



# Parent's Day Out

## ENRICHMENT PROGRAM

# PARENT'S HANDBOOK



## **PARENT'S DAY OUT ENRICHMENT PROGRAM**

309 Broadway Avenue Maryville, TN 37804  
Phone: (865) 982-1183 email: [PDO@broadwayumc.net](mailto:PDO@broadwayumc.net)

**From the Director  
Laura Kolarik**

Dear Parent:

Welcome to Parent's Day Out Enrichment Program. Parent's Day Out (PDO) is a Christian based program for children ages 6 months through 4 years old. This program is an outgrowth of the Mission Statement of Broadway United Methodist Church, to "Nurture." Our main focus is a "creative curriculum" with a variety of opportunities for spiritual growth and development. The PDO program shows concern for families by caring for children in an environment that serves to strengthen our own congregation, as well as the community as a whole. We provide a valuable community service, a place for parents to bring their children for childcare. While at the program, children are involved in activities such as crafts, play, singing, circle time including a Bible story, gym time, and a blessing with snack and lunch.

We have prepared this Parent's Handbook to familiarize you with the policies and procedures of the program and to provide you with insight into "The Creative Curriculum" that we follow, as well as the goals of the program. I hope that you will find it useful and that we have answered most of the questions that you might have. However, if I, or any member of my staff can be of assistance to you, please do not hesitate to contact us.

Sincerely,  
Laura Kolarik  
Director

**"Learning is Lifelong, and it begins here!"**

**Broadway United Methodist Church  
Parent's Day Out (PDO) Enrichment Program**

**PARENT'S HANDBOOK**

**ACCEPTANCE & DISCRIMINATION POLICY**

The Parent's Day Out Enrichment Program provides Childcare and education in a Christian environment for children 6 months of age through 5 years old. We accept all children in order of request. We do not discriminate in admissions on the basis of race, sex, religion, creed, color, national origin or source of payment.

**ACCIDENT REPORTS**

**All staff members are required to have first aid and infant child CPR training.** The staff will administer first aid treatment, as they deem necessary. When children are injured at the Center, an accident report will be filled out. You, the parent will receive a copy explaining the accident and steps taken. In case of an emergency, which demands immediate medical attention, we will call 911 and your child will be transported to an appropriate medical facility with a staff member until you arrive.

**ARRIVAL & DEPARTURE**

Upon arrival children should be signed in and taken to their classroom. Please be sure to speak with your child's teacher before leaving. Upon departure children should be picked up from their classroom and then signed out. Please remember to speak to your child's teacher before removing them from the classroom. Don't forget to check your child's cubby for personal belongings, art projects and other important information.

Arrival and departure times are ideal times to pass information. Please communicate to us in writing any information that may help us understand and relate to your child during the day, plans for vacation, if someone different is picking up your child that day, etc...

Please communicate any concerns or questions you may have about our program. It is best to establish a definite routine for arrival and departure times. This will make the day's transitions easier and give a feeling of security. Separation anxiety is often acute during the child's first days at school,

**ATTENDANCE**

- 1.) Children should arrive no sooner than 8:30AM. The staff arrives at 8:00 to prepare for the day and are not available to care for children before 8:30AM.
- 2.) Parents should be prompt when picking up children.
- 3.) Parents must sign in and sign out their child to maintain the safety of the children.
- 4.) Regular attendance is necessary for the progress of your child. However, if your child develops a cold or is not feeling well, we suggest that you keep him/her home until he/she is feeling better. If your child should develop a contagious disease and others at the school were exposed, please call and let us know so that we may notify the parents of the group that was exposed. We will take the children outside for a short time each day that the temperature is over 40 degrees. No children will be allowed to remain inside. Be sure that you keep your child at home if you do not wish for them to go outside to play.

**CLASS SIZES: STAFF TO CHILD RATIO**

- Infants: 6 months to 16 months=ratio: 1:4
- Toddlers: 16 months to 24 months=ratio: 1:6
- 2 – Year Olds: 24 months to 36 months=ratio: 1:8
- 3 – Year Olds: 36 months to 48 months=ratio: 1:8
- 4 – Year Olds: 48 months to 72 months=ratio: 1:10

Broadway United Methodist Church is a licensed program but is registered with the Department of Human Services and abides by DHS regulations. By licensing standards we are currently able to serve:

5	Infants	<b>we enroll only</b>	4	Infants
7	Toddlers	<b>we enroll only</b>	6	Toddlers
8	2 -year olds	<b>we enroll only</b>	8	2 yr olds
10	3 -year olds	<b>we enroll only</b>	8	3 yr olds
15	4 -year olds	<b>we enroll only</b>	10	4 yr olds

We are happy to say our ratios are lower than what a licensed program would in order to give your child more individual attention.

**"This facility is not required to be licensed by the State of Tennessee as a child-caring agency." Information derived from the House Health and Human Resources Committee of the Senate and House of the State of Tennessee.**

### **CHILD ABUSE MANDATORY REPORTING**

Each staff member is required by law to report any case of suspected child abuse and neglect.

### **CHILDREN'S PERSONAL NEEDS**

Children should wear casual play or work clothing to school. Children are vigorous explorers and are not very concerned with keeping clean. An athletic type shoe with soft rubber soles is recommended. This will help insure greater security walking on tile floor and climbing on climbers. In cold weather each child should bring a snowsuit, hat, mittens, scarf and boots at school. As long as it is + 40 F there is a good chance we will go outside.

Each child will be supplied with a nap cot. Parents should supply blankets and pillows. Blankets will be sent home periodically for washing. All outdoor clothing, boots, lunch boxes, backpacks; etc. should be marked with the child's name.

**Because our environment is rich with materials, we ask that toys be left at home.**

Children who are still in diapers need to bring diapers and wipes. Children who are not 100% potty trained need to have an extra change of clothing at school.

### **COMMUNICATION**

A newsletter is sent home monthly telling parents of plans **for** their child and other school related information. Daily info sheets are sent home with every child describing what went on at school that day and parents are always invited to speak with teachers or the Director at anytime! Our doors are always open!

Additionally, we provide information as well as access via the internet. There you will find The Parent's Handbook, Program Schedule, PDO Information, Staff Roster and updated monthly calendars. We strongly encourage your referral to the website on a regular basis, [www.broadwayumc.net](http://www.broadwayumc.net) You may also email us at [PDO@broadwayumc.net](mailto:PDO@broadwayumc.net)

### **CURRICULUM**

Creative Curriculum and Bible Bites, along with Lifelong Guidelines

### **PHILOSOPHY**

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work, to learn first hand about the words we live in.

### **GOALS & OBJECTIVES**

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think

their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. Our curriculum identifies goals in all areas of development:

**Social:** to help your child feel comfortable in school, trust their new environment, make friends and feel they are part of a group

**Emotional:** to help your child experience pride and self-confidence, develop independence and self-control, and have a positive attitude towards life.

**Cognitive:** to help your child to become a confident learner by letting them try out their own ideas and experience success, and by helping them to acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.

**Physical:** to help your child increase their large and small muscle skills and feel confident about what their body can do.

The activities we plan for all children, the way we organize the environment, select toys and materials, plan our daily schedule, and talk with the children, are all designed to accomplish the goals of our curriculum and give your child a successful start at school.

## **DISCIPLINE POLICY**

PDO staff strives to first anticipate inappropriate behavior and therefore avoid it. If staff was not able to anticipate a problem and a child is acting inappropriately they will first attempt to redirect that child to more appropriate behavior. In the event that redirection has not worked, the child will then be asked to sit in a designated area, away from the other children, to think about what they have done and how they could have done things differently. If a child is consistently showing inappropriate behavior, the parents will be asked to attend a conference with the child's teacher & PDO Director. Together they will come up with an action plan.

## **DISHONORED FUNDS FEE**

If for any reason your check, or method of payment is dishonored by your financial institution, we charge a service fee of \$20.00 to cover costs incurred.

## **DROP-OFFS ON UNSCHEDULED DAYS**

A child who is enrolled for only one day a week may only be dropped off on an unscheduled day if:

- 1.) The child is currently enrolled in the program.
- 2.) The parent calls first and makes sure there is room so that we are not over ratio.
- 3.) The child does not come more than 2 days in one week.

The fee for a drop-off day is the same as for a scheduled day to be paid on the day the child comes.

## **EMERGENCY NUMBERS**

Please make sure that you are reachable while your child is at PDO in case of an emergency. If your child was to become sick at school or have a true emergency, it is imperative that we are able to get in touch with you or someone on your child's emergency sheet. Please have an emergency plan ready and inform the individuals on your child's emergency sheet that they are on it and what the plan is.

Following a set pattern, even a script of reassurances, suggestions for what to do at school, and goodbye will make it easier on everyone. Be assured that your child is left in loving, caring hands that will offer comfort and assurance.

## **FIELD TRIPS**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide that same adequate responsible adult supervision for these

excursions as is provided children while in attendance at the Center. We require that written permission be obtained from each parent before taking a child on a field trip. Parents will therefore receive written notification of all field trips in advance. This notification will include the purpose and destination of the field trip and permission slip to be filled out and signed. We will also be asking for parent volunteers to accompany the children on some field trips and to provide transportation.

Field Trips are always optional. Although we feel they are an important part of the learning experience some parents may not be comfortable with the idea. In this case, your child is welcome to remain at school with the assigned staff person.

## FINANCIAL POLICY

Our tuition not only pays staff salaries, but also applies to the purchase and repair of materials, toys, books, art supplies, large play equipment, phones, cleansing supplies, professional training and materials, advertising, printing costs, and food for snacks and more. Parents contract for a set monthly fee. **If your child is absent, our expenses remain constant and your fee holds your child's space, and remains the same.** This monthly fee is due on the first day of the month that your child attends! **A \$15.00 late fee charged for any check not received by 2:30PM on the second Thursday, of each month.**

## FINANCIAL POLICY (SUMMER)

Should your child continue for the summer session, all regular policies remain in effect. **Tuition that is over 1 month late will result in termination of your child's enrollment.**

## FIRST AID (See Accidents)

## HOURS/DAYS OF OPERATION

### YEAR ROUND

MONDAY	8:30AM to 2:30PM
TUESDAY	8:30AM to 2:30PM
WEDNESDAY	8:30AM to 2:30PM
THURSDAY	8:30AM to 2:30PM
FRIDAY	CLOSED

**\*No one child may attend more than 2 days in one week**

## INSURANCE

For your protection and ours, excellent liability insurance is carried by Broadway United Methodist Church through Cate-Russell Insurance Co.

## LATE PICK UP

Our childcare services end at 2:30pm. Our staff is paid only until 2:30pm. If you are late, you keep the people who care for your children from their homes and families. **Our late policy is that after 2:35PM parents will be charged \$5.00 for every 5 minutes (to be rounded up) they are late, per child, to be paid to the teacher directly that day.** Fees that are not paid that day will be added to your monthly tuition statement. Please do your best to be on time. Thank you.

## MEDICATIONS

We **DO NOT** administer medication at Parent's Day Out. Please don't ask.

## PARENT VOLUNTEERS

Parents are welcome to visit at any time during our regular hours. Parent volunteers are used on field trips, in the classrooms and to help with parties.

## PROGRAM SCHEDULE (See ADDENDUM, Page 9)

## REGISTRATION:

- 1.) A registration fee (\$50) must be paid at the time of registration. A payment of one month's tuition is also required at that time.
- 2.) A Health Form must be provided prior to the start of school.

## REGISTRATION FEE

**A registration fee of \$50.00 per family will be due each August for the following year.** If you enrolled your child in June or July you will not be required to re-pay the registration fee. Everyone who enrolled before June is required to pay this fee. Registration fees go toward Parent Handbooks, an supplies & replace toys and equipment.

## REQUIREMENTS IN STAFFING

We pride ourselves in hiring mature, experienced and consistent personnel. We view ourselves as childcare professionals. We are committed as staff to the care, comfort, and education of your children. We feel the work life and spirit we share as adults will flow over and affect the happiness of your children. Therefore, our goal as a non-profit organization is to create an environment in which staff is happy, productive and that their stay with us will be long term.

## RESOURCES

In addition to expanding our own book library, PDO uses community resources. Parent resources are also used as guest speakers and for field trips.

## SCHOOL CLOSINGS DUE TO WEATHER

Should a warning of severe weather conditions be given, a staff person shall call all the parents and advise them to pick up their child as soon as possible. WGAP (1400 AM or 95.7 FM) radio will also advise of the Center's closing for extreme weather conditions. Our policy is: **If Maryville City Schools close, we close too!**

## SICKNESS

As a childcare center, we need to contain illness as much as possible. Although we deliver lots of TLC we are not staffed for continuous care of sick children. Please do not send your child if they have:

- 1.) A temperature of 100 or above
- 2.) A contagious disease such as chicken pox, impetigo, strep throat etc.
- 3.) Stomach flu within the past 24 hours
- 4.) Diarrhea within the past 24 hours

If your child becomes ill at school, we will notify you immediately and ask that you come and pick them up within the hour. **NOTICE:** We **DO NOT** administer medication.

## SNACKS/LUNCH

As a parent with children enrolled at PDO, you will be responsible for periodically supplying your child's classroom with a nutritious morning snack. A calendar will be sent home at the beginning of each month to inform you of when it is your turn.

Lunches are provided by you the parent. We suggest protein, bread, fruit and vegetables. We send the uneaten portion home so that you are aware of what and how much your child has eaten. It is very important that toddlers and preschool children have a nourishing breakfast.

## **STAFF TRAINING**

All staff members attend monthly staff meetings, attend conferences and workshops, and are CPR & First Aid Certified. All staff members have input into the planning and implementation of the program.

## **TAX ID NUMBER**

Our Tax ID Number will be provided to you as requested, for tax purposes. We do not publish the number in this handbook for obvious reasons

## **TUITION**

1<sup>st</sup> child: \$22.00 per day  
2<sup>nd</sup> child: \$17.00 per day  
3<sup>rd</sup> child: \$12.00 per day

## **WAITING LIST PROCEDURES**

Children on the waiting list are taken into classes according to their order on the waiting list. They are taken according to their age and the age where the Vacancy occurs. No payment of fees will be required while the child is on the waiting list, but they will be required at the time the child is taken into a class.

## **WITHDRAWAL**

- 1.) A two-week written notice is required before withdraw of a student from school. Tuition is due up to and including the 2 week notice.
- 2.) A parent may be asked to withdraw a child if, after given an adequate period of time to adjust to school, a child continues to be disruptive in the classroom at the expense of the other children.
- 3.) If a child's tuition is not paid on time and arrangements for payment have not been made with the Director, a child may be asked to withdraw.



## ADDENDUM

### Sample Program Schedule

This is provided to give you a general idea of what our program entails on a month to month basis. The Special Events are most likely the only item that changes frequently, however you will be made aware of the changes either via our monthly calendar, or by notices that we send home with your child.

#### August

**ITI Lifelong Guideline:** Introduction

**Theme:** Welcome Back to School & Getting to Know You

**Special Events:**

Field Trip: Tyson Park

#### September

**ITI Lifelong Guideline:** Trustworthiness

**Theme:** Wild Wild West

**Special Events:**

Fall Pictures

**Field Trip:** Horse Farm

#### October

**ITI Lifelong Guideline:** Truthfulness

**Theme:** Safety & Fall Changes

**Special Events:**

Visits from both the Maryville Fire and Police Departments

Halloween Parties

**Field Trip:** Pumpkin Patch

#### November

**ITI Lifelong Guideline:** Active Listening

**Theme:** Giving Thanks

**Special Events:**

Canned Food Drive

Chili Supper Fundraiser

Parent Appreciation Week

Lion's Eye Exams

**Field Trip:** TBA

#### December

**Theme:** Christmas Around the World

**Special Events:**

Christmas Pageant

Winter Festival

Christmas Shopping

#### January

**ITI Lifelong Guideline:** No Put Downs

**Theme:** Winter Wonderland

**Field Trip;** Knoxville Fine Arts & Crafts Center

#### February

**ITI Lifelong Guideline:** Personal Best

**Theme:** Good Health & Nutrition

**Special Events:**

Visiting Dentist

Valentine's Parties

Sweetheart Dance

**Field Trip:** KAMA

## **March**

**ITI LIFESKILLS:** Caring, Common Sense, Cooperation, Courage, Curiosity & Effort

**Theme:** Music recitation

**Special Events:**

Mardi Gras

School Pictures

**Field Trip:** Music Class at MIS

## **April**

**ITI LIFESKILLS:** Flexibility, Friendship, Initiative, Integrity, Organization & Patience

**Theme:** Easier & The Color Wheel

**Special Events:**

Easter Egg Hunt

Staff Appreciation Week

**Field Trip:** Picnic at Springbrook Park

## **May**

**ITI LIFESKILLS:** Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility & Sense of Humor

**Theme:** May Flowers

**Special Events:**

Mother's Day Tea

May Day

**Field Trip:** Knoxville Zoo

## **SUMMER SESSION**

### **Other Special Activities**

Music Classes, Gymnastics, Ballet, Hair Cuts by Licensed Cosmetologist Melanie Bowers Book Fairs, Fundraisers Water Days (**Summer**), Donuts with Dad (Father's Day), Cookouts, Ice-Cream Socials, Pizza Days, Pajama Days, and more...

### **Other Possible Field Trips**

Heritage Planetarium, Build A Bear in Knoxville, Great American Cookie Company, and more...

**\*\*All the above information is subject to change. Please read monthly newsletter, or refer to the PDO Calendar on our website, [www.broadwayumc.net/pdo\\_calendar.htm](http://www.broadwayumc.net/pdo_calendar.htm) for most accurate and up to date information on activities.**