

THE POINT

Parents' Day Out

Fall/Spring Registration Packet

Tuesday & Thursday 9 a.m. - 2p.m.

Director, Angela Cason - 901.870.1215

Church Office - 662.449.1044

Financial Policies and Obligations

Registration and Tuition Fees

All children are required to pay a registration fee of \$50 per child. Your child's registration fee includes the curriculum fee for the semester. Registration fees are non-refundable. The registration fee is due when the registration packet is turned in.

The tuition schedule is as follows:

Fall Semester:

August	\$165
September	\$165
October	\$165
November	\$165
December	\$100

Spring Semester:

January	\$165
February	\$165
March	\$165
April	\$165
May	\$100

Monthly tuition fees are due by the 10th of the month. It is considered late if not received by the 15th of the month. A \$25 late fee will be assessed on late tuition.

Tuition Payment Options

For the convenience of our parents, a tuition drop box is provided at the check-in desk. Tuition envelopes are available with space for you to clearly label your payment with your child's name.

*A \$30 fee will be assessed for all returned checks.

We also provide the option for online payment of tuition. Please visit the church website at www.longviewpoint.org and look in the Online Giving tab for instructions. With this option you can set up a recurring payment for monthly tuition installments.

Attendance:

Regular class attendance is very important for your child's success in the program. Each class begins at 9 a.m. It is important for each child to be on time as this will help set a positive tone for the day. Please report to the director for late arrival to keep disruptions in the classroom minimal. Our program ends at 2 p.m. Please be on time to pick up your child. A late pick up charge of \$1 per minute will be assessed if your child is not picked up by 2:15 p.m.

We offer extended sessions in both the morning and afternoon. The morning session is from 8 - 9 a.m. and the afternoon session is from 2 - 4 p.m. There is a \$40 per month per session addition fee for these sessions. No discounts are given for multiple children. Please see the PDO Director to enroll your child in an extended session.

Withdrawal

Should the need arise for your child to withdraw from the PDO Program, you must provide written notice to the Church Financial Office no less than 30 days prior to withdrawal. Additionally, you will be liable for tuition for the 30 day period regardless of the child's attendance.

Absences and School Closings:

No refunds or credits will be made for temporary absences due to family vacations, illnesses, accidents, etc. In the event of special circumstances, a parent may apply in writing to the Church Financial Office for consideration.

No refunds or credits will be made for school closings due to inclement weather. If there are a significant number of missed days due to weather related issues, the Financial Team will decide if an exception will be made to this policy.

Questions regarding Financial Policies and/or Tax Related issues must be directed to the Church Financial Office. The PDO Director will not be able to answer questions regarding these issues and will refer you to the Church Office. The church office is open during the PDO operating hours and someone will be happy to help you. You may also wish to contact the office by phone at 662.449.1044.

Parents, please sign that you have read and agree with the Financial Policies.

_____ **Date:** _____

Child's Names

Office Use Only:

Registration Fee Paid _____ **Date:** _____

****Please make the parent a copy of this page after signing. The original will be turned in with the Registration Packet.**

LPBC PDO Registration

Child's Name _____ DOB _____

Parents' Names _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Email _____

Mom's Cell _____ Dad's Cell _____

Emergency contacts other than parents:

Name _____ Phone _____

Name _____ Phone _____

Child may be released to (other than parents):

Name _____ Phone _____

Name _____ Phone _____

Important information about your child:

Allergies yes/no *If yes please give details below and treatment plan

Asthma yes/no *if yes please indicate treatment plan below

Best way to comfort me when I cry:

Special items needed for sleeping:

Siblings enrolled in Sonshine PDO:

Does your family attend church? yes/no

If yes, where? _____

EMERGENCY RELEASE FORM

Should my child become ill or suffer an accident of any kind during the time he/she is in the Parent's Day Out Ministry, a representative of LPBC shall contact me immediately.

I hereby authorize Longview Point Baptist Church to secure such medical attention and care for my child as may be necessary in case of emergency. I, the undersigned, shall also assume responsibility for any payment. I agree not to hold Longview Point Baptist Church or any of their employees responsible for any injuries obtained while attending Parent's Day Out.

Printed Name : _____

Signature _____ Date _____

Photo Release

My child _____, has permission to be photographed for the use of Parent's Day Out Ministry. I understand that any pictures taken may be used in displays or in publication pieces for the PDO.

Signature _____ Date _____

Discipline and Guidance Policy

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threat of corporal punishment.
2. Pinching, shaking, or biting a child.
3. Hitting a child with a hand or anything.
4. Putting anything in a child's mouth.
5. Placing a child in a dark room, locked room, or closet.

Biting and hitting will not be tolerated at PDO.

1. First offense will be a time out.
2. Second offense will be a time out and note to parents.
3. Third offense will result in above punishments and parent will need to come retrieve the child for the day.
4. Fourth offense will result in the above actions as well as the child being suspended from PDO for two weeks.

My signature verifies I have read and understand this discipline policy.

Parent's Signature _____ Date _____