



PARENTS' DAY OUT HANDBOOK 2016

OLATHE BIBLE CHURCH
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OLATHE, KS 66062
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OLATHEBIBLE.ORG

Parent's Day Out is a non-profit early childhood ministry and community service of Olathe 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, centers, music, crafts, art, free play and Bible story time. We are a year round program and we meet every Wednesday excluding holidays. Our hours are 9:00a.m. - 2:30p.m.

MONTHLY PAYMENTS

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 olathebible.org/pdo.

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 up your child 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

Our non-refundable enrollment fee is \$50.00 due at the time of enrollment. The enrollment fee is an annual fee that will be due again each year in August and is in addition to the monthly payment.
Enrollment Forms

A Parent's Day Out enrollment form must be completed and on file before the first day of beginning PDO.

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 2:30p.m.. Your child should be picked up no later than 2:45p.m. If you are unable to pick up your child by 2:45p.m., you will be charged a late fee of \$1.00 per minute which will begin accruing at 2:45p.m. If you are going to be late please give us a call by 2:25p.m.

DROP-OFF AND PICK-UP

Our Children's Ministry Staff will begin bringing children in at 8:50a.m. 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 8:50a.m. to 9:15a.m. We ask that you please bring your child into PDO if you arrive later than 9:15a.m.

We will begin writing down a list of cars in the pick-up line around 2:20p.m. Please stay in line so that we can assure that we bring out the correct child to each vehicle. This will help keep our pick-up line moving at a steady pace. At promptly 2:30p.m., our Staff will begin bringing each child out to their vehicles. Please make sure you keep your place in line after picking up your child. This will help to insure safety for everyone coming and going.

If you plan on picking up your child early, please notify us by sending an email or calling the Parent's Day Out Team Leader 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. Earache
5. Pink Eye
6. Green or Yellow discharge from ears, nose or eyes
7. Nausea and/or vomiting
8. Diarrhea (child will be sent home after 2 diarrhea diapers or stools)

9. Undiagnosed skin irritations or symptoms/signs compatible with a communicable disease, particularly if a child has been exposed.
10. The Golden Rule: Do not expose others to illnesses to which you would not want your child or yourself exposed to.

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

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 underwear if applicable
- A sippy cup or a cup with a lid that contains juice 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

REST TIME

We will have a rest time for each class after lunch. 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.

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.

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 Butter is a great alternative for kids who enjoy peanut butter and jelly sandwiches. You can find Sunflower 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. 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 Leader. A meeting can then be setup with the Team Leader 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. 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.

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.