



A Ministry of Forest Hill Community Church

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*“Children are an  
Inheritance from the  
Lord.”*

*Psalm 127:3*

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Dear Parents,

Welcome to Forest Hill Community Church's KIDS DAY OUT program! We look forward to getting to know you and your family.

This handbook has been prepared so that you may know our program's policies, mission, and the guidelines in which we operate. You are always welcome to ask questions and make suggestions. Our program exists for your family. Cooperation between teachers and parents will contribute to a successful experience for your child.

Thank you!

Nikki McVay  
KDO Director

## OUR MISSION

We are committed to supporting the families in our community by providing a safe environment for children to learn through age-appropriate activities.

## OUR PHILOSOPHY

We believe that each child is a unique gift from God. Each is to be respected and taught as an individual. Our program has a balance of opportunities for development of the whole child: physical, mental, social, spiritual, and emotional. We offer age-appropriate activities that guide and encourage this development.

# KIDS DAY OUT POLICIES

- **Program:** Our program is for children from six months through age four. We are open Wednesdays and Fridays, and your child may attend one or both of those days. Our hours are 9:30am until 2:30pm.
- **Absentees:** If your child is going to be absent, please contact our office as soon as possible. We will not refund tuition in the event of an absence.
- **Cancellation or Withdrawal:** A two week notice is required to withdraw your child from the program. No tuition will be refunded for the month, and you are responsible for the month following your withdrawal.

**Tuition:** Tuition is \$70.00 a month for one day a week, and \$140.00 for two days a week. An activity fee of \$35.00 and \$50.00 registration fee is due at the time of registration and is non-refundable.

To retain your child's spot in our program, your tuition is due the first of every month. Payment is considered late after the 10th and a \$5.00 late fee will be added. If tuition is not paid within two weeks, the child will be dismissed from the program unless the parent/guardian has made arrangements with the program director.

We have two payment options that you may use. You may pay monthly or yearly. Tuition is still the same, monthly and yearly, in the event of holidays or breaks.

## KIDS DAY OUT POLICIES Cont'd

- **Dropping Off/Picking Up:** Parents must sign the child in and out each day. We cannot accept children before 9:30am (before this time our teachers are busy preparing their rooms for the day.) Children must be picked up no later than 2:30pm.






Only parents and authorized people may pick children up. If we do not have a permission form in the child's file we must have one in writing, rather than just a phone call, before someone new may pick up your child. We will check the photo identification of everyone we are not familiar with.

- **Late Charge:** There will be a \$10.00 charge after 2:35pm for every 10 minutes the child's ride is late.
- **Inclement Weather:** We will be closed on those days when Shelby County Schools close due to inclement weather.

## ITEMS TO BE SENT WITH CHILD





- Children are to bring their own lunch and drink. A snack and juice is provided in the morning. All infants and one-year-olds should bring their bottles and finger foods already prepared or labeled with directions. All liquids should be in non-breakable containers. We cannot accept any open containers of baby food. Please let your child's teacher know of any food allergies.
- We provide cribs for the infants at nap time if needed. Please send a nap mat for all infants.
- If your child is in the Toddler 1 class through the Pre-school 2 class, please send a mat for their nap time.
- Please pack four disposable diapers and a container of wipes for your child each school day. Pack an extra set of clothing for accidents. If your child is pottting training, please send them in clothing that they can manipulate on their own, and send pull-ups.
- Please label everything with your child's name. This includes cups, diapers, blankets, bottles, and pacifiers.
- You are welcome to bring treats to the class for your child's birthday. Treat bags are fine as long as they contain age-appropriate candy.

# HEALTH AND OTHER POLICIES

- Please do not send any type of medicine in your child's bag. We are not allowed to dispense any medications. If your child needs diaper cream or powder, please let their teacher know.
- We cannot accept any child that has had fever, infection, or contagious illness. If your child becomes ill, you or someone on your emergency list will be called immediately, and the child must be picked up as soon as possible.
- For those children with chronic noses due to allergies, we must have a signed note from their doctor on file which states the cause of their symptoms.
- For the protection of your child and others, parents are not allowed to bring a child when any of the following are present:
  -  Fever within 24 hours
  -  Any symptoms of chicken pox, mumps, measles, whooping cough, scarlet fever and any other infectious illnesses
  -  Vomiting and diarrhea within 24 hours (for any reason!)
  -  Common cold, runny nose and cough
  -  Sore throat

# HEALTH AND OTHER POLICIES

## Cont'd

-  Croup
-  Thrush
-  Any unexplained rash or skin infection
-  Pink eye or other eye infection

- You will be notified if your child is exposed to any communicable diseases and please notify us if your child has been exposed and has an illness.
- Each child must have an updated health form signed by a licensed physician as well as a medical release form on file in the KDO office. Shots must be kept up to date.
- Children will go outside everyday if the weather permits. Please send your child in comfortable play clothes and shoes. Do not forget to send a coat on cold days.
- Please do not allow children to bring any type of toys, gum, candy, or jewelry from home.