

HIGHLAND HEIGHTS PRESBYTERIAN PARENTS DAY OUT

Parent Handbook
2025/2026



Physical address: 2855 MORNING SUN ROAD, CORDOVA TN 38016

Mailing address: 9160 HWY 64 #12-105, ARLINGTON TN 38002

Phone (901) **385-9000**

Director: Chrissy Thornton
hhparentsdayout@yahoo.com

Website www.hhpc.org

Find our FB page to stay updated

Highland Heights PDO

Calendar for 2025-2026

Thursday, August 7	Evening Orientation
Mon 8-11, Tues 8-12	School starts
Monday, September 1	Labor Day Holiday
Mon-Friday, Oct 14-18	Fall Break
Tuesday, Nov 11	Veteran's Day
Mon-Fri Nov 24-28	Thanksgiving Break
Friday December 5	**Christmas Program (10:00 am)
Wednesday, December 16	Last day before Christmas Holiday
Wednesday, January 7	Return after Christmas Holiday
Monday, January 19	Martin Luther King Holiday
Tues Jan 27/Wed Jan 28	**Pastries with Parents
Mon, February 16	President's Day Holiday
Mon-Fri March 16-20	Spring Break
Friday May 8	**Wise Owl's Graduation
Tuesday May 19	Last day of school

**special dates marked with asterisks are subject to change.

Inclement Weather

All inclement weather decisions will be made by the Director/Staff with information from the local schools (SCS, Arlington, and Lakeland). We will do our best to contact you by text but you should also check our Facebook page for the most up to date information.

Mission Statement

The focus of Highland Heights Presbyterian Church's PDO program is to provide Christian Education to young children as an outreach mission. Children will be actively involved in age-appropriate curriculum to stimulate their spiritual, cognitive, emotional, physical, and social growth with the love of God being the core of instruction. Our goal is to create a happy, safe, loving and fun environment to nurture children through qualified adults. As our Savior so loved children, we are committed to love them through Him.

School Hours

School hours are 9:30-2:30 Mon/Wed or Tues/Thurs. The school office is open 9:00-3:00 Mon-Thurs. **You must enter the school ONLY through the front door under the breezeway.**

Drop-off/Pick-up

The doors open at 9:30. Enter the parking lot and park in the front near the entrance. Watch out for children and please do not speed. You will be taking your child to their classroom. The covered breezeway is not a parking space so please do not park there, even if it is raining. If you need to make arrangements for drop off or pick up because of a brand-new baby or a physical need, please see the Director or your child's teacher. When you are exiting, please follow the yellow arrows and drive all the way around the building making the traffic ONE WAY.

In the afternoon come in to pick up your children. They need to be picked up by 2:30. Just as in the morning drop off, go around the building to exit the parking lot.

CAR SEATS ARE MANDATORY FOR ANYONE PICKING UP.

Drop-off/Pick-up continued

Let everyone dropping off/picking up for you know the parking lot policy at our school. We want our parking lot to be as safe as possible and it is your responsibility to drive slowly and safely going around the building.

Security

To ensure the safety of the children and staff our doors are always locked. If you need to be buzzed in, we are asking you to state who you are, who you are picking up/dropping off and their class or teacher's name. This is another layer of protection. We need to know **WHO** is at the door in order to open the door. The cameras have been adjusted to see all the way to the front door, not just approaching the door. The teachers are carrying walkie talkies in addition to their cell phones for easy contact. Please do not let children buzz the door unless an adult is there to speak and open the door. The door is only unlocked for 7 seconds so grab that door quickly!

"One Month" Policy

We like to give the children time to adjust to being at school, especially if this is the first time your child has been away from you. We know they need time to get to know and trust the teachers and get used to being with other children. We do have a "one month" policy, if your child has not adjusted after one month, they just may not be ready for school yet. We love your children and want to give them a wonderful experience at Highland Heights PDO. So, if there is an improvement within that month, which there usually is, we will be very happy to have them in our program.

We must follow guidelines for the safety of our children. We will not allow aggressive behavior, such as biting, hitting, etc. We know children will be children, but if this becomes a problem, we will have to ask you to take your child out of the program until your child's behavior improves.

Having said all of this, we are always willing to work with children and parents on various issues, do not hesitate to discuss any of these issues with us.

Funding

We are a nonprofit school and supported only by our student's tuition. We have a projected budget based on children enrolled. We have many operational costs, including utilities, building maintenance, and teachers' salaries, etc. Therefore, tuition and fees are non-refundable.

Tuition

We are a TUITION BASED PROGRAM. Once enrolled, space is guaranteed if you are current on payment. Tuition is based on a 10-month contract (August-May) and the monthly rate is a calculation of the annual rate divided by 10. The monthly payment is a convenience. The number of days in a month does not affect the monthly payment. There will be no adjustments for days missed, holidays, etc. As long as your child is officially enrolled, tuition is due in full on the first of each month.

First Child	\$2600 or \$260 per month
Additional child	\$2000 or \$200 per month

The first tuition payment is due upon enrollment. **Payment is due on the first of each month. If payment is not received by the seventh of each month, a late fee of \$10.00 will be added. If tuition is not paid by the 15th of the month, the child) will not be eligible to return until payment is made.**

The "returned check fee" is \$20.00. If you have 2 returned check incidents, you must pay in cash or money order the remainder of the school year. Remember, we always want what is best for your child, so if you are having a problem, please feel free to contact the director.

Registration Fee

The registration fee is to be submitted with your child's application. This reserves your child's place for the school year and is **non-refundable**. Registration is \$50.00 for one child and \$100.00 per family.

Activity Fee

There is a **non-refundable** activity fee of \$50 per child or a \$90 fee if your child is in the Older Fours. This covers several parties, pizza, etc. for your child's class. The Older Fours activity fee is \$90.00 and includes \$40 for the graduation program. The graduation program is only for our students graduating from our school that are in the Older Fours class.

Supply List

We send a supply list home with each student. The list has various items on it like, markers, crayons, baby wipes, paper towels, etc. Plain and simple, we are nonprofit and this is the only way to stretch the budget.

Withdrawal

We require a notice of two weeks in writing for early withdrawal in accordance with our Tuition agreement.

Kroger Rewards

Please consider attaching your Kroger rewards card to our school. When you do we receive a check every three months that goes toward purchasing things like items for our die cut machine, a laminator, replacement toys, etc. All you need to do is create or log into your account, go to community rewards and attach our PDO number #TF746/Highland Heights Pres PDO to your Kroger plus card. It's very easy and cost's you nothing!! You must re-enroll every so often so be sure to check your account.

Curriculum

Everything we do in the parent's day out program has a purpose. Our program is built around providing a sense of love and security, physical activity, social and spiritual development for each child. In addition, we strive to have each child excel academically, learning according to their abilities early on and really striving for excellence and being beyond kindergarten ready once they finish the Older Fours program.

Kid's church

Tim Foster, Pastor of HHPC has Kid's Church once a week in the sanctuary. He tells a bible story in a fun and loving way, asks the children questions about the story and then prays with the group. Kid's Church also has a puppet story once a month.

Music Program

Music is held once a week with each class by Musik Adventures and includes singing, moving, listening and simple instrument play. Children enjoy making music with rhythm sticks, jingle bells, sand blocks, drums and more. Scarves, hoops and streamers will keep them moving to music while helping them to develop their sense of balance, timing and spatial awareness. Each week's music concepts will be taught in a fun, no pressure atmosphere.

Labels

VERY IMPORTANT: Please make sure everything you send is clearly labeled with your child's name. This includes backpacks, lunchboxes, diaper bags, cups, spoons, clothing, etc. This will ensure that your child goes home with his/her things. We will label with a sharpie, if needed.

Appropriate Dress

Your child should be dressed in washable play clothes. Sometimes we get messy when we play and don't want to worry about our clothes. **We also ask that they have a complete change of clothes (LABELED) in their bag.**

Any one-piece outfit must unsnap all the way for a diaper change. Taking an entire outfit off to change a diaper is unrealistic and time consuming when you have many to change.

We try to go outside every day, weather permitting. Dress your child appropriately for the weather. Do not ask us to keep your child inside during outside playtime. Fresh air is healthy and we all go outside. Label coats, hats, sweaters, gloves, mittens, etc. with your child's first and last name.

Highland Heights PDO is a Peanut Free environment

Please do not send lunch or snack items which contain peanuts, peanut butter, peanut oil, or any other form of peanuts. Additionally, we are tree nut free which means no almonds, walnuts, etc. Sun butter from sunflower seeds is acceptable. Please read the packages. If you have any questions about this, please ask. Thank you!

No Toys

Leave toys at home. We have everything your child needs to play with that can be both fun and educational. Bringing toys in only causes conflict with other children. We do allow special naptime babies, blankets, etc., if your child needs to bring that from home. Leave it in the backpack and we will give it to your child at naptime.

Absenteeism and Illness

No credit is given for absences. We are monthly tuition based; not daily fee based. Teacher's salaries and operational expenses continue whether your child is here or not.

Signs of Illness

Children must be free of fever, vomiting, diarrhea and other symptoms of illness for **24 hours** before returning to the program. If a virus is going around your house, please keep everyone home until the virus has passed. If everyone is sick, it is likely that the seemingly healthy child you send to school will become ill at school and pass the virus on to their classmates. If the child has something contagious, the parents should notify the Director immediately. We reserve the right to refuse to admit any child that shows signs of being ill. If you send your child sick, we are going to call you to pick the child up. This is for your protection, as well as the other children. Also, if your child becomes ill during the day, we will let you know immediately.

****Please keep your emergency information current so that someone is always available by phone.****

Signs of Illness

Please do not send your child to school if he/she has any of the following symptoms:

**Fever, Eye drainage, Excessive coughing, respiratory symptoms,
Vomiting, Diarrhea, Undiagnosed rashes**

In addition, if your child has a "green" nose and you haven't taken them to the doctor please do this before they return to school; it can be a sign of infection.

Your child must be free of symptoms for **24 hours** before returning to school.

Notify us immediately if your child has chicken pox, lice, strep, the flu etc.

We have a Tuition and Fees Agreement that must be read and signed by a parent of each student for your application to be accepted.

****Please keep your emergency information current so that someone is always available by phone.****