

PARENTS' DAY OUT

PROGRAM GUIDE



**Saint Paul Lutheran Church
2018-2019**

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This booklet provides important information regarding the Parents' Day Out program for kids age 3 - grade 5 on selected days off from school.

**Saint Paul Lutheran Church, 100 S. School Street
Mt. Prospect, Illinois**

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SECTION A

Parents' Day Out (PDO) Program Dates:

Monday, October 8	Columbus Day
Christmas Break PDO	Dates to be determined/information available in Nov.
Monday, January 21	Martin Luther King Jr. B-Day
Monday, February 18	President's Day
Spring Break March 25-29	Dates to be determined/ information available in Feb.

**For your convenience-Registration forms may be found on the Saint Paul website: www.saint-paul.org.
LOL for more information to come in February about summer programming!

2018 IMPORTANT DATES

Summer Fun Days May 28 - June 13
Vacation Bible School June 17-21
Summer Explore June/July (TBD)

SECTION B PURPOSE & DEFINITIONS

Saint Paul Lutheran Church views children as precious gifts from God and with parents, acknowledge its responsibility for their care and nurture. Therefore, Saint Paul carries out its mission and ministry by establishing and maintaining a program to provide a safe, secure and caring atmosphere for children of the school, church and community.

PARENTS' DAY OUT (PDO) Program: is a program designed to provide quality care and educational experiences during the hours of 8:30am-12:30pm AND/OR 8:30am-3:30pm for children ages 3yrs. thru 5th Grade on designated **holidays and student non-attendance days**. **THIS IS A PRE REGISTER/PRE PAY PROGRAM.** You will have until the deadline date to make any changes. Fees paid to use this program are **NON-REFUNDABLE** after deadline date to register.

SECTION C REGISTRATION & BILLING INFORMATION

ALL children **MUST** be pre-registered for use of Parents' Day Out (PDO) program. A General Registration form is available in this booklet and **MUST** be completed at the start of the school year, valid until July 31, 2019. Additional forms are available on the church's web site at www.saint-paul.org. Forms and checks can be dropped off at either the church or school office. Make checks payable to: Saint Paul Lutheran and on the memo line write "PDO".

PDO Program BILLING : This program is a Pre-Register/Pre-Pay program. Registration forms are available at the church or school and are online at www.saint-paul.org. A **MINIMUM** of 6 children are needed in order to run the PDO program. You will be notified the next business day if this care day is canceled. PLEASE NOTE: EACH REGISTRATION HAS A SPECIFIED DEADLINE DATE TO REGISTER. Changes in registrations can be made until the deadline date; however, all fees for this program are **non-refundable** after the given deadline date - even in cases of illness. Forms turned in after the deadline date will not be accepted. We will post registration deadline reminders in the Blitz, TTW and on the church website.

You will have the option to sign up for :

8:30am-12:30pm (lunch and drink **not** provided)

Or 8:30am-3:30pm (lunch/drink and afternoon snack/drink **not** provided)

*Extend your PDO day: 8:00am-8:30am for \$4.00 extra per child and/or
3:30pm-5:00pm for \$4.00 per half hour/ per child

CLOSING TIME: Closing time for Parents' Day Out is promptly at 5:00pm. A five (5) minute grace period will be allowed; thereafter, a fee of \$1.00/minute per child will be instituted beginning at 5:00pm, formulated on the PDO room clock. Please be prepared to pay this late pick up fee to the caregiver on duty. **ALSO- please call the PDO staff at 847-951-4670 if you will be late.** It is important that children are picked up with regard for this closing time. Families who repeatedly accrue late charges may be denied the use of PDO; a warning letter from PDO program Coordinator will precede any termination of services.

Change of child's schedule: A parent must inform PDO staff at least one day prior to any change that will occur in the child's schedule. **All notifications of changes to a child's schedule should be done by callings 847 951-4670.** PLEASE NOTE: No refunds will be given after deadline date even in the case of illness.



SECTION D ARRIVAL & DEPARTURE

The PDO program will be held in the Children's Ministry Room in the lower level of Saint Paul Lutheran Church. Please use the Busse Street side entrance to church (facing Saint Paul Lutheran School) for drop off and pick up of children for the PDO program. There is an intercom/buzzing system in place at this entrance. For the safety of the children attending the Parents' Day Out Program, this will be the **ONLY** entrance to church accessible for the children to be dropped off or picked up.

When dropping children off a parent (or other assigned ADULT) **MUST** walk the child into the PDO room and register (sign in) the child with the caregiver on duty. In the same manner, a parent (or other assigned ADULT) **MUST** come into the room to sign out and pick up the child.

SECTION E POLICIES & PROCEDURES

LUNCH AND SNACKS: Breakfast, lunch and snacks will **NOT** be provided, but students are encouraged to bring nutritious foods and drinks. **No pop is allowed.** Parents will need to provide a nutritious lunch and afternoon snack/drink for their child on Parents' Day Out days. The PDO staff is not responsible for heating food for children. Hot food should be placed in a thermos container.

****PLEASE INFORM PDO STAFF OF ANY ALLERGIES YOUR CHILD MIGHT HAVE (FOOD OR OTHERWISE). THIS IS NOT A PEANUT FREE ENVIRONMENT.** We **WILL** make accommodations for children with specific food allergies.

SECTION F HEALTH REQUIREMENTS

A **General Registration/Permission** form **MUST** be on file for EACH child attending the PDO program. This will serve as emergency contact information. If your child is ill and will not attend the PDO program, a parent **MUST** call the PDO phone to inform staff prior to the child's normal PDO start time at **847-951-4670**. It is the parents' responsibility to report any changes in information during the 2018-2019 PDO program.

ILLNESS in regard to Outside Play/ Gym use: If a child has a health condition, which excludes participation on physical activity, please send a note to the PDO staff.

COMMUNICABLE DISEASES: The PDO program should be notified immediately of a communicable disease. Parents must comply with the following procedures, which are in accordance with the rules and regulations of the Illinois Department of health. All children are to be excluded from the Parents' Day Out program for a communicable disease or a condition that is readily transmitted to others.

The following restrictions apply:

Chicken Pox: exclusion for at least 6 days after onset of skin eruption.

Mumps: exclusion for nine days after onset of swelling and until all swelling is gone.

Strep Infection: exclusion until the child has been on antibiotic therapy and free of fever for 24 hours.

Skin rashes, eruptions and conjunctivitis: exclusion until condition clears or a written statement from the physician that contagion does not exist.

Mononucleosis, meningitis and hepatitis: exclusion until written release from physician.

Head Lice: exclusion until 24 hours after effective treatment has been administered and no nits are present. Proof of treatment is required.

- **If a child has an acute upper respiratory infection, sore throat, earache, upset stomach or an elevated fever of 100 or more, the child should be at home.**
- **It is recommended that a child remain home with supervision for 24 hours following an episode of fever or vomiting to ensure full recovery.**
- **The PDO staff does not dispense any medication. Please make arrangements for medication to be dispensed at home.**

SECTION G POLICIES AND DISCIPLINE

The Parents' Day Out program is designed to offer a safe Christian environment for children to enjoy hands-on enrichment activities.

- No running or unnecessary noise is permitted in the hallways or areas surrounding the Parents' Day Out room.
- Normal "inside voices" will be used in the PDO room at all times.
- Each child is expected to clean up after themselves before another activity is pursued or being dismissed for the day.
- Permission **MUST** be given to leave the room for any reason.
- Eating is permitted **only** during scheduled (lunch & snack) times. The PDO staff is not responsible for heating food for children. Hot food should be placed in a thermos container.
- PDO staff will **NOT** provide snacks for the children daily- please make sure to pack an extra snack and drink if your child will attend PDO in the afternoon.
- NO gum chewing is allowed.
- All exterior clothing & property should be properly labeled and identifiable.
- Toys from home are **NOT** permitted unless previously approved by PDO staff. PDO program/personnel are not to be held responsible for said items.
- Saint Paul School playground and gym and Owen Park are used for activities when available.
PDO Staff will go over rules and use of playground and gym each date of PDO. Playground and gym equipment are to be used only in the manner for which it was intended.
- Children attending the PDO program must adhere to general program rules. If behavioral situations occur while a child is attending the PDO program, PDO staff will contact the child's parent to pick up child immediately. Use of future PDO program dates for any child/family that is dismissed will be at the discretion of the PDO program coordinator.