

# Parent's Day Out Parent Handbook

## Babies - Twos

Calvary Baptist Church

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## Calvary Baptist Church Parent's Day Out

**Welcome to our Parent's Day Out Program. We are excited to share our love, talents, and energy with your child during the school year. We look forward to many fun-filled days and know your child will also.**

### Ministry Objectives

We want to provide an environment and experience that will allow your child to:

- ❖ Make a successful transition from home
- ❖ Learn to develop an interest and joy in learning
- ❖ Develop a feeling of success
- ❖ Develop self-control, self-expression and creativity
- ❖ Develop a secure feeling through trusting relationships

### Arrival and Pickup times

Hours are from 9:30 – 2:00 Tuesdays and Thursdays. Please do not drop off your child early so teachers can prepare classrooms for the day. Please be prompt in picking up your child. We have a late fee of \$5.00 cash for every 5 minute period after 2:05. If an emergency should arise, a phone call to the director is expected. You may pick up your child early if needed but please let a teacher know. We encourage everyone to be dropped off on time so classrooms can begin crafts, organized playtime, and activities. Late drop offs can also disrupt children who are adjusting to their new environment. When picking up or dropping off please do NOT enter your child's room. At the time of drop off parents will sign and complete the sign in/sign out sheet outside the classroom door letting teachers know who dropped off, where someone can be reached, and who will be picking up the child that day. Parents will sign out their child each day as well.

### Calendar

Our program operates on the same schedule as Fayette County Public Schools with the exception of the first and last day of school. When Fayette County schools are closed, so are we. We also follow Fayette County Public Schools policy for inclement weather. If Fayette County closes for weather or dismisses early we will also. If they delay the start of the school day, we will as well. If Fayette County cancels for ANY other reason, we will be closed as well. Each family will receive a copy of our yearly calendar at the start of the school year. This will include days off, payment due dates, special events such as Picture Day, Art to Remember program dates and other relevant dates to remember.

### Tuition and Fees

Tuition is due the first day of the month that we are in session. The \$30 supply fee is due for the fall in August and for the spring in January. Fees not paid for more than four weeks will have an additional \$5.00 fee applied to the tuition amount. Tuition is due regardless of the number of days or hours your child attends during the week. We do not have a vacation or sickness policy. All payments should be made by check or automated electronic transfer. We do NOT accept cash. Please indicate the child's name on the

check and leave the check in the box on the desk in the MDO office. Refunds cannot be given for registration fees or supply fees. We require a 2 week paid notice if you withdraw your child(ren) from our program.

## Curriculum

Curriculum is the framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did-"in wisdom and stature, and in favor with God and man" (Luke 2:52). A child's growth and development is viewed as a process, not an event. Development begins when the child is conceived and continues throughout life. Spiritual, physical, mental, emotional, and social development are equally important. (LifeWay Resources, 2007)

Our Parent's Day Out program follows the WEE curriculum. This curriculum is published by LifeWay Christian Resources. We have curriculum designed for all the ages we teach. It is activity based, provides choices, allows for physical activity, and is biblically based. Throughout the school year we will have many different themes students will be learning about. Classrooms will base activities on the age and developmental levels of the children. Classrooms will post the monthly calendar outside the door so you can see what your child will be involved in during the month.

### Themes for our upcoming school year

Friends	Animals
My Family	Feelings
Kentucky	Being Healthy
Valentines	Weather
Favorite Books	Pumpkins
Giving Thanks	Spring
Christmas	Easter
Winter	Transportation
Community Helpers	

Teachers work to plan activities, crafts, story times, and more that center around our themes. Outside the classroom door you will find a poster with information about what your child did during class that day.

The church has a library located in the preschool area. Parent's Day Out children are welcome to borrow books from the library. You may come in anytime but we ask that you follow the church guidelines for checkout and return.

## What to Pack

Infants and Toddlers:

Diaper bag (with plenty of diapers, wipes, change of clothes, pacifier, lovey)  
Bottles and/or food (Snacks and lunch)

## What to Pack continued

Two's:

- Lunch \*See nutritional information below
- Change of clothes (Diapers, wipes, and/or pull-ups if needed)
- Blanket or beach towel for rest time

Please be sure to LABEL all of your child's belongings such as bottles, clothes, bags, lunches, coats, towels, etc. When dressing your child for the day at Parent's Day Out please be aware that all classrooms do engage in some amount of active play either on the playground or in the gym facility. Please have your child dressed in play clothes with shoes suitable for play. Apply sunscreen on days when children may be outside. Sunscreen is important however, teachers will NOT apply it due to the potential of allergic reaction.

Unless it is for security reasons (comfort items such as a stuffed animal or blanket), parents are encouraged NOT to allow children to bring toys from home. Parent's Day Out cannot be held responsible for toys brought from home.

## Health and Safety

We will make every effort to provide a clean and healthy classroom for your child. Please remember that we must have your cooperation in order to achieve this. Children should be kept at home until they have been symptom-free for twenty-four hours. This is policy set by the Fayette County Health Department. If your child exhibits any of the following symptoms at home please wait twenty-four hours before sending them back to school. If they exhibit these symptoms at school you will be called to pick them up:

- ❖ Vomiting or diarrhea
- ❖ High Temperature
- ❖ Conjunctivitis (Pinkeye)
- ❖ Any unusual rash
- ❖ Evidence of lice, scabies, or other parasitic infection

If a child exhibits any other symptoms of illness or is injured the program will contact the parent and make them aware of the situation and possibly ask the parent to come pickup the child or check on the child. The child will wait in the PDO office with a staff member until a parent arrives. PDO will not administer medication.

In case of emergency, parents will be contacted immediately. If the child is in need of immediate medical care the program will call Emergency Medical Services. Should your child be transported, a member of the program's staff will accompany the child. Each child has a medical release on file and this will be used if necessary. We will not accept a child unless we have all forms completed. It is very important to keep your emergency information up to date, as this is where we will get our information. If your emergency

information (contact information, phone numbers, insurance numbers, etc.) changes please notify us immediately.

## Nutrition

Each child is to pack an individual lunch. Please do not send foods that staff members must microwave. Staff members will not leave the classroom during the busy lunchtime to heat foods. If there are any children with severe food allergies in your child's classroom you will be notified in advance. Please do NOT pack foods that may be dangerous to other children in the room. Please don't send soft drinks in your child's lunch.

Children in rooms 100 and 102 (Babies – Crawlers) will pack a snack for their child. Parents of children in rooms 103 – 106 (Ones – Twos) will take turns providing snacks throughout the school year. Each classroom will have a snack sheet posted outside the classroom. You will be assigned a few days during each semester to bring in a healthy snack for the children in the classroom. Be aware of any allergies that children in the classroom may have. We ask that you only bring in healthy snacks. We would like to promote good choices for our children and want to provide them with the best possible foods for snack. Below is a list of foods we recommend for snacks in our classrooms.

- ❖ Fruits (Fresh or dried – do not pack small pieces for our young children since it could be a choking hazard)
- ❖ Granola Bars or Fruit Bars
- ❖ Yogurt
- ❖ Cheerios (or other healthy low-sugar cereals)
- ❖ Whole grain crackers
- ❖ Cut up veggies
- ❖ Applesauce
- ❖ Trail mix
- ❖ Chex mix
- ❖ Goldfish crackers
- ❖ Pretzels
- ❖ Cheese

If you would like to bring in a special snack for your child's birthday please let the teachers know ahead of time. Also, please bring in individual treats rather than something teachers will have to try to distribute evenly among all students. If you bring in a beverage please do NOT bring in soda or sugary drinks. 100% juice is preferred.

Occasionally classrooms plan special luncheons for students based on the curriculum for the week. Teachers will post a sign-up sheet outside the classroom for items they wish to be brought in for the luncheon.

## Discipline Policy

Our goal as childcare providers is to help children to learn to live comfortably with themselves and others. In order to achieve this, children need to learn to develop self-control and to be responsible for their actions. There are many things we, as teachers, can do to help children recognize alternatives and consequences which affect them as well as others. Discipline helps to guide children to this more mature behavior. Our staff will work to recognize and meet the age-level characteristics and needs of children. We will give appropriate choices, arrange the classroom to be developmentally appropriate, clearly define limits and expectations, give children positive suggestions and directions, and redirect children to help them make good behavior choices.

In the event a child is having problems with behavior staff will offer redirection, verbal warnings, and/or possible removal from the situation. If the problem persists or is severe the child will spend a time-out in the classroom or in the PDO office. If further action is needed based on severity or persistence of behavioral issues a parent conference with the director may be required. We also have a biting policy for our program. It is available upon request.

## Daily Schedule

All classrooms follow similar schedules. Children will have a snack in the early morning, have craft/activity time (for classrooms where it is age-appropriate), playtime, lunch, and rest. All classrooms will go down for rest time with lights out and quiet music. Staff will not keep a child awake due to a special request. Feel free to pick up your child early if you do not wish for them to nap.

Schedule for Babies – Crawlers will be determined based on an individual basis.

Our One Year Old Classrooms allow children to have free play time as they arrive, snack by 10:00, guided play and activities that center around the theme being studied, large motor play around 10:30, then lunch and rest time.

Our Two Year Old Classrooms follow a similar schedule but will have large motor play around 11:00 and then lunch closer to 12:00 and then rest time.