

**Fees:** Fees are to be paid by the first day of school. The fees include:

1. Registration fee per child (non-refundable) \$20.00

2. Supply fee per child (non-refundable)	\$35.00
3. Monthly tuition per child	\$50 per month/1 day per week \$100 per month/2 days per week
4. Reduced sibling tuition	\$ 80 per month, 2 <sup>nd</sup> child/2 days per wk \$ 40 per month, 2 <sup>nd</sup> child/1 day per wk

**Tuition** is payable on a monthly basis and is due the first Monday or Wednesday of each month. Cash payments should be made in person to the Director so a receipt can be given. A copy of your payment record can be provided at your request for tax or other purposes. A fee of \$10 will be charged for a returned check.

**Absences:** We would appreciate your contacting us at 423-842-1911 if your child will be absent. Because our teachers are committed to being here each day, we cannot reduce or excuse tuition in the case of sickness, vacation, bad weather, etc.

**Visitors:** Parents and legal guardians are welcome on our campus at any time. However, for the physical, emotional, and psychological well being of all children in our care, we cannot grant visitation privileges for non-custodial parents, grandparents, etc. If a restraining order has been issued against a non-custodial parent, please see that we have a copy of the legal documents on file. If necessary, we will call the police. For security reasons, we request each time a parent is on campus for any other reason that dropping off or picking up a student, that parent must check in at the front desk.

**Conferences:** We always welcome the opportunity to talk with you about the progress and/or problems of your child; however, we do not want to talk about your child in front of him/her or others. Please let your child's teacher know about your concerns, and we will arrange a private conference.

**Behavior Management:** We believe school should be a fun, safe and comforting place of acceptance for each child. The use of positive reinforcement techniques to encourage positive age-appropriate behavior will be relied upon. Periods of "time-out" may be used if necessary. Parents will be notified of any behaviors we feel you should be aware of.

**Dismissal of a Child:** If any child exhibits behavior, which continually interferes with the learning environment, or if fees have not been paid, the Director reserves the privilege of dismissing the child from the program.

**Withdrawal from the program:** A two-week notice is requested before withdrawing your child from the program. No refunds will be given.

**Illness:** We try to keep our classrooms clean and sanitized. We also have the children washing their hands throughout the day. However, sickness is still inevitable, so we need your help. As a consideration to the teachers and other children in our program, please do not bring your child to school if they have any of the following:

1. a fever within the last 36 hours
2. vomiting or diarrhea within the last 36 hours

3. a loud barking congested cough or croup
4. excessive nasal drainage with discoloration (i.e., yellow or green)
5. on an antibiotic for less than 36 hours
6. an unexplained rash
7. any symptom of the usual childhood diseases
8. sore throat
9. any skin infection (impetigo, boils, ringworm, etc.)
10. head lice or other parasites

If your child becomes ill while attending our program, they will be separated from the other children and kept as comfortable as possible until they can be picked-up. If you are contacted to pick up your child because he or she has become ill during the day, please do so immediately. In the event an illness becomes epidemic in proportion, the Director reserves the right to close PDO until the illness is under control.

**Childhood diseases:** If your child contracts a contagious childhood disease during the school year, please contact the Director. This will allow us the opportunity to alert other parents in the program. No names will be used.

**Medication:** No over the counter medications or prescription medications will be administered at school.

**Clothing:** Clothing choices for your child should be based on their bathroom needs and the weather. Fostering self-esteem and independence and providing for their comfort are our goals. In order to keep your child comfortable in case of an accident, please include a change of clothes (including socks) in their backpack or bag. If your child is potty trained, please do not dress them in anything they cannot unfasten themselves. Examples include: jumpers that zip up the back, anything that snaps in the crotch, bib overalls, etc. All articles of clothing need to be labeled with the first and last names. Your child should come dressed in shoes that are appropriate for running and playing games. Sandals and flip-flops are discouraged.

**Potty Training:** All children in our three, four and five year old classes should be potty trained. Parents of younger children will provide their own diapers and/or pull-ups, wipes and other diapering supplies needed. Please use the Child Profile form to tell us how best to help your child with his/her personal needs.

**Toys:** Please do not allow your child to bring toys from home. Sharing at this age is difficult and the loss of special items can be traumatic. Toys from home also distract from the learning activities available in the classroom. If your child brings something from home, the teacher will hold it in a cabinet and then return it at dismissal.

**Lunch:** Please send a well-balanced, healthy lunch, including a drink, that your child is able to feed himself. Reusable icepacks should be used to keep food cold. We also have a microwave in the classroom if things need to be warmed. Please label all lunch boxes, cups, etc. with your child's name. For infants requiring a bottle, please have the bottle ready made and labeled. Bottles will be stored in the refrigerator and heated

prior to feeding. Our teachers do provide small snacks like goldfish, cheerios, etc. sometimes at the end of the day. Please be sure to let us know if your child has any food allergies. That will help us to be on alert during lunchtime and allow for a special snack list for class parties.

**Birthdays:** We believe that every birthday should be celebrated and that your child's birthday is worthy of special recognition. If you would like to bring cookies or cupcakes in your child's honor at the end of the school day, please check with your child's teacher in advance so that she can adjust her schedule accordingly.

**Teachers:** Our teachers are dedicated individuals who serve with your child's best interest in mind. Our teachers also understand the importance of consistency in childcare. Each will strive to be in class everyday your child is present.

**Learning Environment:** The environment in which your child learns is as important as what he or she learns. The rooms used for the Parent's Day Out Program will be safe, clean and comfortable for your child. Each room is designed for a specific age group and is equipped with age appropriate toys and materials.

**Curriculum:** Our teachers in the 2, 3 and 4 year old classrooms have put together a teaching plan that they feel works best for their classroom and age group. The children have a schedule and are learning to write, cut, glue, color, etc. They do crafts, hear Bible Stories, sing songs, learn some signing, memory verses, colors, shapes, letters, numbers and much more. They have their lunchtime and play times in the gym and outdoors (weather permitting.) The kids enjoy nature walks around our campus, and also get to enjoy holiday parties throughout the year. For some activities, we even combine classes so the children get more interaction. We are very excited about our program and what we have to offer to your child. When they leave our 4-year-old program, they will be more than ready for Kindergarten!

**Thank you for partnering with us to love and teach your child.**