



A ministry of  
The Church at Station Hill  
(A regional campus of Brentwood Baptist Church)

8083 Station Hill Drive  
Spring Hill, TN, 37174  
615.850.3100  
Stationhillweekday.com

*This handbook takes precedence over all other printed material.*

Dear Parents,

Welcome to Station Hill Mother's Day Out! SHMDO is an integral part of the Preschool Ministry of The Church at Station Hill. The SHMDO 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 SHMDO!

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](http://www.stationhillchurch.com) or ask us for more information about our programming at The Church at Station Hill.

Sincerely,

Jennifer Ellis – Director

[jellis@stationhillchurch.com](mailto:jellis@stationhillchurch.com)

Jenai Johnson – Assistant Director Tues/Thurs

[jejohnson@stationhillchurch.com](mailto:jejohnson@stationhillchurch.com)

Molly Presley – Assistant Director Mon/Wed

[mpresley@stationhillchurch.com](mailto:mpresley@stationhillchurch.com)

## **Preschool Schedule**

**Mondays & Wednesdays 9 AM– 2:30 PM**

**Tuesdays & Thursdays 9 AM - 2:30 PM**

# Parent Handbook

## 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 learning should be accomplished through exciting and mentally stimulating 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

- Provide a biblically based and Christ-centered program.
- Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
- Provide an environment that fosters children's creativity.
- Provide opportunities to advance in academic areas.

## Prayer Box

Because prayer is the underlying foundation of everything that we do at The Church at Station Hill, we want to include the needs and concerns of our families in our prayer times. There is a prayer box located at the SHMDO welcome desk. We consider it an honor and privilege for you to use this box to tell us about anything that you would like for us to pray about during our morning prayer times. You can also email us prayer requests at [shmdo@stationhillchurch.com](mailto:shmdo@stationhillchurch.com).

## Ages

Station Hill Mother's Day Out has classes for children ages twelve months through pre-kindergarten. Children must be twelve months old by August 15<sup>th</sup> to participate.

Children who turn 3 years old on or before August 15<sup>th</sup> MUST be potty trained. If a child has more than 2 accidents per day, you may be asked to take a leave of absence to train at home to ensure that your child is fully ready to attend school. You will be given a grace period until November 1<sup>st</sup> to remain in school.

Once your child has achieved “Potty Trained” status, they are welcome to return to school. Your child’s spot will be held if tuition is paid during their time away. “Pull ups” are not allowed for children in the three and four-year-old classrooms.

## Admission

A registration form and a \$160 registration fee must be submitted for admission. All fees must be paid by check/cash, made out to The Church at Station Hill. 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 application fee. If a spot becomes available this fee will be applied towards the registration fee of \$160.

Last month’s tuition of \$240 and all other forms, including immunization records, must be received before your child can attend the 1<sup>st</sup> day of school. If tuition is paid on time, no tuition payment is due during the month of May for the current school year.

## Tuition and Fees

All SHMDO tuition and fees are **non-refundable**. SHMDO does not refund prepaid fees for summer withdrawals. Monthly tuition payments are due on the first of each month, and payments can be placed in the tuition box or paid online. If paying with cash, please see the director or the assistant director. Payments will be considered late after the 15<sup>th</sup> of the month. Any late payments will be subject to a late fee of \$20.00. 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 and any remaining tuition payments.

Tuition is a set, monthly fee. It is the same each month. It will not fluctuate due to holidays or months with 5 weeks. There is no reduction of fees for absences, holidays, or families who have more than one child enrolled in the program.

If payment remains past due for 30 days, a letter will be sent instructing the responsible parent(s) that an immediate payment is due. If payment is not made within 7 days of receipt of the letter, unfortunately, the student will not be allowed to attend class and the case will be reviewed by the Brentwood Baptist Church Finance Office to determine if the child will be allowed to remain in the program.

The administration of SHMDO 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 or Assistant Director.

Tax statements will be given by request only.

## Withdrawal

SHMDO requires a **one-month notification in writing** when removing a child from the program during the school year. If a child is to attend a portion of the month, the full month's tuition must be paid. If a child is removed without written notification, 30 days prior to withdrawal, there will be a one-month tuition penalty. Prorated fees are not available. The last month's tuition cannot be applied to April's tuition payment except in the case of extenuating circumstances that will be reviewed and approved by the Director/Assistant Director and the Brentwood Finance Department.

## Discipline

At SHMDO our goal in discipline is to teach children to self-regulate, guiding them to make good decisions.

- Positive Reinforcement
- Redirection
- Time Out
- Parents will be notified to pick up a child immediately if the safety of the child, teacher or other children in the classroom are at risk.

We want to maintain a safe, welcoming classroom for teachers and students. In the case of aggressive behaviors or other behaviors that monopolize a teacher's time (to the detriment of other students), parents will receive a report for the first incident. This includes but is not limited to biting, hitting & extreme rough play. A second incident will require a parent teacher conference to create a plan of action. If the child or family cannot adhere to the plan of action, or show significant improvement toward that plan, a second conference will be requested. At which time SHMDO staff and parents will discuss a new plan of action or discuss possible removal from the program.

Excessive crying for children 2 years and under could result in the parent being called to pick up the child. We will not allow a child to continue to cry for more than 2 hours.

We are not able to provide one-on-one care. Our goal is to create a safe and loving environment for all children to learn. Children are expected to be able to keep up with age-appropriate tasks and developmental skills.

If your child requires one on one care, a parent conference will be scheduled, and your child may be asked to leave the program. If you are aware of any issues that may occur, please disclose this with the Directors as soon as the issue arises.

## SAFETY/SECURITY

Our first priority is the well-being and safety of every child enrolled at SHMDO. **IT IS YOUR RESPONSIBILITY TO KEEP YOUR INFORMATION ON FILE UP-TO-DATE** - your registration papers, call lists, medical information, carpool lists, court orders, etc. We cannot release your child to anyone unless you have given us permission in writing to do so. We will ask for a photo ID before the child will be released to him/her.

For security reasons, the main doors into the Preschool area must remain locked during the hours of 9:30 am until 2:00 pm. We appreciate your patience and understanding regarding this policy.

Our staff has been trained in Active Shooter Training and are certified in CPR/First Aid.

Our staff is not allowed to be alone in the restroom with any child. If a child who is potty training needs assistants, there will be another adult present to monitor. If a child is already potty trained, a staff member can give verbal assistance.

**Please park only in designated parking spaces**, save handicap parking for those who are handicapped.

## SHMDO Weather Policy

SHMDO follows the Williamson County School Calendar.

**Normal Opening:** If Williamson County opens on time, SHMDO will open on time.

**Delayed Opening:** We will follow Williamson County schools for delayed openings. If Williamson County schools are delayed an hour, SHMDO will be delayed an hour, etc.

**Closing:** We will follow Williamson County schools for closing on snow or flood days. If Williamson County schools are closed for weather, SHMDO will also be closed.

**Early Dismissal:** If Williamson County schools close early during the day due to bad weather, SHMDO will close early, too. Please watch the news for school closings. We will close 30 minutes after the announced time for the high schools to close and 30 minutes before the elementary school's close. In this case, you will be notified by your teacher.

## Arrival and Dismissal

SHMDO opens at **9:00 a.m.** Please do not bring your child to the classroom before this time. Our teachers are busy preparing your children to have a successful day.

We would prefer you to exchange your hugs and kisses and say morning goodbyes in a timely manner, so our classes can begin by 9:15. Your cooperation is greatly appreciated.

The accompanying adult must sign in for each child upon arrival. Each child must also be signed out at dismissal. **Please do not enter the classroom if a teacher is not present.**

**Please be on time to pick up your children.** Teachers have families of their own to get home to and children to pick up as well. Please be considerate of their time. SHMDO ends at 2:30p.m. If you have more than one child enrolled, all children will need to be picked up by 2:30p.m. "Being in the building" does not count as being on time if you do not have your child with you.

If you have an emergency, please call The Church at Station Hill office (615-850-3100) to let us know that you will be late. A child is **always** left in the care of an adult until the parent arrives. **There is an additional charge for late pick-up of \$3.00 per minute per child.** You will receive a statement reflecting this charge to be included in next month's tuition.

Please be sure that your teacher gets a note from you if your child will be going home with someone else. In the note, please include the person's name and contact number. **We will NOT allow a child to go home with any person other than a parent, guardian, or regular carpool driver without written permission.** An email will be accepted when necessary.

**Car Rider Line** – Please follow the signs to pull up under the pavilion at 2:15pm.

- 1) Always remain in the car.
- 2) Your name tag should be visible.
- 3) Teachers will bring your child to the car. Every child will be loaded into the car from the passenger side. This is to ensure the safety of your child.
- 4) Your child is not allowed to leave school without a car seat or booster seat.
- 5) If your child is ages 3 and up, you must use the car rider line. The only exception would be in the case of a younger sibling not being eligible for the car rider line.
- 6) After you are released from the car rider line, you may pull forward to buckle your child.
- 7) Car rider line ends promptly at 2:30pm.

Please note that it is against the law to leave a child in the car unattended.

## Parent Communication

Teachers welcome opportunities to confer with parents from time to time regarding their children. If you would like to have a conference at any time, we will be happy to make arrangements for you to do so.

Please keep in communication with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we know something of his/her situation.

## 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 are not allowed.

## Health Practices

For the protection of all children at SHMDO and teachers, parents are asked not to bring their children if they display the following symptoms:

1. Fever – currently or within the previous 24 hours
2. Vomiting or diarrhea in the previous 24 hours
3. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough
4. Common cold
5. Sore throat
6. Croup or persistent cough
7. Any unexplained rash or spots
8. Head lice or nits
9. Discolored runny nose
10. Pink eye or other eye infection
11. Hand-Foot and Mouth disease
12. Any symptoms of COVID-19

**Your child should be free of fever and other symptoms for 24 hours before returning to school - not simply on an antibiotic for 24 hours.**

Parents will be notified to pick up their child immediately if signs of illness occur during the day, under the Directors discretion. If your child has a fever of 100.3 then you will be asked to pick up your child. We must have a phone number where you can be reached at any time. Your cooperation as a parent with this policy will protect the health of other children in the program.



We must know when your child has an illness (such as Fifth disease; Hand, Foot and Mouth disease; lice; pink eye and other contagious illnesses) so that we can notify other parents in your child's class of possible exposure. Your child's name will remain confidential.

## Medication

**Medication may *not* be given to your child by a school staff member for any reason.** If your child needs any type of medication administered (either prescription or non-prescription), you must come in and administer it yourself. The only exception to this is diaper cream and emergency treatments for life-threatening allergic reactions.

Diaper cream will be applied as needed in the case of a diaper rash. Diaper cream must be over the counter, not prescription strength, and supplied by the parent. The parent must provide written instructions, signed and dated for each day the diaper cream is to be administered.

Please alert the Director to any special medical circumstances or concerns you have.

## 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. House shoes/slippers are not allowed to be worn during the school day. Accidents can happen at any age, so we ask that you always have a complete change of clothes, in his/her book bag. **Every article of clothing must be labeled.**

**Please be considerate of your teacher's time and label every item at home.** If items are not labeled, teachers may label items with masking tape and sharpie to ensure all items are returned to you. All girls must wear shorts under dresses.

## Supplies

Every child needs to bring a FULL-SIZE backpack to school. 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:

### One-Year-Old and 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
- 3- Lunch- Children should bring a lunch consisting of finger foods, cut up into bite sized pieces.
- 4- A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally. A change of shoes is advised if your child is actively potty training.
- 5- Rest mat- Both roll up and fold up styles are acceptable. No sleeping bags please.

### Three-Year-Old through Pre-K Children

- 1- Spill proof cup- No bottles, juice boxes, pouches, or canned drinks
- 2- Lunch- Children should bring a lunch consisting of finger foods, cut up into bite sized pieces.
- 3- A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally.
- 4- 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:** Due to the number of allergies, there are NO NUT products allowed in the Preschool area. SHMDO will also adhere to this rule for the safety of all children and their families.

