



PARENT HANDBOOK

A MINISTRY OF REVIVE CHURCH

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Welcome to Revive Parents Day Out! 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 are dedicated to helping mold the master piece that was created through loving hands and a Christ-filled heart. Our dedicated teachers are carefully chosen and will have the appropriate educational background and training to ensure quality care. The teachers will have personal qualities of friendliness, warmth, and the ability to relate openly to children and adults. Continuous evaluation of teachers and programming by the Director will ensure the ongoing quality for your children. All staff members are screened by using reference checks and thorough background checks through Department of Security.

Admission Information

Program Options

Monday/Wednesday OR Tuesday/Thursday, 9:00am - 2:00pm

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.

Fall - \$210/ per month

Summer- TBD depending on number of days

- **Fall registration fee is \$100.** This is an annual fee for the semester which runs from August thru 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. IF payment is not received in full by the end of the month the child will be unenrolled for failure to pay.
- 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's tuition will not be refunded. A 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 the director or placed in our 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 9:00 am - 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 Clinic (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 promptly at 9:00 am and close/lock at 9:15. The front main door will open again for afternoon pickups at 1:45. If you are needing to drop off your child late (after 9:15) or pick up your child early (before 1:45) please email or call the office and come to the back door 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, as 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. Fast food or food brought in from outside restaurants is not allowed.

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.

Outside Play

All children play outside for at least 1 hour per day weather permitting, even during the winter months. We ask you provide warm coats, mittens/gloves, hats etc in order for your child to feel comfortable playing outdoors. Outdoor play is beneficial in many ways even during colder temps. If your child is not well enough to go outside, we ask you please keep him/her home.

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 old nap for one hour. Nap mats are provided by the school. You will need to provide a crib sheet for your child each day. 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 if they'd like to bring in special snacks for that day.

We will celebrate Fall, 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 somewhat healthy food item to the party's meal. A signup sheet provided by the teacher will help coordinate the needed items. Parents are always 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. All teachers will stress problem solving skills and instill an intrinsically motivated sense of right and wrong. Teachers will use the following techniques when dealing with conflict situations. The parents, teacher and Director will communicate and try and resolve any problems and or concerns that may arise. All parties will keep in mind the best interest of the child which is the most important factor when making decisions.

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 and acceptable behavior.
- Praise, reward and encourage the children.
- 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.

Biting Policy

We realize that biting can be a big concern, and we strive to minimize the biting behavior at all times. Teachers and staff are trained to recognize triggers and how to prevent and decrease incidents. Biting is common among young children, during early childhood. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Children are sensory learners and often explore orally. Children at a young age often become frustrated because of not being able to communicate. Impulse control can also lead children to bite as a way of making their needs known. If your child is bitten or bites, you and the other parents will receive a report of the incident. We will discuss the incident report with you while keeping

information confidential. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

We follow biting incidents as follows:

1. Care and comfort the child who was bitten.
2. Assess and clean the wound (soap, water etc.) using universal precautions.
3. Teacher, Director and parents will discuss possible changes in the child's routine and or family. Schedule follow-up meetings and telephone conversations as needed depending on the amount of biting incidents. The teacher will provide the parents with a handout with strategies to reduce biting. If necessary, parents will be referred to local experts for further assistance/evaluation such as a pediatrician or local health department.
4. Teacher will shadow the child that is exhibiting biting behavior until the parents pick up the child. Teacher will also help the child who bit learn other appropriate behavior.
5. Both parents will be notified of the incident, the biter and the child bitten. The parents of the child biting will be given educational materials in regards to biting. The staff will document each biting incident. A copy of the biting incident will be given to each parent; the child's name that is biting will be kept confidential.
6. If the child has 3 biting incidents a written plan will be put into place that is agreed upon between the parents, child's teacher and Director before the child is allowed to return.
7. If the child has 4 biting incidents the child will take a week off from PDO (tuition non refunded) while the needs of both the child biting and the child bitten will be considered.
8. All incidents of biting will require an incident report. Communication with the parents will be on a daily basis.

Termination for Challenging Behavior

Revive Parents Day Out does not make it standard practice to suspend or remove children from the program. However, Revive PDO does reserve the right to do so if behavior is not conducive to the safety and well-being of other children enrolled in the program or your own child's personal safety. Revive PDO also reserves the right to terminate services for inappropriate behavior of parents or guardians. Revive PDO can terminate this agreement without prior notice for the above mentioned due to misconduct or a breach of this agreement by the parents and or 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 starting from 0 to 10 and building up to 100. They learn basic shapes, 3D 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 of 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, discovery of 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 Multi-purpose 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 Department

Nolensville Police Department

Nolensville Dentist

Regular Enrichment 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 Meetings/Conference

These informal meetings are held according to the needs and wishes of the parents. Conference times are available between 11:00 - 12:30 pm.

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.

Daily Written Reports

Go home communication sheets about your child's day, general behavior, reminders etc. will be placed in the child's go-home folder each day. It is very important that you check your child's folder daily 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 pertains to the classroom.

Facebook

Revive Parents Day Out has their own facebook page under the title Revive Parents Day Out. Postings are made weekly to help with parent reminders, updates and to show what we are learning in our classrooms for that particular week. If you would prefer us not post pictures of your child please note this on the photographic release form found in the handbook.

Revive PDO School Calendar

First Day of Fall Semester: August

Picture Day: October

Fall Class Party: October

Thanksgiving Break: November

Fall/Winter Program: December, Sunday @5:30

Christmas Class Party: December

Christmas Break: December

First Day of Spring Semester: January

50's Day: January

Valentine's Day Class Party: February

Easter Egg Hunt:

Spring Break:

Field Day: May

Spring/Graduation Program: May, Tuesday @12:30

Last Day of PDO year: May

**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 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. I also realize during my child's enrollment at the Revive I may be informed from time to time, formally or informally, of various changes in policies. I understand Revive PDO reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at Revive PDO. _____

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. _____

NOTIFICATION OF WITHDRAWAL

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 _____

In an effort to go paperless, we will be using email to communicate on a regular basis throughout the year. This communication will include monthly newsletters and any non-urgent issues that may arise during the course of the school year. Please provide at least one email address per family. We will add as many email addresses as you like to our database. Thank you for your cooperation.

Child's Name: _____

Parents Name and assigned email address

1. _____

2. _____

3. _____

Remember to update our records if your email, physical address or contact number changes over the course of your child's enrollment.

I have received a copy of the Parent Handbook and agree to abide by the rules, regulations, and requirements of Revive Parents Day Out.

I have read all the forms and information, including this Enrollment Agreements and all subsequent forms that are a part of the enrollment application packet.

Parent/Guardian Signature

Date

