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St Matthews Baptist Church

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Dear Parents’ Day Out Parent,

We are glad to be a part of your young child’s life. Thank you for entrusting us with your precious gift from God. We are glad to be extended family with you!

We have a wonderful church family here at St. Matthews Baptist Church. You are invited to join us for worship, educational events, counseling, or any of our other services. We’d love to have you. As you have questions about parenting, child care, faith development, or other issues, please know we are eager to be of ministry help.

May God bless you during this upcoming year!

Joyce Oliver
Minister to Preschoolers

FEES and TUITION

Fees and Tuition are as follows:

Registration Fee: \$50 per child (non-refundable)

One-Day Tuition: (applies to children 8 weeks to 18 months by Oct. 1 only)

\$550/yearly*

Two-Day Tuition: (applies to children 8 weeks to 2 years who choose both Tuesday and Thursday)

\$1,100/yearly*

*Tuition is based on a ten-month school year. The first month's prepayment is due by May 15, 2005.

This will secure your child's spot in the program.

Your next payment will not be until September of 2005.

You are not charged for the days we are not in session. We ask that you pay your fees monthly. **Fees are due the first Tuesday or Thursday of each month and are collected by the Assistant Director in the Preschool reception area. There will be a late charge of \$10 if not paid by the second Tuesday or Thursday of each month. There will be no monthly fee adjustments due to snow days.**

If your child is not picked up by 1:00 p.m., he/she will be taken to the PDO office and you will be charged a late fee of \$10. If you have more than one child to pick-up, please plan your time so that all of your children are picked up by **1:00**. Please be considerate of our teachers!

Please Note:

The PDO Program reserves the right to dismiss any child if, after entering the program, he or she seems unable to adjust, or fees have not been paid.

WELCOME

We welcome your child to the St. Matthews Baptist Church Parents' Day Out Program (PDO), and hope the learning experiences here will be happy, wholesome ones. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and staff.

This handbook has been prepared so you may know the policies and better understand the program as we work together to help your child learn, explore, and succeed in our PDO Program.

Beth Wilmes, Director
Parent's Day Out

SCHOOL CALENDAR

Holidays: We follow Jefferson Country Public School’s Elementary school schedule for holiday closings, and will close for the in-service days. Notice will be posted ahead of time to give you exact dates.

Bad Weather: We follow Jefferson County Public School’s bad weather schedule **except** when they are on a delay. When they are on a delayed schedule **we will be closed**. When they close schools because of the weather, we will also be closed.

NOTE: If bad weather persists and we miss several days, make-up days will be considered by the director.

SCHOOL DAY

The PDO Program will be open at 9:00 a.m. and will close at 1:00 p.m. on Tuesdays and Thursday. Children should arrive at 9:00 a.m. Prior to this time teachers are busy preparing for your child’s day. Parents are to pick up their child by 1:00 p.m.

SMBC Parent’s Day Out 2005-2006 Schedule

Aug. 30	First Day of PDO
Nov. 8	No PDO
Nov. 24	No PDO Thanksgiving Break
Dec. 19-Jan. 2	No PDO Christmas Break
Jan. 17	No PDO
Apr. 3 - 7	No PDO Spring Break
May 5	No PDO
May 19	Last Day of PDO

RECORDS

The PDO Program will keep records of attendance, health, and identification of your child. A medical form with phone numbers where we can reach you at work or at home must be provided. A current copy of immunization records must be submitted to the PDO office **on or before the first day of PDO.**

CLOTHES

Your child needs to be dressed for play. Please label all outer wraps. A change of clothes for children who are prone to accidents must be sent to PDO each session. Please send a plastic bag for wet or soiled clothes.

TOYS

We have toys and equipment in the classrooms. We discourage children from bringing toys from home unless it is designated by their individual teacher.

ARRIVAL AND DISMISSAL OF CHILD

A reliable person must bring and pick up your child. The person who brings your child must stay until the teacher has acknowledged the arrival of the child. Your child will be sent home only with persons known by the staff to be authorized to pick up the child, unless you give us direct permission for someone else to pick up your child.

To insure the happiness and safety of your child, we ask that you knock on the door and wait for a teacher to answer. **Please do not come into the room!** This rule is a necessary preventive measure so that little fingers do not get pinched in opening/closing doors or that “little people” do not get stepped on by “big people”. This also helps children not get upset when they see other parents but not their own.

FOOD

Sack or box lunches, including drink should be brought from home. **Please note that we cannot refrigerate lunches.**

All infant formula must be prepared at home and provided by the parent. **Formula will be refrigerated.**

THE PROGRAM

Your child will participate (age appropriately) in a variety of activities such as:

- working with paints, play dough, crayons, blocks, and other manipulative materials.
- listening to stories, poetry and activities generated from them.
- learning to share, take turns, plan, work, think, and reason as he or she works and plays with others.
- learning to respond to music, singing new songs, and listening to different kinds of music.
- acquiring good health and hygiene habits.

POLICIES

Age and Ratios (may vary based on need)

Bed Babies (2 months – 12 months)

Two teachers per six babies

Toddlers (13 months – 20 months)

Two teachers per eight toddlers

Older Toddlers (21 months – 24 months)

Two teachers per ten toddlers

Younger Twos (24 months – 28 months)

Two teachers per twelve two year olds

Older Twos (29 months – 36 months)

Two teachers per twelve to fourteen two year olds

During any transition times (lunch, bathroom breaks, gym) an extra teacher will be in the room to assist the lead teacher.

HEALTH

We can accept only well children and we depend on parents to help us maintain this policy. All children will be examined upon arrival. If symptoms of illness are observed, the child will be sent home. ***Please do not bring your child when he or she has one or more of the following:***

Oral fever of 100 degrees

Diarrhea or vomiting

Acute cold, cough, sneezing/runny nose

Earache or sore throat

Rash or skin eruptions

Red eyes with discharge

Your child should be free of fever 24 hours after a contagious disease before they return to Parents' Day Out.

Please note that teachers do not give medications. Should your child become ill during the day we will contact you.

NOTES

St. Matthews Baptist Church

2005-2006

PARENTS' DAY OUT

***PARENT
HANDBOOK***

Beth Wilmes, Director

896-8882

(Extension #120)