

## PARENT HANDBOOK

PDO Phone #: (205) 937-9378

Church Phone #: (901) 683-7344

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### GENERAL INFORMATION

PDO is open to anyone who has a need for part-time childcare.

Our year is divided into two terms. The Fall Term and Spring Term, that operates like a “school year” calendar, beginning mid - August and ending in May.

PDO is open on Tuesdays & Thursdays from 9:00 am to 2:00 pm with the exception of major holidays. These holidays include: Labor Day, Thanksgiving, Christmas, Martin Luther King, Jr. Day, and President’s Day. We are also closed for a 1-day Fall Break and a 2-day Spring Break.

In the event of snow or other inclement weather you will be notified by email if we are closed. We will follow Memphis public schools inclement weather cancellations.

### REGISTRATION INFORMATION

To reserve a spot for your child, this registration link, as well as, associated non-refundable registration/activity/insurance fees must be completed and paid. Monthly tuition is a pre-calculated fee spread out over the contracted term and divided by the number of months. Tuition is due at the beginning of each month and must be paid the month due to avoid a \$5 late fee.

If something changes and you are unable to fulfill your contract,

you must submit a 30 day written notice to RBF- PDO. You are responsible for paying for those days. There are no exceptions.

## RATE INFORMATION

Fall/Spring Registration per child: \$20

Annual Insurance/Activity fee per child: \$20

Late Fee: \$1.00 per minute after 2:15

Explanations of late pick up fees:

Our teaching program begins at 9:00am. You may drop off your child no earlier than 8:45

Each child should be picked up at 2:00 and NO LATER than 2:15pm. There will be a \$1.00 per minute charge for children picked up AFTER 2:15.

## PAYMENT INFORMATION

Cash

Check (Made out to Redeemer Baptist Fellowship)

Credit Card (Visa, MasterCard ) for online payments only

Payments are due by 2<sup>nd</sup> week of each month. There will be a \$5.00 late fee for payments not made on time.

## ABSENCE INFORMATION

Please notify the office before 9:00 am if your child will be absent for any reason. You may email Maddie Reed ([madelinereed315@gmail.com](mailto:madelinereed315@gmail.com)) if your child will be absent.

## “Make-Up Day Coupons”

Children who come to Redeemer PDO only 1 day a week must pay for that day whether they attend or not. However, if you come by the PDO office we can give you a make-up day coupon to use on the opposite day that your child normally attends. In other words, if you call & tell us your child will be absent by 8:30 am, and you normally attend on Mondays, you may make up a day on a Thursday. ( Note: When making up a day, you still need to call and confirm there is a spot for your child that particular day.)

## COMMUNICABLE DISEASE POLICY

Redeemer Baptist Fellowship Parents Day Out will follow these guidelines regarding communicable diseases.

A. The purpose of these guidelines is to protect healthy children and staff from illness and to protect ill children from worsening illness.

B. Recommendations for Inclusion or Exclusion Mild illness is very common among children and most children should not be excluded from their usual source of care for common respiratory and gastrointestinal illness of mild severity. Exclusion of children from child care settings has been recommended for illnesses known to be transmitted among, by, and to children when exclusion of the child or adult has a potential for reducing the likelihood of secondary cases. Children need not be excluded for a minor illness **unless** any of the following exist:

1. The illness prevents the child from participating comfortably in program activities.
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children.

3. The child has any of the following conditions: fever (within the last 24 hours), unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.
4. Diarrhea (defined as increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form) that is not contained by diapers or toilet use.
5. Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.
6. Mouth sores associated with an inability of the child to control his/her saliva. This should be monitored closely in children who bite.
7. Rash with fever or behavior change.
8. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye.).

## CLASSROOM INFORMATION

### LABELING

Labeling is crucial when sending your child to class. Please remember to label ALL items sent with your child, including the following: Bags, pacifiers, bottles, cups, lunch boxes (including each individual item inside lunch bag such as Ziploc bags, containers, and cups), diapers, Pull-Ups, and nap items (mats, sheets, blankets, stuffed animals, etc).

## INDIVIDUAL NEEDS PRESENTED IN WRITING

We understand that each child is different and has individual needs, likes and dislikes. For this reason, parents are asked to submit to the teachers a written list of specifics for each child. This can be as simple as a few notes written on an index card. Examples of needed information include, but are not limited to, the following: allergies (even if they are on file in the office); eating habits; napping habits and needs; play and toy preferences; or specific fears (i.e. loud noises, transitions, etc...).

When packing a lunch for your child, please keep in mind that we **cannot** heat your child's food before he or she eats it. Also, keep in mind that your child (with the exception of children in the infant rooms) must be able to feed himself/herself. We suggest cutting food into small, manageable pieces.

\*We may have students with severe peanut allergies preventing these children from even being able to be around the smell of peanut butter. When this occurs, parents with children in that classroom will be asked to refrain from sending peanut butter sandwiches with their children. If this occurs in your child's classroom, a note will be sent home to each parent explaining the situation. Thank you for your consideration in this matter.

## CURRICULUM

Our curriculum goal is to provide a variety of engaging, hands-on activities. A monthly calendar is provided to teachers and parents which includes a monthly theme, concept, shape, and color. This calendar is consistent throughout the entire program.

ONES & TWOS – Children in this age group are introduced to the

alphabet, counting, shapes, and colors. They are taught these concepts through craft time (for twos) and a structured “circle time.” During this time, the children are encouraged to sit as a group while they learn the concepts, sing songs, and listen to a Bible story which is coordinated through all age groups. The children are also taught to sit at a table during lunch and to follow an organized classroom schedule. New concepts include sharing, walking in a line, and potty training. Children in this age-group sleep on mats or cribs during rest time.

THREES – Children in this class see both reinforcement of old concepts and introduction of new ones. Teachers reinforce colors, shapes, and counting. They also encourage children to begin recognizing the written alphabet and to recognize their written name. The classroom crafts and circle time are all coordinated with the Bible story.

FOURS & FIVES –It is the goal of the teachers, however, to teach certain concepts such as writing, cutting, identifying written numbers 0-20, and following directions . Children are taught to identify letters and their sounds as they are taught early reading skills, and they are also taught some introductory math concepts. They are encouraged to learn their own address and phone number. This age group also has a Bible story time and teachers are encouraged to incorporate Bible-based themes in their lesson planning.

## SCHEDULES

Each age group follows a general schedule. Although specifics may vary from class to class, this section will outline a general schedule for each age group.

ONES – Because each child has his or her own schedule at this age, there is no specified classroom schedule for this age group. They may participate in the older (twos) activities if it is compatible with

their schedule. On the first day of attendance, please present a written schedule to the teachers, updating it as necessary. Please keep in mind that your child may vary from his or her home schedule while at MDO as a result of being in a different environment with other children.

#### TWOS-

Morning – Free Play, Craft, Circle Time, Gym Play

11:30 – Lunch

Afternoon – Nap, Free Play

#### THREES

Morning – Craft, Structured Free Play, Circle Time

10:30 – 11:00 – Spanish (Thursdays), Centers, Music

11:00 – 12:00 - Bible and Gym play

12:00 - Lunch

Afternoon – Nap, color sheets, fine motor skills development, sensory centers

#### FOURS & FIVES

Morning- Circle Time, Craft, Structured Free Play

10:30 – 11:00- Spanish (Thursdays), Centers, Music

11:00- 12:00- Gym play and Bible

12:00- Lunch

Afternoon- Rest, small group academics, sensory centers

## SUPPLIES

The following is a list of supplies your child will need for class. If there are additional supplies needed, your child's teacher will let you know. PLEASE DON'T FORGET TO CLEARLY LABEL EVERYTHING.

ONES & TWOS - Written schedule - Any food needs, including bottles, snacks, and lunch such as cereals, baby food, and finger foods. Infant teachers will gladly spoon-feed infants. (Spoons and bibs are kept on hand in the Infant rooms.) - Any additional needs (pacifier, blanket, etc) - Complete change of clothes - 2 diapers daily handed to teachers, plus one or two extras in the bag.

THREES, FOURS & FIVES - Backpack - Nap mat that can be easily sprayed, wiped, and stored at MDO - Nap Time comfies (pacifier, stuffed animal, blanket, pillow, etc.) - Complete change of clothes (including socks) - Pull up for nap if needed - Lunch in lunch box or bag - Jacket, sweater, or coat

## DROP OFF & PICK UP

### DROP OFF

Each child must be signed in at the PDO check-in table.

Hand the teacher your child's bag and lunch box. This is also the time to hand your child's teacher any written information needed (please have it written in advance).

Please remain OUTSIDE the classroom as you drop your child off, and please DO NOT LINGER. It is conducive to your child's adjustment to drop him or her off and leave as quickly as possible. Our experience shows that this reduces the occurrence of crying

and allows for easy transition for the child. We also ask that you do not return to the classroom to check on your child. Feel free to contact the director, and someone will be more than happy to check on your child for you throughout the day.

## PICK UP

Classroom activities end at 2:00 pm. All children need to be picked up by 2:15 to avoid late fee charges.

For your child's safety, teachers are instructed to only release the child to the pre-determined parent or caregiver. If you are sending someone else to pick up your child, and have not correctly marked the sign in roster, please send them to the office to verify identification. Your child WILL NOT be released to anyone unless that person is on the pick up list. ALWAYS communicate changes in pick up information with your child's teacher.

## NAP/REST TIME

All children will have a rest time during the day. We feel this is crucial to your child's growth and developmental, as their growing bodies need time to renew themselves in the middle of a busy day. Encouraging your child to lie down for a rest time at home each day will help reinforce this time at Mother's Day Out.

## TODDLERS, TWOS, & THREES

- Please inform the teacher in writing of any nap needs such as pacifiers, blankets, or loveys.
- If your child is toilet trained but still in need of a diaper during nap time, please let the teachers know.

- Twos and threes need mats (if you desire the mat to be covered, a king size pillow case is a perfect fit!)

## FOURS & FIVES

- Please be aware that children in the preschool classes are not expected to sleep, but are expected to lie quietly as they listen to quiet praise music or storybook on CD.