

# Handbook for 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, play, and the Christian example of their caregivers.

## Goals

Our goal is to provide a welcoming and safe environment for your child that encompasses play, story time, and learning to make friends and respect the rights of others. Older toddlers will learn 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.

## State Regulations

PMO is not licensed as a childcare learning center and is not required to be licensed. Therefore, the program is not required to comply with the Bright from the Start: Georgia Department of Early Care and Learning rules for childcare learning centers. **We do make every effort to comply with all state rules even though we are not required to do so.** Bright from the Start does not regulate or routinely inspect this program and would only

monitor the program to determine or verify compliance with exemption criteria and requirements. The facility must meet all local requirements, such as complying with building, zoning and fire requirements. You may contact Bright from the Start at (404)657-5562 with questions regarding the Exemption status of Parents' Morning Out.

### **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 and **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. Registration for PMO is ongoing, if space is available.

### **Withdrawal from PMO**

**In order to ensure 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 on another day within the same week.

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

Drop-off- M-F (\$45 per day)

(2) 2 day class- \$ 260

(1) 1 day class- \$ 130

Toddler class-(12-36 months old) 8 child maximum/2 teachers

Drop-off M-F (\$40.00 per day)

(2) 2 day class- \$210.00

(1) 1 day class – \$105.00

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 \$50 per child over the age of 12 months 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

Milk (if needed)

Diapers or pull-ups

Extra change of clothes labeled

Lunch

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

## **Snack**

We may 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 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.

## **Emergency procedures**

Our 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.

## **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.

## **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.

## **Medication**

As mentioned in the section of the handbook regarding allergies, teachers only administer medication in an emergency. If your child needs to take medication during the school day, you must sign an authorization allowing us to administer the medication or come in and give your child that medication. Under no circumstance should a child have medicine at school without the teacher being notified. Do not hide medication in any food or drink that is sent into school. If medication is sent to school with authorization, it must be brought by the parent to the Director.

## **No credit is given for absences**

If you would like to make-up a sick day, you may switch days if a space is available on the day you request.

## **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.

## **Hygiene**

Hand washing is the single most important way 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 teachers 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 must wear pull-ups to school and clothes that facilitate easy changing. This allows for teachers to quickly attend to your child's needs. They must continue in pull-ups until they can stay dry for the entire morning and go to the potty at least once during the day at the teacher's urging or by self-initiating for two weeks. A change of clothes should always be included in your child's bag 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. Delayed openings will not affect PMO.

## **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, 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 will assist the classroom teachers in safely evacuating the children.

## **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, 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.



## Parent Acknowledgment

I, \_\_\_\_\_, acknowledge that I have received the RUMC Parents' Morning Out handbook and will be responsible for familiarizing myself with the policies within. I also acknowledge that I have been informed that this is not a licensed childcare facility and that it is not required to be licensed by the Georgia Department of Early Care and Learning and is exempt from state licensure requirements.

Parent's signature

Date

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