



CRESTWOOD CHRISTIAN PARENT'S DAY OUT PARENT HANDBOOK

Mission Statement: *Our mission is to provide children a safe, fun, Christian learning environment through enriching, play-based, educational activities that are appropriate for each developmental stage.*

Curriculum: Crestwood Christian's Parent's Day Out (PDO) program will provide exposure to multiple subjects through play-based, hands-on learning activities (both centers based and whole-group) that provide enrichment and stimulation at each learning stage. These activities will include (but are not limited to):

- Science and Nature Exploration (extended time outdoors for enhanced learning opportunities)
- Learning Centers (designated areas that provide exciting and interesting experiences)
- Sensory Exploration (touch, smell, taste, sight, hearing, movement/balance)
- Fine Motor Activities (construction, zippers, buttons, opening and closing sandwich bags, pre-writing and writing skills)
- Gross Motor Activities (climbing, playground, dancing, throwing, catching, kicking)
- Numbers and Counting
- Alphabet and Letter Recognition
- Shape Recognition
- Color Recognition
- Music and Movement Enrichment with a certified instructor
- Baby Sign Language for our one year old class
- Dance for twos, threes, and Pre-K classes through Tippi Toes of the Bluegrass
- Art (process vs product, imagine, build, design, create)
- Circle Time (songs, stories, movement, weather, calendar)
- Learning Without Tears Program (a multi-sensory approach to letter recognition, handwriting, etc.) for our Pre-K classes (3 and 4 year olds)

*All to include embedding of Christian Principles through modeling, stories and role play.

Schedule:

Crestwood Christian PDO runs Wednesday September 4, 2019 through Friday May 22, 2020. PDO will operate on Wednesdays and Fridays; 9:00 AM to 1:00 PM, following the Fayette County Public Schools Calendar for breaks.

School Closings: When FCPS are closed for holidays such as Fall Break, Thanksgiving, Christmas and Spring Break, PDO will also be closed. You will not be charged for these days.

We follow the same weather and illness closings and delays as Fayette County Public Schools. Tuition for one such day a month will be considered a donation to the program. If two or more days are missed, you will be credited the following month for those days.

ONE hour delay and TWO hour delay for FCPS: PDO will start at 10:00 AM

Early dismissal: PDO teachers will notify you directly

Please watch for announcements on television stations or www.fcps.net

Classrooms: Crestwood Christian PDO will be equipped for four classrooms, each designed for children close in age and ability. Your child must be one by August 5 to enter the one year old classroom.

Enrollment: Crestwood Christian PDO enrolls on a first come first serve basis, with the exception of siblings and church members, who hold preference in placement. To enroll your child, please submit a completed registration form with your materials fee to Crestwood Christian Church PDO, ATTN: Peggy King or go to <https://docs.google.com/forms/d/1Bts2kAdzbT5H9mmIII93FVc4WqvqEpEkh0ebPa71xWI/edit?s=5a7871e9>

Fees: Tuition is \$50 per week for the two day program. A \$75 non-refundable annual materials fee is required to reserve your child's spot in our program. Tuition is paid monthly and is due by the first Wednesday of every month. Tuition is due whether or not your child attends. A late fee of \$15 will be assessed for payments not received by the second Wednesday of each month. Please contact Peggy King at pdo@crestwoodchristian.org if special circumstances exist which will interfere with tuition payment. Parents will be held responsible for payment of bank charges for any returned check for insufficient funds. If more than one check is returned for insufficient funds during the year, all remaining tuition payments must be paid in cash. You will be responsible for payment unless your child withdraws from the program following the withdrawal procedures.

Withdrawals: A 30 day written notice to the director is required to withdraw from the program. If notice is not given you will be required to pay the next month's fees.

Personal Belongings: We ask each child to bring a tote bag or backpack to transport papers and projects. A lunch box and no-spill cup or water bottle is required. These must be labeled with your child's name. Please **label everything** with first name and last initial. Parents are required to send their child with an extra change of clothes as well as diapers/underwear.

r

f

l

i

p

f

l

Daily Reports: The one and two year old classroom teachers will send home a daily report with each child. These reports will be brief, sharing such information as what the child enjoyed, how the child ate, notes about behavior, bathroom information and specific needs. Teachers in all classrooms will have an open line of communication with parents daily. In addition, each classroom will have their own closed Facebook Group where parents may go to view photos and comments regarding activities for each day.

Behavior: Positive reinforcement will be used to encourage good behavior and to also redirect a child from an unfavorable behavior to a more appropriate actions. If this does not work, a child may be asked to spend some time in a “calm down area.” Continual behavior issues will be discussed with the director and the parents. If necessary, a conference can be arranged to create and develop strategies to help with improving behavior patterns.

Biting: Crestwood Christian PDO recognizes that it is developmentally appropriate for toddlers to explore with their mouths, which sometimes leads to biting. If a biting incident occurs, an accident report will be filed. If a biting incident occurs multiple times with the same child, teachers, parents and the director will work together to brainstorm solutions to deter the child from choosing this behavior.

Accident Reports: If a child is injured in the classroom or during outside play, a staff member will administer first aid and the director will be notified immediately. Severe wounds, cuts, and strains/sprains will be reported to the parents immediately. All other injuries will be discussed with parents at Pick Up. All accidents (minor or major) will be recorded on an Accident Report and kept on file with the director for one year.

Arrival & Departure: The PDO day begins at 9:00 AM. Parents are responsible for bringing their child into the building through the doors at the South Entrance. Please check your child in at the Welcome Desk upon arrival. We ask that parents then wait with their children in the welcome area until the double doors to the children’s wing are opened at 8:55 AM. The PDO day ends at 1:00 PM. Parents are responsible for picking their child up from their assigned classroom. We ask that you arrive on time to pick up your child. Your children will be excited to see you! If an emergency occurs, please call the church and request to speak with the director. Teachers will have gathered the child’s belongings and placed them in his/her bin or cubbie outside of their classroom. Please be advised: sometimes art projects may still be wet! A \$5.00 charge will be added for each 15 minutes a parent is late for pickup. We have this policy to help cover teacher expenses.

Security: For security purposes, please present the guardian sticker you received at check-in to your child’s teacher when picking up your child. The South Wing Doors will be locked at 9:20 am and will remain locked until 12:45 pm. Please notify the director or teacher if you are planning an early pick up or if someone on your release list will be picking up instead. Photo ID is required for ANYONE other than a parent who

is picking up a child. Children will ONLY be released to parents or those listed on the child's pickup list (please discuss any unique circumstances with the director or teacher).

Snacks & Lunch: Please send a nutritious lunch with your child in a sack or lunch box. If you do not send a drink, water will be provided. Please do not send foods that need to be microwaved.

*Please note: Some classrooms may be NUT FREE! We appreciate your understanding of this severe allergy and concern for the safety of our students.

- No glass containers
- **All** cups, water bottles, lunch boxes, containers, and backpacks **must be labeled** with your child's first name and last initial. If not labeled, teachers may write your child's name with a Sharpie permanent marker
- Teachers will notify parents at any point during the year any allergy restrictions that may change for the classroom (it is critical to be aware of these for classroom snacks).

Snack Sign-Up: Please volunteer to provide nutritious snack monthly. A monthly sign-up will be organized for each classroom. Parents will select the day in which they wish to provide a snack. (Ideas for snack- goldfish, crackers, fruit, cheese, multigrain bars, veggie straws, etc.)

Birthdays: If your child's birthday is during the year, you may bring in a special treat to celebrate their day! Please let the teacher know when you plan to celebrate your child's birthday. In the case of summer birthdays, your child may celebrate their special day toward the end of the year. If you would like to send invitations for a private celebration, please bring enough for all of the children in the class. If you are hosting a birthday party and are not able to invite the entire class, please invite by mail or phone.

Illnesses: Our goal is to ensure that all the children are safe and healthy while at Crestwood Christian PDO. We need the help of all parents with this endeavor. If your child is sick, he/she will be more comfortable and will recover more quickly when resting at home. If your child misses a scheduled PDO day due to an illness or for any another reason, their tuition fee for the day is still required to reserve their placement and cover teacher expenses.

Children will NOT be allowed to attend PDO if they have the following symptoms:

- Diarrhea (3 or more abnormally loose stools within 24 hours)
- Severe coughing
- Difficulty or rapid breathing
- Nasal discharge that is thick, productive, and discolored (yellow or green)
- Yellowing skin or eyes
- Redness, discharge, burning or itching of the eye or matted eyelashes
- Fever (must be fever free for 24 hours without Tylenol or Ibuprofen.)
- Untreated infected skin, spots or rashes
- Sore throat or difficulty swallowing
- Vomiting (must not have vomited for at least 24 hours)

- Cold sores around the mouth
- Impetigo
- Any acute infectious diseases (head lice, HFMD, TB, Staff, Hepatitis, Meningitis)
- Active Chicken Pox

Children must be symptom free for 24 hours before returning to PDO

Should any of the above symptoms occur while at PDO, the teacher or director will call the parents as soon as possible to come pick up their child. With the exception of an epi-pen, inhaler, or AED, NO MEDICATION, PRESCRIPTION OR OVER THE COUNTER, (INCLUDING SUN SCREEN, DIAPER CREAMS & OINTMENTS) WILL BE ADMINISTERED BY OUR STAFF.

- If your child is diagnosed with a communicable disease after your child has attended PDO, let the director know as soon as possible so precautions can be made to prevent the spread of illness. A child's name will never be released in such an instance.
- If your child is being treated with antibiotics, they should be on the medication for at least 24 hours prior to returning to PDO.
- If your child has a clear runny nose or other symptoms due to allergies, please let PDO know.
- Never place medications in your child's lunchbox or backpack. Please notify your child's teacher and the director of any special medical circumstances concerning your child.

Dress: We recommend that your child come dressed to play! Play will include: floor activities, outside activities, arts and crafts, etc. With these mentioned activities comes the possibility of soiled clothing. Dressy shoes and sandals can be a safety concern in gym and outdoor play areas. **Please be sure your child wears sturdy shoes that don't slip off easily.** Dress your child for the weather. We play outside as the weather permits, even in light rain or snow, so please include hats, coats/jackets, and gloves as needed. Teachers will use their best judgement when determining outdoor activities, but our goal is to go outside for fresh air every day (even briefly)!

Photographs: We will take photos during the year of the children as they participate in the PDO program. We like to highlight our activities and events for our parents, church and program advertising. These photographs may also be used by the teachers for craft activities or posted in your child's closed classroom Facebook group. We might also use your child's image on our website. If you **do not** want your child photographed, please tell the director. We respect your decision regarding this topic.

Toilet Training:

Crestwood Christian PDO asks that all children enrolled in the three and four year old classes be completely toilet trained. This means that the child has both full bladder and full bowel movement control, is able to clearly communicate to the teacher that he/she needs to use the bathroom, is able to wipe themselves independently and are not using diapers or pull-ups during

the day. The teachers in the three and four year old classrooms will happily assist children with washing their hands and fastening clothes when they need help.

*Please let us know of any special circumstance in which your child will need additional assistance.

Non-Discrimination Statement: The Crestwood Christian PDO program does not discriminate in any way in our acceptance of children.

Additional Remarks:

Crestwood Christian PDO is a smoke free facility.

Crestwood Christian PDO reserves the right to suspend the program with a 30 day written notice to parents.

Peggy King, Children's Coordinator
peggy@crestwoodchristian.org
859-266-0459 office
859-806-3623 cell

Please acknowledge that you have read this handbook for the Crestwood Christian Parent's Day Out program by signing and returning this page to the teacher or director.

I, (please print parent name) _____

(Parent of (please print child's name) _____), have read and understand the policies and procedures of the Crestwood Christian Parent's Day Out Handbook as outlined in this packet.

I give my permission for my child's image to be used as mentioned above (names will not be used).

I prefer that my child's image be used only on the closed FaceBook Page.

Please do not photograph my child.

Please Sign _____ Date _____