

Family Handbook

SoulSong

Parents Day Out

First Presbyterian Church



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Welcome to SoulSong!

We are so excited for you to join us! At SoulSong, we value a holistic approach. We grow the whole child, keeping academics as only one small component of our curriculum. We focus more strongly on social-emotional development, practical life skills, and building antifragility and confidence through risky play.

We do all of this through the lens of the values of First Presbyterian Church, a PC(USA) church. As students leave our program and enter kindergarten, they are confident and capable. They treat others with kindness and are good stewards of the earth.

We understand what a privilege it is to be trusted with someone's child, and we pledge to meet each child where they are and honor their gifts, while supporting their unique needs.

Please review the policies in this handbook. Our policies are written with best practices in mind and with the ultimate goals of safety and success for all children at all times. All policies of SoulSong Parent's Day Out are approved by the Christian Education Committee and the elders of First Presbyterian Church.

Tuition and Fees

Tuition

Daily Rate: \$38

**Tuition is billed
monthly via the
Remind app.**

Fees

**Registration Fee: \$25
Due upon enrollment**

**Annual Supply Fee: \$125
Due every August**

- All payments are *nonrefundable*. There is no charge for scheduled breaks. In the event of an inclement weather closure, the tuition payment for the affected day(s) will be credited to the following month. Individual student absences are *not* credited days. See our illness policy on page 15 for details on closures related to outbreaks.
- Tuition and fees may be paid via cash, check **written to First Presbyterian Church**, or online.
- There is a \$35 nonrefundable convenience fee paid twice annually in August and February for online payments. This fee may be paid by cash or check.
- A sibling discount of \$70 per day for two children or \$100 per day for three children will be applied.

Classroom Descriptions

Our Classes

Our classes are mixed-age. Here are some general standards of skills that indicate readiness for each classroom.

Ducklings

- independent locomotion (crawling is ok)
- self-feeding of finger foods
- one daily nap taken midday
- sits independently in small chair

Tadpoles

- walks independently
- drinks from lidded cup or straw
- can remain seated for meals
- communicates needs effectively

Bears

- follows multi-step directions
- independent toileting (clothes, wiping, washing)
- changes shoes and clothes independently
- no longer requires daily nap

Our class sizes always remain below state recommended ratios. Our Ducklings class has our lowest student:teacher ratios. We enroll ages 1-5.

Upon enrollment, you will be assigned to a class.

Students in all classes must submit **a copy of their birth certificate** and an **up to date copy of their vaccination records** no later than drop-off on their first school day. A copy machine is available here if needed.

Communications App Instructions

Remind App

This app works like text messaging. If a message says the name of the class at the top, it is an announcement sent to everyone in that group. Replies will be directed to the staff member who sent the announcement. Private chats may also be created. We encourage 1-2 adults to join the Remind app for school communication.

Step 1

Download
Remind



Step 2

Text @soulsong
to 81010

Step 3

Edit your first name in
Account Settings to be
your first name and
then (child's name)
after it
Ex: Michelle (Milo)

Your child's teachers will use this app to send updates and photos. School administration will use this app to send whole-school announcements, tuition invoices, and time-sensitive updates such as early dismissals due to inclement weather. Please ensure you are receiving updates from the app and keep your phone handy during school days.

If you have an announcement to share, such as a birthday party invitation for the entire class, you may send that to your child's teacher or the director of the school for it to be sent out.

Attendance

Drop Off

**Drop off anytime
between 8:15–8:45**

Pick Up

**Pick up anytime
between 2:00–2:15**

- The door is locked outside of our transition times. If you arrive later than 8:45, you must send your child's teacher a message on Remind and wait for the next available staff member to come to the door. We cannot hear the doorbell from the school wing.
- Late pickups after 2:15 will result in a late fee of \$2 per minute per child, which will be added to your tuition invoice the following month. It is against state policy to have children in our care after 2:15. Chronic late pickups will be grounds for dismissal from the program.
- Children are only dismissed to adults on their approved pickup list. If you need to add someone, please send us a message on Remind. If someone new is picking up, please let us know in advance and instruct them to bring a photo ID.
- Late arrivals and early dismissals are disruptive to the children and should be avoided unless necessary.

Planned Absences & Family Vacations

- Families should notify the school at least one week in advance if they plan to take their child out of school for an extended period of at least one week.
- Tuition remains fully paid during extended absences to hold the child's spot in the program.

Excused Absences

- Notify the school as soon as you know an absence will occur, whether due to illness or other obligations.
 - Consistent attendance is beneficial for children, so we ask that you try to schedule appointments on days your child is not enrolled when possible.
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Be advised that a parent's day out program, as defined by the State of Tennessee, is not a licensed childcare facility. PDO programs are exempt from licensing regulations such as maintaining childcare ratios and only offer enrollment two days per week, no more than six hours per day. Your child's enrollment will either be Monday/Wednesday or Tuesday/Thursday with childcare available only between 8:15–2:15, per state regulations.

Inclement Weather

We follow the discretion of the Putnam County School System (PCSS) regarding weather closures, delays, and dismissals.

Please review the following:

- We will communicate any unexpected schedule changes via Remind as soon as we know anything.
- If PCSS is closed, we are closed.
- If PCSS opens 1 hour late, our drop off is 9:15–9:30.
- If PCSS opens 2 hours late, our drop off is 10:15–10:30.
- If PCSS dismisses early, all of our students must be picked up **45 MINUTES** prior to the announced dismissal time. This allows SoulSong staff to arrive on time to pick up school-age children. The late pickup fee on early dismissals is \$5 per minute per child.
- If you live in a different county and cannot make it safely to school on a day we are open, please reach out to the director of the school via Remind.

Illness

Do not come to school if exhibited within 24 hours:

- Fever of at least **100** degrees
- Vomiting and/or diarrhea
- Pink eye (red eye, thick discharge)
- Thick green or yellow mucus
- Contagious and/or unexplained rash
- Head lice (return after treatment)
- Positive strep test (return when instructed by doctor)
- Positive flu, covid test, or RSV test (see below)
- Hand-foot-and-mouth symptoms (return once blisters have all scabbed over)
- Measles symptoms (see next page)

Covid, Flu, and RSV:

Children must remain home for **7 days** after the onset of symptoms. If all above health standards are met after this period of time, they may return to school.

Any child exhibiting symptoms of illness during the school day will be isolated and must be picked up within 15 minutes.

Illness

These policies are designed to keep our students and families safe and are based on guidance from physicians and precedents set by other schools.

Measles Policy

- If exhibiting measles symptoms, children must stay home for seven days after the onset of symptoms.
- Upon confirmation of exposure at school or in the community, any unvaccinated students must remain home for 21 days. If symptoms develop, the 7-day quarantine period will begin.
- If a case of measles is confirmed within SoulSong or other church activities, our school will close for one week for deep cleaning.

Other outbreaks:

First Presbyterian Church reserves the right to close SoulSong due to illness at any time deemed necessary. Tuition due to illness closures will only be credited *after the first two days*, as staff must be paid to deep clean on those days.

Food and Drink

Water

Every child must bring a reusable water bottle or leak-proof sippy cup filled with fresh, plain water daily. Please label with your child's name. Insulated bottles and cups are encouraged but not required.

Lunches

Lunch is required to be brought from home daily. Please be mindful of the fact children will be self-feeding in a group setting, and avoid high-risk choking foods such as whole grapes, hotdogs, popcorn, and tortilla chips. We are unable to refrigerate or heat lunches, nor can staff do any additional preparation of food. We recommend that food be sent in a bento box (Bentgo Kids boxes are perfect!) within an insulated lunch bag with an ice pack. Have your child practice things like unzipping their lunch bag, opening and closing their bento box, and repacking their lunch bag. Please keep lunches free from artificial dyes and high fructose corn syrup. No additional drinks may be brought in lunches.



Other Foods

A morning snack is offered in each class. Breakfast is not served at school. Please finish prior to arrival.

Food Donations: Due to food allergies, please check with your child's teacher at least 48 hours prior to sending any food for the class, such as for a birthday or to provide a snack for the whole class. This allows time to provide an alternative for our friends with food allergies or other dietary needs.

Personal Items

Every student needs a backpack that is large enough to contain their lunch, water, and other required items listed below by class:

Ducklings

- No additional items needed daily
- Diapers, wipes, extra clothes, and nap items will be stored at school.

Tadpoles

- No additional items needed daily
- Diapers, wipes, extra clothes, and nap items will be stored at school.

Otters

- Change of clothes in a large ziplock bag, labeled with child's name
- Inside shoes will be stored at school. These should be easy to slip on and off and have a firm sole, such as Crocs.

Nap Items for Ducklings & Tadpoles:

- **Fitted crib sheet**
- **Small blanket**
- **Small lovey**

These items are kept at school.

Check with your child's teacher in Ducklings and Tadpoles to see what size storage totes they are using for nap items and extra clothes.

Ducklings who still use a pacifier to sleep may keep one with their nap items at school.

Nap items will be sent home over breaks or in the event of illness for washing.

Personal Items

Toys from Home

Please leave all toys at home, with the exception of the nap lovey that is kept at school.

No Such Thing as Bad Weather

Be sure to dress your child for the weather. We will be outside if the temperature is between 32–95 degrees (“feels like”) and there are no active threats, such as lightning. Check the weather each morning to prepare your child to have a fun and safe playtime. Hooks are available for their backpacks and jackets.

Hats and sunglasses are permitted, in addition to winter accessories such as mittens; however, if they are not labeled they may be lost.

We provide rain suits for all students to use at school, but rain boots must be worn from home and labeled inside each boot. If you prefer to provide your own rain suit, please let us know.

Dress Code

Dress for outdoor play and movement. Children in our program will get dirty. Clothing should be conducive to movement and be weather-appropriate.

Undergarments or diapers must be worn and must remain covered by clothing during times of active play.

Children who use the toilet should wear clothing they can operate themselves. Practice at home.

No dress shoes, high heels, flip flops, cleats, slippers, or backless shoes. Crocs in “sport mode” are fine. Shoes must be taken off and put on independently beginning in the Tadpoles class. If your child cannot tie their own shoes, please do not send shoes with laces. Practice changing shoes at home.

2026 Academic Calendar

Jan 5: Spring Semester Begins

Jan 19: Closed for MLK Day

Feb 16: Closed for Presidents' Day

March 16-20: Spring Break

April 6: Closed for Easter Monday

May 25-June 5: Summer Break

July 27-Aug 7: Teacher Work Days
(no students)

Aug 10: Fall Semester Begins

Sept 7: Closed for Labor Day

Oct 5-16: Fall Break

Nov 3: Closed for Election Day

Nov 23-27: Family Week Break

Dec 21 -Jan 4: Winter Break