

Parents' Day Out

Policies and Procedures

Please bring this form to orientation. It will be returned to you once you have checked in and provided proof that you have read this document and provided your initials after each section.

First Presbyterian Church
302 N. Dunton Ave.
Arlington Heights, IL 60004
847-253-5516
www.firstpresah.org

ENROLLMENT AND REGISTRATION

- Enrollment is limited to space provided by 5 classrooms. The number and ages of children in each classroom is designated by the Director, with Board approval, based on enrollment demands.
- A non-refundable fee is charged at registration, and one month's tuition payment is due prior to the first day of attendance. September tuition is due no later than June 1 and is non-refundable after June 1.
- Registration for the session beginning in September is held beginning in the spring and will be ongoing with preference given to members of the congregation, current Board members and PDO families. After church members and PDO families register, registration is open to the community on a first-come first-served basis.
- Placement will be confirmed by email within 48 hours of online registration.
- Registration documents must to be completed by the first day of attendance. This includes submitting Approved Child pick-up agreement, an allergy form, approving Policy and Procedures.

_____ Parent's Initial

WHAT TO WEAR & BRING

LABEL EVERY ITEM BROUGHT TO PDO

- Your classroom teachers will communicate specifics of what is needed for your child's classroom.
- Dress your child in play clothes and provide adequate outdoor clothing for the weather.
- Teachers may also have specific clothing guidelines they ask for you to comply with (particularly for children in diapers).
- When your child is potty training, it is **essential** that your child wear clothing that can be removed easily.
- Children need to have **rubber-soled shoes** to play in the gym. While the children seem to enjoy wearing sandals during the warmer weather, sandals do not work well at the playground and in the gym.
- All children must bring a full change of clothes, including socks. Even though older children are not as likely to require changing, spills can occur, so it is best to be prepared.

_____ Parent's Initial

SNACK & LUNCHTIME GUIDELINES

- PDO provides snack for all students, with the exception of the Purple Room children (youngest age), who bring their own snack.-
- Let your classroom teachers know if you are concerned about the snacks being provided. You will be given the option to sign a snack permission sheet for the PDO year or bring in your own snack.
- All children must bring their own lunch & drink from home.

- Clearly label the **outside** of the lunch bag & where the teachers can readily see it.
- We recommend that you put your child's lunch in an insulated lunch bag/box with a cold pack. Lunches are not refrigerated.

_____ Parent's Initial

➤ **NUT FREE POLICY:**

To ensure a safe environment for our students who have life threatening allergies, we ask that you abide by the following policy regarding food brought to PDO.

We ask that you bring no peanut butter, peanuts or tree nut products of any kind to PDO. Common tree nuts include: almond, cashew, chestnut, coconut, hazelnut, macadamia, pecan, pine, pistachio, and walnut.

Children may bring seed spreads, such as sunflower or soy. It is required you place a note on the item identifying it.

If a child's lunch includes a nut product, the item is left in the lunch box, and a note is sent home reminding the parent of our policy.

- We always tell the children that they can only eat the food in their own lunch. We share our toys at PDO, but not our food.
- Every classroom prays a blessing before eating their snack and lunch. We also work on some basic table manners, like saying "please" and "thank you" and not getting up from the table while the children are eating.

_____ Parent's Initial

ARRIVAL PROCEDURES

Please be on time at 9:30 AM. When a child and parent arrive once everyone else is settled, it is very disruptive. We appreciate your cooperation on this matter.

Parking & Entering Building:

- Park in church lot or on nearby streets. You may park in spaces marked "Restricted Parking" on the north side of lot. However, please park in designated spaces only.
- Please do not park in the PDO Parent Parking space, unless you have won this spot during the Fun Fair raffle. Please communicate this guideline to any caregivers that may be dropping off or picking up your child.
- Please do not leave any children unattended in your vehicle.
- Hold your child's hand at all times when walking in the lot or street.
- The west door (Vail Street) is for your use and will be unlocked during the morning and afternoon drop off and pick up times.
- If you arrive late and the door is locked, please ring the doorbell on the left side of the door.

_____ Parent's Initial

Sign In:

- Locate the sign-in sheet for your child's class on the clipboard outside of the classroom door.
- Sign next to your child's name. Please check the phone numbers and pick-up person listed. Correct or add any necessary information. If you will not be available by phone during PDO hours, please be sure to let us know whom we may contact. It is critical that we have the name and telephone number of the person you want contacted if your child becomes ill or is injured.

- If a person other than a parent is to pick up your child, please provide us with that person's NAME (not just "grandma"). It is also good to let your child's teacher and/or the Director know that someone different is picking up.
- Any special instructions should be provided to the teacher, preferably in writing. If you find that you need to make a change in the pick-up person during the PDO day, you MUST call and talk to the Director confirming the change.

_____ Parent's Initial

To Do List Before You Leave to Enjoy Your Day:

- Wash your child's hands. Classroom doors will remain closed until the teachers have the classroom ready (9:30 AM). If you arrive before 9:30 AM, you may use the hallway washroom located outside of the gym. When the classroom is open, you may use the classroom sink for hand washing.
- Have your child use the washroom before drop off.
- Place your child's things where the teacher has instructed you.
- Place your child's PDO printed name label on their back.
- Say goodbye with a quick hug & kiss. Assure your child you will be back and that they should have a fun day.
- Leave the room & enjoy your day! The children begin enjoying their day after the parents have stopped moving in and out of the classroom. Your prompt drop off truly helps us manage separation anxiety.

_____ Parent's Initial

Crying/Separation Anxiety:

- In the fall when the children are adjusting to the program, it is common for many of the children to cry. They often will stop once all of the parents are gone and we begin our activities.
- Even if your child is upset, it is best to leave and we can usually get your child to calm down. Children begin calming when all the parents have exited the room.
- We always contact you if your child is too upset and we cannot get him/her to stop crying. Feel free to call the PDO office to check on your child. If the phone is not answered immediately, please leave a message and you will receive a return call or email.
- If your child is having a very hard time with the separation process, please feel free to discuss this matter with his/her teacher and the Director. We will work out a plan to ease your child into the program.

_____ Parent's Initial

DEPARTURE PROCEDURES

- Please wait outside your child's room until 1:30 PM. The teacher will open the door and indicate that the class is ready to go home.
- Read the "What We Did Today" board outside of the classroom.
- Be sure to gather up all of your child's belongings, including any projects, jackets/coats, lunch box, etc
- While pick-up time is often a good time to get a short question answered, it is usually not an ideal time to discuss a more lengthy matter. If you would like to have a longer conversation with your child's teacher about a concern of yours, please let the teacher know and she will call you at home.

_____ Parent's Initial

HEALTH AND SAFETY

- For the well-being of all concerned, if your child seems ill, please keep him/her at home.
- **Children who have been ill should be free of fever (under 100*), nasal discharge (green/yellow/excessive clear discharge), diarrhea, and vomiting for at least 24 hours before attending PDO.**

- If your child will not be in attendance at PDO, for illness or for any other reason, we do appreciate an email or phone call letting us know.
- If your child becomes ill during the course of the PDO day:
 - The child will be isolated from other children according to the Safe Sanctuary policy of First Presbyterian Church.
 - You will be called to come and pick him/her up. If you cannot be reached, we will call whomever you have indicated for that day on the sign-in sheet or someone on your emergency calling sheet.
 - The child must be picked up within 30 minutes, after which time an emergency contact will be called.
- Teachers are not allowed to administer medication, with the exception of an Epi-Pen or inhaler. Please consult the Director if you have any questions concerning this policy.
- Parents are to notify the Director whenever the child has contracted a contagious disease.
- If a child is being overly aggressive, physically or verbally, toward another child (as determined by the Director) an incident report will be filed and the parent will be notified. If the problem persists the student may be asked to leave the program for the duration of that school year.

_____ Parent's Initial

LATENESS POLICY

- Children are to be picked up promptly at 1:30 PM.
- Please call if you are running late, so we can advise your child and his/her teacher.
- If you are late picking up your child, there will be a \$10.00 fee for every additional 15-minute period your child is in our care.
- Fees are to be paid online through the online parent portal.

_____ Parent's Initial

FINANCIAL INFORMATION

Every enrolled student pays a non-refundable registration fee.

	<u>Attending 1 Day Per Week</u>	<u>Attending 2 Days Per Week</u>	<u>Attending 3 Days Per Week</u>
Registration fee	\$50.00	\$65.00	\$80.00
Monthly Tuition	\$105.00	\$210.00	\$315.00

The yearly tuition cost is divided into nine equal payments. The first tuition payment is made June 1 before the school year begins, or at the time of registration for those registering after June 1. The first tuition payment is non-refundable. The next tuition payment is made July 1st, and made monthly through February. Even if your child misses an entire month, tuition is expected to be paid in full, on time. If a child is absent, parents are still responsible for the day's payment. Refunds are not made for absences.

If you wish to add an enrollment day after you are registered to attend, a \$15 registration fee will be assessed per day added.

Tuition payments are due on the first day of the month. Online payment is required. All account information is provided by Debbie Walter, First Presbyterian Business Administrator. Questions: debbiewalter@firstpresah.org or 847-255-5900.

Tuition is due on the 1st of the month. Tuition will be considered late if not paid by the 1st of the month. Tuition not paid by the 1st of the month will be assessed a \$10 late fee. If tuition is not paid for two consecutive

months, your child may be dropped from the program for non-payment. This policy will be strictly enforced. A tuition schedule is posted on the Parents' Day Out page of our church website, www.firstpresah.org.

_____ Parent's Initial

DROP POLICY

If you need to withdraw your child from PDO, a 30-day advance written/email notice is required. A refund will be based on the Director's discretion. Special circumstances will be evaluated on an individual basis by the Director. The registration fee and September tuition (June invoice) are non-refundable. Once the October tuition (July invoice) is paid, welcome packets containing classroom assignments will be mailed to your home.

_____ Parent's Initial

CLOSINGS /CALENDAR

- All families are issued a calendar of days PDO will be in session. A calendar is also posted on our webpage.
- In the event of severe weather, Parents' Day Out and the First Pres office, will follow Arlington Height's School District 25. All closing communications will be made through an email blast and a recording will be made on the PDO voicemail. Tuition is not refunded in the event of weather related closing for the first 2 days. Refunds will be applied in the form of an on-line tuition credit if a 3rd snow day is called.
- In the case of a facility problem that prohibits the Church from being open for PDO, tuition will be credited.
- The PDO Director will notify parents of any closings, by email blast and PDO voicemail.
- If your telephone number or email address changes from the one given to us at the time of registration, please be sure we have your new number, especially for purposes such as this.

_____ Parent's Initial

COMMUNICATION

You will see Parents' Day Out bulletin boards located in the hallway. Please check these for important information each time you come to PDO. Your child's classroom teacher will have a board displayed outside of the classroom at the end of the day. Be sure to read this for highlights of the day's activities. A monthly PDO Newsletter will be emailed to the primary parent contact. You will also receive emails updating you on PDO current events.

First Presbyterian Church also maintains a website at www.firstpresah.org. With a few simple steps under the "Grow" tab, you will reach the Parents' Day Out section, where you can find general information about the program.

Please feel free to contact the Director any time you have a question or concern by phone (847-253-5516) or email (coleenanzalone@firstpresah.org). We encourage you to keep us posted on any important information concerning your child so we can best meet his/her needs.

_____ Parent's Initial

It is our goal to provide your children will the safest, most socially and educationally enriching environment possible. Thank you very much for your cooperation with regard to these policies and procedures.

We look forward to a great year at Parents' Day Out.

