

HIGHLAND HEIGHTS PRESBYTERIAN PARENT'S DAY OUT

Parent's Handbook
2011/2012



2855 MORNING SUN ROAD, CORDOVA TN 38016
Phone (901) **385-9000** Fax (901) 383-1982

Director: Kym Borders
kympdo@bellsouth.net

Assistant Director: Chrissy Thornton
chrissypdo@bellsouth.net

Website www.hhpc.org
We also have a Facebook page

Highland Heights PDO

Calendar for 2011-2012

Monday, August 8	First day of school * <u>10am delayed start</u>
Monday, September 5	Labor Day
Mon-Thurs, Oct 17-20	Fall Break
Wed-Thurs, Nov 23-24	Thanksgiving Break
Thursday, December 15	Last day before Christmas Holiday
Tuesday, January 3	Teachers in-service day (no school)
Wednesday, January 4	First day back after Christmas Holiday
Monday, January 16	Martin Luther King Day
Monday, February 20	President's Day
Mon-Thurs, March 12-15	Spring Break
May	Last day of school to be determined

Incident Weather

All incident weather decisions will be the same as Shelby County Schools.

Television and radio are your best source of information regarding these closings.

You may also check our Facebook page for information.

Mission Statement

The focus of Highland Heights Presbyterian Church's PDO program is to provide Christian Education to young children as an outreach mission. Children will be actively involved in age-appropriate curriculum to stimulate their spiritual, cognitive, emotional, physical, and social growth with the love of God being the core of instruction. Our goal is to create a happy, safe, loving and fun environment to nurture children through qualified adults. As our Savior so loved children, we are committed to love them through Him.

School Hours

School hours are 9:30-2:30 for our two day classes available Mon/Wed or Tues/Thurs. Jumpstart hours are 9:30-1:30 three days a week, available M/Tu/W or Tu/W/Th. The school office is open 9:30-3:00 Mon-Thurs. **You must enter the school ONLY through the front door under the breezeway.**

Drop-off/Pick-up

Please remember that even though the teachers and staff arrive earlier, your day begins at 9:30am. We really appreciate your consideration of the staff. The half hour between 9:00 and 9:30 is essential to the proper preparation for the day. Please do not bring your children in earlier. However, they do need to arrive on time. It is in your child's best interest that they arrive in time for the first half hour of the day which usually includes Library, Music or Children's Church.

Prompt pick up is expected at 1:30 for Jumpstart students and 2:30 for all other students. There will be a \$5.00 late fee for every 5 minute period after 1:40/2:40. At this time your child will go to the late room, and the fee must be paid to the teacher when your child is picked up.

For your child's safety, we will not release him/her to anyone other than those you have named on your enrollment forms as responsible for pick-up. We must be notified in writing or by a personal phone call before dismissing a child to anyone else. We will also ask for identification when they come to pick up your child.

Parking Lot

Please enter the parking lot and park in the front near the entrance. When you are exiting, please follow the drive all the way around the building making the traffic ONE WAY. This cuts down of traffic jams. Please take care not to use the handicap places or park under the breezeway. VERY IMPORTANT: Do not speed and please watch out for children!

Security

To ensure the safety of the children and staff, our doors will be locked after 9:45am. Any arrivals after this time will ring the bell to gain access, another reason to arrive on time. In the afternoon the doors will be unlocked at 2:15 and relocked at 2:45. We are to ONLY use the main entrance doors to enter or leave the school. For security reasons, do not leave the building from any other door than the entrance.

"One Month" Policy

We like to give the children time to adjust to being at school, especially if this is the first time your child has been away from you. We know they need time to adjust and get to know and trust the teachers, and get used to being with other children. We do have a "one month" policy, if your child has not adjusted after one month, they just may not be ready for school yet. We love your children and want to give them a wonderful experience at Highland Heights PDO. So, if there is an improvement within that month, which there usually is, we will be very happy to have them in our program.

We have to follow guidelines for the safety of our children. We will not allow aggressive behavior, such as biting, hitting, etc. We do know children will be children, but if this becomes a problem, we will have to ask you to take your child out of the program until your child's behavior improves.

Having said all of this, we are always willing to work with children and parents on various issues, do not hesitate to discuss any of these issues with us.

Tuition

We do not operate on a drop in basis. We are a TUITION BASED PROGRAM. Once enrolled, space is guaranteed for the balance of the school year

Two Day Program.....\$150.00 monthly.....additional child \$110.00
Jumpstart Program.....\$180.00 monthly..... additional child \$110.00
Two children in Jumpstart.....\$180.00/first child.....\$150.00/second child

The first tuition payment is due upon enrollment. **Payment is due on the first of each month. If payment is not received by the tenth of each month, a late fee of \$10.00 will be added. If tuition is not paid by the 15th of the month, the child (or children) will not be eligible to return until payment is made.**

The "returned check fee" is \$20.00. If you have 2 returned check incidents, you must pay in cash or money order the remainder of the school year. Remember, we always want what's best for your child, so if you are having a problem, please feel free to contact Ms Kym.

Registration Fee

The registration fee is to be submitted with your child's application. This reserves your child's place for the school year and is **non refundable**. Registration is \$50.00 for one child and \$90.00 per family.

Activity Fee

There is an activity fee of \$35.00 per child for 2/day students. This covers several parties, Uncle Fudd's Farm and photo developing, etc. for your child's class. Jumpstart's activity fee is \$55.00 because it includes an extra \$20 for the graduation program. Normally we are constantly asking for two and three dollars here and there. Now it's all up front and we won't ask for any other fees of that sort. This is due the first month of school.

Funding

We are a nonprofit school and supported only by our student's tuition. We have a projected budget based on children enrolled. We have many operational costs, including utilities, building maintenance, and teachers salaries, just to name a few. Therefore, tuition and fees are non refundable. We also ask for a list of supplies to stretch the budget and keep the tuition low.

Supply List

We send a supply list home with each student. The list has various items on it like, markers, crayons, baby wipes, paper towels, etc. Plain and simple, we are nonprofit and this is the only way to stretch the budget without constantly raising our tuition.

Withdrawal

We require a minimum of two weeks notice in writing for early withdrawal.

Curriculum

Everything we do in the parent's day out program has a purpose. Our program is built around providing a sense of love and security, physical activity, social and spiritual development for each child. In addition we strive to have each child excel academically, learning according to their abilities early on and really striving for excellence and being beyond kindergarten ready once they finish the Jumpstart program.

Kid's church

Tim Foster, Pastor of HHPC will come once a week to tell a bible story to each class. He tells the story in a fun and loving way, asks them questions about the story and then prays with them.

Music Program

Music class is held once a week with each class and includes singing, moving, listening and simple instrument play. Children enjoy making music with rhythm sticks, jingle bells, sand blocks, drums and more. Scarves, hoops and streamers will keep them moving to music while helping them develop their sense of balance, timing and spatial awareness. Each weeks music concepts will be taught in a fun, no pressure atmosphere. Our program is based off Kindermusic.

Library

The children visit the Library once a week starting in the 3 year old class, the twos start after Christmas. They will hear a story and then they will then have a time to look at a selection of books. This is also the time that they will learn some basic Spanish like colors and numbers.

Labels

VERY IMPORTANT: Please make sure everything you send is clearly labeled with your child's name. This includes backpacks, lunchboxes, diapers, diaper bags, cups, spoons, clothing, etc. This will ensure that your child goes home with his/her things.

Sleep Mats

The sleep mats are purchased by Highland Heights PDO so that every mat is the same for storage purposes. We have a teacher that is willing to make you a mat cover if you are interested. You may also make or purchase your own mat cover. We just ask that it be of a non bulky material so that it stacks for storage. Big, bulky mats don't store well.

Appropriate Dress

Your child should be dressed in washable play clothes. Sometimes we get messy when we play and don't want to worry about our clothes. **We also ask that they have a complete change of clothes (LABELED) in their bag.**

Any one piece outfit must unsnap all the way for a diaper change. Taking an entire outfit off to change a diaper is unrealistic and time consuming when you have many to change.

We try to go outside every day unless it's dangerously hot, freezing cold or raining. Please dress your child appropriately for the weather. Please don't ask us to keep you child inside during outside playtime. Fresh air is healthy and we all go outside. Label coats, hats, sweaters, gloves mittens, etc. with your child's first and last name.

Highland Heights PDO is a Peanut Free environment

Please do not send lunch or snack items which contain peanuts, peanut butter, peanut oil, or any other form of peanuts. Please read the packages. If you have any questions about this, please ask. Thank you!

No Toys

Leave toys at home. We have everything your child needs to play with that can be both fun and educational. Bringing toys in only causes conflict with other children. We do allow special naptime babies, stuffed animals, blankets, etc, if your child needs to bring that from home. Leave it in the backpack and we will give it to your child at naptime.

Absenteeism and Illness

No credit is given for absences. We are monthly tuition based, not daily fee based. Teacher's salaries and operational expenses continue whether your child is here or not.

Children must be free of fever, vomiting, diarrhea and other symptoms of illness for at least 24 hours before returning to the program. If the child has a contagious disease, the parents should notify the Director immediately. We reserve the right to refuse to admit any child that shows signs of being ill. If you send your child sick, we are going to call you to pick the child up. This is for your protection, as well as the other children. Also, if your child becomes ill during the day, we will let you know immediately.

Please keep your emergency information current so that someone is always available by phone.

Signs of Illness

Please do not send your child to school if he/she has any of the following symptoms:

- Fever**
- Eye drainage**
- Excessive coughing, respiratory symptoms**
- Vomiting**
- Diarrhea**
- Undiagnosed rashes**

Your child must be free of symptoms for 24 hours before returning to school.

Notify us immediately if your child has chicken pox, lice, strep, etc.