

## P.D.O. HOURS

Tuesdays, Wednesdays, Thursdays

8:30 am—12:30 pm



## TUITION & FEES

\$4.00 an hour per child

OR

**One day a week—**

\$45 a month per child

**Two days a week—**

\$90 a month per child

**Three days a week—**

\$135 a month per child

**\$15 Family Discount per month  
for each additional child**

## DROP-IN SERVICE

\$4.00 an hour per child

Upon Availability

Specific paperwork will need to be completed onsite with payment before departure.



## PARENT'S NIGHT OUT

1st Friday of every month

(September-May)

Ages 2-12

5:30—9:30 pm

Cost= \$5 per child for the night

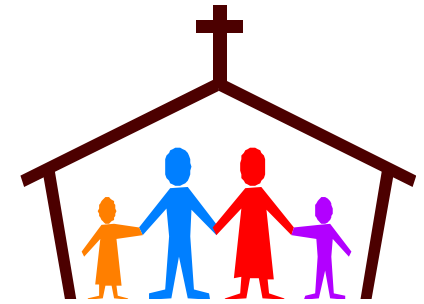
Dinner is served at 6:00 pm

Reservations are required by the  
Wednesday prior P.N.O.

Call the church office to  
reserve your child's spot!



Tiffany Johnston  
Trinity Children's Ministry Director,  
PDO & PNO Director  
Church Office: 936-2519  
Cell Phone: 780-8201



## PARENT'S DAY OUT

SHARING, CARING,  
LOVING, LEARNING...



United Methodist Church

425 S. Michigan St.

Plymouth, IN

574-936-2519

TrinityumCplymouth.com

## Philosophy

Trinity United Methodist Parent's Day Out is committed to providing a safe, loving Christian environment for children to learn together, share, and have fun. PDO offers families an opportunity to have quality child care one, two, or three mornings a week while parents take the much needed time to meet personal or family needs. It is our hope by providing this time, parents will find that they are more refreshed and encouraged in their parenting role.



## Curriculum

Through daily prayer before meals, religious children's books, and monthly bible stories, children experience the joy of God's love for them. Teachers encourage and model Christian love and moral values while helping the children build a positive self-image. The curriculum is based on monthly themes. Children will enjoy age-appropriate activities that include; crafts, music, puppetry, games, gross motor play, and stories.



## 2's—5's

**8:30—9:15**

Arrival, Free Play, Table Activity

**9:15—9:50**

Clean-Up & Circle Time

**9:50—10:20**

Bathroom & Snack Time

**10:20-11:15**

Free Play & Crafts

Playground Time, weather permitting

**11:15-11:30**

Group Activity

**11:30-12:00**

Educational Video/Story Time

**12:00-12:30**

Lunch & Dismissal



## 3mo.—24mo.

**8:30-9:30**

Arrival & Free Play

**9:30-11:30**

Diapers, Story Time, Quiet Play  
(a.m. naps)

Snack/Bottles

**11:30-12:00**

Music & Movement / Educational Video

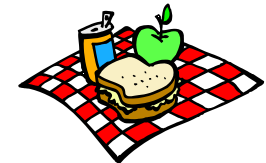
Diapers

**12:00-12:30**

Lunch/Bottles & Dismissal

## Director & Staff

\*Mrs. Tiffany has her Bachelor's degree in Early Childhood Education & Intervention. She has been a Preschool teacher for 8 years, is a mother of two, and a member of Trinity UMC.  
\*All staff is required to have experience working with children. We are committed Christians who have your child's development as our first priority. All staff must undergo a criminal background check and a "Child Safety Protection Course."  
All staff are CPR/First Aid/Universal Precautions Certified yearly.



## Items Provided:

A.M. Snack (water/juice with goldfish, graham crackers, cereal, etc.)

## We ask that you provide:

Diapers/Pull-Ups/Wipes/Ointment  
Sippy Cup/Bottles/Formula  
Crib sheet and blanket for infants/toddlers  
Back-pack/Diaper bag with:  
Extra change of clothes  
Sack lunch and drink for your child

# WELCOME!

On behalf of the Parent's Day Out Board of Trinity United Methodist Church, we welcome you to our program! It is our hope to meet your family's needs for spiritual, emotional, social, and academic growth.

Our staff is committed to providing a safe, loving Christian environment for children to learn together, share, and to just have fun. PDO offers families an opportunity to have quality child care one or two mornings a week while parents take the much needed time to meet personal or family needs. It is our hope by providing this time; parents will find that they are more refreshed and encouraged in their parenting role.

## CURRICULUM

Through daily prayer before meals, religious children's books and weekly bible stories, children experience the joy of God's love for them. Teachers encourage and model Christian love and moral values while helping the children build a positive self-image.

The curriculum is based on weekly themes with the thought process that children learn best with hands-on experience. Children will enjoy age-appropriate activities and free play that include; crafts, music, games, puppetry, gross motor play, and stories. Please keep in mind that while we will try to offer your child challenging learning experiences through play, we are not a preschool program.



## DIRECTOR

Tiffany Johnston  
Church Office: 936-2519  
Home: 574-780-8201

## GENERAL INFORMATION

**HOURS** 8:30 am until 12:30 pm  
You may choose the hours of your child's attendance. Pick-up is promptly at 12:30 after lunch. If your child will not be bringing a lunch, we request he/she be picked up by 12:00. There will be a ten minute "grace" period from 12:30-12:40. A fee of \$1.00 per minute will be charged for each minute after 12:40 for each child.

**DAYS** Tuesdays, Wednesdays, & Thursdays

**REGISTRATION & SUPPLY FEE** \$30 per child  
All fees are non-refundable and must accompany enrollment contract.

**MONTHLY TUITION**

<b>3 DAYS PER WEEK</b>	
1 child	\$135 month
<b>2 DAYS PER WEEK</b>	
1 child	\$90 month
<b>1 DAY PER WEEK</b>	
1 child	\$45 month

(\$15 monthly discount for siblings)



**OR HOURLY COST** \$4.00 an hour per child, \$15 for a morning  
We do have an emergency drop-in service upon availability. A completed drop-in form and payment to be given to the Director before departure.

**PAYMENT**  
Tuition is due on the first of each month. Please make checks payable to Trinity UMC, memo: PDO. Cash must be in an enveloped marked with your child's name. Receipts are available upon request. There is NO prorating for absence, illness or holidays. There is a \$30 service charge for returned checks.

## STAFF

All of our staff is required to have experience in working with children. We are committed Christians who have your child's development as our first priority. All staff must undergo a criminal background check and a "Child Protection Safety" training. At least one staff member who is trained in CPR and First Aid is on the premises at all times.



## PERSONAL HYGIENE

We will make every effort to observe good health practices in the PDO program, and educate your child regarding health and safety (i.e. washing your hands after the restroom, prior to eating, etc.)

As a Christian Ministry for children, we carefully screen all employees. However, we feel it is necessary that we must make the following statements.

Parents of children who require assistance with toileting should be aware that:

- During the diapering procedure, care givers are expected to thoroughly cleanse the diaper area. This includes cleansing the genitals from front to back.
- During restroom breaks, teachers are expected to be aware of those children who require assistance. Assistance, if needed, will include wiping the genital area with toilet paper from front to back.
- After toileting, teachers will be assisting the children as needed. This may include the pulling up of underwear, zipping, buttoning, and snapping.

We have extreme faith and trust in our care givers, and are confident no problems will arise.



### **ILLNESS:**

Each child should be in good health upon arrival each day. Even common colds spread quickly among small children, and though most of the time they are not serious enough to warrant your child staying home, it is our duty to see that every child is protected from unnecessary exposure to illness. If your child has a cold accompanied by sneezing, coughing, and discolored (yellow/green) mucus, you should keep your child home. If your child becomes severely ill, begins to run a fever during the day, or if in the sole judgment of the teacher, your child is too ill to remain at PDO, you will be notified and asked to pick up your child. Children with a fever of 100 degrees or higher, diarrhea, vomiting, unexplained rash, or any communicable disease will not be allowed to attend the session. If the child takes on these symptoms the night before he/she is to come, please make other arrangements for the next day. Your child needs to be **free from all symptoms 24 hours prior to his/her PDO session**. Tylenol cannot be used to control a fever. If your child has minor complaints and does not feel well enough to enjoy daily activities, he/she should remain home. A sick child needs their own parent and their own bed. Please also consider the other children if your child has a contagious condition.

When you have received a phone call from us, we ask that you pick up your child promptly, within the hour if possible. In accordance with Indiana Department of Welfare, children with a fever or communicable disease will be isolated from other children until they are taken home.

### **MEDICINE:**

Any medications that are to be given by a PDO staff must be clearly labeled in the appropriate containers. A medical permission form describing dosage, method of administration and times to be given must be completed and signed by the parent.

### **HEALTH:**

#### **Physical and Immunizations:**

Each child is required to have a physical examination report on file within 30 days of the first day of attendance, signed by physician or certified health care provider.

An immunization record must be completed by the parent within 30 days of the first day of attendance. This will need to be updated annually! We will remind you when the time comes.



### **ACCIDENTS:**

Boo-boo reports will be sent home for any minor accidents, such as a scrape or bruise. If your child receives an injury beyond a minor scrape, you will be contacted as soon as possible. You will be given a written accident report within 24 hours.

In the event of a medical emergency or an accident that may require emergency care, we will try to contact the parent first, then the person(s) authorized by the parent to be contacted in an emergency. If we cannot contact those persons, we will contact the child's doctor. If it is not possible to reach any of these, or if the emergency is serious enough to require immediate care, the child will be taken to the St. Joseph Hospital of Plymouth.

Parents are responsible for any medical care expenses.

We try to document any accidents/incidents but there are those that are not seen due to the incident being small or the child not informing the teacher that something happened while playing with a group of friends. We are glad to investigate any accident that may occur.



### **NUTRITION:**

For diet restrictions and diet changes, PDO must have a written physician's statement. All food is stored, prepared and served to children in a sanitary manner. Children always sit down to eat meals, but they are not forced to eat. Morning snack and drink is provided. If your child is an infant and is still drinking formula, you are responsible for providing it. Clean bottles also need to be brought in each day. Please prepare formula in bottles or in a liquid Rubbermaid container.

### **LUNCHES:**

Lunch is eaten at approximately 12:00 pm. Children need to bring a sack lunch with a drink. Please label everything in your child's lunch box, as items can easily be misplaced or given to another child during clean up. If needed, please include a cold pack to keep lunches cold and/or a thermos to keep lunch items warm.

Keep it simple; foods your child can eat easily, cut into bite-size pieces is desirable.

**Please no fast food lunches or red drink products.**

We ask that children do not come to PDO chewing gum, eating candy or other food.



### **BIRTHDAYS/SPECIAL OCCASIONS:**

Birthday celebrations are always welcomed at Parent's Day Out. **Due to the mess, please no large cupcakes; mini cupcakes, cookies, ice-cream cups, muffins, etc. are acceptable.**

### **NEWSLETTERS**

Each month a newsletter will be sent home with your child. It will include items of interest, weekly topics/activities, upcoming church events, and reminders of closings/holidays.

### **PDO CLOSINGS**

**We do follow the Plymouth Community Public Schools when it pertains to bad weather. If you see that the Plymouth Schools have a 2 hour delay or are closed, PDO will not be open that day.**



### **HOLIDAYS**

The following holidays will always be closed for PDO and are paid holidays; exact days will be given in advance in our newsletters: New Year's Eve and Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day and the week following. We may also be closed Spring Break week.

### **CHILD CUSTODY AND PARENTAL RIGHTS**

PDO will require a court document to be on file which indicates child custody in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences and school mailings. The non-custodial parent may have access to any student records, and general information regarding the program, which is available to any person interested in our program. If there is a court order indicating the non-custodial parent should not have access to the child or his records, this needs to be on file in order for PDO to be in compliance. Any parents who are unable to settle their differences between themselves and continue to harass the PDO staff may be asked to remove their child from the program. This also applies to disputes about tuition payments.

## TEACHER/PARENT COMMUNICATION:

We will keep open communication with parents and/or guardians on a daily basis. Your child will come home with a daily sheet telling you information about his/her day. Monthly newsletters, occasional notes and the children's work will be placed in their book bags/diaper bags. Please feel free to inquire about your child's day, or ask any questions you might have pertaining to your child's care. However, if the parent or teacher feels there is a need or has a concern, a conference can be arranged.

## PARENT PARTICIPATION:

- ❖ Let us know if there are any changes in your family that merit our special attention or understanding, such as a new baby, a divorce, the death of pet or family member, a serious illness in the family, an upcoming trip, etc. We hope to help your child cope with major events. All information will be kept confidential.
- ❖ Report any change of address, home phone or cell phone numbers.
- ❖ Please pay attention to the special dates on the monthly calendar.
- ❖ Reinforce our teachings in your home.

## OPEN DOOR POLICY:

You are always welcome to visit the classroom any time, with or without advance notice. One thing we ask is that if your child is having a real difficult time separating from you that you hold off your visits until your child is comfortable with being at PDO and having occasional visitors.



## BEHAVIOR MANAGEMENT

Please see the discipline policy located in your welcome packet. This will need to be read, signed and returned to be in your child's file at PDO.

## ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATIONS

Attending PDO is an exciting experience for a young child. Whatever the personality of the child, there will be a moment when the child suddenly realizes that you are not staying also. The apprehension that accompanies this realization is a normal reaction. We offer some suggestions to help ease the tension:

- **The Journey**— Encourage your child to walk with you to his/her room.
- **Don't Linger**— Reassure your child that you will be back. Give a big hug, or "I love you and I'll be back." Then EXIT. At this point, it does no good to stay until they settle down. They will not calm down as long as you remain. The child interprets your reluctance to leave as meaning that you are not sure about this place and perhaps do not trust these people.
- **Tears Will Pass**—Realize that there may be tears at first, but they pass quickly. If your child remains upset, we will call you.
- **Checking Back**—Parents are discouraged from coming back to PDO or peeking through the door to check on the child because when the child sees the parents, the child thinks it is time to leave and is immediately ready to go. We are happy for you to call and check on your child at any time during the morning.
- **Going Home**—Please pick up your child on time. It is scary for a child when all the other children are leaving, and they are not. Teachers are available for questions, but we ask that you exit the room as quickly as possible so the room doesn't become congested.



## EMERGENCY PROCEDURES:

Evacuation plans will be practiced monthly:

### In case of a fire:

Children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out to assure that all children are accounted for and all families notified. Children will assemble and gather near the church parsonage or in the Trinity parking lot.

### In the event of a tornado warning:

Children will stay on the lower level of the church and gather in the two bathrooms. Blankets, a portable radio, nonperishable snacks, and flashlight with extra batteries are kept in our care at all times. The attendance form and emergency contact information will be brought along.

## BITING

Most children will bite at least one time before the age of six. Parents and teachers of young children should learn to take this behavior in stride. Yet, it is extremely important the children understand that biting will not be tolerated. Biting generally occurs with infants, toddlers, and 2's. They mainly bite because of teething and social control. Of all the behavioral problems which may be encountered, biting can evoke the strongest feelings by all concerned. Personality, self-image and defense mechanisms are all drawn into the emotional response of the children involved. Although biting cannot be ignored, staff and parents must remain calm and continually impress upon the child that biting is not tolerated.

By understanding the reasons why children bite at different developmental stages, it is easier to understand why biting is a common occurrence.

- \*Infants bite because their gums hurt, and by biting down on something hard, they can obtain some relief.
- \*Toddlers and two's bite for social advancement. They cannot distinguish between what is loving and what may hurt others. Since they cannot express their anger or frustration with words, they use their mouth in other ways to get their point across
- \*3's, 4's and 5 year olds bite due to deeper problems. At this age, it is appropriate to begin searching for possible causes for this behavior. Biting may be an expression of the child's feelings or anxiety regarding some other problem.

Children that bite are separated from the group for a short period of time, redirected and spoken to in a firm manner. It is best to get down at the child's level, hold him firmly and talk calmly about the incident. Often we say, "No biting. Biting hurts. Ouch!"

Parents of both children will be notified confidentially of the incident. It may become necessary to withdraw a child if the biting cannot be controlled or if the child continuously bites hard enough to break the skin.

Caregivers will stay close to the biter to hopefully avoid future incidents. Please keep in mind that we do our very best to avoid these unpleasant situations. It is a proven fact that almost 100% of children who bite when they are young will eventually grow out of it. It is extremely important for parents and staff to always keep this in mind and to try and work together to get through this phase together.



## DAILY ARRIVAL AND DEPARTURE:

It is the policy of PDO that each child be brought into the classroom by a responsible adult who must stay with the child until that child has been received by the teacher. **No child, regardless of age, may be dropped off at the outside door.** Your child will be released only to those whom you authorized on the registration form. Written notification is required if someone other than an authorized person is picking up your child.

## ABSENCES:

Please notify us when your child will be absent, regardless of the reason. It helps us stay less worried.



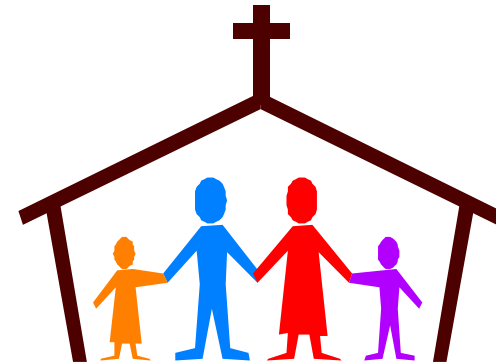
## CLOTHING AND PERSONAL BELONGINGS:

At PDO we do a lot of messy things, so we ask that you dress your child in play clothes, which means clothing that can come home with paint, marker, or mud spots (which may or may not wash out). Accidents do happen. Should an accident occur, soiled clothing will be returned home in its soiled condition. State regulations prohibit the washing and rinsing out of any soiled garments.

**Please refer to the "Items to Bring" list in the folder.**

**\*Please label all clothing with your child's name or initials.**

# Parent's Day Out Handbook



Trinity United  
Methodist Church

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