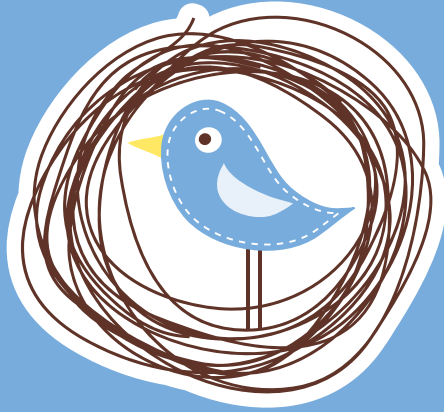




PEACHTREE
CHURCH



the nest

GUIDEBOOK

Welcome to the community!



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CLOSINGS

While the weekday drop-off program is open year round, we do have holiday, teacher workday, VBS, and sometimes, severe weather closings.

Holiday Closings:

New Year's Day, MLK Day, Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day and the day after.

Teacher Workdays:

Throughout the year, the weekday drop-off program is closed so that our teachers are able to engage and grow in professional development courses.

Vacation Bible School:

Monday–Thursday, first week of June each year.

Severe Weather Closings:

Parents will be notified via email and/or mass text when the weekday drop-off program is closed due to severe weather.

REGISTRATION AND RESERVATIONS

The weekday drop-off program is available for Peachtree members and Community members. An online registration is required for each child before first use. In addition to your reservation cost, there will be a one-time \$40 family registration fee, charged when your first reservation is made.

Reservations may be made up to three weeks in advance. Reservations cannot be made in person or by phone. Due to licensing restrictions, each child may attend the weekday drop-off program no more than two days per week.



COST AND CANCELLATIONS



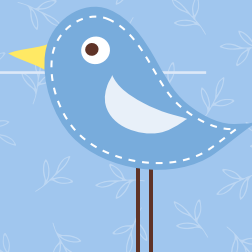
PEACHTREE MEMBERS

\$35 per day per child



COMMUNITY MEMBERS

\$40 per day per child



\$5 discount is offered per sibling for both Peachtree and Community members

Notice of cancellations are to be e-mailed to **TheNest@PeachtreeChurch.com** in order to provide space for another child and reschedule your reservation.

Parents must cancel by 9pm the day before their reservation to receive a credit for a future date.



LATE POLICY

The Nest is open from 9am-1pm with a firm 1pm pick-up time. If you believe you will arrive after 1pm to pick up your child, please call our Nursery Manager at **404.842.5839**.

If you are late to pick up your child, you will sign a standard form stating the date, child's name, and pick-up time. This form will go in your file. After three late forms, your child will no longer be able to utilize the Nest as a childcare option.

This late policy protects our staff and your children, as our accreditation only allows children to attend the Nest for 4 hours at a time.



WHAT TO BRING

▶ DOCUMENTATION NEEDED

Please provide the following documents on your child's first visit:

- ▶ Current Immunization Record
- ▶ Allergy and Health Concerns, if applicable
- ▶ Food Allergy Action Plan, if applicable

▶ OTHER NECESSITIES

Please ensure all of your child's belongings are clearly labeled.

- ▶ Disposable Diapers
- ▶ Prepared Plastic Bottle or Sippy Cup
- ▶ Cut and Ready to Serve Food (nut-free)
- ▶ Change of Clothing
- ▶ Diaper Bag or Backpack

▶ SNACKS

The Nest is a nut-free facility, including all snacks and drinks. Please keep this in mind, as we are unable to offer alternative snacks.



SAFETY AND SECURITY

Because God has entrusted us with the responsibility of caring for His children, security is a priority at Peachtree Church. Our facility is monitored by video surveillance and able to be completely secured, if necessary.

All children using The Nest must be signed in at one of our secure, computerized check-in stations in The Nest lobby. You will receive a printed name tag to be placed on the back of your child's garment, as well as your parent security tag. Both tags include a unique alphanumeric code that serves as your identification when picking up your child. The parent tag is designed to be torn in half so that it can be shared with a spouse or other caregiver.

To help ensure the security of our children and the cleanliness of floors, parents are asked to remain in the hallway rather than entering the classrooms when dropping-off and picking-up their children. Teachers will receive and dismiss children at the classroom door.



SICK POLICY

While we welcome the opportunity to love on your child, we respectfully request that you do not bring your child to The Nest when he/she:

- ▶ has an above normal temperature (over 100.4)
- ▶ has vomited in the past 12 hours or feels nauseous
- ▶ has had diarrhea in the past 12 hours
- ▶ has nasal drainage that is not clear
- ▶ is excessively coughing/hacking or sneezing
- ▶ has shortness of breath and/or difficulty breathing
- ▶ has muscle pains or chills
- ▶ has a sore throat
- ▶ has lice
- ▶ shows irritability and pulling at ears
- ▶ has drainage in the eyes, conjunctivitis, or pink eye
- ▶ has an infection and has not been on an antibiotic for 24 hours
- ▶ has an unidentified rash or skin infection
- ▶ shows any symptom of childhood disease such as mumps, measles, chicken pox, etc.
- ▶ needs to be administered prescription or over-the-counter medication while in our care
- ▶ is lethargic and not feeling well, or seems to be coming down with something

If your child exhibits any of these symptoms or behaviors at drop-off, you will be politely asked to return another day when the symptoms have cleared for 24 hours. You may also be contacted to pick up your child if the Weekday Nursery Manager and Senior Early Education Manager believe your child is sick.

24 Hour Rule:

If a child has been on antibiotics for 24 hours, without fever for 24 hours (without the use of fever-reducing medicine), and shows no other symptoms for 24 hours, it is considered safe for them to be in a nursery setting.

The Nest reserves the right to require a doctor's note upon re-admittance, if necessary. In addition to a doctor's note, your child must also comply with the 24 hour rule of symptoms listed above, before returning to The Nest.

As always, if your child is diagnosed with a contagious illness and has possibly exposed other children in The Nest, please contact **Ashley Grandchamp**. The sooner we are aware, the quicker other parents are able to be notified and our staff is able take precautionary measures to effectively detail the space.

For more information or assistance, please email:
TheNest@PeachtreeChurch.com

