

SUMMER PLAY DAYS

Summer Play Days (SPD) | 2021
The Church at Station Hill

PARENT HANDBOOK

THIS HANDBOOK TAKES PRECEDENCE OVER ALL OTHER PRINTED MATERIAL.
THIS FACILITY IS NOT REQUIRED TO BE LICENSED BY THE STATE AS A CHILD CARE AGENCY.



SUMMER PLAY DAYS

Dear Parents,

Welcome to Station Hill Summer Play Days! SPD is an integral part of the Preschool Ministry of The Church at Station Hill. The SPD ministry is designed for young children with the goal of helping them grow in their spiritual, emotional, physical, mental, and social growth. This handbook has been prepared in order that you know the policies and better understand the program as we work together to prepare your child for a successful year. We are so honored to have the privilege to teach your little ones about God's great love. Please know that we are continually praying for your children as well as your family throughout the year. We are expecting God to do great things at Summer Play Days!

We would love for you to be a part of our Sunday morning worship, get connected through life groups, and take part in all campus activities. Please visit our church website www.stationhillchurch.com or ask us for more information about all things happening at The Church at Station Hill.

In His Love,

Summer Play Days Team

— TUESDAYS & THURSDAYS —

June 1-July 29, 2021

9:00 AM -2:30 PM

FIRST FULL DAY: Tuesday June 1, 2021

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OUR PHILOSOPHY

We believe each preschooler is a unique creation of God. Preschoolers require a nurturing and loving environment where they are given opportunities to express their creativity. We believe social, emotional, mental, physical, and spiritual growth should be accomplished through exciting activities.

OUR MISSION

Station Hill Mother's Day Out is an integral part of the total ministry of The Church at Station Hill. It is our goal to partner with parents to help preschoolers become all that God created them to be.

OBJECTIVES

1. Provide a biblically based and Christ-centered program.
2. Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
3. Provide an environment that fosters children's creativity.
4. Provide opportunities to grow spiritually through exciting, fun filled activities.

AGES

Station Hill Summer Play Days has classes for children ages twenty-four months through pre-kindergarten. Children must be twenty-four months old by May 15th to participate. Children who turn 3 years old on or before May 15th MUST be potty trained. If a child has more than 2 accidents within one month's time, you may be asked to take a one week leave of absence to train at home to ensure that your child is fully ready to attend school. Once your child has achieved "Potty Trained" status, they are welcome to return to school. "Pull ups" are not allowed for children in the three and four-year-old classrooms.

ADMISSION

A registration form and a \$100 deposit must be submitted for admission. Fees may be paid by check, made out to The Church at Station Hill, or paid online at our website via e-check or debit card. Admission is dependent upon available space. If a spot is not available, a student can be placed on the waiting list by submitting a registration form and a \$40 wait list fee. If a spot becomes available, this fee will be applied towards the tuition of \$400.

School begins the first Tuesday of June. There will be no Summer Play Days Classes from June 15th & 17th. The tuition of \$400 must be paid in full by April 17th for your child to attend. All forms, including immunization records, must be received before your child can attend the 1st day of school. Forms may be found online or distributed in person. Forms may be distributed via email by request.

TUITION AND FEES

All SPD tuition and fees are non-refundable. SPD does not refund prepaid fees in event of withdrawal. If paying with cash, please see the director. Please make your checks payable to The Church at Station Hill and include your child's name in the memo. A \$20.00 penalty will be assessed for any check returned by the bank. If a check is returned for a second time, a cash payment will be expected for the account balance. There will be an additional \$15.00 fee added to tuition if paid online by credit card.

Tuition is a set, one-time fee. It will not fluctuate due to holidays. There is no reduction of fees for absences, holidays, or families who have more than one child enrolled in the program. We will not accept any partial payment or month-to-month payment. There will be no concessions on tuition offered for planned or unplanned school closures.

If full payment is not made by April 17th, an email will be sent to the parents. If the payment is not received within 7 days of receipt of the email, the registration will be forfeited. It is your responsibility to make sure your email is current, as this is our main method of communication.

The administration of SPD will be bound to follow this policy. The Brentwood Baptist Church Finance Office will address any unusual circumstances. If family circumstances arise that make these payments impossible to make, please contact the Director.

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ITEMS FROM HOME

We ask that children do not bring toys from home, except on special occasions. Small stuffed animals or blankets may be left in your child's backpack for added comfort during rest time. Please remember to label all items. **We do not ever allow** anyone to bring guns, knives or other play weapons to school. We do not allow play at school that involves any type of violence.

CLOTHING

Children should wear washable, comfortable play clothes and shoes suitable for indoor and outdoor wear. Flip-flops or sandals can cause children to trip and fall when running. It is best to have your child wear a shoe that completely covers his/her feet. Accidents can happen at any age, so we ask that you have a complete change of clothes at all times, in his/her book bag. Please place the entire set of clothes in a ziplock bag. **Every article of clothing must be labeled, including shoes for children in the SPD program. Please be considerate of your teacher's time and label every item at home.**

BIRTHDAY PARTIES AT SCHOOL

We would love to celebrate your child's birthday. If you would like to provide refreshments or do something special for your child's birthday please discuss details with your child's teacher the week prior to the celebration. For safety reasons, latex balloons & candles are allowed.

SUPPLIES

Every child needs to bring a FULL-SIZE bag to SPD. While small backpacks are cute and easy for children to carry, they are difficult to pack all the items needed for your child's day at school. Please bring these labeled items in your child's bag each day:

TWO-YEAR-OLD CHILDREN

- 1 Disposable diapers- at least 5 a day (no cloth diapers)
- 2 Spill proof cup- No bottles, juice boxes, pouches, or canned drinks (labeled)
- 3 Lunch- Children should bring a lunch consisting of finger foods, cut up into bite sized pieces.
- 4 Snack - Children should bring a labeled, nut free snack
- 5 A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally.
- 6 Rest mat- Both roll up and fold up styles are acceptable. No sleeping bags please.

THREE-YEAR-OLD THROUGH PRE-K

- 1 Spill proof cup- No bottles, juice boxes, pouches, or canned drinks (labeled)
- 2 Lunch- Children should bring a lunch consisting of finger foods, cut up into bite sized pieces, and a spill proof cup.
(No bottles, juice boxes, pouches, or canned drinks)
- 3 Snack - Children should bring a labeled, nut free snack.
- 4 A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally.
- 5 Rest mat- Both roll up and fold up styles are acceptable. No sleeping bags please. Pre-K students may bring a beach towel if they prefer.

NOTE: Teachers do not have access to a microwave or refrigerator. Please make sure that all food is in ready-to-eat form. Do not send popcorn, hard candy, nuts, or marshmallows in your child's lunch as they are choking hazards. To prevent choking, grapes must be quartered and hot dogs must be cut lengthwise and across in small sections.

ALL ITEMS MUST BE LABELED | ALL ITEMS MUST BE TAKEN HOME DAILY

***IMPORTANT:**

There are NO NUT products allowed in the Preschool area. SPD will also adhere to this rule for the safety of all children and their families!