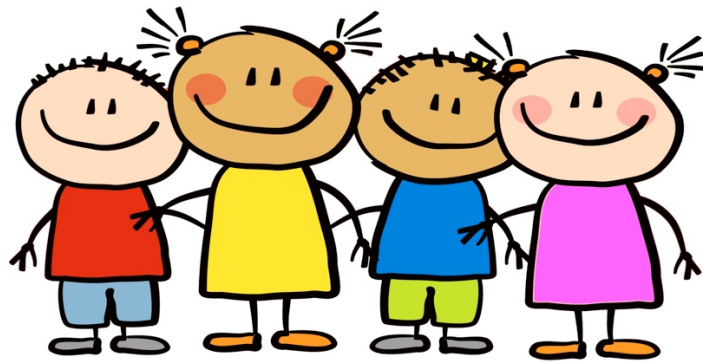


# Parent's Day Out Handbook



Church of the Harvest  
14707 Hwy 302  
Olive Branch, MS 38654

# Welcome

Dear Parent/Guardian,

Thank you for choosing our Parent's Day Out program for your precious little one/s. It's an honor to serve you and your child/ren in the early years of their development. We take pleasure in meeting the individual needs of each child in our program.

Our teachers focus on developing loving relationships with each child as they guide them in spiritual, social and academic instruction. In addition to sharing the good news of Jesus through age appropriate Bible stories, our curriculum includes basics such as colors, shapes, letters and numbers.

Children are gifts from God. This program is an extension of our ministry to Christ and an outreach of Church of the Harvest. Our goal is to care for your child with excellence.

Thank you for trusting us with your sweetest blessings. If an issue or concern arises, please don't hesitate to contact me. Again, thank you for choosing our Parent's Day Out program.

Serving in Christ,  
Director, Ashley Levin

## Tuition

- Tuition is paid ONE MONTH IN ADVANCE
- 1<sup>st</sup> months tuition due at registration along with your registration fee and supply fee (this also eliminates a payment in May).
- Tuition is due the 1<sup>st</sup> Tuesday of each month. If not paid by the 10<sup>th</sup> of each month, a \$15 late fee will be charged.
- Make Checks payable to COTH PDO and place in our "Tuition Box" located at the front desk. Please see Director for other payment options.
- ADVANCED payments accepted at any time.

## Rates

Supply Fee: \$25.00 per semester  
or \$50 for the year/ per child (nonrefundable)

Registration Fee: (nonrefundable)

1<sup>st</sup> child \$40.00

2<sup>nd</sup> child \$20.00

Tuition Rates:

\$150.00/month - 2 days

\$80.00/month - 1 day (6 weeks - 12 months only)

## Withdrawal Policy

If your child must be withdrawn from the program, a two weeks' notice is requested to allow time to fill your child's spot.

- If a notice is not given, you will be charged the full month tuition until notice is received.
- After two weeks of absences without notification, you will be automatically dropped from the program and a replacement will be added.

## Absences

- Children are expected to attend on a regular basis. This helps maintain a normal routine for both the children and the teacher. Please make sure your children are on time as we have a schedule to maintain.
- If your child is unable to attend for any reason, please contact the us. We DO NOT offer make-up days or prorated tuition for sick days or absences.

## Inclement Weather

In case of inclement weather, our program will follow the DeSoto County School's closing policy. Please refer to the local news and radio stations for all closings. If DeSoto County schools are closed, we will be closed as well. For any questions or concerns, please contact the Director. Any make-up time will be decided only by the Director.

## Arrival and Dismissal Procedures

1. Please enter via the front parking area of the building to pick up and drop off. Please walk your child/ren inside for their safety.
2. Please enter the building via the main front entrance and walk your child to his/her classroom.
3. Arrival times are 8:50 to 9:20 only. (unless previously approved)
4. Dismissal times begin at 1:50 but all children must be picked up by 2:10 to avoid any additional fees. (unless previously approved)
5. Please initial the attendance sheet before and after drop-off/pickup, circle who will be picking up the child that afternoon and verify the contact number.
6. WE MUST BE ABLE TO CONTACT YOU AT ALL TIMES; NO EXCEPTIONS.
7. We ask that you not linger in your child's class to avoid making it difficult to say, "good-bye."

8. When picking up your child, please enter the building via the main front entrance and initial the attendance sheet.
9. If you need to pick your child up early for any reason, please call ahead and a staff member will get your child.
10. Your child will **NOT** be released to anyone other than his/her parent unless we are specifically instructed by the parent. If someone else is to pick up your child, please inform them they will have to provide a picture ID. **NO EXCEPTIONS.**

## Snacks

Each day we will provide a snack and drink/refill for your child. On your child's birthday we encourage you to send a special class treat to make the child feel special. If the child's birthday does not fall on a program day, please feel free to send the treat one day that week. Please communicate any class-treat plans with the child's teacher so she can supply a head count and prepare for storage.

### Snack Options:

String Cheese  
Veggie Straws

Pretzels  
Applesauce

Fruit Snacks  
Graham Crackers

Fresh Fruit

Goldfish

\*\*Cupcakes (per permission once checked for allergies)

## Lunches

- Please provide a lunch for your child each day.
- Your child's lunch should include the child's name and a spill-proof beverage.
- We ask that you not send in any red or blue colored drinks to avoid possible stains. Non-carbonated drinks are preferred.
- Each lunch should contain easy-to-feed items.
- Please drain any juice containing items.
- We do not have provisions to heat lunches, so we encourage the use of thermos containers.

- We also ask that items containing peanut butter be avoided for those that may have a peanut allergy. If we have NO KNOWN peanut allergies, then peanut butter will be permitted.

\*Please be sure to communicate any known food allergies.\*

## What to Bring

**\*\*Outside toys Are NOT allowed\*\***

### **6wks-18mon:**

- A minimum of 1 change of clothes including socks
- A minimum of 5 diapers, wipes, creams/lotions
- Any items needed for soothing or nap time
- Spill-proof bottle/cup with name labeled
- Formula or breast milk (ready in bottles)

### **19mon-3yrs:**

- A minimum of 1 change of clothes including socks and underwear, in a Ziploc bag labeled with child's name. Each bag can be stored at school or sent daily. Please swap clothes as seasons change.
- 2 pull-ups, if not fully potty-trained
- Any items needed for soothing or nap time
- Spill-proof cup

### **3yrs-5yrs:**

- A minimum of 1 change of clothes including socks and underwear, in a Ziploc bag labeled with child's name. Each bag can be stored at school or sent daily, please swap clothes as seasons change.

## Attire

- We enjoy outdoor play. Please send your child dressed in comfortable play clothes, NOT their Sunday best.
- In cooler weather please send your child with a jacket.

- If weather is not permitting, we will enjoy indoor play.
- Tennis shoes are preferred.
- We also encourage clothes to be easy to get up and down for the bathroom.

## Rest Time

Each day we will have a rest time after lunch. We ask that you provide a nap-mat with a cover. Blankets, pillows, and/or comfort toy are welcome but will only be used during rest time. We will send these items home at appropriate times to be sanitized. Naps are not required but we encourage each child to remain quiet and to not disturb others during this time.

## Sick Policy

Each child's health is important to us. For this reason we ask that if your child has had any of the following symptoms within 24 hrs of school times, please keep your children home: fever, diarrhea, vomiting, severe cough, sore throat, earache, severe runny nose with colored mucus, eye infection, or unexplainable rash.

Your child must be fever-free for 24 hrs before returning to school.

Please let us know if your child has a communicable disease (chicken pox, fifth disease, strep, flu, etc.) If any child has been reported with any of these a note will be sent home with each child.

**It is the Directors decision as to whether the child stays or goes home due to an illness.**

## Lice Policy

We will conduct random lice checks. In the event that Lice is found (active or nits), you will be notified by Director to come pick your child up. Your child, **IS NOT**, permitted to return to class for 1 week following. Upon return, the Director and Church Nurse will conduct a thorough check before permission is granted for child to return. Child's hair must be completely clear of **ALL ACTIVE LICE AND NITS** and child must have a Dr.s clearance.

**It is the Directors decision as to whether the child stays or goes home due to Lice Suspicion.**

We make every effort to observe good health practices in our program. This is for the protection of both the students and staff.

## **Health Records**

In compliance with Mississippi state regulations, an updated copy of your child's shot record (in the form of 121), must be provided and will be kept on file in the Director's office. If your child is on a delayed shot track, this must be noted by your doctor and the Director must receive a new copy when each shot is taken.

## **Medication**

If your child needs medication of any kind during the day, a written permission form, provided by the Director, must be signed with the exact dosage and time written on the form. In the event of a fever we will immediately contact the parent/guardian or emergency contact. If we cannot reach anyone, we will attempt to bring the fever down with a cool wet cloth.

## **Discipline**

The term discipline refers to teaching and guiding. We strive to prevent situations that may lead to misbehavior. Instead of implementing shame and punishment, children are taught acceptable behavior through positive guidance and reinforcement. We use techniques, while remaining positive, to redirect excess energy or inappropriate behavior into more constructive purposes. We encourage each child to express their feelings and to openly apologize to one another. Positive time-outs are used at times to change disruptive behavior to constructive behavior and does not exceed 3 minutes at a time. We always explain to the child the consequences of their actions



and allow time to talk and gain self-control, which is important to learning lasting self-control in any circumstance.

Behaviors such as biting, scratching or hitting are unacceptable.

The Director will notify the parent immediately upon the first occurrence of an incident and a conference will be scheduled to discuss a plan of action. A discipline form will be completed with the plan attached. In the event of a second incident, the parent will be contacted and asked to pick the child up for a designated amount of time to be determined from the plan of action.

\*After 3 incidences, the child may be removed from the program.

## **Conferences**

Open communication is highly encouraged between parents and teachers. Should you feel the need to speak with your child's teacher, please schedule a time that you can both sit down and talk. Conferences are best scheduled before or after class. Should any changes at home occur that might change the behavior of the student, please inform us so that we might be sensitive to your child's needs. Our open communication policy also includes any complaints or concerns you may have about our program or staff. We ask that you direct any concerns directly to the Director. The Director will investigate these concerns until a solution is found. Our goal is to resolve all concerns or complaints as quickly as possible with the benefit of the child involved.

## **Weekly Reports**

All children will receive a weekly report showing their behavior and accomplishments for the week. Please review with your child so that he or she will understand the benefits of good behavior and accomplishments. The reports may also contain vital information about upcoming events or items needed in your child's class.

## **Teachers & Staff**

Teaching our students is very important. Our teachers and staff have worked with children in various settings for years. Their hearts are full of joy as they interact with little ones. Our main purpose is to create a loving atmosphere where the children are taught the love of Jesus Christ, through Bible stories and the actions of love from our staff.

### **Contact Info**

Director- Ashley Levin  
[Ashley@harvestob.org](mailto:Ashley@harvestob.org)

Main Phone- 662-890-1573