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Mason, OH. 45040

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**Parent’s Handbook**

**2019-2020**

Welcome to Parent’s Day Out! We want this program to be a positive and pleasant experience for you and your child(ren). If you have any concerns, please contact your child’s caregivers or the director so that we can work together to make this a wonderful year at Parent’s Day Out.

**Please read through the following information in the handbook and sign and return the acknowledgement form on the back page.** It is important to keep this handbook as a reference throughout the year as you will find answers to some questions you may have now or in the future.

Blessings,

Tina Harris

PDO Director

Parent’s Day Out is a ministry of the Mason United Methodist Church (MUMC). This program was started to be a community support system to area parents.

MISSION STATEMENT

It is the mission of Parent’s Day Out to provide a safe, fun and nurturing Christian environment for the children of the church and community on a weekly basis, while parents enjoy some free time.

ACCEPTANCE TO THE PROGRAM

Children ages 6 months through 5 years of age are accepted to the program during registration for 2019/2020 school year and as vacancies occur. Members of MUMC, present PDO members, and children of employees will have first priority in acceptance to the program followed then by the waiting list. Vacancies after the program begins in September are filled according to birth dates of children on the waiting list, with first priority given to Mason UMC members and present PDO members. There is a $50 per child, or $75 per family, non-refundable yearly registration fee.

MONTHLY TUITION

**Tuition is as follows**: One child - $70.00, each additional child is $60.00 per month.

Tuition being paid by check may be placed in the drop box which is located through the glass door (across from the PDO classrooms #1 and #2). The drop box is on the wall to the left. You may also pay directly to the director or through the mail. Please make **checks payable to MUMC PDO** and place your child’s name and the payment month in the memo. A receipt will be placed in your child’s bag.

If you are paying cash or by credit card, you must personally see the Director (room #2) and she will process your payment and issue you a receipt.

Tuition is due the 1st of the month, September through May and is considered late after the 15th of the month and must include a $10.00 late fee. Tuition may also be paid in multiple months or in full.

CLASSROOMS

Children are placed in classrooms according to their birth date, ***no exceptions.***

Academics and evaluations of skill are not offered as a part of the PDO program.

Each caregiver has passed a background check, adheres to the Safe Sanctuary of MUMC and is CPR and First Aid certified.

There are three classes at PDO (ages are examples and may be younger/older)

The Lamb room (6months – 1 yr.– up to 6 children)

The Sheep room (1 yr-2yrs – up to 10 children)

The Noah’s Ark room (2 yrs-5yrs– up to 12 children)

Sample schedule: 9:30 – 10:00 am Arrival / Supervised Free Play

10:00 – 10:25 am Art/Craft

10:25 – 10:35 am Restroom/ diaper check

10:35 – 11:00 am Snack (provided by PDO)

11:00 – 11:30 am Playground/large muscle room

11:30 – 12:00 pm Lunch

12:00 – 12:10pm Restroom / Diaper check

12:10 – 12:30pm Circle Time (story, music/movement) Pick-up

ILLNESS

If your child isn’t feeling well and not able to attend Parent’s Day Out, please call (513) 398-4741 or email [tharris@masonumc.org](mailto:tharris@masonumc.org).

Please do not send your child to PDO if they exhibit any of the following symptoms:

* Temperature of at least 100 degrees
* Diarrhea
* Severe coughing, causing the child to become red or blue in the face or making a whooping sound
* Difficult or rapid breathing
* Excessive runny nose (especially with color)
* Yellowish skin or eyes
* Redness of the eye, obvious discharge, matted eyelashes, burning, itching
* Untreated infected skin patches, unusual spots or rashes
* Unusually dark urine and/or white or gray stool
* Stiff neck with an elevated temperature
* Evidence of untreated lice, scabies or other parasitic infestations
* Sore throat or difficultly in swallowing, swollen neck glands
* Vomiting

If your child should develop *any* of the above-mentioned conditions during the day, you will be contacted to pick them up immediately.

Toys/furniture are disinfected on a regular basis and after usage by children. Hands are washed before and after eating, after toileting or diapering, and after playing on playground or large muscle room. Caregivers are required to wash their hands upon arrival, before and after eating, after using the restroom, and after toileting or diapering each child. PDO is doing everything possible to prevent the spread of germs. Please do not bring your child if you suspect they are ill.

MEDICATIONS

If it is necessary for medication to be administered to your child while at PDO, a doctor’s note must be provided. In some instances, you may be asked to return to administer the medicine. All medications must be in their original container with your child’s name on it.

ARRIVAL AND PICK-UP

Parent’s Day Out is in operation 9:30am – 12:30pm on Wednesdays. Children and parents should not arrive before 9:25am in order for the staff to prepare for the day. Please be prompt when picking up your child at 12:30pm. A late fee will be assessed for habitual tardiness. If you will be picking up your child early, please let the caregiver know ahead of time. No child will be released to anyone other than a parent unless notification has been given in writing *prior* to pick up time and identification will be required.

ITEMS TO BRING

Please send the following items with your child, ***LABELED*** with your child’s name:

* Diaper bag or back pack. (keep bags simple, please don’t bring toys from home)
* If needed, diapers or pull ups and wipes
* A full change of clothes (season appropriate)
* Lunch and drink not requiring special refrigeration or storage, and is ready to serve and that the children are able to manage themselves (except for infants)

***PDO is a PEANUT FREE ENVIRONMENT, so please, no peanut products***

Please do not send nuts, candy, gum or other choking hazards.

***Please do not bring items or toys from home.*** They are difficult to share and sometimes get misplaced. A pacifier, blanket or stuffed toy used for comforting your child is ok.

Play clothes and closed toe shoes are best – please no sandals, or flip flops! Be sure to dress appropriately for the weather. We will go outside to the playground if it is dry and at least 40 degrees.

SNOW/CALAMITY DAY CLOSINGS

Parent’s Day Out will follow the Mason City Schools for school closings (such as snow). If Mason City Schools are closed, PDO will be closed. If Mason City schools delay an hour, PDO will start an hour late. If Mason City schools delay 2 hours, PDO is closed. Fees are not waived for days missed.

DISCIPLINE

Disciplining methods used at PDO include:

1. Ignore the situation if allowable. Children may be able to work it out on their own.
2. Ask the child/children what the problem is and help them solve it.
3. Redirect the child/children to another activity.
4. Time away from the situation for inappropriate behavior can be effective if it is not too long after the incident.

DISMISSAL FROM THE PROGRAM

In rare instances parents may be asked to withdraw from the program. Reasons for dismissal may include but are not limited to:

1. Children having difficulty adjusting to the program for an unusually long period of time
2. Children showing continuous physical aggression and or harm to other children
3. Parents failing to comply with the rules of the program.

WITHDRAWING FROM THE PROGRAM

**A 30-DAY NOTICE, IN WRITING, IS REQUIRED WHEN LEAVING THE PROGRAM FOR ANY REASON IN ORDER TO AVOID PAYING THE NEXT MONTH’S FEES.**

**Registration fees are nonrefundable.**

FORMS

The Emergency Information/Consent Form and Physical Form must be given to the director prior to the first day your child attends the program. Your child will not be allowed to stay if these forms are not completed. Please notify your child’s caregiver of any changes in the information throughout the year. The parent acknowledgement form at the end of the Parent Handbook must be filled out and returned as soon as the information has been reviewed but also prior to your child’s first day.

CHECKLIST

* Backpage of this Handbook signed
* Emergency Information/Consent Form
* Photo Release Form
* Physical Form
* First month tuition (due Sept. 4, 2019)

After reading this handbook please sign and return this page. This is due before the child attends PDO. Please feel free to ask the Director questions about any of the policies in the handbook.

**I acknowledge that I have received a copy of the Parent Handbook for PDO at MUMC.**

**I agree to follow all policies outlined within.**

PLEASE PRINT CHILD’S/CHILDREN’S NAME:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_