



Revive
PARENT'S DAY OUT

PARENT HANDBOOK

A MINISTRY OF REVIVE CHURCH 7198 Nolensville TN 37135

615-776-5057 pdo@revivechurchtn.org

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Welcome to Revive PDO! We are excited that you are interested in our program. Revive is a Jesus-centered church whose desire is to reach the communities around us with the Gospel. Our program is designed to be a comfortable helping hand of exploring your little one's independence through social, emotional, spiritual, physical and academic growth.

A healthy identity comes from knowing we are a masterpiece of God's creativity. God made us to love Him and reflect who He is. (Psalms 139:14 Matthew 22:37-39) God has created billions of individuals yet gave each one of us our own potential, personality, strengths and weaknesses. The Staff here at Revive is dedicated to helping mold the master piece that was created through loving hands and a Christ-filled heart.

Admission Information

Program Options

Monday/Wednesday OR Tuesday/Thursday 9-2:00

Fees

Our fees are based on the total cost of providing a high-quality experience for your child. (This is based on a flat rate) There will be no reductions for days missed for any reasons.

Summer- \$200/per month Fall - \$200/ per month

- Fall registration fee is \$100. This is a one time fee for the semester which runs from September-May
- Summer registration fee is \$50
- Additional yearly **Enrichment Fee of \$75** will be due the first day your child attends "Revive PDO".
- Payments are to be made in checks or cash only. All checks should be made payable to "Revive PDO".
- Monthly tuition is to be paid on the 1st of each month. Account balances not paid by the 10th of the month will receive a late fee of \$10.
- Parents who experience difficulty meeting their tuition payments are encouraged to meet with the Director. We will be glad to work with you.
- Should a parent choose to withdraw their child, the balance of that month tuition will not be refunded. One month written notice is required for the withdrawal of your child. This allows us to prepare the child for saying "Goodbye" to his/her friends.
- No tuition refunds or substitution of days will be given for absences, snow days, family vacations or planned holidays as outlined in the school calendar.
- Payments are to be given to director or placed in tuition mailbox.

Admission Requirements

- Registration forms and up to date immunization must be on file before a child is admitted to the program.
- Immunizations should be updated yearly.
- The Parent handbook signature page must be signed.
- In the event of a divorce, we are required to have a copy of the custody order on file.
- A tour of the facility needs to take place before registration is completed.

Hours of operation

- Hours of operations are from 9-2:00pm.
- Arrival drop off time is 9:00 am. Children are required to be signed in daily.
- Pick up time is at 2:00 pm. Please be prompt in picking up your child. After 2:10 PM, a late fee of \$1.00 per minute will be charged as our teachers are only being paid during the operating hours and have children to pick up themselves.

Health Practices

For the health and safety of the children, parents and staff please inform the Director if your child has come in contact with any contagious diseases. Parents will be notified if exposure to the following diseases has occurred: chicken pox, measles, mumps, FLU, pertussis, tuberculosis, MRSA, HIV/Aids, D68, fifth disease, thrush, Hantavirus West Nile, Ebola.

Parents should exercise caution and keep their child home should other unusual symptoms occur. Parents will be notified to pick up if signs of illness occur during the day. Please use the following guide to determine when your child may return to PDO.

| | |
|----------------------------------|--|
| Chicken Pox | Doctors report needed before returning |
| Conjunctivitis (Pink Eye) | When child has been under treatment for 24 hours and there is no sign of discharge |
| Impetigo | Doctors report needed before returning |
| Measles | Doctors report needed before returning |
| Mumps | Doctors report needed before returning |
| Strep | 24 hours after starting antibiotics. Child must be fever free for 24 hours <u>without medication</u> |
| Fever | 24 hours free of fever <u>without medication</u> |

| | |
|-----------------|---|
| Diarrhea | 24 hours free of diarrhea <u>without medication</u> |
| Vomiting | 24 hours free of vomiting <u>without medication</u> |

PDO reserves the right to request a written doctor's report when question of a contagious disease exists or if the child has had surgery, been hospitalized or had extended medical absence. We will **NOT** administer medications to your child during the school day. The only exception is for Epi-Pens. Epi-Pens must be in the original container with the original pharmacy label. A signed medical release must be completed and kept on file.

Accident or Personal Emergency Procedures

All staff members are CPR and First Aid certified. Emergency information is kept on file in case of illness or injury. If your child is injured while at PDO, first aid will be administered. If treatment by a doctor is necessary 911 will be called. We will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed and a copy is given to the parent. It is very important that all emergency contact information is kept up-to-date and correct. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

Note: The following procedures will take place:

1. A phone call to 911
2. Child's parent (or emergency contact) is called.
3. Child is separated from other children.
4. Parent, provider or ambulance takes the child and health records to the doctor or hospital

Environmental Emergency Procedures

Fire drills and Tornado drills will be conducted throughout the year. If it is ever necessary to evacuate the premises, children will be taken to the Nolensville Veterinarian (615-776-5499) located next to the church parking lot.

In the event of a threat in the community, children and staff will remain in their assigned classrooms, if possible. If it is apparent that the children need to be located together, the sanctuary will be the gathering place.

Morning Drop off and Afternoon Pickup

Morning drop off and afternoon pickup are to take place in the front main door of the church building. All side and back doors will be locked during PDO hours for the safety of all PDO children. In the morning, the front main door will open a few minutes prior to 9:00 am and close/lock at 9:30. The front main door will open again for afternoon pickups at 1:40. If you are needing to drop off your child late (after 9:30) or pick up your child early (before 1:40) please come to the back door and knock and a teacher will let you in.

Reporting Child Abuse

We are required by law to report any suspected incident of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Daily Information

Clothing

You will need to send your child in comfortable, season appropriate clothing and outerwear. Please dress your child in easy to pull up and down pants. Tennis shoes and closed toe shoes are preferred. A change of clothing (including underwear and socks) will be needed in case of any accidents. The change of clothing will need to be sealed into a gallon size zip lock bag, labeled with child's name to be stored in the child's backpack. All clothing needs to be clearly marked with the child's name.

Diaper Policy

It is the parent's responsibility to provide diapers, wipes and diaper cream. Diapers are checked frequently and changed two times a day unless more often is required. Diapers containing a bowel movement are changed immediately.

Toilet Training

We are more than happy to assist with potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home. Children will be allowed to come to school in cotton training pants/underwear. Parents

need to keep communication open between teacher and themselves for successful transition from diapers to potty. We do ask that if you are going to potty train that you not send your child in pull ups, this tends to send mix messages to the child and prolongs the process.

Personal Item

We have well organized classrooms with age-appropriate toys. During the initial adjusting period, we encourage your child to bring a piece of home with them, such as a special blanket, toy, teddy or photo of family as this may be very comforting. This needs to be limited to one item. However, please do not bring your child's toys from home to school other than for designated show and tell days. We are not responsible for lost items of any kind.

Meals/Snacks

We would like each family to participate in the CDA Nutrition Program by providing nutritious and well-balanced lunch for your child each day.

The recommendation for your child's lunch would be:

- 1 Meat or meat alternative
- 2 Two fruits/vegetables
- 2 Carbs

Revive PDO provides a small snack, typically including crackers, fruit, cheese, cereal, raisins or pretzels served with water each day. Please advise your child's teacher, as well as the Director of any allergies.

Special Diets

If your child has food allergies, please inform the Director and fill in the designated restriction on the enrollment form. You must also provide snacks that are suitable for your child.

Classroom Schedule

Schedules for each class will maintain a guideline of daily activities so the day runs smoothly. A schedule will be posted in the classroom as well as a copy given to the parents. Times are approximate.

Show and Tell

When requested by the teacher, show and tell items will be allowed in the classroom based on the theme for that week. "Show and Tell" items will be kept in the child's backpack until sharing time. Please do not allow your child to bring TOY WEAPONS, OFFENSIVE ITEMS, MONEY, EDIBLE ITEMS or FRAGILE JEWELRY.

Nap Time

Children, walkers through two years nap for one hour. Nap mats are provided by the school. You will need to provide a crib sheet for your child. Ages, three through pre-K do not have a nap time. However, they may have quiet time with a book to help the teachers prepare for the end of the day.

Birthday/Holiday Parties

Birthdays may be celebrated at the discretion of the parent on or close to the child's birthday. Parents with "birthday children" are asked to coordinate with the classroom teachers so we do not duplicate snacks time for that day.

We will celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and the End of the Year with a class party as well as a graduation for children headed to kindergarten. Teachers will be coordinating all the details for their class. Each child will need to contribute a healthy food to the party's meal. A signup sheet provided by the teacher will help coordinate the needed items. Parents are welcome to attend.

Behavior Guidance

Revive PDO has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually, spiritually, socially and creatively under the loving guidance of concerned Christian parents and teachers. In this spirit, our staff will:

- Protect the safety of children.
- Not allow children to act in a manner which will endanger themselves, other children or our staff.
- Model positive acceptable behavior.
- Redirect children away from conflict to a constructive activity.
- Teach children alternatives to problem behaviors.
- Provide immediate guidance/direction if a child's behavior is unacceptable.
- Recognize the age appropriate development of the child.

Daily Items Needed

Please label all items with your child's first and last name

Complete change of clothes in a gallon Ziploc bag and kept in back pack at all times.

No less than 5 diapers

Wipes (to be kept in backpack)

One crib sheet

Comfort object for rest time

Lunch box and spill proof sippy cup

Sunscreen

Backpack

Daily go-home folder

General Curriculum Areas

Bible: Biblical concepts are integrated into the daily academic lessons as to help the children see the relationship to biblical principles in their everyday lives.

Art: We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps and learning various fine motor skills, such as cutting and pasting. Activities are concerned with the process of creating instead of the final product and are geared to the child's developmental level.

Mathematics: Math includes recognition of numerals from 0 to 10. Children learn to count forward in sequence from 0 to at least 10. They learn shapes and also identify and compare objects by size. The activities that help with numeral recognition are calendar usage, rote counting independently, and creating groups or objects and sorting depending on color, size, and description.

Language and reading: Participating in storytelling and reading activities will develop essential pre-reading skills and set children on the path to literacy. Children learn so much about the world through books. The lessons include recognition of the alphabet and learning the phonetic sounds of the letters along with academic worksheets to help reinforce the letters/sounds of the week.

Science: A variety of science materials will be out for exploration by the child in learning centers. We use books and group experiments to explore these science concepts more in depth. The study of Science increases vocabulary and general

knowledge, encourages curiosity, helps the child discover natural laws, and helps the child become more aware of his/her surrounding world.

Music: Music is used to express emotions, reinforce subject material, and for a source of joy. We use tapes, CD's, records, rhythm instruments, scarves, rhythm sticks, singing, clapping, and body movement for our music time.

Group Time: This is a period of 15-30 minutes which serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes. Monthly and weekly themes are posted for your information.

Small Muscle: Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changed weekly to coordinate with the weekly theme.

Large Muscle: Children receive large muscle coordination through outside play, going for walks, or indoor play in the Common room. Depending on the weather, children are offered large muscle play two times a day.

In House Expedition

In house expeditions are where the fieldtrips come to us.

Nolensville Fire Dept, Nolensville Police Dept, Nolensville Dentist

Regular Extracurricular Activities

Summit Sports Gymnastics with Coach Leslie

Art Theory with Ms. Jesse and Art Express

Story Time with Ms. Miss. Jill's Ventriloquist and Puppeteer

Communication System

Parent Meeting

These informal get-togethers are held according to the needs and wishes of the parents. Conference times are available between 1:00 P.M to 1:30 P.M.

Daily Written Reports

Go home sheets about the child's daily projects, general behavior, etc. will be placed in the child's go-home folder each day. It is very important that you check your child's folder each day and return the folder with your child on the following school day. If this folder is lost you will be asked to send in a replacement folder.

Newsletter

Every month, a newsletter will be placed in the child's go-home folder. The newsletter contains information such as upcoming activities, events, lessons and reminders that is pertaining to every classroom.

Conference

If at any time you have concerns you may ask for a conference with your child's teacher or the director so issues can be resolved. Your input is always welcomed.

Facebook

“Revive Parents Day Out” has their own facebook page. Postings are made weekly to help with reminders, updates and show what we are learning/doing in our classrooms for that week. If you would rather us not post pictures of your child please make sure you note this on the photographic release form.

School Calendar 2017/2018

First Day of PDO: August 21, 2017

Picture Day: TBD (the end of September)

Halloween Party: October 30th and October 31st

Thanksgiving Break: November 20th – November 24th

Christmas Program: Sunday, December 17th @5:30 pm

Christmas Party: December 18th and December 19th

Christmas Break: December 22nd – January 4th

First Day of 2nd semester: January 8th

50's Day: January 24th and January 25th

Valentine's Day Party: February 13th and February 14th

Easter Egg Hunt: March 21st and March 22nd

Spring Break: March 26th – March 30th

Field Day: May 2nd and May 3rd

Graduation Program: May 12th (Saturday, Time TBD)

Last Day of PDO: May 16th and May 17th

**For inclement weather related closings and delays we will follow Williamson
County school.**

There are no refunds for missed days or inclement weather.

All parties will be held at 12:30pm.

PHOTOGRAPHIC RELEASE AGREEMENT

We would like to share the daily fun activities that take place within our program by photographing and/or filming the children during their school day. The pictures may be posted at school, used in newsletters, slide shows, projects and/or our website or Facebook page. We will never sell these images to other parties or release the names of the children to the general public.

_____ Yes, you may photograph or film my child and use the pictures.

_____ No, I do not want my child photographed or filmed for publication.

PARENT HANDBOOK AGREEMENT

I have read the Revive PDO Parent Handbook 2015/2016 and agree to adhere to the policies outlined therein. I understand that Revive will not assume liability for accidents, illness or property damage. I will not hold the school, teachers or other parents liable for unavoidable accidents

NON-LICENSING DECLARATION AGREEMENT

I understand that the two-day program at Revive (PDO) is not licensed and is not required to be licensed by the State of Tennessee Department of Human Services under TCA 71-3-527a.

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_____ Yes, you may photograph or film my child and use the pictures.

Notification of withdrawal from the school for any purpose must be made 2 weeks in advance in writing. Attendance for any portion of the month will require payment of the

full month's tuition. I have read the above Non-Licensing Agreement, Photographic Release Parent Handbook and Tuition and Enrollment policies and agree to all their terms.

Child's Name _____

Parent/Guardian signature _____

Date _____