

Handbook for PMO

2018-2019

August 14, 2018 – First Day of PMO

November 20-23, 2018 – Thanksgiving Holidays

December 20, 2018 - January 8, 2019 – Winter Break

April 2-5 2019 – Spring Break

May 24, 2019 – Last Day of PMO

Mission

Parents' Morning Out strives to build a faith foundation and social skills in a loving environment where children experience God's love through learning Bible stories and the Christian example of their caregivers.

Goals- Provide a welcoming and safe environment for your child that encompasses Godly play, Bible story telling, and for the older age groups learning through crafts, music and manipulatives.

Hours - 9:15 am until 12:45 pm

Drop off and Pick up -

PMO begins at 9:15 and teachers will open doors and receive children promptly at 9:10 a.m. Please understand PMO staff leaders are not able to receive children earlier as they need uninterrupted time to prepare for the children. Please escort your child and enter under the covered entrance. A greeter will be on duty during school hours. You must wear your PMO Parent Identification badge whenever you enter the building during school hours. Notify your child's teacher in writing or on the sign-in sheet if someone else will be picking up your child and be sure that they have an ID badge or a photo identification with them when they come to pick up your child.

Sign in Sheets –

It is imperative that you sign in your child each day with a phone number where you can be reached that day. Teachers will use rosters for roll call in the event of an emergency and/or evacuation of the building.

Late pick up fee -

Dismissal time is 12:45. After 12:50, children will be taken to the director's office and a \$10.00 fee will be charged. The fee will increase to \$5.00 for every ten minutes thereafter.

Discipline –

Our discipline procedures are standard throughout the PMO program. If a child continually misbehaves, our first step of discipline is to talk to the child on his/her level about her behavior. If the child continues to misbehave, we have a time-out chair for the child to sit in for one minute per age of the child.

Another method of dealing with the misbehavior is redirection. If these methods have had no effect on the child's behavior, the parents will be consulted and a behavior management plan will be jointly determined.

Separation anxiety –

We will work on soothing your child into a comfort level with the leaders of their classroom as they begin to explore the world and venture out a bit. Please let us know soothing techniques to help with separation anxiety that seem to benefit your child.

We will contact you if your child is inconsolable, and please let us know if you would like to leave your child for shorter extended periods of time to help get your child accustomed to the PMO program.

Dismissal from program -

The PMO program reserves the right to dismissing any child from the program if, after entering:

1. The child's needs cannot be met
2. The child is inhibiting the other children from benefiting in the PMO program
3. The fees for the child's enrollment are in arrears.

Early Dismissal -

If a child is to be picked up early, please inform the teacher ahead of time. Arrive at the classroom door at the appointed time, but **wait in the hall** outside the classroom for the child's teacher to bring you your child. This minimizes disruption for the other children and keeps the appropriate ratio of child to adult in the room.

Child Abuse -

Staff is required to attend Abuse Prevention and Intervention Procedures (APIP) training. By law, we are required to report any suspected child abuse to include physical injury, neglect, exploitation, or sexual abuse to the Department of Family and Children's Services in accordance with the Official Code of Georgia, Section 19-7-5.

Registration -

Early registration is offered to PMO parents past and present/RUMCK parents past and present as well as RUMC church members on a date to be determined and posted on our webpage. Following that, registration will be open to the public.

Withdrawal from PMO- In order to insure quality care for all children in the PMO program it is a necessity to request a 30 day's written notice if your child is no longer able to participate or you need to take a break from the Parents' Morning Out program. If 30 day's notice is not provided, you will be expected to pay for the month we were expecting your child. We are a self-funded program and we project our budget based on expected income, which means that a 30 day's written notice of withdrawal is truly needed.

Tuition –

Once enrollment is complete and a registration fee paid your child's spot will be assured for the rest of the school year (August – May). Sick days that are prepaid may be made up if there is an opening that day.

Infant class- (3-11 months old) 8 child maximum/2 teachers

Drop-off- M-F (\$35 per day)

(2) 2 day class- \$ 230

(1) 1 day classes- \$ 115

Toddler class-(12-18 months old) 8 child maximum/2 teachers

Drop-off M-F (\$30.00 per day)

(2) 2 day classes- \$180.00

(1) 1 day class – \$90.00

Toddler class (19-36 months) available **only** for current RUMCK students or wait-listed students requesting additional days of care

(2) 2 day classes- \$180.00

(1) 1 day class – \$90.00

Parents are charged a nonrefundable registration fee of \$100 for each child.

The first tuition payment is due upon enrollment along with the registration fee.

Tuition is due at the first of each month. The PMO program is entirely self-sufficient so prompt payment is essential. A late fee will be charged for any tuition that is received after noon (12 p.m.) on the **tenth** of the month. There is an increase in the amount of the late fee based on the number of late payments.

First late payment - \$10

Second late payment - \$20

Third late payment - \$30

Tuition remains the same each month regardless of holiday breaks or number of weeks in the month. No deductions are made for absences. There will be a \$30 charge for returned checks.

Activity Fee –

There is an activity fee of \$35 per child which covers crafts and class activities. This is due the first month of school upon registration.

Attire –

- Your child should wear clothing and shoes suitable for active movement, messy projects, and easy clean up. Closed toe shoes are recommended for preschoolers.
- Outerwear should be labeled with your child's name.

What to bring with you –

Babies –

Using a permanent marker, please label each item with your child's name

Diapers – at least two (2) diapers per day should be sent, Bottles

Sipper cups

Pacifiers

Extra change of clothes labeled

Lunch

Toddlers –

Using a permanent marker, please label each item with your child's name

Sipper cup with juice

Milk

Water should be sent each day

Extra change of clothes labeled

Lunch

Please be sure that no nut related items are brought to PMO!

Snack –

We will serve snack during the time that your child is in PMO. The typical snack will be goldfish, and occasionally we will have special snack that will be peanut free. If your child has an allergy, please make sure to wear the allergy stickers and make sure the director and teachers are aware of the allergy. In this case, you may choose to bring a snack for your child.

Lunch –

Please bring a nutritious lunch for your child that he/she can feed himself/herself. If you choose to bring other nut butters, please let the teacher know what type of butter you are using. Finger foods including fruit, cheese, meats, vegetables and breads or crackers, should be cut into pea sized pieces. Grapes should be cut into halves or quarters. Children under the age of 4 should not be given nuts, seeds, gummy candies, popcorn.

Allergies –

Parents must advise the school in writing of their child's allergy or medical condition with a physician's statement detailing instructions for administering medication and

possible side effects. Medications will be kept in the office with written consent and explicit instructions. For children at extremely high risk, medication will be kept in the classroom. If a child is having a severe reaction to a medical condition, treatment will be administered and the parents notified. The staff does not administer medication unless there is a life-threatening situation.

Emergency procedures -

Our first priority is to attend to the children and apply any first aid treatment necessary.

If the injury is serious, we will:

- Call 911

- Call the parent

- If an ambulance is necessary, transportation to Scottish Rite Children's Hospital will be requested.

- If the parent has not reached the school at the time of transport, a staff member will accompany the child with the child's emergency authorization form.

For accidental poisoning we will call poison control for specific instructions.

The teacher will complete an accident report to send home with the child. A copy will be left with the director.

Safety -

Security badges identifying PMO parents should be visible upon entering the building. If you are not wearing a badge during school hours the greeter on duty will ask you your purpose for entering the building. You will also be required to show a picture id and sign in with the greeter.

Release – children are released only to adults authorized on the child's registration form. A written note is required if a child will be going home with an adult not on the authorized list. Photo identification will be requested.

Health/Illness policy -

Each child must have on file a state approved immunization form and a personal health certificate documenting a health exam within six months of the first day of school.

Children from 18 months and up must have immunization form #3231. These forms are available through the county health department or your pediatrician's office.

A child should not be sent to PMO if sick or if symptoms of oncoming illness are apparent. This includes fever of 99 degrees or more, sore throat, earache, green discharge from nose or continual nasal drainage, bronchial or deep chest cough, undiagnosed rash, red eyes or discharge from the eyes, diarrhea, or vomiting within 24 hours prior to school. At drop off you will be asked to take the child home if any of these symptoms are present. If your child becomes sick at school or shows symptoms of illness, you will be notified and asked to take your child home.

If there is any question concerning a child's health and participation in the program, it will be brought to the director's attention. The director will make the final determination as to whether the child should remain at PMO.

Information on any child with a health risk, such as allergies or asthma, will be posted in the classroom.

Biting, scratching, or any behavior inflicting injury will not be tolerated.

Minor Injuries –

For minor injuries, such as scrapes and bumps, we will:

Take the child to the director's office for first aid

Rinse the injured area

Notify the parents if further immediate care is necessary.

If unable to reach parent, we will notify emergency contacts.

Complete an accident report and send it home with the child. A copy will be left with the director.

No credit is given for absences and we are unable to switch days. If you would like to come on a day other than the days you have registered for, you will be asked to pay the regular drop off fee. We are monthly tuition based, not daily fee based. Classroom leader's salaries and operational expenses continue whether your child is present or absent.

Hygiene -

Hand washing is the single most important to prevent spread of infection. Children are encouraged to wash their hands frequently for general hygiene purposes. Hand washing procedures are posted in the bathrooms and by classroom sinks.

Counter tops and table surfaces are disinfected daily. Toys are sanitized on a regular basis.

If your child has vomited or had an accident in his/her clothing, the soiled clothes will be placed in a plastic bag and sent home. Soiled clothes will not be rinsed as this increases the risk of infection.

Potty Training -

Please notify the classroom leaders when your child is ready to start potty training.

Teachers will gladly assist your child during this time.

Children in the process of potty training should wear pull-ups to school and clothes that facilitate easy changing. This allows for teachers to quickly attend to your child's needs.

A change in clothes to be kept on hand at the church will be requested for children in case of accidents

School Closings and Evacuation - Inclement Weather

If the weather becomes threatening for any reason, you are encouraged to pick up your child early rather than wait for the regular dismissal time. Listen to television or

radio station WSB 750 AM for the latest developments. We will close if Fulton County cancels school due to inclement weather.

Evacuation Procedure

A plan has been developed and evacuation routes are posted in each classroom near the doorway. Emergency procedures are in place for severe weather situations. In the event of a crisis situation, the office intercom system will be used.

Fire Safety

In the event of a fire, the fire alarm rings signaling teachers to evacuate the children from the building using the nearest designated exit. Once outside the building, attendance is taken to confirm all children are present. The director and assistant director assist in evacuating the 18-24 month and 24-30 month classes.

Tornado Safety

In the event of a tornado, the alert warning is signaled from the office. Teachers direct children to the nearest hallway. Children are requested to face the wall, kneel down, and cover their heads with their hands. Attendance is taken to confirm all children are present. The director and assistant director assist in evacuating .

Lockdown

In the event of an intruder or threatening situation, a “code” announcement is made on the intercom. The teachers are trained to provide a calm reassuring atmosphere in the classroom. The children are kept in a group under close supervision until further announcements are made.

Loss of Electrical Power or Water

If loss of electrical power or water occurs during school hours, the school day will continue and be kept as normal as possible. Should the electrical or water supply be interrupted for more than one day, school will be closed until the utility has been re-stored.

I acknowledge that I have received the RUMC Parents' Morning Out handbook and will be responsible for familiarizing myself with the policies within.

Parent's signature

Date
