



The Kirk of the Hills Toddler Time

PURPOSE

Our purpose as a ministry of the Kirk of the Hills Presbyterian Church (the Kirk) is to continue the high quality of care and teaching of the church.

The primary mission of the Mother's Day Out program is to minister to children by providing a Christ-centered environment where children are loved unconditionally.

A secondary mission of the Mother's Day Out program is to minister to join with the parents in their child's social, emotional, developmental, and spiritual growth.

PROGRAMS AVAILABLE

We offer one-, two-, and three-day programs. Classes meet Monday, Wednesday, and Friday from 8:30 a.m. to 11:45 a.m.

AGE REQUIREMENTS

Two years old by August 1
Three years old by August 1

CLASS SIZE

Each class will be limited to 14 children. The student-teacher ratio is 1-6.

TUITION

Registration Fee (non-refundable)	\$90
1 Day/Week (monthly fee)	\$110
2 Days/Week (monthly fee)	\$200
3 Days/Week (monthly fee)	\$295

The Registration Fee is a one-time fee due with your Application. Tuition is due on the first day of every month and may be paid by an Automatic Tuition Payment (ACH debit) through the Kirk's Business Office. The enclosed Authorization Agreement for Direct Payments explains how to sign up. Parents should sign up before class begins or make other arrangements for monthly payments with the Toddler Time Director.

There will be no refunds if your child cannot attend a particular day during the month. Please notify the Toddler Time coordinator at least one month before withdrawing from the program. Once enrolled, your child's tuition agreement is held as a yearly contract. You will be responsible to pay the monthly tuition fee for the duration of the school year unless arrangements have been made with the Toddler Time Director prior to your child's withdrawal. These arrangements will be made on a case by case basis.

REGISTRATION AND ENROLLMENT

Your child cannot be officially registered until we have received the Application, Registration Fee, and Consent for Medical Treatment. The Health Information Sheet may be turned in with your Application or at the Open House in August. Forms are available online at www.thekirk.org. (Your pediatrician will need to sign the health form and provide a record of immunizations. Exemptions for immunizations must be obtained from your physician or from the St. Louis County Department of Health.)

CALENDAR/HOURS

This ministry runs from the end of August through May. The school day begins at 8:30 a.m. and ends at 11:45 a.m. Please do not bring your children before 8:30 a.m.—the teachers need this time to prepare the rooms for the day. Pick up is between 11:30 a.m. and 11:45 a.m.

ARRIVAL AND PICK UP

Please park in the East lot and walk your child in the ramped entrance. Sign in sheets will be on the cubbies for each classroom. Please note who will be picking your child up that day when you sign your child in.

We encourage you to drop your child off on time each day. This is particularly important at the beginning of the year when the children are adjusting to their new classes. If you would like to pick up your child early, please let the teacher know when you sign in that morning.

To ensure the safety of your child, we will only release him/her into the care of individuals whom you have authorized on your Application. If we have any questions, we will call you.

SAMPLE DAILY ROUTINE

8:30-9:15	Welcome/ Centers/ Craft
9:15-9:45	Circle Time/ Bible Story
9:45-10:15	Indoor/Outdoor Play
10:15-10:45	Snack
10:45-11:15	Book Time/ Coloring/ Sensory Play
11:15-11:30	Music
11:30-11:45	Car Pool Pick Up

WHAT TO BRING TO CLASS

Children should come to school dressed for play and crafts. We will go outside most days, so dress your child accordingly. Please bring the following items in a backpack each day:

- * A complete change of labeled clothes
- * Disposable diapers if the child is not potty trained

Please label your child's belongings so we can be sure to send them home in the correct backpack each day.

ILLNESS

DO NOT BRING YOUR CHILD TO TODDLER TIME IF HE/SHE HAS:

- had a fever within the last 24 hours without medication
- a runny nose that is turning green along with other symptoms. If the runny nose is clear, it may be related to allergies or teething. Please check with your doctor first before bringing your child to class.
- diarrhea within the last 24 hours.
- pink eye or any discharge from the eye. Please check with your doctor before bringing your child to Toddler Time.
- a rash or has a persistent cough. If your child has a rash that is not contagious, you must bring a written note from your doctor confirming that your child has been examined and is able to attend school.

These guidelines are meant to protect all the children in our program.

INCLEMENT WEATHER

Toddler Time follows the closing and late-start schedule for Kirk Day School (KDS). Check TV Channel 5 (KSDK) and its respective website for updates.

If KDS has a late start, children may be dropped off beginning at 9:30 a.m. Pick up will be between 11:30 a.m. and 11:45 a.m., just as on a regular school day.

