

Parent's Day Out Programs Handbook

Marengo United Methodist Church
119 E. Washington St.
Marengo, IL 60152

Marengo Park District
825 Indian Oaks Trail
Marengo, IL 60152

www.pdopreschool.org

Parent's Day Out Program

BOARD MEMBERS:

Gaye Anderson, Richard Anderson, Chuck Andrews, Jennifer Haas, Sally Hoesel, Dewey Meinders, Pastor Keck Mowry, and Clara Piper

STAFF:

Executive Director- Jennifer Haas (815) 482-6290

Office Administrator – Dawn Hoffman (815) 568-7162

BEFORE AND AFTER SCHOOL PROGRAM

Teachers- Kelly Kordes, Sandy Lindow

Assistant- Lori Hillner

CHILDCARE CENTER

Teachers- Lori Holme- Teacher: Caterpillar Room

Kelly Kordes- Teacher

Carrie Stewart- Teacher: Butterfly Room

Karen Thomas- Teacher/Assistant Director: Caterpillar Room

Lynnette Tuohey- Teacher/Assistant Director: Butterfly Room

Assistants- Lori Hillner

PRESCHOOL

Teacher- Amanda Christensen

Assistant- Lori Wolf

Parent's Day Out is sponsored by Marengo United Methodist Church. Your cooperation and adherence to PDO's guidelines will make our program run smoothly. If for any reason you need to contact a staff member during the day, please call the Center office at 815-568-7162.

MISSION STATEMENT:

The mission of Marengo United Methodist Church's Parent's Day Out Programs is to provide a Christian-based, safe, affordable, developmentally appropriate environment for toddlers, preschool, and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's spiritual, social/emotional, physical, and cognitive development. Our goal is to support children's desires to be life-long learners.

PDO PROGRAM DESCRIPTIONS:

- 1. PDO BEFORE & AFTER SCHOOL PROGRAM:** PDO PM is a DCFS licensed before and after school program, which serves children between the ages of 5 and 11. Children enrolled in the program are bussed from their school to Marengo United Methodist Church five days a week, Monday through Friday by School District #165 or transported part time by the PDO Van for an additional fee. The program's hours are from 6:30 AM-7:45 AM and 2:30 PM-6:00 PM on school days.
- 2. PDO CHILDCARE CENTER:** PDO Childcare Center is a DCFS licensed child care center that serves children between the ages of 15 months and 5 years of age. The program hours are Mondays through Fridays from 6:30 AM-6 PM.
- 3. PDO PRESCHOOL:** PDO Preschool is a DCFS licensed exempt part day facility which serves children aged 1-5. Our 1 & 2 year old students meet on Mondays from 9 AM to 1 PM, our 3 year old students meet Wednesdays and Fridays from 9 AM to 1 PM, and our 4 and 5 year olds meet Tuesdays and Thursdays from 9 AM- 1:30 PM. The children we serve and the staff responsible for these children is entirely different than the students and staff served in our PDO Before & Afterschool program, with the exception of the director, Jennifer Haas, who oversees both programs. This program meets all of the requirements specified in the Child Care Act, part 377.4. The facility complies with the standards of the Illinois Department of Health and the fire safety standards of the Illinois State Fire Marshall. No child is provided care for more than eight hours in any given day, and no child is provided care for more than 10 hours in a 7 day week. The facility also provides at least one caregiver per 20 children. The proper documentation, including a copy of the articles of incorporation, has been submitted to DCFS.

CALENDAR:

The PDO Childcare Center and Before and After School Program will be closed on the following days:

- Good Friday
- Memorial Day
- The week of the 4th of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- The week between Christmas Day and New Year's Day
- The Before and After School Program will also be closed the full week prior to the new school year starting

CHILDCARE CENTER AND BEFORE/AFTER SCHOOL ONLY: There will be no tuition due for the week of the 4th of July or for the week we are off for the Christmas holiday. We will prorate tuition for Thanksgiving week. We will **not**, however, prorate the tuition for the weeks in which the other holidays fall.

POOR WEATHER:

PDO will be cancelled if District #165 is closed due to snow or poor weather. Please check the PDO Facebook page for cancellations. **We will not credit your account for any days the center is closed due to circumstances outside of our control.**

REQUIRED DOCUMENTATION:

- All children will be required to have a signed physical (no older than 6 months) prior to entering the program.
- All children will be required to be current on their immunizations and this attested to by a physician. Failure to keep current on immunizations is grounds for discharge from the program.
- A copy of your child's original birth certificate must be on file prior to entering the program.

TUITION RATE:

There is a one-time *non-refundable* deposit of \$50.00 due prior to entering the program.

Tuition for the preschool and before and after school programs can be paid in entirety either once a month or in two equal payments twice a month. If paid once a month, tuition is due on or before the first of the month. If tuition is paid twice a month, payment is due on or before the first and fifteenth of the month.

Tuition for the childcare center is due on or before Thursday of each week.

We do not refund tuition payments due to absences.

Families with more than one child enrolled receive a 10% discount on the oldest child's tuition.

Church members receive a 10% discount on their tuition.

LATE TUITION PAYMENTS: If payment is not made by the due date, a late fee will be assessed. An additional daily fee may be charged for each day the payment is late. If payment is not made by Tuesday of the week following the tuition due date, your credit card that is on file will be charged. If you do not have a credit card on file, your child will be restricted from attending the childcare center. Payments can be made by cash or check and deposited into the secure payment box at either Marengo United Methodist Church or at Parent's Day Out Childcare Center.

Please make your check out to Marengo United Methodist Church, or MUMC. A receipt will be issued by the next week of class. **MUMC will charge a \$20.00 fee for any returned check.**

FINANCIAL ASSISTANCE:

The PDO program does accept CCAP payments for our child care services. You may have a co-payment to pay for your child's care. Also, if CCAP's tuition payment and your co-pay do not equal the total tuition due for your child at their given age, PDO will require an additional co-payment.

You are required to periodically be reassessed by DHS, typically every 6 months for eligibility of your financial assistance. It is YOUR responsibility to follow up and turn in the required check stubs and information requested for your reassessment. If your financial assistance is terminated, or lapses, you will be required to pay the full tuition amount for the time your child has been in the care of PDO Childcare Center in a timely manner.

INSURANCE:

Marengo United Methodist Church does carry general liability insurance.

DROP OFF / PICK UP for PDO Childcare Center and Before and After School Care:

Children should arrive no earlier than 6:30 AM and should be picked up no later than 6:05 PM. A \$1 fee for every minute after 6:05 PM will be charged, which will be due that evening or the next day of attendance. If there is an emergency and you are running late, please contact the office to let us know. Children must be signed in and out by a parent/guardian or a responsible adult listed on your enrollment form.

If no one comes to pick your child up by 6:15, we will attempt to contact the parents/guardians by phone. If we are unable to reach a parent/guardian, we will attempt to contact someone listed as the emergency contact for your child. **It is important that you keep the emergency contact list up-to-date.** If we are unable to locate an emergency contact, we will request police assistance in locating the parent/guardian/emergency contacts. If by 7:00 we have been unable to locate someone to pick up your child, we will contact the child abuse hotline to attempt to make arrangements for care for your child. PDO personnel will remain with your child until you or an outside agency specializing in this type of situation arrives. At no time will our staff hold your child responsible for the situation. Your child will also not be included in the discussion about the situation so as not to upset him/her or make him feel at all responsible.

LEAVING THE PROGRAM:

We require a two week written notice be given when your child leaves our program permanently. Any lack of notice will result in charges accruing for the two weeks after your child ceases to attend. This is a matter of respect for the Center personnel, and for people who may be waiting for their child to be enrolled in the program.

CODE WORD:

If you wish to use a code word for persons other than parents who will be picking your child up, let the teacher /aide know.

MANDATED REPORTER STATUS:

PDO employees are legally required to be Mandated Reporters. This means that if any employee suspects neglect or abuse, or sees signs indicating the same, but doesn't even suspect it, they are required to, and will, report to the Department of Children and Family Services.

ILLNESS:

Children are not to be brought to the program when they are ill, overly tired or feverish. Please call and let us know if your child will not be in attendance. A child should not return to school for 24 hours after having a fever. If your child develops a communicable illness, please let us know as soon as possible so we can disinfect and thoroughly clean our classroom.

If a child becomes ill while at school, i.e. vomits or complains of feeling poorly, we will promptly contact you to come and pick your child up.

MEDICATIONS:

Children requiring medication of any kind, including over the counter medication, will require a parent's note with dispensing instructions. Only the Executive Director or other Director Qualified staff member may dispense medication of any kind. Medication will only be dispensed orally and as directed in writing by parents and/or physicians.

SUPPLIES: Please label all personal items. Each child will be assigned a cubby for their things. An extra set of clothing is required, which can be left in your child's backpack.

NO STREET SHOES ALLOWED: We do not allow shoes that are worn outside to be worn inside the preschool or childcare center classrooms. Please send your child with either a pair of slippers or inside only shoes that can be worn in the room.

BIRTHDAY TREATS:

Treats sent in to celebrate a child's birthday must be pre-packaged and developmentally appropriate for the age group. Let your child's teacher know before the day you send in treats in case there are allergies you need to be aware of.

PLAYGROUND:

Children will play outside as much as possible, weather permitting. Please send your child to school in clothing appropriate for each season. Boots, hats, and mittens are necessary for the winter months. Snow pants are required to be outside in the snow.

Gym shoes are recommended as the children will be doing movement and motor skill activities. A pair of gym shoes can be permanently left in your child's cubby if you would like. We also ask that girls wear thick tights or shorts under skirts.

DAILY SCHEDULE FOR BEFORE/AFTER SCHOOL

AM

6:30-7:15 AM- Arrival/Breakfast/Free Play
7:15-7:30- Bus Pick-Up/Van drop-off at Locust

PM

2:30-3:00- Middle School drop-off/Begin homework
3:00- Arrival/Homework check/Bathroom break
3:10-3:30- Snack
3:30-4:00- Gym/Outside Play
4:00-4:45- Homework/Quiet activities
4:45-5:30- Curriculum time
5:30-6:00- Free play

DAILY SCHEDULE FOR CHILDCARE CENTER

Caterpillar (Green) Room (Toddlers)

6:30-7:30 Morning snack/small group activities

7:30-8:00- Socialization/free choice

8:00-8:30- Diaper change

8:30-9:00- Breakfast

9:00-9:40- Socialization/Free choice

9:40-10:00- Circle Time (songs, stories)

10:00-10:30- Art Activity

10:30-11:00- Large motor/outdoor play

11:00-11:30- Lunch

11:30-12:15- Clean-up/diaper change/free choice

12:15-1:00- Group activity

1:00-3:00- Nap time/quiet time

3:00-3:30- Snack

3:30-4:00- Clean-up/diaper change

4:00-4:45- Group activity

4:45-5:45- Free Play

Butterfly (Yellow) Room (3-5 year olds)

6:30-7:30- Breakfast/Socialization

7:30-8:00- Small Group

8:00-9:00- Free play/Socialization/Care routine

9:00-9:15- Greet preschool children/ Small group activity

9:15-9:35- Snack Time

9:35-10:00- Care Routine/Small group activity

10:00-11:00- Curriculum Time

10:30-11:00- Large motor/outdoor play

11:00-11:15- Circle Time

11:15-11:45- Lunch/Bathroom Routine

11:45-12:00- Clean up

12:45- 1:00- Free play

12:00-12:45- Outside/Large Motor

1:00- Preschool departure

1:00-1:30- Small group activities

1:30-2:45- Naptime

2:45-3:00- Care Routine

3:00-3:20- Snack time

3:30-4:00- Outside/Large motor

4:00-5:30- Curriculum time/Care routine

5:30-6:00- Clean-up/Story time

DAILY SCHEDULE FOR PRESCHOOL

9:00-9:30- Arrival/Free Play/Large Motor Play
9:30-9:50- Morning Meeting
9:50-10:10- Chapel Chat/Music/Bible Story
10:10-10:30- Snack/Bathroom Break
10:30-11:30- Activity Time
11:30-11:50- Circle Time
11:50-12:20- Lunch/Quiet Reading
12:20-12:50- Large Motor Activities
12:50-1:00- Closing Time/Departure

CLASSROOM VOLUNTEERS:

From time to time we may ask parents to join us for an activity or holiday party. We realize that this is precious time for you to get things done, so volunteering will always be optional. If you are interested in volunteering please let the teacher know. That way a specific time and activity can be arranged for you to help with.

VIDEOS:

Videos will be shown to children when appropriate. Videos will stay in keeping with the theme of that day or week. Occasionally we will show videos for entertainment purposes. Adult interaction is important, and the use of videos will not replace that interaction. Videos will also be used in keeping with the child's attention span. Videos from home must be approved by the classroom teacher.

DISCIPLINE:

The key to discipline is loving guidance. In most cases verbal redirection is all that is needed to correct an inappropriate behavior. If two or more children are having a difficult time getting along, we initiate conflict resolution. The teacher acts as a mediator as the children attempt to work out their differences. Another method we implement is called "guidance talk." The teacher meets with the child who is exhibiting inappropriate behavior, and discusses why the behavior occurred, why the behavior is inappropriate, and what can be done to make sure the behavior continues.

If a child has become overwhelmed or over stimulated, or appears to need some alone time to regroup, we have an area of the classroom designated as the "chill zone." The child sits in the chill zone until he/she or the teacher feels the child is ready to join the rest of the class.

If a child's behavior continues to be disruptive or aggressive, a parent /teacher conference will be requested and an individualized, behavior modification plan, might be initiated. Again, this is something that is rarely necessary for this age group.

Our PDO staff wants to continue to show God's love to children with loving discipline as well as lovingly appropriate contact the children need, such as hugs, or sitting on the teacher's lap. If your child responds to correction a certain way, you may discuss this with the teacher or Director, please feel free to tell us.

Illness Policy

In the interest of maintaining your child's health, we are putting our illness policy in a format that you and the other parents in your child's class can review and acknowledge.

Illness is an inevitable fact of life for young children in a group care setting. To reduce the incidents of illness at our center, we must however set some standards for attendance:

Standards for Illness Attendance:

- Children with a low fever (under 101) can be brought to school *unless* there is another symptom present that would indicate a potentially contagious condition i.e.; rash, lethargy, excessive irritability, vomiting, or diarrhea.
- A child who has been sent home with a fever over 101 may not return until they have been fever free (without medication) for 24 hours.
- Bringing a sick, medicated child to school is grounds for discharge from the program. Fever-reducing medications mask symptoms and encourage parents to bring a child to school that is still sick and contagious. This is primarily why children become sick in a group setting. A child who comes to school apparently healthy, then spikes a fever is always suspected of being medicated.
- Children with open cold-sores, impetigo, or hand, foot, and mouth disease cannot be brought to school until all blistering is healed over.
- Children with an unidentified rash cannot be brought to school until the rash is clear, or has been identified as non-contagious.
- Children should not be brought to school if they have vomited within the past 24 hours.
- Children should not be brought to school if they have experienced diarrhea without a recovering firm bowel movement.
- Children with a repetitive cough can be brought to school only if they have a written doctor note that they are not contagious. The school reserves the right to override a doctor's note if a child is coughing frequently and not mature enough to cover their cough.
- Children with chronically runny noses should be treated with over the counter medication to reduce discharge while at school. A child may be sent home due to a severely runny nose. A nose that runs green through the entire day should be treated by a doctor as this is a clear indication of infection.

More than all of these standards, parents must use their own good judgment. When your child is sick by your standards, please don't expose them to other children.

Thank you for your assistance in implementing this policy.

I have read the Illness Policy and understand it completely: _____

Adult's name

Adult's Signature: _____

Date

Child's Name: _____

TUITION AND FEE AGREEMENT

I understand that tuition must be paid on or before the due date.

Initials: _____

I understand that if the weekly tuition is not turned in by the Tuesday of the week following the tuition due date, my child may be restricted from attending the PDO program effective on Wednesday of that week.

Initials: _____

I understand that there is a non-refundable \$50.00 registration fee due at the time these documents are completed. This fee will serve to hold a space in class for my child.

Initials: _____

I understand that late tuition will result in a \$10 late fee plus a fee of \$1 per day for each day it is late.

Initials: _____

I understand that I must leave a credit card number on file. If payment is not received within one week of the due date, my credit card will be charged.

Initials: _____

I understand that if I am more than 5 minutes late picking up my child I will pay a \$1 per minute charge due that evening or the next day of attendance.

Initials: _____

I understand that if I receive financial aid for child care, I am responsible for my co-payment as determined by DHS.

Initials: _____

I understand that if I receive financial aid and if the amount paid by DHS along with my co-payment does not meet the PDO program's rate for care, I will be expected to pay an additional co-payment for my child's care.

Initials: _____

Even if any subsidy or other payment arrangement is in place, I remain personally responsible for seeing that the center is paid for services contracted here, by my request. This means that if I become disqualified from subsidies or other types of support, either temporarily or permanently, I will personally make full payment of the tuition amount agreed upon here in a timely manner (by the due date).

Initials: _____

I understand that I will not be reimbursed for any of my child's absences.

Initials: _____

MEDICATION POLICY

In the continuing effort to provide a safe and healthy environment for the children in our care, PDO has implemented the following policy concerning medication:

The center will give medication as prescribed and as directed by parents within the following guidelines: Medications prescribed for once or twice per day will not be given at the center unless a doctor specifically states that the timing of the medication requires that it is given during the child’s attendance. For medications required to be given three or more times per day, PDO staff will give the does once per day, unless otherwise required by a doctor. Vitamin and nutritional supplements should be managed at home, unless the parent and director meet and determine otherwise.

ALL medication to be left for a child at school must be signed in by the legal guardian of the child on a form that is available in the office. The form and medicine must be taken by the guardian to the Executive Director or Director Qualified staff member on duty, who will then immediately lock the medicine in a container set up specifically for that purpose.

The form must be filled out in it’s entirely and dated. Each dose given to the child will be recorded on this form. The form will cease to be valid 14 days after it is originally filled out.

All parents are expected to sign this policy. A copy of this policy with your signature will be kept on file and a copy will be returned to you. Please be aware that violating this policy, i.e.; leaving Tylenol in a backpack or diaper bag is grounds for immediate discharge from the program.

Parent/Guardian Name and Signature Date

Child or Children’s Names:

I have read and understand the Parent's Day Out Childcare Center handbook.

Parent signature

date

(Please sign, date and return this page only to PDO Office, thank you.)