



Acts 2 Church

# Children's Day Out

PARENT HANDBOOK  
2018-2019

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## **CDO MISSION STATEMENT**

***Children's Day Out is a ministry of Acts 2 UMC. We seek to provide a loving, Christian atmosphere, in which children grow to their fullest potential as children of God.***

## **CLASSES AND ENROLLMENT**

Your child must be the appropriate age by September 1, 2018 for each class\*\*\*

**Young 2's** • Ages 18 months – 2 years

2 days per week

Monday/Wednesday or optional 1 day M/W (limited availability)

**2's** • Age 2 year olds on or before September 1, 2018

2 days per week

Monday/Wednesday or Tuesday/Thursday

**3's** • 3 year olds on or before September 1, 2018

2 days per week

Monday/Wednesday or Tuesday/Thursday

**Older 3's** • 3 year olds on or before September 1, 2018, completely independent in the restroom, and has completed one prior year of similar program

2 days per week

Tuesday/Thursday

\*\*\* Classrooms will be divided based on age and needs of children enrolled in the program each year.

## **Tuition**

\$115 per month for 1 day a week

\$225 per month for 2 days a week

Family discount of \$25 per month when more than one child is enrolled.

## **FEEES**

**Non-refundable Annual Registration Fee** • \$75.00 per child is required upon registration for the CDO. This helps us buy wipes, toys, supplies, etc.

**Tuition** • Tuition will be paid via direct withdrawal on the first of each month. Tuition is not prorated for late enrollment, illness or for vacation. The monthly tuition remains the same no matter how many days/weeks your child attends in a particular month. Please see the Director to set up and/or change your direct withdrawal account. Your child will not be able to participate in the program until your direct withdrawal is set up. ***The last month's tuition (May 2019) is due at the time of registration.*** Direct withdrawal will occur on the remaining months of the year (September 1, 2018 through April 1, 2019).

**Non-refundable Annual Waitlist Fee** • \$25.00 is required to place each child on the waitlist for any classroom that is currently full. If your child on the waitlist is placed in a classroom during the current school year, this \$25.00 will be applied to your registration fee. However, if an opening does not become available for your child, the fee is then forfeited.

#### **Declined Payments**

Unless acceptable arrangements are made with the Director, a declined payment will result in a \$25.00 fee. This fee will be automatically withdrawn from your account when the repeat transaction is submitted (as stated on the auto-withdrawal paperwork). If not resolved, declined payment will then result in temporary dismissal from the program on the 15<sup>th</sup> day of the month and expulsion, if still unresolved, by the last day of the month. If expulsion occurs, all fees and/or tuition collected by the CDO will not be refunded.

#### **WITHDRAWING FROM CDO**

If you plan to withdraw your child from the program, you must give written notice at least two weeks prior to your child's last day. Upon notification of withdrawal, one half of the previous month's tuition will be reimbursed only if your child has participated in two weeks or less of that month. The last day to withdraw from the program is March 14, 2019.

#### **EXPULSION FROM CDO**

Expulsion from the CDO may occur only after a written warning is given to the parent of a child. Expulsion may occur for reasons such as, but not limited to, repeatedly failing to notify CDO director of late arrival/pick up, repeated excessively late pick up, repeated late tuition payment, parental behavior deemed inappropriate by director, failure to promptly update child's immunization records, or non-compliance with DHS requirements. If expulsion occurs, all fees and/or tuition collected by the CDO will not be refunded.

## ARRIVAL AND DEPARTURE

**ARRIVAL** • Children's Day Out is in session Monday - Thursday except as noted on the calendar. Drop off is between 9:30 - 9:45 am. The doors at the southeast corner of the building are unlocked only during this time period. It is very important you try and make it on time. When you are late on a regular basis your child misses out.

**DEPARTURE** • In the afternoon, you can pick up your child in their classroom at 2:30. You will be required to sign your child out each afternoon. The doors at the southeast corner of the building will unlock for pick up at 2:30pm.

**AUTHORIZED PICK-UP** • Your child will only be released to people listed on their registration form. If someone else is picking up your child, you must send a written note stating the person's name, relationship to the child, and a phone number where they can be reached. All people unknown to the staff will be required to show identification.

**LATE PICKUP** • Please pick up your child promptly at 2:30pm. Charges for late pick-ups will be \$1.00 per minute. If an emergency occurs, please call the Director and let us them know. This will enable us to care for your child and possibly negotiate the late fee. Repeated late pick up, with or without notification, may result in expulsion from the program.

### SNACK + LUNCH

Please bring a sack lunch, snack, and a drink each day. Bring your child's drink in a labeled sippy cup or water bottle. **Lunches should contain food that your child is able to manage alone.** Label sacks, lunch boxes, cups, lids, etc., with the child's name. We also request that your child's lunch does not contain anything that requires refrigeration or microwaving. Here are some suggestions for lunch:

cubed cheese	small sandwiches
diced fruit	raisins
crackers	chopped veggies
string cheese	fruit snack

### CLOTHING

Dress your child in appropriate clothing for play, crafts, and outdoor activities. If weather permits (temperatures greater than 35 degrees), children will play outside. Every child needs to bring a complete extra set of clothes to CDO in their backpack/bag each day.

## **PERSONAL BELONGINGS**

Please be sure to clearly label diaper bags, blankets, diapers, jackets, lunches, pacifiers, bottles, and all other personal belongings with your child's name.

## **POTTY TRAINING**

If your child is potty training, he/she must wear pull-ups until he/she is accident free for two weeks. If your child comes in underwear and has not been accident free, we will put a pull-up on him/her from our supply. We have scheduled potty breaks and we will take your child at other times as the child request. We will not force children to take a potty break.

## **DIAPERS**

Please be sure your child has enough diapers and wipes to get them through the entire day. If you use cloth diapers at home please bring disposables for your child while at CDO.

## **PHOTO RELEASE**

There will be times we take photographs of your child and the class for school projects, to share on private classroom apps, and for promoting our program within Acts 2 and our community. By signing the Parent Handbook Agreement page, you are agreeing to allow your child to be part of these photographs.

## **BIRTHDAYS**

Birthdays are celebrated in the classroom during snack time or at the end of the day. Please let the teacher know if you plan to provide a birthday snack for your child's special day. Your teacher will let you know about any allergies in the class.

## **HEALTH INFORMATION**

Children who are sick or contagious may not be brought to CDO. A parent will be asked to pick up a child if symptoms begin or are observed during the day. PLEASE be sure that your child has been symptom free for 24 hours (without the aid of medication such as Tylenol) before returning him/her to CDO.

Some symptoms could include: fever of 99 degrees or higher, vomiting, diarrhea, yellow/green discharge from eyes/nose with a fever and/or cough.

MEDICATIONS CANNOT BE ADMINISTERED BY OUR CDO STAFF (this includes diaper rash ointments and creams, sunblock, bug sprays, etc.).

Immunization Records are required at the beginning of the school year and it is the parent's responsibility to update these records any time a child has immunizations updated. Failure to update immunization records in a timely manner may result in expulsion from the program.

### **ALLERGIES**

If your child has a severe food allergy, we require a written plan of action from your pediatrician, along with a current Epi-pen (if needed).

### **DISCIPLINE**

We view discipline not as a form of punishment but as a lesson in self-control. It is what we do WITH and FOR the child, not what we do TO him or her. The form of discipline is consistent for all children. We will never raise our voices or physically discipline a child in our program. Our levels of discipline are as follows:

- Try to distract child with another activity
- Reminder of acceptable behavior
- Time out
- Ask Director for intervention
- Call to parents
- Temporary dismissal from CDO
- Expulsion from CDO

### **CDO CLOSINGS AND CLOSING FOR WEATHER**

The CDO will close on all days that Edmond Public Schools are closed. In the event of severe weather, CDO will close if Edmond Public Schools (EPS) are closed. An email will be sent out in the morning regarding any school changes.

### **MEETINGS WITH TEACHER OR DIRECTOR**

Our teachers and director are available to talk with you regarding any concerns you may have about your child or our program. We do ask, however, that you let us know in advance so a meeting can be scheduled.

### **CDO DATES TO REMEMBER**

August 30th, 2018-Information Day - M/W families 9:30-10:30 & T/Th 10:45-11:45  
September 5, 2018 (Wed) & September 6, 2018 (Thur) first full days of CDO  
September 17, 2018 – CDO Closed (EPS Professional Day)  
October 17-19, 2018 – EPS Fall Break - CDO Closed  
November 19-23, 2018 - Thanksgiving Break - CDO Closed  
December 24-January 7, 2019 - Winter Break - CDO Closed  
January 21, 2019 - Martin Luther King Day - CDO Closed  
February 18, 2019 - President's Day - CDO Closed  
March 18-22, 2019 - Spring Break - CDO Closed  
May 15 (Wed) & May 16 (Thurs), 2019 - Last Days of CDO

### **CDO TENTATIVE PARTY DATES**

#### **CDO Costume Day Party – Tuesday, October 30 or Wednesday, October 31**

Please send your child to school in their costume. CDO will provide a special snack and have a center-wide activity in the chapel. Children will then change back into their clothes and return to normal daily activities.

**CDO Christmas Party - Wednesday, December 19 or Thursday, December 20** Parent's please join us for Holiday treats, music, and fellowship in the Chapel from 2:00-2:30 pm. Please watch for sign-up sheets outside your child's classroom for items to bring to the party.

#### **CDO Valentine's Day Party – Monday, February 11 or Tuesday, February 12**

Please have your child bring Valentine's for each of their friends in class (please only write who valentines are FROM). CDO will provide Valentine's bags to decorate and a special snack. Throughout the day the children will take turns "delivering" their Valentine's to their friends' Valentine's bags.

#### **CDO Doughnuts with Dudes – Wednesday, April 3 or Thursday, April 4**

Dads and other special dudes can join their child for Doughnuts, juice, and fellowship in the chapel from 2:00 – 2:30pm.

#### **CDO Muffins with My Lady – Monday, April 29 or Tuesday, April 30**

Moms and other special ladies are welcome to join their child for Muffins, juice and fellowship in the chapel from 2:00-2:30pm.

**CDO End of the year Celebration – Friday, May 17th @ 10:00-11:30 am**

Parents and children are welcome to join all of the teachers and staff at CDO for popsicles, bubbles, sidewalk chalk, and playground play to celebrate a wonderful year at the CDO.