

## OBJECTIVE

Parent's Day Out (PDO) is an outreach program and reflects the Grace United Methodist Church mission statement "to build up the body of Christ and our community to the glory of God through worship, education and service." The program shows concern for families by caring for children and will nurture and strengthen our own congregation and the surrounding community. This will be accomplished by providing a place for parents to bring their children to the church for childcare. The children will be involved in activities such as crafts, cooperative play, singing, story time including a Bible story, gym time, outdoor play (weather permitting), and a blessing with snack and lunch. Parent's Day Out will accept children ages 1-4 on or before September 1<sup>st</sup>, one day per week.



(630) 355-6146

## DAYS, HOURS AND COSTS

Parent's Day Out is open Monday through Friday from late August to May. Parents will enroll their child and select one day of the week for the entire year. Please indicate on the application form if you are interested in having your child attend a second day each week, if there is availability. We follow the Naperville School District 203 schedule throughout the school year for Winter and Spring Break, Snow Days, and other District 203 days off. A calendar, health form, information about August Parent Orientation and Open House will be given to parents when enrollment is confirmed.

The hours are 9:00 a.m. to 1:00 p.m. Children will not be accepted before 9:00 a.m. as teachers need that time for preparation. Please be prompt when picking up your child at 1:00 p.m. If you are late, there will be an additional charge of \$5.00 for every 15 minutes.

A **non-refundable** application fee will be required for each family enrolling in the program according to the following schedule:

- \$60.00 per family-Grace UMC Member
- \$75.00 per family-Non-Church Member

When enrollment has become full, Parent's Day Out will continue to accept application forms (without the application fee) for the Alternate List. Alternates will be called to fill in as needed, and may attend no more than two days per week. As openings occur, Alternates will move up into the program and pay the application fee. A minimum of four children are needed to offer a class.

Tuition is **\$21.00** per day, per child, and is to be paid the first attendance day of each month (**the number of days x \$21.00**). **Make checks payable to Grace United Methodist Church.** Checks are preferred, however, cash will be accepted for the exact amount. Any returned checks will be assessed a \$30.00 fee.

A late fee of **\$5.00** will be assessed if the monthly tuition has not been received by the 15<sup>th</sup> of the month. The tuition payment may be sent to: Parent's Day Out, Grace United Methodist Church, 300 E. Gartner Road, Naperville, IL 60540, if your child is absent or there is a day off from PDO.

Alternates pay a fee of \$21.00 on the day they attend. If an Alternate is unable to attend, they are responsible for the tuition that day or finding another Alternate to take their place.

Parents can earn tuition credit by helping with childcare for PDO Board Meetings and/or Toy Wash. **Scholarships** are available. Please see Director for additional information.

## SUPPLIES

Everything you send with your child needs to be **labeled**. Each child should bring a non-perishable lunch, including a drink. Please include all serving items such as cups, spoons, etc. Parents with a child in the 1-2 Year Old class should send two sipper cups. Be sure to send food that is easy for them to manage. **Any food items sent with your child's lunch that could be potentially a choking hazard will not be served to your child.**

Please dress your child for PDO in comfortable clothing that is easy to remove, whether it is by the child or teacher. Shoes need to be worn while at PDO.

Grace United Methodist Church

300 E. Gartner Road  
Naperville, Illinois 60540

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Parents should provide appropriate outerwear for outdoor play. Please **send a change of clothing** for emergencies and any comfort item that would enable your child to be more comfortable with us. Information can be indicated on a Comfort Sheet at Parent Orientation or Open House.

## FILES

Parent's Day Out is limited to children with **completed application and health forms**; information consisting of parent or legal guardian information, emergency phone numbers, authorized pick-up persons, immunization records, allergies, health history, physicians statement, emergency treatment and photography approval. **NO child may attend until all of these papers are on file.** Please update these forms in the PDO Office at any time during the year.

## ATTENDANCE

All children attending PDO should have given up their morning nap, as the program does not have room/provisions for sleeping.

This program operates on a first come-first serve basis. PDO will accept a limited number of children per class per day. When a class is filled a list of Alternates will be made for each day. If you are unable to attend on your scheduled day (due to sickness, vacation, etc.) it is the parent's responsibility to find a replacement from the list of Alternates. The parent must then notify PDO of the change before 8:30 a.m. on the day their child attends. Alternates are to notify PDO that they are coming and who their child is an Alternate for. If you find an Alternate to take your child's scheduled day, the Alternate will pay Parent's Day Out and we will reimburse you with a credit that can be applied to the next month.

We would like to make PDO available to as many children as possible. If your child has not attended PDO for two consecutive months and we have not heard from you, we will drop your child from our enrollment.

## CONCERNED PARENTS

If you are somewhere you cannot be reached (shopping, lunch, etc.) or even just at home and concerned about your child during any day they are at PDO, please feel free to call and ask about your child at **630-355-6146**.

When we have a child that is sick or inconsolable we will need to call a parent or emergency contact to pick up the child.

## MEDICATIONS AND ILLNESS

Please do not send any medications with your child in their bags because they will not be administered.

Children are not to be brought to PDO when they are ill, overly tired, have **discolored** drainage, coughing excessively, running a fever (100 degrees), have open lesions, a rash or diarrhea. If a child has been ill prior to coming to PDO, they must be fever and diarrhea free for 24 hours before attending. This protects your child from possibly becoming sick with another illness while their resistance is low and other children and/or PDO Staff from getting sick.

## DROP OFF AND PICK-UP

When dropping off a child, you must "sign in" your time of arrival and where you can be reached during the time your child is at PDO.

The Illinois Child Care Act of 1969 as amended requires all persons picking up a child to record the following:

1. The time the child leaves.
2. The name of the person with whom the child is leaving.

All parents or authorized pick-up persons must "sign out" each child. If your child is being picked up by someone other than you or someone on the approved list, we must be notified in writing ahead of time. Positive (picture) I.D. will be required from the person picking up the child.

## SNACKS AND TREATS

Crackers and apple juice will be provided. If your child has any special dietary needs or allergies, please indicate this on the application form and inform the teacher. *Considerations will be made for children with food allergies and parents will be notified as needed.* Birthday treats may be brought in for your child if desired. Donut holes, mini muffins, fun fruits and cookies are good examples of preferred treats. Please no cupcakes.

## DISCIPLINE

The key to our disciplinary policy is "Loving Guidance." Children will be guided lovingly to follow the program schedule and cooperate with their peer group. If a child has inappropriate, disruptive behavior, it will be stopped by redirection and positive reinforcement. If a problem continues the parents will be notified, and a solution will be worked out between the parent, teacher, and if needed the director.

### 407,19B

No child shall be subjected, under any circumstance, to corporal punishment inflicted in any manner upon the body, or to verbal abuse, or be deprived of meals or any parts of meals as punishment, or punished for toilet accidents.

## LICENSING

We operate as a license exempt program registered with the Illinois Department of Children and Family Services that conforms with the Illinois Child Care Act, 1969, as in amended: § 7.1, 377.4 and 2.10.

## SECURITY SYSTEM

Parents/Guardians are to use Entrance #3 at the lower level/back side of the church and will receive a code to access the children's area, if they attend weekly.

## QUESTIONS

Please call PDO Director, Claudia Hutchison, at **630-355-6146** for more information.