

***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](http://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 due at registration. Payment # 1 is due no later than June 1 and is non-refundable unless a community or state mandate prevents your child from attending the program. Leaving the area, choosing another program or any other reasons does not warrant a refund for Payment # 1.
- Registration for the session beginning in September takes place 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 is confirmed by email within 48 hours of online registration.
- Registration documents must be completed prior to the first day of attendance. This includes submitting Approved Child pick-up agreement, an allergy form, acknowledging Policy and Procedures handout, health records and health screening documentation.

\_\_\_\_\_ Parent's Initial

**WHAT TO WEAR & BRING**

***LABEL EVERY ITEM BROUGHT TO PDO***

- **It is important that every article that your child brings into the program is labeled. All items must be placed in one, large bag or backpack. Lunch and drinking cups must be placed inside this bag, as well as weather appropriate clothing layers.**
- Each classroom teacher 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).
- If 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.
- Please put your child's food in a Tupperware type container with one lid. Please do not send your child's lunch in multiple containers or multiple bags to ease the process for teachers opening multiple lunches. You may want to place your child's lunch in an insulated lunch bag/box with a cold pack. Lunches are not refrigerated.
- Acceptable packing suggestions include:
  - Entire lunch placed in one plastic container with dividers and one lid
  - Bagged sandwich/sandwich container with the remainder or lunch placed in a plastic container with dividers and one lid.
    - Can include whole, uncut fruit (apple, orange, banana, etc.)

\_\_\_\_\_ 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** - PDO structured time is normally 9:30 am - 1:30 pm.

Due to the new health guidelines, a PDO staff member will need to check each child/caregiver in at the assigned door entrance each day upon entering the building. The drop off door assignment will be assigned at Parent Orientation. Please be on time. Drop off will include child and caregiver temperature checks, wellness and medication screening, and sign-in. No caregivers allowed in the classroom during drop off. Anyone over 24 months of age must wear a mask upon entering the building and will have a temperature check and health screening questions asked. This includes the caregiver dropping off each child.

Drive-up drop off, Parking & Entering Building:

- Park in church lot or on nearby streets. You may park in the spaces marked "Restricted Parking" on the north side of church 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 Orientation or Fun Fair raffle. Please communicate this guideline to any caregivers that may be dropping off or picking up your child.
- Please do not leave children unattended in your vehicle.

- Hold your child's hand at all times when walking in the lot or street.
- Door 6 on Vail Street is the main entrance for Parents' Day Out. Your child may need to enter through this entrance or the entrance on Eastman Street (Door 5), the entrance next to the playground (Door 8) or even by the church office doors (Door 9). **Your drop off location will be assigned at Parent Orientation.**
- If you arrive late, you must wait until Drop Off is complete (after 9:45 am). Please ring the doorbell on the left side of the main PDO entrance (Door 6) on Vail Street. Screening questions will be asked.

\_\_\_\_\_ Parent's Initial

#### Sign In:

- **It is important that you proofread the sign-in sheet at orientation for your child.** The sign in sheet will have parent/and or primary contact cell numbers to contact during the PDO day. You will verbally sign in your child with a staff member upon answering health-screening questions.
- If a person other than the listed contact person is to pick up your child, please provide us with that person's NAME (not just "grandma") and cell number. Please also email the director prior to or as soon as you are aware of the contact change for accuracy.
- Email any special instructions to the director prior to drop off. 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 Home:

- Take child's temperature before leaving home. If your child has a fever of 100.0 degrees or higher, they will not be allowed in the facility and should remain at home.
- Email the Director and classroom teachers of anything important for the day. This would include that a doctor's note to notify that your child is suffering from allergies. A note that your child is teething, child did not sleep due to a storm, etc. Notes must be in an email form. Please do not present the staff member at check-in a paper note.
- Wash your child's hands before getting in the car to free child of morning food or germs.
- Have your child use the washroom before getting in the car.
- Change your child's diaper so they are being dropped off clean to start the day.
- Place all of your child's belongings in one, large bag or backpack, including lunch bag/box.
- Make sure all weather appropriate clothing has been packed and labeled.
- Give yourself a few extra minutes as drop off will be slow in the beginning of the year and during rain or snowy days.

\_\_\_\_\_ 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 drop off is complete and we begin our activities.
- Even if your child is upset, it is best to leave once a PDO staff member has your child's hand and their belongings. We can usually get your child to calm down quickly.
- 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 when the Director returns to the office area.
- 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. We can make an in-person appointment, phone call or email.

\_\_\_\_\_ Parent's Initial

## DEPARTURE PROCEDURES

- In most instances, your child's teacher will escort your child to you from the same doors that they entered at arrival. Instructions on door usage and pick-up locations will be discussed at Parent orientation. Caregivers must always wear a face mask when approaching or entering the PDO building.
- The teachers will release each student to the designated caregiver. Each day your student attends PDO, an email will be sent with a brief summary of what the classroom did at PDO for the day. You are always free to email back and ask any questions and will receive an email response from your child's teacher or the PDO Director within 24 hours.
- While pick-up time is often a good time to get a short question answered, it is not an appropriate 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 or email you at home.

\_\_\_\_\_ Parent's Initial

## HEALTH AND SAFETY

- In order to comply with DCFS, IDPH and CDC guidelines, the following must be adhered to:
- When possible, and at the discretion of the caregiver of the child, children are encouraged to wear face coverings over 24 months of age:
  - During drop off and pick up times
  - In the classroom if children can safely and appropriately wear, remove and tolerate masks.
  - Children will not be forced to keep a mask on, but it will be encouraged by PDO staff.
- 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 100.0\*) without fever reducing medication, nasal discharge (green/yellow/excessive clear discharge), diarrhea, and vomiting for at least 72 hours before attending PDO.
  - If your child or anyone living in the home has come in contact with anyone testing positive for Covid-19 or any local, state or nationwide health infection or disease, they must stay home to self-quarantine for 14 days. This is to ensure the safety of the PDO staff, PDO children and their families.
  - If you choose to travel to a current, Covid- 19 hotspot during the PDO year, it is recommended to self-quarantine your household for 14 days. Not following this recommendation could put other PDO families at risk. You may be asked to leave the program if the health and safety of the PDO community is put at risk from not following this recommendation.
    - Upon your child's return into the program;
      - Please send an email to the PDO Director indicating that the child has permission from the doctor to return to our program
      - Please email or bring documentation from the doctor supporting that your child is free from Covid-19 or any illness that required them to quarantine and absent from PDO.
  - If your child has symptoms concerning for Covid - 19 and subsequently is determined by a medical provider not likely to have Covid-19 infection, the child may return to PDO if the following are met\*:
    - No fever for 72 hours without the use of fever reducing medications - temperature is under 100.0 degrees.
    - Negative test for contagious illness or;
    - A note from a medical provider documenting no clinical suspicion of a contagious infection
    - \*Please note - PDO will continue to monitor the guidelines from IDPH and will continue to update our policies as changes come about.
  - A thermometer reading will be conducted as all children and caregivers enter the PDO facility, when required by the community and/or state.
- If your child will be absent from PDO, for illness or for any other reason, please email the PDO Director stating the reason for the absence. If the absence is related to a contagious illness, please indicate what that illness is.

- 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.
  - The designated contact person for the ill child will be called to come and pick him/her up. If the contact person cannot be reached within 5 minutes, we will call the next individual on the emergency calling sheet.
  - **Your child must be picked up within 30 minutes.**
- 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.
- 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 \$25 fee for every additional 15-minute period your child is in our care to cover the cost of staffing.
- Fees are 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. Payment #1 is made June 1 or at the time of registration for those registering after June 1. This 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, 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](mailto:debbiewalter@firstpresah.org) or 847-255-5900.

Tuition is due on the 1<sup>st</sup> of the month. Tuition will be considered late if not paid by the 1<sup>st</sup> of the month. Tuition not paid by the 1<sup>st</sup> of the month will be assessed a \$10 late fee on the next business day. Fees will be applied each month that the payment is late. 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](http://www.firstpresah.org).

\_\_\_\_\_ Parent's Initial

## DROP POLICY

If you need to withdraw your child from PDO, a 30-day advance 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 Payment # 1 are non-refundable. Once Payment #2 has been 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.
- **Severe Weather** - 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 3<sup>rd</sup> snow day is called.
- **Facility Related Issues** - In the case of a facility problem that prohibits the church or PDO from opening, a credit will be issued.
- **Health Crisis Related** - In the case of a facility closing due to a local, state, federal mandate or health crisis, a pre-paid tuition refund will be issued if the closing is greater than 30 consecutive PDO days. No refunds will be issued for any closings under 30 consecutive PDO days and classes will resume when the governing authorities have declared that re-opening is safe for staff and students.
- 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

Communication with your child's teacher during drop off and pick up will be limited due to the state guidelines created to keep your family and the PDO staff healthy. Teachers will be communicating with you by email each day to let you know what your child did during their day at PDO. There may be opportunities for those families that are doing a door drop off to come in and visit the teacher during the PDO year as long as we are complying with health regulations. A monthly PDO Newsletter will be emailed to the primary parent contact. You will also receive emails updating you on PDO current events. If you are not receiving monthly newsletters or teacher communications, please reach out as we may have incorrect information on file for you.

First Presbyterian Church also maintains a website at [www.firstpresah.org](http://www.firstpresah.org).

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.*