

L.U.M.C. PARENTS' DAY OUT
1390 BRENTWOOD ST. LAKEWOOD, CO 80214
PHONE: 303-205-0534 parentsdayoutcolorado.com

POLICY STATEMENT

Background: The Parents' Day Out Program is a church sponsored child care program supported by the Lakewood United Methodist Church. We donate a fee for the use of the rooms and share space with the church programs. We are a non-profit child care program that is financed solely through tuition and donations. Tuition covers teacher salaries, classroom supplies, permanent equipment, pledge to the church, snacks and insurance. We operate under the rules and regulations for child care centers set by the Colorado Department of Early Childhood. We have been in operation since September 1982.

Philosophy: For the child: We provide a warm and loving atmosphere where children can be nourished in their personal growth. We are a play based program designed to increase levels of social competence and to problem solve in a caring way. For the parent: We provide a safe, established, nurturing environment for your child while you can have time for yourself.

Administration: All of our staff has experience and or training in early childhood education. Each staff person meets the requirements as outlined by the Office of Early Childhood

Finance: Monthly Tuition

1 day per week:	\$180.00
2 days per week:	\$360.00
3 days per week:	\$540.00
4 days per week:	\$720.00
5 days per week:	\$900.00

A late fee of \$5.00 per day will be added on balances not paid by the 15th. There is a non-refundable \$150.00 registration fee per child for the September-May session and a non-refundable \$30.00 registration fee for the summer session. Please let me know in advance if you know that you are going to miss your scheduled day. Also please call the school office or email me if your child will not be coming due to illness. If PDO is canceled because of weather, you will be notified by your child's teacher by 8:00 a.m. If Jefferson County Public Schools close due to weather, we will also close. If you are withdrawing your child from the program a 2 week notice is required.

Classes: 8:45 a.m.12:45 p.m.

102a infant: staff/child ratio1 to 5 age 8 weeks to 15 months
102b toddlers: staff/child ratio 1 to 5 age 12 months (walking)
to age 18 months.

104 older toddler: staff/child ratio 1 to 5 age 18 months-2 1/2 years
103 preschool: staff/child ratio 1 to 10 age 2 1/2 to 5 years.

Daily schedule: Activities each day include: snack (we provide),

playground, circle time, arts & crafts, large motor, lunch (you provide), and rest time as appropriate for those under 2 years. Daily schedules are posted in each of our classrooms.

Forms: All forms must be returned to the director on or before the first day of class and as needed throughout the year. All children must comply with the Colorado immunization law and must have a current health appraisal. Children are enrolled into this program who are not fully immunized due to health, religious or medical exemptions

Health: A current health appraisal form and immunization record is required for your child upon enrolling in PDO. Forms need to be updated yearly for children ages 2 ½ to 5 years, every 6 months for children and 1 ½ to 2 ½ and every 3 months for children under 1 ½ years. Please read forms carefully and make sure all forms are completely filled out, signed and dated by both the doctor and parents.

Notify the PDO office at 303-205-0534 as soon as possible if your child will be absent.

***** see attached sheet on illness policy, when to keep your child at home.

If your child becomes ill while at PDO, you will be notified and arrangements should be made to pick up your child.

Medications: It is recommended that medications be given at home. If medications are to be given while your child is at PDO, there are certain forms that must be completed by you and your primary care medical provider (see the Director for these forms) Medications need to be in the original container and not expired. Prescription medications need to have a current pharmacy label attached with your child's name on it. Medications will be stored according to the prescriber, Certain staff may administer medications if they have had state approved training and delegation with our RN. This is compliance with the Delegatory

Clause of the Nurse Practice Act (Section 1238132 C.R.S.). Additional policies may be in place based on collaboration with the nurse consultant. If your child has any special allergies, emergency medication or special medical needs, please speak to the Director. Staff have been trained and will administer medications in compliance with the delegatory clause of the nurse practice act.

Arrival /Dismissal: We are open from 8:45 am-12:45 pm. Please be sure to sign your child in & out everyday in the book located outside your child's classroom. Please alert your child's teacher and the director if someone other than yourself is picking up your child. We will not let your child leave with someone unless we have been notified. Unauthorized persons attempting to pick up a child will be asked to leave. Police will be notified if necessary. PDO closes at 12:45 pm, there is a late charge of \$10.00 for every 15 minutes that you are late in picking up your child. In the event that you do not make it by 12:45 we will call the emergency contact person on the registration form. Please make sure that you keep us current with all contact numbers.

Discipline: Safe and careful limits are set in each classroom, on the playground, and in the gym. Children feel secure knowing what they can and cannot do. Re direction is used whenever possible with teachers remaining alert to the total situation. If discipline is needed, "time out" is used. Children are never set in a corner, verbally or physically punished. The goal is not to make the child feel bad about him/herself, but to learn control and raise self esteem.

Behavioral problems: If a child has a behavioral problem that takes away from the quality of care of the other children, a conference will be scheduled with the parents, teacher and the director. The director will then have the authority to give a 2 week notice of termination to the parent if no solution is reached. A child with special needs will be accepted to our program on a trial basis to determine if this program

meets the individual needs of the child.

Illness or injury at school: If a child receives a minor injury (like a scrape that needs a bandaid or kiss) the school staff will administer the allowed first aid. PDO follows the state regulations for administering first aid. For more serious accidents, the teacher in charge will fill out an incident report. One copy for the parents and one copy to the director for the child's file. The teacher and / or director will decide whether the parents should be called or if the written notifications will suffice. In the case of severe injury or illness, 911 will be called and the parents will be notified. Parents will always be informed of a head injury.

Emergency procedures:

Fire alarm: when the fire alarm sounds, each classroom exits according to the evacuation plan posted in each room. One adult in each room closes windows, turns off lights and closes the door after exiting. Children are accounted for upon leaving the room and again once outside the building.

Tornado: Each class will be escorted to the hallway south of the main kitchen downstairs or inside the hallway by the PDO kitchen if time is short.

In case of excessively hot & inclement weather, the director will determine if the children should be allowed outside. Water will be available on hot days if needed. If a child becomes lost while at PDO, all children will be secured, director notified and all church staff will look for the child. If the child is not found within 5-10 minutes, police will be called. If a child is lost outside, police will be called immediately.

Other: Under the Child Protection Act of 1987 in the Colorado Code, all child care workers are required to report suspected child abuse or neglect to the Colorado Department of Social Services.

We do not attempt to potty train anyone under the age of 18 months. When you are ready to potty train, please discuss this with your child's teacher and they will work with you. Parents need to provide their own diapers.

We do not hold yearly conferences, our policy is to have daily communication with parents.

We discourage children from bringing toys from home. We do not accept responsibility if they are lost or broken.

We do not take field trips or watch videos during PDO. If the occasion should arise, written permission from the parent will be required.

Visitors to the Parents' Day Out program must sign in.

Parents need to apply sunscreen to their children before coming to PDO. If the need arises a generic sunscreen will be available. Teachers take periodic head counts during the time your child is at PDO.. Head counts are taken each time the class leaves their room and again once they have reached their destination.

Closing procedure at the end of the day includes the staff checking in with the director and informing her that all children have been picked up. The director then does a physical inspection of all rooms.

***** We are a nut and egg free program.** If you send something like sunbutter, please mark it.

