

PARENT'S DAY OUT SCHOOL

PARENT HANDBOOK

FIRST METHODIST CHURCH - IRVING

211 W. THIRD ST. IRVING, TX. 75060

TUESDAYS AND THURSDAYS 9:00-2:20

972-259-2051

Email: PARENTSDAYOUT@IRVINGFIRST.ORG

Website: www.IrvingFirst.org

FOLLOW US

FACEBOOK: Parents Day Out FMC Irving

Welcome to Parents Day Out. We are a ministry of First Methodist Church Irving where your children play, learn, and grow in a Christ centered environment. Your child will be cared for by experienced, loving teachers who value your child as a gift from God.

We look forward to getting to know you and your child and are excited for you to be part of our school family. We consider it a great privilege to join in the care and education of your precious child. If you have any questions or concerns, please do not hesitate to speak with the office at any time.

At Parents Day Out your child will benefit from:

*A learning environment which provides an opportunity to play, create, explore and discover.

*Low student/teacher ratio and individual attention.

*Age appropriate, faith-based early childhood education curriculum, which develops your child's social, emotional, physical, and academic skills to prepare them for kindergarten and beyond.

*Indoor and outdoor play areas.

*Special activities such as music class, creative movement, science, arts and crafts, playground/gym time and chapel

*Loving, experienced teachers who are trained in CPR/First Aid and who receive ongoing instruction in early childhood education.

At Parents Day Out you will benefit from:

*Communication from your child's teachers (in person, notes home etc)

*Monthly calendars and weekly emails from Director

*Open door policy in the office for you to discuss any questions or concerns you may have regarding your child's development, etc.

Ages:

Parents Day Out School: 6 weeks- 3-4 years

Parents Day Out Pre Kindergarten: 4-5 years

The Zone Homeschool Helpers: Kindergarten and up

(Geared towards helping children with their homeschool or virtual learning curriculum)

Parents of students enrolled in The Zone would need to supply homeschool workbooks, worksheets, laptops with log in times/schedules. We will provide support and tutoring for them but will not provide the actual curriculum. They will have play time, arts and crafts, reading time, science, and music, as well as their specific study time.

HOURS OF OPERATION

Tuesday and Thursday 9:00am to 2:20pm

Doors will open at 9:00 and classes will begin promptly at 9:15. **Please have them in class on time so as not to interrupt a class in progress.**

Pick up is at 2:20 and after 2:30 a late fee of \$5.00 will apply.

We follow the Irving ISD calendar for Thanksgiving, Christmas and Spring Break. In addition, we may close for inclement weather if the director deems it necessary due to safety concerns or the Irving ISD cancels schools. We will post closings on our social media as well as news stations and radio.

Our program is year-round with our summer program being June-August.

Registration fees

School year: (September- August) \$135

\$100 if enrolling in January

Summer only: (June-August) \$75 per child

This is a **non-refundable fee** that guarantees your child a place in our program. This fee **MAY NOT** be paid online and is accepted in cash or check only.

Tuition

\$210.00 per month 1st child

\$195 per month (discounted rate) per child for siblings

Tuition payments may be made in the office with cash or check or at irvingfirst.org through the Parent's Day Out link at the bottom of the church's home page. Tuition is due on the 1st and late on the 10th of the month. A \$15 late fee will be assessed in the office.

Notice of Leave

Parent's Day Out requires a written notice if you plan to leave the program before the end of a session. If required notice is not received, you will be required to pay the full last month tuition.

Sign In/Out/pick-up.

A sign in sheet is located at the door of each classroom. Children must be signed in and out each day. Your child's registration form should be kept up to date with a list of people authorized to pick up your child.

Please verbally inform your child's teacher or the office if someone other than the normal pick-up person will be picking up that day. We will check registration forms for authorization and will verify a driver's license for anyone new picking up.

Safety- Top Priority

To protect your child, PDO follows the Safe Sanctuary Policy of FMC. Teachers and substitutes must pass a criminal background check as well as complete Ministry Safe Abuse Prevention training annually. Our entire staff is trained in CPR/First Aid and certified.

All PDO doors are locked during the day. They will be open from 9:00-9:15 in the mornings during drop off and will reopen at 2:20 for pick up. If you need to enter during the day please use the ring doorbell and we will let you in.

Attire

Please dress your child in casual play clothes. Tennis shoes are recommended for safety. Send jackets during cold weather. And always send a second set of clothes for any accidents or spills.

Food

Children should be fed breakfast before coming to school. We will provide a small morning snack. Parents will provide a healthy lunch that is ready to eat and **does not need to be heated**. Please cut your child's sandwich, fruit, veggies, etc as needed according to their age, abilities and preferences.

If needed, you may send plastic forks and spoons in their lunchbox.

No glass containers.

What to send every Tuesday/Thursday (Please Label Everything!)

- *backpack or diaper bag (please label)
- *lunch and drink in lunchbox (bottles for littles)
- *disposable diapers or pull ups depending on age (please label)
- *Nap mats (not for Pre-k or The Zone) labeled
- *sippy cup with water for access throughout the day (Label clearly)
- *weather appropriate change of clothes in backpack including socks and undies (don't forget to replenish as needed)
- *Please do not send toys from home unless it's a special show and tell day. Exception would be a snuggle toy for nap time. (pacifier for littles)
- *The Zone students will need to bring their required work and any necessary items ie laptop, earphones, workbooks, schedules, log in info

Policy regarding illness

In order to protect all children, staff, and families, please do not send your child to school if he or she appears ill. If the child becomes ill during the day, parents will be contacted immediately and asked to take the child home.

Please keep your child home if he or she demonstrates any of the following:

Fever (100.4- or higher) should be fever free for 24 hours without the need for medication

Vomiting or diarrhea within 24 hours

Sore throat, strep throat, persistent cough

Pink eye or other eye infections

Any unexplained rash or skin infections such as boils, ringworm, impetigo, or fever blisters

Head lice

Please notify the office immediately if your child has head lice, or a contagious disease such as Chicken pox, pink eye, strep, Any flu strain, or Covid-19.

Immunizations

When enrolling, parents must provide a current immunization record for child or a legal exemption from the state. An updated copy must be given to the office when a child receives additional immunizations.

Please help us keep all records current.

PARENTS DAY OUT SCHOOL - FMC IRVING

FOR OFFICE USE ONLY: DATE ENROLLED _____

CLASS: PS1 PS2 PS3 PS4 PS5 PREK THE ZONE

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Today's date: _____ How did you hear about us? _____

Child's full name _____ DOB _____

Child's home address _____

Please provide email address(es) that you would like to receive school news and notifications. (Print clearly)

Mother's name _____

Home address _____

Cell phone _____ Home phone _____

Place of employment _____ Work phone _____

Father's name _____

Home address _____

Cell phone _____ Home phone _____

Place of employment _____ Work phone _____

Names and ages of siblings:

Emergency Contact information:

Please give name, phone number and relationship of person(s) to contact if parent cannot be reached.

1. _____
2. _____

Child Pick Up

Besides the child's parents, the following are authorized to pick up the child. Please list name, DL number, phone number, and relationship to child.

1. _____
2. _____
3. _____
4. _____
5. _____

Medical Information

Please list any special needs/problems that your child may have including any allergies, ongoing illnesses, and medications. Or anything you feel that your child's teacher needs to know to help your child have the best experience at school.

Name of Pediatrician _____ Phone _____

Insurance Provider and ID # _____

*Parent's Day Out requires a copy of child's most current immunization record to remain on file in the office. Please update as needed.

Medical Release

I hereby give my permission for (child's name) _____
to be treated by an authorized, licensed, medical personnel in the event of an
accident or medical emergency while involved in the activities of Parent's Day Out
and First Methodist Church Irving.

Signed _____

Printed name _____

Relationship to child _____

Date _____

Waiver of Responsibility

I (we) _____ and _____ parents or guardians
of _____, a minor child jointly and severally as
parents or guardians of a minor child, release and discharge the First Methodist
Church, it's agents, employees, and any and all persons concerned therewith from
any and all liability, claims, and causes of action of any type whatsoever arising
out of or in any way connected with said child's participation in the activities of
Parent's Day Out and First Methodist Church of Irving, Tx.

Print name _____

Sign name _____

Relationship to child _____

Date _____

Photo Release

I am aware that photos and videos may be taken of my child by Parent's Day Out staff, volunteers, other parents, professional photographers and news media while participating in on site activities. These photos may be used in posters, newsletters, ads, emails, Facebook, Instagram, slide shows, etc. **Parent's Day Out will never identify a child by name on any social media outlets or advertising.** I waive the right to see and approve any publications that contain photos of my child. I also agree that all reasonable steps will be taken to respect the privacy of other children in the program when I am taking and/or posting on social media, photos of my own child when attending programs and activities.

Please initial where applicable:

I do not want my child's photo used or posted publicly _____

I am ok with all uses of my child's photo _____

I am ok with my child's photo being used in school but don't want it posted publicly _____

I agree to hold Parent's Day Out and FMC Irving harmless and to defend and indemnify them in any lawsuit based on my failure to take reasonable steps to prevent such publication.

Sign name _____ Date _____