

Welcome to our Parents' Day Out Program, sponsored by Platte Woods United Methodist Church. We are entering our 43<sup>rd</sup> year and are glad your child is participating in our program. This program serves infants through Kindergarten.

### Schedule

Parents' Day Out will open for the fall session on Monday, August 22<sup>nd</sup>. Normal hours are Monday – Friday 9:00 a.m. until 3:00 p.m. Days that the program is scheduled to be closed during the 2011-2012 school year are as follows:

September 5	January 16
October 17	February 3
October 27-28	February 20
November 23-25	March 12
December 21-January 3	March 19-23
	April 6

(Parents' Day Out operates on a reduced schedule during the summer.)

### Snow Days

Parents' Day Out closes when the Park Hill Schools close for snow or inclement weather. Check the local TV stations for these announcements or the Park Hill website ([www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us)).

### Nursery

The nursery accepts infants, 6 weeks to 12 months old. Reservations are required; call 741-3340 between 9 a.m. and 3 p.m. on the days that PDO is in session. If you must cancel a reservation, please call *before* 9:30 a.m. or you **may be charged a full day fee**. Nursery children need to bring pre-mixed bottles, food, disposable diapers, baby wipes and an extra change of clothing. There is a refrigerator and microwave in the nursery. Please label *all* infant items prior to arrival. *Note: Please feed infants breakfast before arrival at PDO.*

### Hours and Fees – Monday through Friday\*

9 a.m. – 3 p.m.	\$22.00
9 a.m. – 12 Noon	\$15.00
9 a.m. – 1 p.m.	\$17.00

Before or After Sunbeams Preschool \$17.00

\* **The school year Registration Fee is \$30.00 per child.** For your convenience, you may pay half of the fee (\$15) in the fall on the first day your child attends, and the other half (\$15) on the first day your child attends in January.

Payment is required upon arrival and check-in at the PDO check-in desk.

PDO accepts **exact cash** or checks made out to “PDO”. In order to speed up the check in process, please have checks ready and made out to “PDO”, or have **exact cash**.

### Late Fees

3:01 p.m. – 3:04 p.m.	\$1.00 per child
3:05 p.m. – 3:10 p.m.	\$2.00 per child

After 3:10 p.m., an additional \$1.00 per minute per child will be applied. Children remaining after 3 p.m. will be in the late room, Room 55.

Late fees are to be paid to the teacher on duty. As our teachers are not paid by Parents' Day Out after 3 p.m., we ask for your kind cooperation in cheerfully paying the teacher who has stayed late with your child.

### Coupons

Parents' Day Out allows prepayment of daily fees by purchasing coupons. Coupons may be purchased at anytime. Please remember that the coupons must be treated as cash, and Parents' Day Out is not responsible for lost coupons. Coupons are nonrefundable.

### Lunch

Lunch is eaten directly at Noon. Children must bring a **sack lunch** with a drink, or a cup if the child is to drink water. Please include spoons or forks if these will be needed. Parents' Day Out does *not* microwave children's lunches. According to state regulations, *all* lunches must be refrigerated, so we ask that you **use only paper sacks or zip-lock bags** due to space limitations in our refrigerator. Freezer packs are not necessary. Please **label** all lunches on the outside with the **child's first and last name**. *Note: Please send finger foods and other foods that children easily feed themselves. Teachers cannot spoon feed children older than nursery age.*

### Clothing

Children need comfortable clothes and **tennis shoes** for outdoor play. Infants, Toddlers, and Two's should wear clothing that can be easily removed when changing diapers. Toilet-trained children, or those in the process of being toilet-trained, should wear clothing that they can easily remove for toileting (i.e. no one piece outfits or belts). An elastic waist is best. **All children age 3 and younger should bring a change of clothing daily.**

### Health Forms

The State of Missouri requires a completed health form for each child who attends PDO. Please get this form completed before your child attends. As your child receives immunizations, please bring this information to PDO so that we can keep your child's health files current. The state does inspect children's health files annually. Children without a completed health form may be asked not to return to PDO until this form has been turned in.

### Movie Time

Three, four, and five year olds spend approximately 30 minutes at the end of the day watching movies. This provides a quiet time for them to rest and wind down. We welcome children sharing G-rated movies from home, such as Disney, Dora, Blues Clues, etc. (please, nothing scary or violent).

### **Illness**

Please *do not* bring your child to Parents' Day Out when ill. Children should be free from fever, vomiting, diarrhea, colds, and other contagious diseases. We will contact the parent if we believe a child is ill. **If contacted, we ask that you pick up your sick child immediately.** Please keep emergency numbers current so that we can reach someone promptly. **NOTE: PDO does not dispense any medication.**

### **Teacher/Child Ratio**

In order to have the proper teacher/child ratio in each room, we may occasionally be required to place a child in a different classroom, divide classrooms, or make some other arrangements. We do this for the health and safety of each child. Sometimes all of our classrooms are full to capacity and a "Full" sign will be posted. We ask that you always check in at the front desk before leaving your child. *To ensure a place for your child, we suggest that you arrive by 9 a.m.*

### **Playground**

All classes except the nursery will go outside to play when the weather is pleasant (above 40 degrees). Children should wear comfortable play clothing and tennis shoes (no sandals or crocs). For cooler weather, please send a jacket. Again, if your child is ill, do not bring him/her to PDO because they must join the other children participating in outdoor activities.

### **Toddlers and Twos Cot Fee**

Toddlers and 2-year olds take naps at 1 p.m. There is a one time \$5 cot fee for napping children. Parents should provide a crib sheet and a blanket which will be taken home at the end of the day. There will be a daily \$3 laundry fee if PDO has to furnish bedding.

### **Toys**

Please do not bring toys or other items from home as PDO cannot be responsible for these items. Books or movies which can be shared with the class are welcome.

### **Donations**

Parents' Day Out tries to keep its daily fee low. Therefore, we are most grateful for any donation that parents wish to make. Of particular need are pre-packaged cookies and kleenex. Other needed donations include: AA batteries, sandwich bags, spoons, small disposable cups, miscellaneous craft supplies, good used toys and books (no stuffed animals), and used clothing, sizes 4-7.

### **Birthday Treats**

Due to state regulations, all treats for birthdays or parties must be store or bakery bought—no home made.

### **Diapering**

Parents of children in diapers must provide disposable diapers *and* baby wipes for their child.

### **When You Pick Up Your Child**

A child cannot leave with any person(s) not specified by their legal guardian. Please let the teacher know if someone different will be picking up your child. Photo identification is required for anyone unfamiliar to your child's teacher. At 3pm any remaining children will be moved to the late room.

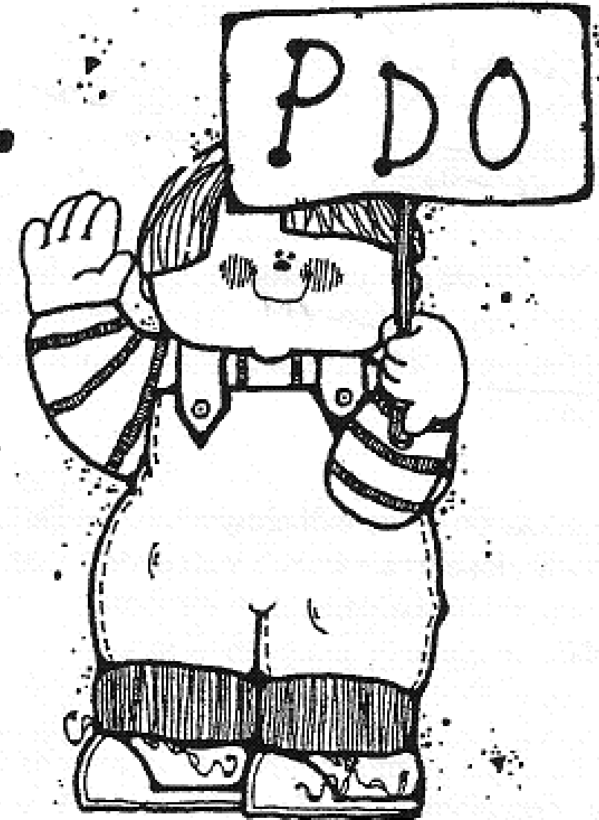
### **Gum**

Please do not allow your child to have gum while at PDO.

### **Special Needs Children**

Children with special needs will be admitted on a case-by-case basis after consultation with the director. We strive to provide a safe, nurturing, and developmentally appropriate environment for all the children in our care.

# *Parents' Day Out* **2011-2012**



**Lisa Melvin, Director**  
**Platte Woods United Methodist Church**  
**7310 NW Prairie View Road**  
**Platte Woods, Missouri 64151**  
**(816) 741-3340**  
**FAX (816) 741-8756**  
**lmelvin@plattewoodchurch.org**  
**TAX ID # 43-0810758**