



FIRST METHODIST PARENTS' DAY OUT HANDBOOK

Revised 2011

OUR PROGRAM

Our program is designed to give your child a loving, Christian atmosphere in which to grow and learn about the world around him/her through play, music, and art. In art we will work with paints, play dough, crayons, and a multitude of other materials. We will read stories to the children and may use puppets to tell stories as well. Our activities will be adapted to the capabilities of the children with whom we are working and will be designed to be age-appropriate for each classroom. As our children grow, so will our activities expand. We will offer music, learn to respond to music, sing songs, and play musical games. During the year we will have special days for the children including Pumpkin Hunt, Christmas Celebration, Valentine's Day Party, an Easter Egg Hunt, Donuts with Dad, a Mother's Day Tea, and Pizza Day. Additional special events may be listed in the monthly newsletter.

Socialization will be a main objective of the Parents' Day Out (PDO) program. We will emphasize learning how to share, take turns, and play with other children. Life skills such as these will help to insure your child's success in future endeavors.

SCHOOL HOURS - School hours are from 9:00 a.m. to 1:00 p.m. on Mondays and Wednesdays. Children should be brought to the classrooms by their parents at 9:00 a.m. and must be picked up promptly by 1:00 p.m. Parents who fail to pick up their children by 1:10 p.m. on the director's clock will be subject to a late fee of \$1.00 per minute after 1:10 p.m.

The program always ends one week before Williamson County Schools dismiss for summer. The program follows the Williamson County School calendar for days off, holidays, and breaks.

ADMISSION - Our program is specifically planned for children that are at least eighteen months of age by the State of Tennessee admission date but have not yet turned three years of age by that same standard. Registration for the program opens first to those currently enrolled, then to members of First United Methodist Church, then to Legacy members, and finally to the public, regardless of race or creed, as space permits.

The program adheres to the NAEYC (National Association for the Education of Young Children) Code of Ethical Conduct and Statement of Commitment. Under Principle P-1-7, "We shall strive to build individual relationships with each child: make individualized adaptations in teaching strategies, learning environments, and curricula; and consult with the family so that each child benefits from the program. If after such efforts have been exhausted, the current placement does not meet a child's needs, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall collaborate with the child's family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child's success." Copyright 2005 by the National Association for the Education of Young Children

The program reserves the privilege of dismissing any child from the program if, after entering, the child's needs cannot be met by current placement, or the child is jeopardizing the ability of other children to benefit from the program, or the fees for the child's enrollment are in arrears.

FEES - The current fee schedule is included as an addendum to the back of this handbook.

WITHDRAWAL/HOLDING POSITION - If circumstances warrant withdrawal of a child, you must give the Parent's Day Out Director at least one month's notice, or pay the equivalent of one month's tuition. If a family is moving into the area and chooses to reserve/hold a spot open for their child until their arrival, one month's tuition must be paid in advance. This applies only to mid-year admissions.

ARRIVALS AND DEPARTURES - When arriving in the morning please enter through the double doors directly off of the parking lot in the rear of the Education/Activity building. As you arrive, please sign in on the sheet by your child's classroom door. It is essential that a phone number be left where you can be reached in the event of an emergency. Your child's teacher will greet you and your child at the classroom door. In the afternoon, please pick up your child in the classroom. **IF ANYONE OTHER THAN YOURSELF WILL BE PICKING UP YOUR CHILD, PLEASE NOTIFY THE DIRECTOR OR YOUR CHILD'S TEACHER IN ADVANCE.** No child will be released to an unauthorized person. Those whom we have not previously met will be asked to show a form of identification. School is over at 1:00 p.m.; please pick up your child promptly at this time.

If a child is to be picked up early, please inform the teacher ahead of time. Arrive at the classroom door at the appointed time, but wait in the hall outside the classroom for the child's teacher to bring you your child. This minimizes disruption for the other children and keeps the appropriate ration of children to teacher in the classrooms.

EMERGENCIES – In case of accident or ill health, the parent or person named on the application will be notified immediately. An emergency release form signed by the parents or legal guardians must be on file in case the parent (or legal guardian) cannot be contacted in the event of an emergency. This emergency release form is among the forms sent to parents with the packet of information and handbook at the beginning of the school year. Please complete this form and return it to your child's teacher on orientation day.

RECORDS – Each child must have a health record of current immunizations, a registration application, an emergency release form, and a general information form on file before the child can attend our Parent's Day Out Program. The health record of current immunizations may be obtained from your child's doctor's office. All forms are to be given to your child's teacher by orientation day.

DISCIPLINE – Our discipline procedures are standard throughout our program. If a child continually misbehaves, our first step of discipline is to talk to the child on his/her level about the behavior. If the child continues to misbehave, we have a time-out chair for the child to sit in for one minute per age of the child.

Additional methods of dealing with the misbehavior include redirection and natural consequences. If these methods have had no effect on the child's behavior, the parents will be consulted and a behavior management plan will be jointly determined. If the child's behavior still does not improve, Parent's Day Out reserves the privilege of dismissing the child. Any misbehavior that endangers another child or threatens another child's well-being will be considered serious misbehavior. Repeated incidences of biting may fall into this category.

ABSENCE – If your child is going to be absent due to illness or travel, please let your child’s teacher or the PDO Director know. Absences due to illness or travel do not reduce the amount of tuition due each month.

SPECIAL DAYS – Each child in PDO will have a Special Me Day in which he/she brings pictures of himself/herself with his family, friends, pets, etc. These pictures will be displayed in the child’s classroom for the day. On this Special Day, your child may bring in a special snack to share with the class and may also bring a special book, cd, or special item to share with the others.

If you wish to send a special treat on or near your child’s birthday, please feel free to do so. We ask that you notify your child’s teacher in advance. Children generally do best with decorated cookies, a cookie cake, ice cream in cups, or ice cream sandwiches. Please be sensitive to peanut allergies and read all labels to make certain the item does not contain nuts.

SUPPLIES – Please label all of your child’s belongings!

Each child needs to bring a tote or diaper bag to PDO with the following items in it each day:

Diapers – At least four (4) diapers per day should be sent, all labeled by marker with your child’s name.

A nutritious lunch – This should be a lunch that your child can feed to him or herself. We encourage independence at mealtimes and try to make it a fun, sociable time for your child.

Two sipper cups with juice, milk, or water should be sent each day. Drink boxes and Capri Sun’s are difficult for the youngest PDO children.

Finger foods are very appropriate: items such as cut up fruits and vegetables, small cheese and crackers, cut up thin meats, and pastas are always a hit. Applesauce, pudding, and yogurt, while good, are quite messy for the two year olds. If sent, a metal spoon must be sent. Plastic spoons may break and be a hazard to your child. **No squeezable food or drinks, such as gogurts or puddings, are permitted at any time.**

Popcorn, pretzels, and uncut grapes are choking hazards. We prefer that gum and candy not be sent in the lunches.

If the child has a special cuddly item that serves to soothe the child, this may come to school in the backpack. NO OTHER TOYS FROM HOME SHOULD BE BROUGHT.

CLOTHING – Please dress your child in comfortable play clothes, clothes that you do not mind finding paint or dirt on. We will do lots of art activities, many of which will be messy in nature. Also, please dress your child according to the weather since we will play outside daily, weather permitting. Your child’s shoes should be those suitable for running on the playground. Again, please label all items.

MISCELLANEOUS – A morning snack will be provided for each child each day.

There is no sleep or nap time at the Parent’s Day Out, therefore mats and covers are not necessary.

WEATHER POLICY – When Williamson County Schools are closed for **weather-related** situations, First United Methodist Preschool and Parents’ Day Out will be closed. Weather related closings are the

result of an act of nature, thus days will not be made up nor will tuition refunds be given for days missed.

Early Closing Due to Weather - If the county schools close unexpectedly early during the day due to inclement weather, we will close early also. We will close at the time announced for the high schools/middle schools; a time which is generally one hour earlier than the elementary schools announced closing.

Late Opening Due to Weather – If the county schools announce a delayed opening of **one hour**, we will also open one hour late at **10:00 a.m.** If the Williamson County Schools announce a delayed opening of **two hours**, we will open late at **10:30 a.m.**

For updates on school closings, watch the local TV affiliates (Channels 2, 4, 5, and 6) for weather-related school closing information. Local radio station WAKM 950 and local TV channel 3 will also post school closing information.

HEALTH POLICY – We can only accept well children into the program each day. We are depending on you, the parents, to help us maintain this policy. Please do not bring your child to the PDO if he/she has any symptoms of illness. Symptoms that are cause for keeping your child home are: a cold, runny nose (green in color, thick in consistency), wet cough, flushed skin, earache, red or runny eyes, chills, headache, sore throat, or fever. If your child has any of these symptoms, please follow the 24-hour rule. Do not bring your child to PDO until he/she has been free of these symptoms for 24 hours.

Should your child become ill at PDO, we will call you and ask you to come and get him/her. **NO MEDICATION** will be given to your child while attending PDO. Please let the director know if your child comes down with an illness that is contagious such as chicken pox, strep throat, etc. so that we can inform the other parents.

PARTIES – Throughout the year, PDO will have special parties in each room. We will have a party for Halloween, Christmas, Valentine's Day and Easter. A few weeks prior to each party, there will be a sign-up sheet in your child's classroom for the party. Please sign up if you would like to help. No one parent is asked to supply all of the party items. All of the parties are held in the individual classrooms as this is familiar territory for the children. All of our Parents' Day Out teachers thank you in advance for your help!

TELEPHONE – The PDO telephone number is 794-5386. Please feel free to call at any time to check on your child. If the answering machine picks up, please leave a message. The machine is designed to pick up after only a few rings, so the director may be in the hall when it rings and still not get there in time to answer it! If the call is an emergency one, please call the Church Office at 794-2734, inform them, and they will send someone directly to the Preschool with the message.

FEES – 2011/2012

There is a non-refundable Registration Fee of **\$40.00**.

An annual Cultural/Supply Fee of **\$80.00** is due in August with the first tuition installment. This fee covers art supplies, party/special event supplies, cleaning supplies, paper products, field trips, special guests, insurance, and Mother's Day gift supplies.

Late Fee: There will be a **\$10.00** late fee charged for any tuition paid after the 10th of each month.

Tuition – Tuition amounts depend on the number of days a week a child is enrolled.

Two Day a week classes - \$1,575.00 annually (\$175.00 in 9 equal installments)

Three Day a week classes - \$2,025.00 annually (\$225.00 in 9 equal installments)

Four Day a week classes - \$2,700.00 annually (\$300.00 in 9 equal installments)

Two Year Olds attend two days a week. Three Year Old children may attend two or three days a week, Young Fours and one Pre-K class are three days a week, and there is one four day a week Pre-K class. If choosing to pay in nine installments, please place the monthly tuition payment in your child's Preschool folder or in the metal box on the wall outside of Mrs. Brenda's office.

If the installment plan is chosen, payments are to be made by the 10th of each month as listed:

August January

September February

October March

November April

December

If each of these installments has been made, there will be no balance due by May.

If you have any questions, please contact the Director at 794-5386.