

Parent's Day Out Handbook 2023-24

But Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." Matthew 19:14

Purpose

Children are often described as sponges, soaking up everything to which they are exposed. At Parent's Day Out (PDO) we strive to provide a Christ centered environment where they can safely learn and grow. Children are provided with age-appropriate activities to help develop their spiritual, physical and mental abilities.

Edmond's First is a family of faith passionately connecting to Christ, His church, His word, and His mission for His glory! PDO helps even the littlest children to make positive connections to a loving God and his church through caring workers and fun activities.

Staff

People make the difference, individual talents and abilities are sought to enhance our program. Teachers partner with parents who are the ultimate authority. We realize the preschool years are an important, formative time in the lives of young children; therefore, we select teachers and staff based on not just their desire to serve, but on their ability to communicate on individual levels. Many of our teachers are parents and grandparents who strive to care for your children with gentle and compassionate attitudes.

All teachers have a complete background check prior to teaching in the classroom. They attend training events and meetings throughout the year to prepare and become motivated to do a better job meeting the needs of children and leading them into an understanding of Jesus and His plan for people.

Teachers are aware of necessary procedures to protect children. Plans are in place for medical emergencies threatening storms, intruder or fire.

Ages and Classes

We accept children aged 4 months through 5 years. Classes are defined according to age and ability. Children remain in the same class the entire school year. If a need arises to move a child, the director will meet with the parents to decide if it is possible.

All classes are assigned an animal name. Please make note of your child's class animal as this is used to make class specific announcements.

Schedule

Tuesday, Wednesday, and Thursday 9:30 AM - 2:30 PM

You are welcome to arrive earlier than 9:30 and wait in the lobby. The sliding glass doors to the classroom area will open no later than 9:30. Children need to be picked up **by** 2:30.

Weather closings and Holidays

We follow the Edmond Public School's (EPS) decision for inclement weather closing decisions. You can check local news outlets to find EPS decisions. The director will also send an email and Remind. Tuition is not adjusted for inclement weather closures. When possible missed days will be added to the end of the semester.

PDO will not meet for scheduled EPS holidays. These include: Fall Break, Thanksgiving Week, Christmas break and Spring Break. Exact dates will be listed in the beginning of school information.

Enrollment

Enrollment starts in late February. Currently enrolled families will be given the opportunity to register first. Next, the waiting list is contacted. Then it is open to new families.

Enrollment is complete when the enrollment form has been filled out and returned to the office along with the \$60 registration fee. This fee is non-refundable.

Tuition

Payment is due the first week of each month. Payments are considered late after the 6th and are subject to a \$10 late fee. If a child is absent the first week, then tuition is due when the child returns, a special

trip does not have to be made to turn it in. If special payment arrangements need to be made, please speak to the director.

Tuition is based on the number of days scheduled for the year and divided into 9 monthly payments. This means there is no price reduction for shorter months or increase for longer months. Credit is not given for absences.

Payment can be made by cash (please place it in an envelope with your child's name), check (made out to EFBC with your child's name in the memo) or credit card. Credit cards are processed on a Square machine and will have a fee added. Payment should be put in the lock box on the welcome desk. Please do not put tuition in a lunch box, backpack or give it to a teacher. Up to a semester of tuition may be paid at one time.

Returned checks will be charged a \$25 fee. After 2 returned checks you will be required to pay with cash or card.

2023-24 Tuition Rate

Monthly tuition is calculated as \$115 x (1,2 or 3) days/week signed up for

1 child

1 day/week - \$115

2 days/week - \$230

3 days/week - \$345

2 children

1 day/week - \$230

2 days/week - \$460

3 days/week - \$690

Attendance/Dropoff/Pickup

We always appreciate notice of an absence. You can email pdo@fbcedmond.org, call 405-726-9769, or use Remind text.

Children will be accepted at the classroom door at 9:30 AM. At the door you will sign them in on the daily sheet including a contact number. This serves as our attendance as well as emergency contact for the day.

Parents are asked not to enter the classroom. A quick hug and bye is usually best. Sometimes children cry at drop off but our teachers are good at learning what the kids need to help them settle. One child may need time with the teacher and a book while another may need a few minutes “left alone” to be ready to play. Drop off can be particularly hard on children under 2, but once everyone is there and they stop seeing parents at the door things settle down. Once the first parent picks up a child at the end of the day, the others may start fussing as they suddenly realize their adult isn’t there. This may mean you see tears when you get there but rest assured the whole day has not been spent crying.

Children need to be picked up **by** 2:30 PM. A late fee of \$1 per minute will be collected if children are picked up more than 5 minutes late.

Adults who are authorized to pick up children will be listed on your child’s form. If the need arises for someone not on the list to pick up your child, please talk to the director to make changes. If it’s an emergency situation we will take the information via phone and verify using a known phone number. Please ask any new pick-up person to be prepared to show ID.

We have no legal authority to refuse either parent the right to pick up their child unless this is COURT ORDERED and a copy of that judgment has been given to the PDO office. It is the parents/guardian’s responsibility to keep the PDO office advised of any such circumstances.

Withdraw/Dismissal

If it becomes necessary to remove your child from PDO please give 2 weeks written notice. Official notice must be given to the director, not the classroom teacher. Tuition will be required for this period.

PDO reserves the right to dismiss a child if, after entering, he/she seems unable to participate in a group situation. This may be just for a day or could be permanent.

Discipline

Each classroom has its own set of rules set by the teacher and based on age-appropriate factors. There are some common things that will be used across all classes.

Teachers will not:

- Leave a child or children unattended (isolation, removal to hallway or to a different room)
- Engage in physical punishment with a child (spanking, hitting, pitching, biting)
- Use verbal abuse (embarrassment, belittling, shouting, threatening, shaming)

Teachers will:

- Redirect the attention of the child to stop the wrong choice being made (introduce something different to distract the child)
- Give the child a warning and if appropriate allow them to continue the activity
- Confront the child on second offense and remove them from the activity

If behavior continues to be a problem or the safety of any child is in question, the director's help will be requested. An incident report will be filled out to share with the parent.

Tantrums are a part of preschool, children will be given space and time (but not attention) to work this out. When they are calm they will be invited to join the class activity.

Continuous disruptive behavior will be discussed with the parents and a plan of action created. If efforts to remedy fail the child may be asked to leave the program.

Curriculum

Wee Learn, originally published by Lifeway Christian Resources is the base for our educational and spiritual lesson planning. Additional resources are used to enhance the classroom experience. Classes will include books, puzzles, blocks, music, sensory activities, art and nature.

Food/Drink

Please send a thermos or sippy cup with water. They will take them in the classroom and place them in their cubby. Teachers will refill them as needed throughout the day.

Each child will need to bring lunch. Please make sure food is child friendly, cut in appropriate size pieces and nothing needs refrigeration or heating. Kids may use their water bottle at lunch or you can include a separate lunch drink such as a juice box.

A snack sign up list will be posted at the classroom door. If your child can't participate in class snacks due to an allergy or dietary restriction talk to the teacher to determine how snacks will be handled for your child.

We are a peanut free facility. Please refrain from sending peanuts or peanut butter items. If you are using a substitute such as Sunbutter or Wow butter it is helpful if you can let the teacher know or label the item so we know it is safe.

Children love to celebrate their birthday with classmates. If you want to send a birthday snack, please coordinate this with the teacher.

Photographs

Teachers may take pictures of the children to use in the classroom or on craft projects. These are sometimes used for promotional materials. A photography release is included on the fall forms.

Professional photos are taken in the fall and spring. Parents will be given the opportunity to purchase these. Dates will be announced ahead of time.

Clothing

In general, clothing should be comfortable and washable. We use mainly washable art supplies but that is not a guarantee that things will not stain.

Outside play is a part of our daily plan, weather permitting. Please send jackets once the weather cools so your child won't miss out on one of the favorite activities.

ALL children need a change of clothes as accidents of all types happen in preschool. Potty training children will benefit from extra sets of bottoms.

Toys

Personal toys are not allowed at PDO. Toys that come will be placed in the child's backpack.

Rest Time

All classes participate in rest time. Children age 1 ½ and older will need to bring a nap mat and cover to school. These can be purchased at many local stores or online. Children under 1 ½ will nap in baby beds. Older children may not fall asleep, but they will need to remain on their mat and let their body rest. Children are allowed to bring a comfort item for rest time (blanket, stuffed animal, paci). Nap items will be sent home for periodic washing or if they become soiled.

Label Everything

Please label everything your child brings to PDO. This includes backpacks, lunch boxes, plastic containers in the lunch box, cups, hats, gloves, blankets.

Illness

If a person in the household has been diagnosed with Covid-19 or another highly communicable disease, your child will not be admitted. Your child will be more comfortable at home if he/she is ill. DO NOT bring your child when any of the following conditions exist or have existed in the past 24 hours:

Fever 100 degrees or higher	Vomiting or diarrhea
Sore throat	Croup
Skin infection or unexplained rash	Eye infection
Communicable disease (chickenpox, mumps, strep, flu, etc)	

If in doubt, please keep your child with you. Should your child become ill while at PDO he/she will be isolated until an adult can pick him/her up. Should a child be diagnosed with a contagious illness following attendance at PDO, please contact the director so she can make other parents in the class aware of possible exposure. Confidentiality is always kept.

We do not administer medication at school. If your child has need of any emergency medical device such as an inhaler or EpiPen, you must have documentation from a doctor and meet with the director before school begins.

Waiver

I (we) acknowledge and understand the inherent risk associated with participation in Edmond's First Baptist church (EFBC) Parent's Day Out (PDO), including but in no way limited to:

- 1- slips, trips and falls
- 2 - athletic injuries
- 3 - illness including exposure to and infection with viruses and bacteria.

I (we) further acknowledge that the proceeding list is not inclusive of all possible risks associated with EFBC PDO ministry activities participation and that said list in no way limits the operation of this agreement.

Coronavirus, COVID- 19 is an extremely contagious virus that spreads easily though person-to-person contact. Federal and state authorities recommend social distancing, wearing a cloth face mask, vaccination and frequent handwashing to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death.

Participation in EFBC PDO activities could increase the risk of contracting COVID-19. EFBC in no way warrants that COVID-19 infection will not occur through participation in EFBC PDO ministry activities or accessing EFBC facilities.

Accidents at PDO

Accidents happen. We are active inside and outside during the day, and sometimes children get bumped heads or scraped knees. When a child is hurt at school, teachers will administer appropriate first aid and hugs, and will complete an "Accident Report" to send home with the child so parents know about the incident.

If a child begins to exhibit symptoms of illness during the school day, a parent will be contacted to come immediately and pick up the child. We do not have any facilities to care for sick children.

In case of severe illness or accident, every effort will be made to contact a parent, guardian or other emergency contact listed on the child's information card. When a parent cannot be contacted by the PDO ministry office and in the judgment of the director, the illness or accident requires immediate medical care; the child will be taken to OU Edmond, Edmond Mercy or Edmond Integris Hospital emergency room at the expense of the parent/guardian. A medical authorization is part of the fall paperwork.

Immunization Record

A copy of each child's current immunization record needs to be on file with the PDO office. Exemptions are permitted according to the Oklahoma State Department of Health Immunization division. A completed form ODH 216-A will need to be filled out and turned in.