

Promise Kids PDO Handbook



**2650 Saint Andrews Dr.
Murfreesboro, TN 37128
(615) 400-4124**

It is our hope that each child enrolled in our part time program would develop in many different areas. We are committed to sharing God's love to parents and children by offering this program to the families in the community of Murfreesboro.

Our program is designed to help children develop a love for God, themselves, their families, and others.

Our Ministry seeks to help each child:

1. Grow in understanding and love for themselves, their families, and in their world.
2. Grow in awareness that God loves them and that Jesus is a special friend.
3. Enjoy creative expression through music, art, dance, cultures, technology and play.
4. Grow in the ability to think, solve problems, and develop language and thinking skills.
5. Grow spiritually, cognitively, physically, socially, and emotionally.

Our desire is to provide a safe and loving environment where children are able to grow and thrive in the grace and purposes that God has for them.

GENERAL POLICIES

I. Registration Fees

- A. **New Students-** A yearly registration fee of \$100.00 is required at the time of enrollment for each new student accepted into the program. The fee is non-refundable even if the student withdraws. You can fill out an application online at www.promisekidspdo.org. We will notify you via email to let you know when your child's account has been set up.
- B. **Current Students-** A re-registration fee of \$100.00 is required for each current student to hold the child's place for the next year at the time of registration. This fee is non-refundable, even if the student does not re-enroll or withdraws.

- C. If a child withdraws and re-enrolls within the same school year, no re-registration fee will be charged.

II. Tuition

The tuition per month is \$250.00. There will be a 2.95% fee incurred to all debit and check card payments after the payment has been made. You can set up automatic payments on your Brightwheel app with a minimal fee included before paying or pay cash. Download the Brightwheel app for payments and daily notes, pictures and videos.

- B. The tuition charge includes the cost of the student's snacks, academic supplies, special guest cost, and materials. Additional minor fees may be necessary during the school year for special programs, parties, etc. and you will be notified in advance.
- C. The enrollment process includes payment of a registration fee and completed registration form, (visit promisekidspdo.org) which then obligates the responsible person to make all the student's scheduled tuition payments each month for the year.
- D. If there are special needs that require an alternative schedule of payment, please notify the director and they will assist you.
- E. If you sign up for automatic withdraws (ACH), tuition will be taken out the beginning of each month. If your payment is returned, payment is due the following day. Outstanding balances are due if your payment is declined. A \$25 fee will be added to the balance. If payment is 1 week behind, your child will be withdrawn from his/her class unless a special arrangement has been met. The child's withdrawal does not release the responsible person from the obligations of the tuition. When satisfactory arrangements have been made to pay the amount due, the student may be re-admitted, if a position remains open in the class.
- F. In the event that any payment is late, we reserve the right to turn said account over to collections and all collection fees become the responsibility of the delinquent account holder.
- G. Checks are not accepted.
- H. No refunds, deductions or adjustments of any kind shall be made from fees, charges, or tuition paid or due because of the absence of any student during the school year. **Charges are made to hold a place in the program, not for a period of attendance.** (The absence of a student does not materially decrease the expenses of operating the program.)
- I. Any variation of any term of agreement must be in writing, signed and dated by the school and the parent or guardian.
- J. The program reserves the right, in its sole discretion, to exclude, withdraw, or dismiss any student from the classes or from the school for any cause whatsoever, including but not limited to violations of the rules, regulations or late/non-payment of fees and tuition.

III. Withdrawal

- A. A child's withdrawal from our program requires a 2 week (14 days) notice by email (www.promisekidsboro@gmail.com). A child's withdrawal, suspension, or dismissal from the school does not release the person responsible from tuition payments. Without a 14 days notice, provided there is a child on the waiting list who can fill the vacated spot immediately, payment of tuition may be stopped on the last day attended. If however, the vacated spot is unable to be filled immediately, tuition for one fourteen (14) day payment period is due in full.

IV. Late Entrance

- A. If a child is accepted for enrollment after the first day of school, the required registration fee will be added to the amount of the first regular tuition payment.
- B. Total tuition for a child entering school after the first of any month will be prorated (\$35 per day) according to our school calendar.

V. General Policies

- A. Program: Our program is a ten month program for children 12 months and walking to 5 years old by Aug. 15th. All children 3 and up must be toilet trained. The schedule shall be in close accordance with the Rutherford County Schools Calendar. If county schools are closed for snow or inclement weather, our school will be closed as well.
- B. Due to the limitations of our facility and the accommodations of our program, enrollment is open to children with no extreme physical or emotional difficulties. We reserve the right to request withdrawal or refuse admission for any child that requires special attention beyond what we can provide within the program or any child who requires such supervision that the whole group is negatively affected.
- C. School Hours: 8:15AM-2:00PM If your child is not picked up by 2:05PM, there is a \$5 per minute charge. In the event that you expect to be late, we ask that you make a courtesy call so we know everything is okay.
- D. "Special Pick-up" –If someone, **other than those listed on your registration form**, is to pick up your child from the preschool, a memo must be written and turned in to a teacher or director at drop off and a verbal notice to the teacher is helpful. The person picking the child up will need a photo ID.
- E. It is to my expectation that by the age three, except for a diagnosed medical reason, that all children will be trained both for wetting and bowel movements. **CHILDREN WHO ARE NOT POTTY TRAINED BY AGE 3 WILL NOT BE ADMITTED INTO THE PROGRAM.** Children should be able to pull their pants and underclothes up and down by themselves, wipe and flush the toilet on their own. Teachers will help with wiping if your lets them know they had a bowel movement.
- F. Children will need their hands washed before entering the classroom for play. Each classroom will have a designated place to wash hands. We ask parents to help us with this matter when possible. One and two year olds will need to wash their hands with the person dropping them off using the hall restrooms.

- G. Safety Drills: Fire, tornado, and lock down safety drills will be done throughout the school year to keep the children as safe as possible. **A safety plan will be in place and is a comprehensive all-hazards plan that takes into account all threats and hazards for a particular school.**

DISCIPLINE POLICY

We believe that children of all ages feel more comfortable with their surroundings when they know what is expected of them. Therefore, boundaries will be established to ensure the safety and well-being of all children enrolled in our program. Our program is a place where we help children develop in the area of discipline through Christian education. We ask that all of our parents would help us encourage the children in developing positive attitudes and a general respect for teachers, aides, and the building in which we fellowship, worship, learn, and play together.

Children are not allowed to:

1. hurt themselves
2. hurt others (children and adults)
3. destroy property

Our suggested course of discipline is:

1. warning
2. time out (away from others)
3. loss of privileges
4. parent conferences
5. removal from program if no significant improvement

At no time shall any of our staff at Promise Kids use corporal punishment. To instill Christian values and share our faith with our students in our program it is a most important ministry. Promise Kids program activities are planned to be a loving, positive experiences for all children as they grow in faith and understanding of God's love.

****Expulsion policy will be provided to sign in order for your child to attend.****

Snow/Weather Days

If Rutherford County Schools are closed, Promise Kids will also be closed. If Rutherford County Schools open late, PK will also open late (the same amount of time as RCS) Ex. 2 hrs. late for RCS mean PK will start at -10:15AM.

ARRIVAL AND DEPARTURE

Your child is the most important person to consider as the day begins. Under **NO** circumstances should any child, regardless of age, enter the building without an adult escort. We cannot permit a child to be left in a room alone.

Parents will drop off at their designed locations.

Ones: Parents can wash their hands in the women's restroom in the hallway. Please drop your child off at their classroom door. (hall to the right)

Twos: Moms will need to wash hands in the women's restroom in the hallway. If a father drops off, please wash hands in the 4s and 5s hallway where the mens' restroom is located. (Located to the left side of the building) Please drop your child off at their classroom door. (hall to the right)

Threes: Children will be taught how to wash their hands the 1st and 2nd day of school. Parents will drop children off to the far right of the building, then circle around the building to exit. At drop off time, children will use the sink in the classrooms to wash hands. It is the teachers job to assist the children until they know how to wash on their own.

Fours and Fives: Children will be dropped off at the doors to the far left of the building (circling around the building) and the teachers will teach them how to wash their hands independently.

We ask for parents to not come into the classroom, but encourage the child to enter on his/her own. Please read the following suggestions carefully.

Encourage your child to walk with you to his/her room or drop off location. This provides a feeling of independence before arriving at the room.

Reassure your child that you will be back.

You will be contacted should your child need you.

Pick up your child on time. It is sometimes frightening if you are late and your child is the last child left in the room.

Encourage your child to talk to you about the things he/she does each day.

Refrain from discussing your child in his presence.

Expect your child to have happy experiences in his classes. Be enthusiastic about the good times your child experiences.

ILLNESS

Children who show signs of illness cannot be accepted at Promise Kids until 24 hours fever free, with no medication. We depend on parents to help us maintain this policy. A child should be kept home when any of the following exist:

- Vomiting or nausea
- Diarrhea (loose or greenish bowel movement, which are not indicative of medication. The child should have normal bowel movements for 12 hours.
- **Rash**
- Persistent cough
- A **fever** over 100F
- Obvious contagious conditions or childhood diseases, such as: Lice, pink eye, scarlet fever, measles, mumps, chicken pox, cough, sore throat, croup, rashes, ringworm, impetigo, yellow or green nasal discharge due to infection

Should your child arrive or develop any of these symptoms above, you will be asked to come take him/her home.

If your child has come in contact with hands, foot, and mouth, influenza (flu), and norovirus (stomach bug) or with a contagious household member, PLEASE KEEP YOUR CHILD AT HOME FOR 48 HOURS after being in contact with the sick person.

This 24-hour policy is designed for the sick child's protection, as well as for others in the center. Taking that extra day to make sure a fever is gone gives the child the rest they need for their own body and health.

Stomach bug/Stomach flu aka Norovirus

If your child gets the stomach flu, please keep them at home until 48 hours symptom free (No fever, vomiting, diarrhea, etc.) AND 24 hours of eating normally without symptoms.

-We ask that if another person in your household has the stomach flu, to keep your children at home for 24-48 hours to make sure they do not develop any symptoms from the illness. This illness is VERY contagious!!!

-It usually takes 24-72 hours to get sick after you have swallowed the virus. Sometimes it takes a full week or even a little longer. It can pass through talking, due to saliva traveling up to 3 feet towards the person you are facing.

-A person is contagious (still producing viruses) for at least 3 days AFTER symptoms have stopped. Children should stay home from Promise Kids for **48 hours** after the last bout of vomiting and diarrhea, 48 hours is the minimum time it takes to make sure

symptoms are over. (There can be a relapse of vomiting after 24 hours and the diarrhea sometimes doesn't start for 24-48 hours after the vomiting). Ideally, they should stay home until they have eaten normally for a full day. That often takes longer than 48 hours.

-The viruses can live for weeks on household surfaces. Clean with NEW chlorine bleach (a 5%-10% solution of household bleach in water is good as long as the bleach has been opened for less than 1 month or Clorox clean-up with bleach), [Clorox Hydrogen Peroxide Wipes](#) or [Clorox Hydrogen Peroxide Spray](#). The Regular Clorox® wipes and Lysol® wipes from the store, including Lysol Power and Free Hydrogen Peroxide Wipes store DO NOT claim to kill these viruses.

Please visit: www.stopthestomachflu.com for more info. The information above has come from this web site also.

*Essential oils will be used in diffusers to help reduce sickness in the program. (i.e. Thieves or On-guard)

FOODS

We will provide a snack daily. Your child will need a lunch that he/she can feed themselves. We do not heat up lunches.

Please do not send in any NUT or PEANUT BUTTER products of any kind!

It is our policy to send home any portion of the packed lunch that is not eaten. This gives you constant feedback on your child's appetite level and food preferences.

SNACKS

We will provide a safe snack such as the following:

Saltine Crackers	Animal Crackers
Graham Crackers	Pretzels
Cheese Crackers	Dry Cereal Mix
Gold Fish	Fruit Snacks

We will avoid the following food items: Nuts, Raw Carrots or Celery, Citrus Fruits (with pulp & seeds)

Please be sure you have made us aware of any food allergies on your child's online application.

Necessary Daily Items

Your child will require the following items each day and can be left at PK:

- A **complete** change of clothes labeled (including socks)
- Spill proof water cup (Labeled)

- A light blanket for nap time (labeled)
- 1" According style nap mat (we have these for sale typically) or small roll up nap blanket
- *The 4 and 5 year olds do not nap.*

Coats:

Please bring a jacket or coat (labeled) with your child when weather dictates. We go outside if the temperature is above 40 degrees.

It is imperative that all of the above items (clothes, lunch boxes, blankets, jackets, blankets, or towels, etc.) be labeled with the child's name or initials. It is difficult to remember which one belongs to which child.

**Please do not bring any toys to school except those for naptime use only. The extra toys distract from the day and causes problems with other children. If a child comes with a toy, teachers will put the toy away until the end of the day. Therefore, if they are left at home it will make a happier day for the child.

Other Items

Sign-in/Sign-Out

Teachers will sign-in and out your child on Bright-wheel daily. Late fees will be assessed according to the school's clock.

Appropriate Dress

Please dress your child in comfortable play clothes that will allow him or her to enjoy such activities as outdoor play, music, dance, art, and sitting on the floor.

Shoes – Soft soled or canvas style shoes are best for play time. Since weather is not predictable, it is best if they wear them every day. Flip-flop or slide on shoes cause falls. Please check bag once or twice a year to make sure seasonal clothes are included and they still fit.

Unless the weather is extreme or inclement, all children go outside for at least a short while. If you feel your child is not well enough to go outside, he should stay home. Please dress your child appropriately and we will be sure he/she is well covered while outside.

Birthday Party Snacks

All snacks must be store bought. If you want to send in a special snack on your child's birthday, we *prefer* no cupcakes or cake due to the bright icing that stains clothing and the mess it makes. A few alternative ideas are cookies, donuts or rice crispy treats.

"God Keeps His Promises."

Psalm 105, Verses 1-8

Please sign below:

I _____ have read, understand and will follow all guidelines listed in the "Promise Kids Christian Academy Handbook."

Child's Name

Parent Name (printed)

Parent Signature

Date