



# Parent Handbook



13700 W. 151<sup>st</sup> Street

Olathe, KS 66062

(913)254-9543

## **Welcome to Parents' Day Out**

Thank you so much for choosing our program. We appreciate the opportunity to partner with you in the development of your child. Our goal is to provide a loving and enriching environment for your child to participate in that allows them to hear and experience the love of Christ while in our care.

We have purposely chosen to provide a ministry focused program. This allows us to care for your child and family in a Christ like way by sharing the Gospel through Bible Stories and Bible Songs. We believe this distinction will enhance your child's experience while in our program.

We have chosen to use a Biblically-based curriculum that will allow your child to explore and learn through social interaction, music, play, literature and age appropriate learning activities. We have dedicated teachers in each classroom, who care deeply for your child. Our teachers are actively involved in your child's spiritual growth including social, emotional and mental development.

This handbook includes detailed information outlining the policies and procedures within our PDO program. Please keep it for future references and feel free to consult with our Director or Kids' Minister listed below about any questions you may have.

We are excited to partner with you,

Sarah Selleck  
PDO Director  
913-254-9543  
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Mandy King  
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Parent's Day Out is a non-profit early childhood ministry and community service of Journey Bible Church.

### **Our Philosophy**

Parent's Day Out is a safe, nurturing, Christian Environment where children have the opportunity to explore and learn through play and structured activities. Believing that each child is a special gift from God, our program serves as an outreach ministry to the church and the community.

### **Our Program**

Parent's Day Out provides opportunities for children to enhance their social, emotional and spiritual development. Our teachers provide a balance of activities which include colors, shapes, numbers, large motor skills, outdoor play, centers, sensory play, music, crafts, art, free play and Bible story time. We offer a School Year Program that meets on Wednesdays. Our hours are 9:00am – 2:00pm. We follow the Olathe School District calendar for holidays and weather related days off. We also offer a 6 week Summer Camp session during June and July.

### **Monthly Payments – School Year Program**

Our monthly fee is \$110.00 per month. Payments are due the first Wednesday of each month. You can send a check for the monthly fee in your child's folder or pay online at [www.olathebible.org](http://www.olathebible.org).

A discount of \$10.00 is given to a second child from the same family if both children are attending PDO. The monthly fee for a family with two children attending will be \$210.00 per month.

To maintain your child's enrollment, it is necessary that the monthly fee be paid by the first Wednesday of each month regardless of absenteeism. Tuition is based on an annualized fee; therefore, tuition will NOT be pro-rated due to vacations, illnesses, inclement weather, etc. Please note that the monthly fee will not be pro-rated if you choose to pick your child up early.

In the event that you choose to remove your child(ren) from Parent's Day Out prior to the end of the month for any circumstance, the monthly tuition will not be refunded.

### **Enrollment Fee - School Year Program**

Our non-refundable Enrollment Fee is \$50.00 due at the time of enrollment and is required in order to hold your spot in the program. The Enrollment Fee is an annual fee that will be due again each year in August and is in addition to the monthly payment. This fee covers learning materials, learning programs and craft supplies.

## **Summer Camp Tuition**

Our Summer Camp Tuition is \$240.00 for the 6-week program. Payments will be due the first Wednesday of Summer Camp. You can send a check for the monthly fee in your child's folder or pay online at [journeybible.org/pdo](http://journeybible.org/pdo). The Summer Camp Tuition is a set fee that will not be discounted or pro-rated due to vacations, illnesses, inclement weather, additional siblings attending, etc. Please note that the Summer Camp Tuition will not be pro-rated if you choose to pick up your child early.

## **Activity Fee - Summer Camp Program**

Our non-refundable Activity Fee is \$25.00, due at the time of enrollment and is required in order to hold your spot for Summer Camp. The Activity Fee is due in addition to the Summer Camp Tuition. This fee covers craft supplies and additional events for summer.

## **Enrollment Forms – School Year and Summer Camp Programs**

A Parent's Day Out Enrollment Form and witnessed Medical Consent Form must be completed and on file before beginning the first day of PDO.

## **Getting To Know Your Child Form**

We ask that you fill out the Getting to Know Your Child form so that our Teachers will have a better understanding and knowledge of who your child is before they begin PDO. It is our goal to connect with your child in a loving way by showing interest in and having an understanding of their little personality.

## **Late Payment Fee**

After the first Wednesday of the month, a \$30.00 late fee will be charged. We reserve the right to withdraw your child from our program if there are continual late payments and/or you refuse to pay your late payment fee. If your child is unable to attend the first Wednesday of the month, please make your payment online.

## **Late Pick-Up Fee**

Pick-up time is 2:00pm. Your child should be picked up no later than 2:15pm. If you are unable to pick up your child by 2:15pm., you will be charged a late fee of \$5.00 per minute which will begin accruing at 2:15pm. If you are going to be late please give us a call by 1:45p.m at 913-254-9543.

## **Drop-off and Pick-Up**

Our Children's Ministry Staff will begin bringing children in at 9:00am. from the car line. Parents are asked to wait in their cars with their children until we begin approaching your vehicle. Our Staff will promptly take your child to meet with their teacher and classmates in our entry way. Our drop-off line will be available

from 9:00am. to 9:15am. We ask that you please bring your child into PDO if you arrive later than 9:20am. Please pull up all the way to the first orange cone marker so that we may accommodate several vehicles at one time. Please make sure you keep your place in line after dropping off your child and do not pull around other vehicles. This will help to insure safety for everyone coming and going.

Parents may begin picking up their children at 1:45pm. from the entryway in their classrooms, one at a time. All children shall be picked up no later than 2:15pm. During this time, you may spend a couple of minutes talking with your child's teachers but please remember that your child's teachers will have other children to attend to as well as other parents' that need to talk to the teachers. Please wait in the entryway of your child's classroom when it is your turn to pick up your child. We ask that you not enter the physical classroom for the safety and peace of all the children within the class. Once you have arrived for pick-up, you will be greeted by one of PDO workers who will then verify who you are picking up and give you a security pick up tag. If someone other than yourself is picking up your child, please email the Director with their name so that we can verify the individual through identification.

If you plan on picking your child up earlier than 1:45pm., please notify us by sending an email or calling the Parent's Day Out Director and send a note to your child's teacher as well. Your child cannot be released to anyone except you and/or the person listed on the enrollment form. If you are unable to pick-up your child, please email or call with the person's name and information that will be picking up your child. We will require that they show us their identification prior to the release of your child.

### **School Closings**

Parent's Day Out will follow the Olathe School District's school closings due to inclement weather. In addition, Parent's Day Out reserves the right to cancel due to weather, safety, illness, etc. If deemed necessary, Parent's Day Out may offer a late start on Wednesdays, if Olathe Schools choose to stay open during inclement weather. An email notice will be sent out through our Shutterfly account, letting you know about the cancellation or late start. Please note that tuition will not be adjusted due to the cancellation of PDO.

### **Illness**

We appreciate knowing when your child will be absent due to an illness. Please keep your child home if:

1. Temperature is 99.00 degrees or higher.
2. Severe cold and/or sneezing
3. Persistent cough or sore throat
4. Head Lice
5. Earache
6. Pink Eye

7. Green or Yellow discharge from ears, nose or eyes
8. Nausea and/or vomiting
9. Diarrhea (child will be sent home after 2 diarrhea diapers or stools)
10. Undiagnosed skin irritations or symptoms/signs compatible with a communicable disease, particularly if a child has been exposed.
11. The Golden Rule: Do not expose others to illnesses to which you would not want your child or yourself exposed to.

*NOTE: Medications and ointments will not be administered to children in our care.*

## **Injury**

If your child is injured while in our care, proper medical attention will be given and the injury documented. An injury report shall include time of injury, description of the event, and a detailed description of treatment/attention given. A copy will be given to the parent as well as a copy in our files. Depending on the type of injury, you may be contacted by the Director.

## **Backpack Items**

Your child will need to bring the following items each week to class. Please label all items.

- 4-5 diapers or pull-ups
- Change of seasonal clothing, including socks and underwear if applicable
- A sippy cup or a cup with a lid that contains juice, milk or water. Please do not send soda
- A snack and lunch of finger foods, pre-cut and no refrigeration needed
- A special blanket or lovie for your child to rest with
- Folder (supplied by PDO) return each week

## **Rest Time**

We will have a rest time for the infant's through 3's classrooms after lunch. The 4's and 5's classrooms will have additional activities during this time frame. The atmosphere is conducive to napping if the child needs to sleep. After a brief period of time, children that are unable to sleep will be provided quiet time activities.

## **Potty Trained**

We will gladly assist children that are under the age of four with their potty training. In the event your child has an accident, we will place them in a pull up when deemed necessary. Children must wear pull-ups or diapers until they are accident free. We also ask that you send a pull-up for children that are in the process of potty training, to wear at rest time. All children enrolled in Parent's Day Out should be fully potty trained on or before their 4<sup>th</sup> birthday. If your child

has a medical issue that keeps them from being fully potty trained by the age of 4 years old, please make sure that the Parent's Day Out Director is made aware of this situation. Exceptions will be made only due to medical conditions.

### **Morning Snack and Lunch**

We ask that you send a snack for your child to have mid-morning with their class along with a lunch from home. Please make sure that you also send a drink from home as well. All items sent from home will need to be labeled. For children in our youngest classes (1 year – 2 ½ years old) we ask that you only send finger food items. Please peel and cut fruit of any kind to prevent choking. Our facility is unable to heat up a child's food and/or store lunches in a refrigerator. Perishable items will need an ice pack in order to keep food from spoiling.

### **Nut Free Zone**

Parent's Day Out is a nut free program. We ask that you do not send any type of peanut butter, almond butter, cashew butter, etc. Sunflower or Soy Butter is a great alternative for kids who enjoy peanut butter and jelly sandwiches. You can find Sunflower or Soy Butter at your local grocery store. We also ask that you do not send any type of snack bars, protein bars, candy bars, etc., that may contain traces of nuts.

### **Birthdays**

Birthdays are special days and we want to celebrate with your child. We welcome you to bring in treats for your child's class on or before their birthday. We recommend sending treats that are easy for kids to enjoy like donut holes, cookies or Rice Krispies. We do not recommend sending cupcakes. We ask that you please make prior arrangements with your child's teacher. All birthday party invitations will need to be sent out by mail to students in your child's class.

### **Parent – Teacher Contact**

You will receive a note of your child's experiences at Parent's Day Out each Wednesday. We will also keep you informed of any important information through emails and our web page on Shutterfly. If at any time you have questions or concerns, please contact the Parent's Day Out Team Director. A meeting can then be setup with the Director and your child's teacher.

### **Dress**

Children are encouraged to wear casual, comfortable clothing that is suitable for play and mess. We ask that you please dress your child in clothing that can be easily managed for bathroom needs. Please avoid sandals or dressy shoes. Rubber soled tennis shoes are the safest for running and climbing on the playground and in the gym. We will utilize our playground on Wednesdays when the weather is acceptable for outdoor playtime. Please dress your child weather appropriate.

## **Discipline**

While your child is in our care, we will not use any form of corporal punishment. We will use the approach of redirecting the child or talking to them about their actions. Parents will be notified of any issues and will be asked to work with the staff to resolve the situation that is occurring. Parent's Day Out reserves the right to remove a child from our program based on a reoccurring situation.

Discipline shall be administered in a loving way. Teachers will strive to teach self-control and appropriate behavior. Teachers will be consistent when giving guidance to children and will talk with them about their behavior. Parents will be notified if behaviors become disruptive and continue on a weekly basis with no change when redirected by the Teacher and/or Director. Children who present a constant threat to other children or who are consistently disruptive in the class, may be asked to withdraw from the program. Disruptive behavior would include a threat to other children in the form of biting, hitting, kicking, pinching or some other manner of physical harm to others.

## **Safety and Security**

The safety of your child is of the utmost importance to us. To maintain a secure environment, we strive to keep our visitor traffic limited throughout the day. Our doors will be locked from 9:15am. to 1:45pm. We do have a doorbell next to the double doors in case you need to reach us for late drop-off or early pick-up. We also have live security cameras located in each classroom, front doors and playground areas. Safety policies, procedures and training are put into practice for tornado, severe storms, fire and intruders. Please feel free to contact the Director or Kids' Minister for more details on these procedures.

## **Responsibility of Parents' Day Out**

We cannot be held responsible for any damaged or lost personal property. We ask that children keep personal toys at home with the exception of any item that a child uses as a security while separate from their parents.

## **Notice of Non-Discrimination**

It is our policy at Parent's Day Out not to discriminate on the basis of race, color, nationality, age, sex, handicap, disability or religion.

This handbook is not all inclusive and is subject to change.

*Revised 10/14/18*



**Parents' Day Out Policy Agreement**

Child's Name \_\_\_\_\_

I have read this handbook in its entirety, and agree to comply with the regulations and policies stated herein.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this signed page along with your child's enrollment forms.