

# Kid's Day Out

1160 Highland Colony Parkway  
Ridgeland, MS 39157  
601-853-0636

## Purpose

Kid's Day Out (KDO) is the summer program of Mother's Morning Out at Highlands Presbyterian Church. It is a time for children to have a break from Summer Vacation and give Mom a chance to run errands! Our goal is to provide a quality childcare in a Christian environment that is nurturing, happy, and safe for children where they can grow and develop, while playing and interacting with children their own age.

## Policy Statement

**ADMISSIONS POLICY:** We have classes for children who are six months to 6 years (Kindergarten) of age. Priority enrollment is given to returning students and to members of Highlands Presbyterian Church. Our classes will run for six weeks from the week after Vacation Bible school (usually the second week of June) into July.

**HOURS:** 9:00-12:00 Tuesdays and Thursdays  
9:00 Drop-off  
11:45-12:00 Pick-up

A late fee of \$1.00 per minute is charged beginning at 12:01.

**FEES:** A non-refundable fee of \$275.00, registration papers and immunization form is required at the time of registration. Discounts or reimbursements are not given for missed days, holidays, or withdrawn students as fees are determined ahead of time.

**WITHDRAWALS:** If for any reason you need to withdraw your child, please let us know as soon as possible so that we can call someone on our waiting list. Once you have been offered a spot in KDO the fee is non-refundable.

**REMOVAL OF A CHILD:** If a recurring problem with a child occurs, a conference will be scheduled with the parents by the teacher and the director. If with the cooperation of the staff and parents the problem is not resolved, the parents will be

asked to remove the child from the program. A refund will not be given.

**HEALTH INFORMATION:** If your child has had a rash, fever (99.4 or higher, orally; 100.4 or higher, rectally), diarrhea or vomiting within the past 48 hours, a nasal discharge that is not clear or any other contagious condition, DO NOT bring them to KDO. If your child should become ill at KDO, we will call you to come for your child. We cannot administer medication of any kind nor can we apply sunscreen. Please notify the teacher and/or director if your child contracts any contagious diseases, such as chicken pox, so that we may alert other parents of possible exposure. Please note that the program does not offer health or accident coverage for children.

**HOLIDAYS:** KDO will close if the Fourth of July falls on a school day.

**CLOTHING:** Please dress your child for play. Tennis shoes are the best footwear for children to play on the playground. PLEASE MARK ALL OF YOUR CHILD'S CLOTHING, PACIFIERS, CUPS AND BAGS WITH YOUR CHILD'S FIRST and LAST NAME. You will need to send diapers, wipes to your teacher and put an extra complete change of clothing in your child's backpack. We will notify you as their diaper supply gets low.

**TOYS:** We will provide toys, games, and other materials for the children. Please do not send these items from home. Such personal items generally present a "sharing" problem with young children and are likely to get lost or broken as well.

**FOOD:** Snacks such as crackers, muffins, or fruit with juice or milk will be provided. For children six to 12 months please pack, in their diaper bag, what they would normally eat or drink during the three hour period. All snack are nut free.

**ARRIVAL AND DEPARTURE:** Children ages six months to 18 months will be walked in by the parent. Children 19 months to six years old can be walked in by the parent or dropped off through the carpool line. Pick up for children will be the same as drop off. If someone other than you will be picking up your child, please send a note with your child including the name and relationship of the person picking up your child so we will release your child to that person. WE WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON.

**CUSTODY:** If a custody situation is applicable to your child, a copy of the custody papers—a legal document—must be on file in our office. This is the only way we may legally deny access of a child to the parent in question. It is the parent's responsibility to supply this document.