



Parent Handbook

2026-2027



HILLSIDE**CHURCH**

4744 Towne Lake Parkway

Woodstock, GA 30189

770-924-4777

www.hillsidegmc.org

Mission Statement:

Hillside Church's childcare programs are committed to providing a safe, loving, and nurturing environment for children. To encourage sharing, kindness, honesty, and Grace to others through social, emotional, physical, spiritual and intellectual growth and development, and to teach children to know the heart of God to grow in the Grace of God and to show the Love of God to others.

Programs:

Parent's Morning Out: Operates from 9:00 a.m. to 1:00 p.m., Monday, Wednesday, and Fridays. Children will have age-appropriate activities throughout the day, including a Bible story and craft.

Parent's Afternoon Out (Enrichment) - Operates from 1:00 p.m. to 4:00 p.m. Tuesday and Thursday. Children will have an afternoon snack followed by activity centers.

Kid Clubs: Monday and Wednesday between 1:00 – 4:00pm. Specialty Clubs based on interest. Each club will run quarterly, examples include: Golf, Gymnastics, Spanish, Art, etc.

Enrollment:

Prior to your child's first day, the parent/guardian will need to fill out a Registration Form online and pay the registration fee. Parents/guardians need to read the Parent Handbook attached to the yearly registration link.

Our program registration is 1st come, 1st serve and have a limited number of spaces available. For PMO sign-ups are done by month, and the month opens on the 15th day of the prior month (i.e. September sign-up will open August 15th). For Kid Clubs and Parent's Afternoon Out/Enrichment sign-ups are completed quarterly and are open on 15th of the last month of the quarter (i.e Quarter 2 is October – December, so registration will open September 15). Please do not assume your child has a spot until you receive a confirmation email and/or receipt of payment.

Please be aware that if you are reserving a spot and do not attend, you will still be charged for that day. We do not provide credits for missed dates or call outs. We can provide a refund at 50% of the account balance if you are withdrawing from a program. Refunds must be requested prior to the attendance date. You cannot request a refund when the date is past. We cannot give refunds or credits for Kid Clubs as we have to pay our vendors the full amount even if a child is absent.

We use the reserved spots to determine the number of staff needed; once a commitment is made, we are committed to paying our staff for their time.

Fees:

Program Registration: There is a one-time \$75.00 non-refundable registration fee for use of all programs. This fee must be paid prior to your child's first day of using any program. If a child is enrolled for the 1st time in December through February, the fee drops to \$50.00. If the child is enrolled for the 1st time in March or April the fee is dropped to \$25.00.

Parent's Morning Out: 6 months – PreK; \$40 per day.

Parent's Afternoon Out (Enrichment) : 2 years old– 5th Grade; \$30 per day.

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Kid Clubs: 3 years old & potty trained – 5th Grade – The cost for these programs varies based on quarter as some clubs may be 7, 8 or 9 classes. Payment is made for the quarter but each class will equal \$30/day.

Payments for programs shall be made online at www.hillsidegmc.org/kids

Parents that are picking up late are subject to a late pick-up fee of **\$2.00 per minute** after 1:10 for PMO or 4:10 for Enrichment/Kids Club.

Days and Hours of Operation:

Parent's Morning Out: Open from 9:00 am to 1:00 pm, Monday, Wednesday, and Friday.

Enrichment: Open from 1:00 pm to 4:00 pm, Tuesday/Thursday.

Kids Club: Open from 1:00 pm to 4:00 pm, Monday/Wednesday.

We follow the Cherokee County School District calendar for holidays.

Programs closing due to inclement weather will be in accordance with the Cherokee County School System. Please check with local television/radio for weather advisories. You can also get information on closings on the Hillside website and Social Media pages. Children who have prepaid for a day that is closed due to inclement weather will be given a credit for a future date.

Mutually Happy Environment:

Although Hillside childcare program teachers are trained and highly qualified to work with children, we do not have the materials, equipment, or staff to care for students with significant learning impairments. If at any time we feel we are not equipped to provide appropriate care for your child, the Program Lead will meet with you to discuss the best course of action. Enrollment and participation in our programs will be at the discretion of the Program Lead of each program. Decisions will be made based on the best interest of the child, the other children enrolled in the program, and the qualifications of the staff.

Dress:

Children should dress comfortably and wear washable play clothes. Please dress for the weather; during winter months, layer children and bring a coat. Children play inside and outside (as weather permits).

All clothing brought to any program needs to be labeled with child's first and last name. Please include season appropriate extra outfits in child's bag in case of bathroom emergency or clothes get wet or dirty from play.

Please DO NOT send any toys or other items with children. We do not want these items to get lost or left behind.

Parent Communication:

During operating hours (7:00 am – 4:00 pm Monday through Friday) the security doors will be closed and locked. If you need to pick-up your child early or drop-off late for any of the programs, please ring the doorbell at the entrance (by the church office) and a staff member will come to get you. If you are

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picking up early for Breakfast Club, please ring the doorbell at the Celebration Hall entrance and a staff member will help you.

Communication will be sent through email, phone, text, and written papers/fliers in children's bags. Please make sure that all contact information is correct and up to date.

Pick-up and Drop-off:

Hillside Church will ONLY release your child to people that are on your approved pick-up list. If someone new is picking up, please notify teacher at drop off. We will ask for picture identification before releasing the child.

***All children, who are required by Georgia law, that attend our programs MUST be properly restrained in a child safety seat. If you do not have the appropriate seat, we will not place your child in your vehicle and will ask you to walk in to get them.**

PICK UP – PARENTS AFTERNOON OUT/KIDS CLUBS – CHURCH OFFICE DRIVE UNDER

- Please use your approved Carline tag for pickup
- Children will be walked out to the car. Parents must remain in their vehicle and pull forward into a parking space to buckle their child.
- In the event of early pick up, please park in the church office parking and ring the bell outside the doors, our staff to meet you at the doors outside of the church main office.
- Pick up ends at 4:10pm, anyone picking up after that will be considered late and charged the late fee.

PARENTS MORNING OUT – ARRIVAL AND PICK UP

Arrival:

- students and parents will need to park their vehicles and line up outside the church office doors.
- staff members will come out to greet and begin check in at 8:55 AM, they will provide security tags for pickup.
- PMO drop off will end at 9:10a. In the event you will need to drop off late or pick up early please ring the bell outside the church doors.
- Pick up ends at 1:10pm, anyone picking up after that will be considered late and charged the late fee.
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Pickup:

- parents are to park and line up outside the church office with their tickets they were given at drop off.
- beginning at 12:55PM, staff will begin to come out and check the tags that were given to parents at drop off and have children and their belongings brought out to them.
- Pick up ends at 1:10pm, anyone picking up after that will be considered late and charged the late fee.

Food:

If attending Breakfast Club, they are allowed to bring food with them. For PMO children are the bring lunch with them and for PAO & Kids Clubs a small snack of pretzels, goldfish, cheerios, etc are provided.

*Please note, Hillside Church is an Allergy Friendly facility. We cannot guarantee that food allergens have not been in the building or the rooms at any given time. The facility is open to the public. However, we do ask that all food sent with children do not contain any nuts or tree nut products.

If your child has a significant food allergy, please fill out the medical information form attached to the registration link online and provide a copy to the director of the programs.

Health Policies:

All children attending Hillside Church programs are required to be up to date on all vaccinations as determined by the CDC.

A child that is noticeably ill will not be allowed to stay for that day. Children with the following symptoms are also not allowed until they have been 24 hours free of:

- Nausea or vomiting
- Diarrhea
- Severe cold/cough
- Rash or skin eruptions
- Fever of 100.5° or higher

If your child has any signs of these symptoms or other contagious condition, we will call you to pick your child up. Please let us know as soon as possible if your child has contagious illness or one of the following communicable diseases:

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|-----------------------------|------------------------------|
| • Chicken pox | • Mumps |
| • Conjunctivitis (pink eye) | • Pertussis (Whooping Cough) |
| • Diarrhea | • Pinworms |
| • Fifth Disease | • Respiratory Illness |
| • Giardiasis | • Ringworm |
| • Hand-Foot-Mouth Disease | • Roseola |
| • Hepatitis A or B | • Scabies |
| • Impetigo | • Streptococcal sore throat |
| • Lice Meningitis | • Thrush |
| | • Scarlet Fever |
| | • Measles |

If a serious incident or sickness occurs, you will be notified immediately. If your child has a minor accident, you will be notified at pick-up, and given an accident report to sign.

Staff members are not allowed to give medications to any children. Exceptions will be approved and given by the Director. Epi-pens and inhalers are permitted for emergency use and will be given to the child by the Director, if needed. All medications will be left with the Director, away from children.

If your child may need any medications while in our care, please fill out the medical information form attached to the registration link online and provide a copy to the director of the programs.

Behavior Management:

Children are engaged and involved in age-appropriate activities during their day. Therefore, negative behavior is seldom an issue. Positive behavior is encouraged through redirection/substitution, problem solving, logical consequences, and time-outs. If behavior becomes an issue, a visit with the Director and parent notification may be necessary.

Liability for a child's actions while under the care of the program is the parent's responsibility.

The program is not liable for accidents or illnesses occurring to the child while he/she is in its care, unless proof is presented that the accident or illness was the direct result of the worker's negligence.

Biting:

If biting occurs, the following guidelines will be implemented:

1. The first offense or infrequent biting: an accident report will be sent home to the parents of all children involved. Notification will be given to the parents.
2. For biting that occurs more frequently or 2nd offense: biting forms will be sent home and the child's parents will be called for pick up.
3. Third offense: conference with the parents.
4. If biting becomes habitual, further action may be taken by the Director and the child may be asked to leave the program until the biting is under control.

This handbook is subject to change. The most current handbook will be kept online at www.hillsidegmc.org/kids. Parents, please refer to the website for the most current updates.

Thanks!

Jenny Hurt

Children's Minister

jhurt@hillsidegmc.org

Erica Cawood

Kids Connection Director

ecawood@hillsidegmc.org

Program Office: 770-924-4777 ext. 134

Parent Agreement to Handbook:

This agreement is made between the named parent(s) and Hillside Church. The following conditions involved in the care of _____ (child) are understood and agreed upon between Hillside Church and _____ (parent/guardian).

The Parent agrees that:

1. The registration fee will be paid prior to child attending any one of the three programs.
2. The parents will pay the session fees prior to drop-off on registered days.
3. If a child needs a prescribed medicine during the day, he/she will not be brought to the program without a written note for the school file from the doctor stating that the child is able to be in a group situation. No medication will be administered at school without Director approval.
4. In case of illness or accident, when the school is unable to contact a parent, and if in the judgement of the teacher or Director, the illness or accident requires a physician, the pediatrician or emergency services (911) may be called at the parent's expense.
5. In the event the child has a contagious illness, the parents will notify the Director. The child will not be allowed to return until all danger of contagion is gone.
6. In all emergencies, the program has permission to take such reasonable measures as are, in the judgment of the teacher and/or Director, necessary for the welfare and safety of the child.
7. Hillside Church reserves the privilege of dismissing the child if, after entering the program, he/she seems unable to participate in the classroom experiences.
8. Liability for a child's action while under the care of Hillside Church is the parent's responsibility.
9. The program is not liable for accidents or illness occurring to the child while he/she is in its care, unless proof is presented that the accident or illness was the direct result of the worker's negligence.
10. The parent has read and agrees with the policies in the Parent Handbook.

X

Sign electronically online – no copy
needed to be submitted.

Full Name _____



NOTICE OF EXEMPTION

I (Parent/Guardian acknowledge that I have been informed that this program is not a licensed childcare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt for state licensure requirements.

Parent/Guardian Signature _____

Child's Name _____

Enrollment Date _____

Hillside Church Medical Information Form and Medication Authorization

(This form only needs to be filled out if we are providing your child medications while in our care)

Child's Name:	
Date of Birth:	
Child's Program:	☐ Breakfast Club ☐ PMO ☐ PAO ☐ Kid Clubs
Parent's Name/ Phone #	
Doctor's Name/ Phone #	
Medical Condition	
Medication on File (if needed)	
Prescription #	
Reason for Medication	
Medical Symptoms (Please describe. If allergy related, please specify triggers)	
Procedure to Follow (If needed, attach direction or school medical plan):	
All Medication will be kept in the Hillside Kids program office and/or with lead teacher. I authorize any member of Hillside Kids Administration staff or trained staff who have been approved by the Children's Minister to administer the named medication according to the procedures listed above. I release Hillside Church and its employees from any liability for administering this medication. I also confirm that the above information is correct.	
Parent Signature	Date