

**Seymour United Methodist Church
Parent's Day Out
PARENT HANDBOOK
2019-2020**



Parent's Day Out
Seymour United Methodist Church
PO Box 1488
Seymour, TN 37865
(865)573-9711
susan@seymourumc.org
www.seymoruumc.com
Updated: August 2019

**“Whoever welcomes one such child in my name welcomes Me.”
Matthew 18:5**

WELCOME

Thank you for entrusting Seymour United Methodist Church Parent's Day Out Program (PDO) with the care and education of your child. We are honored to be given this responsibility and hope this is the beginning of a long, loving relationship with your family.

Purpose- The purpose of the Parent's Day Out Program at Seymour United Methodist Church is to provide a safe, educational, Christian environment for children ages six weeks to five years of age or prior to kindergarten.

Program Description- The Parent's Day Out Program strives to provide age appropriate activities for all children in a safe, clean and Christian environment. Our goal is to provide each child with an opportunity for spiritual, intellectual, physical, emotional, and social development, and to help prepare each child for a lifelong love of learning and the readiness skills for a successful kindergarten experience. To achieve this goal, our daily program will always include Bible Stories, songs, music, math skills, language skills, games, crafts and active play.

ENROLLMENT DETAILS

Age Limits- Children who are at least six weeks through five years old and not yet in kindergarten may attend SUMC PDO.

Days and Hours of Operation- SUMC PDO operates on Monday, Wednesday and Friday from 8:30am-2:30pm. Children have the option of attending one or two of these days. Two days is mandatory for the Preschool class, three-year-old class, and strongly recommended for all the other classes. If numbers permit, a Preschool class will be also be offered on Tuesday and Thursday. All Preschool students, whether Monday/Wednesday or Tuesday/Thursday will have the option to attend on Friday, free of charge.

Classes Offered- Classes are formed based on the age of each child. We generally use the Kindergarten cut-off date of August 15th as a guideline but other factors can be taken into consideration including needs, personalities, maturity, etc. Ultimately, placements are the responsibility of the Director and will be made at his/her discretion.

Transitioning Children- Moving children up to the next classroom usually occurs in August at the beginning of the new school year. However, occasionally children who are developmentally ready and children aging out of the nursery may be given the opportunity to move up. Within a given classroom, there are several factors which affect the likelihood of a child transitioning to the next class: 1) the availability of space in the classroom into which the child would be transitioning, 2) the age of the child, and 3) the child's developmental readiness for the demands of the new classroom.

SCHOOL SCHEDULE

Calendar- Holidays observed by PDO will be posted in the Monthly Newsletter and on our Facebook Page.

Unexpected and Early Closures- In the unlikely event that PDO must close the facility for a reason beyond our control, such as a sustained loss of power or water, the Director and/or staff will notify parents as early as possible. This will be accomplished via Flocknote text. If any contact information we have on file changes, please notify the director or assistant director as soon as possible. This will ensure we reach you in a timely manner.

Closing for Illness- In the event that PDO and the local public schools have excessive absences due to communicable diseases, the Director will decide if it is necessary to close the program. This will give the teachers and staff time to disinfect the classrooms and to allow the children some time at home to get well before returning to school. You will not be charged for these days.

Closing Due to Weather- SUMC PDO will be closed when weather conditions make attendance hazardous or unsafe for children, parents and teachers. SUMC PDO will operate on the Sevier County school schedule for hazardous weather conditions. If Sevier County schools are closed, SUMC PDO will be closed as well. If Sevier County schools are operating one or two hours late, then SUMC PDO will open at the normal time of 8:30am. In the event the weather turns hazardous during our school day, and Sevier County schools decide to close, we will also close and children will need to be picked up as soon as possible. All notifications of weather-related closings will be made to parents via Flocknote texts, posted on our Facebook page, and seen on the local news stations "school closure" listings (Sevier Co. schools). If Sevier County schools are not in session during weather events, then closings will be at the discretion of the Director and sent via Flocknote text and listed on our Facebook page.

Unexpected closure and snow days may be made up and tuition attributable to those days refunded at the Director's discretion.

BEFORE THE FIRST DAY

Forms- Upon admission of a child to SUMC PDO, parents are given enrollment forms which must be completed and returned prior to the child's start date. Parents will also be given a copy of current tuition rates. All paperwork must be completed and turned in prior to your child's first day. This includes registration forms, emergency and pickup authorization forms and immunization records. Failure to have these forms completed will result in the child being unable to attend.

Immunization Record- We must have a current Health/Immunization record on file BEFORE your child can attend PDO. Exceptions may be made if the child's physician or local health department provides a signed and dated statement giving a medical reason why the child should not receive a specific immunization or the child's parent provides a written statement affirming that such immunizations conflict with his/her religious beliefs and practices.

Open House- An Annual Open House will be hosted at least a week before PDO begins in the Fall. This meeting is very important for everyone. It provides parents and children the opportunity to hear the philosophy, policies and procedures of SUMC PDO as well as meet the staff. After a brief meeting in the Sanctuary, parents and children will be given the opportunity to go to their child's classroom to meet with their child's teacher. At this meeting parents will have the opportunity to fill out any registration forms as well as pay the yearly registration fee.

DAILY PROCEDURES

What to Wear Each Day- Children should be sent to PDO in clothing that allows them to participate in active play and messy arts and crafts. Tennis shoes are recommended. We will play outside on the playground as weather permits. Please dress your children accordingly.

Each child should keep a complete change of clothing labeled with their name in a zip lock bag in his/her class for emergency use. These should be updated at the change of Seasons.

All children requiring diapers and/or pull-ups will need to provide these on a daily basis or a supply can be left in the child's cubby.

Lunch- All children will need to bring a sack lunch each day. Items that are easy to eat and for children to feed themselves depending on their ability is suggested. NO foods needing to be heated should be sent in your child's lunch. Due to the time needed to prepare lunch for several children, we cannot offer this service. A drink will also need to be provided. Sippy cups cannot be used in the three and four-year-old rooms. Also, please refrain from sending drinks or Jell-O cups that contain **red** and **blue** dyes because they stain the floor when spilled.

Drop Off- PDO opens at 8:30 am. You can park in either the gravel lot adjacent to the church or the parking lot behind the church and walk your child into their classroom. Parking on the curb is not allowed due to safety and insurance precautions. The doors will not be open prior to 8:30am due to staff meetings and the preparations needed for the day.

Starting school for the first time may cause anxiety in some children and parents too. Your child will sense your attitude so please be confident and upbeat. Let your child walk into the classroom if they are able and engage in play with their classmates quickly. If your child experiences separation anxiety, please try to make the drop off process as quick as possible. Once you have left, it is our responsibility to put your child's fears at ease. Some children may take several weeks to adjust to coming to school, but with the parent and teacher working together to overcome this, the anxiety disappears, and the child is eager to come to school. Some children also develop anxiety later in the school year. This will also pass, if the parent and teacher continue to portray school as a fun and safe place to the child. Please feel free to discuss any concerns with your child's teacher and/or the director.

Pick Up- In the afternoon, we have a drive around pick up line in order for you to get your child. Children will be ready at the doors at 2:20. Parents are asked to drive around to the back of the church and wait in the line until your child is brought to your car under the awning by a staff member. Parents are **NOT** to exit their vehicle while in the pickup line, nor should you pass other vehicles in line. If you need to leave your car, please pull into a parking space after your child is loaded. Please refrain from cell phone use in the pickup line while under the church awning where your child is being loaded. It is very easy to become distracted as your child is loaded into your vehicle and inadvertently roll forward. So, please put your car in park while under the awning where children are being loaded. This is for the safety of children, parents and staff.

If you need to pick up your child prior to 2:20, please come inside before 2:10 and go to their classroom. After 2:10, all children will need to be picked up in the pickup line. Watch your speed. Your children are our top priority!!

Children should be picked up by 2:30 each day. If a child is still in our care at 2:40 and there is not a line of cars in front of your vehicle, a charge of \$1.00 per minute late will be assessed and payable the following month.

HEALTH POLICIES

Illness- If your child has a fever (100 degrees or higher), has had diarrhea or vomited within the last 24 hours or has contagious symptoms, they should not attend PDO. Children should be fever free, no vomiting, or diarrhea for 24 hours before returning to PDO. Children who become ill while at PDO will be cared for separate from the other children until parents or a caregiver can be notified to pick them up. Please make sure current contact numbers are always listed and updated on your enrollment paper work.

Allergies- It is the responsibility of the parents to communicate any known food, medical or environmental allergies to the teachers at the beginning of the year or as soon as the condition is discovered. All allergies should be stated on your child's enrollment form and reported to the Director. Parents of children with food allergies should send in a supply of treats compliant with their children's dietary restrictions, which their child can eat on special occasions or celebrations.

Diapering- Teachers check children for signs of wetness/BM at least every two hours. It is the parent's responsibility to supply diapers and extra clean clothing. Soiled clothing will be placed in a plastic bag without rinsing and sent home that day. Cloth diapering is permitted, and soiled cloth diapers will be treated the same as soiled clothing.

Toilet Training- We realize that all children mature and master toilet training at different ages and times. As your child approaches this milestone, let his/her teacher know and PDO will work alongside the parents in mastering this skill. Parents are responsible for sending a sufficient change of clothing in case of accidents during toilet training. Children who are in the three and four-year-old classrooms must be completely potty trained and able to manage toilet needs independently.

BEHAVIOR AND DISCIPLINE

Discipline- PDO does not believe in or practice in any form of physical punishment. When and if discipline is necessary, the ONLY disciplinary tool we will use is a “time-out.” This is a period of time where the child is removed from an activity to allow them to redirect their interest. Praise and positive re-enforcement are used by all teachers and typically alleviates the need for a “time-out” to be used. If a child becomes physically violent to a staff member or another child, at the discretion of the Director or Assistant Director, the parent will be called immediately to pick up the child and will be asked to not return until the following week. This type of behavior will not be tolerated, and if it continues the child will be asked to leave the program. It is our desire to provide each child a safe and secure environment while at PDO.

Biting- We understand that some children go through a stage of biting, often to express anger and frustration. While we will do everything possible to prevent this from happening, it may occur. If your child is bit, you will receive a note explaining where the bite took place and what action was done (cleaning the wound, etc.) If your child bites someone, you will also receive a note letting you know of the action. In most cases this works itself out; however, PDO cannot tolerate continual biting. If your child bites more than twice in a week, you will be notified by the Director and will be asked to remove the child until the biting is under control.

Behavior and Accident Reports- When a child is injured at Parent’s Day Out, an accident form will be completed and sent home the day of the occurrence. If warranted, a parent or caregiver will be notified immediately. Most injuries while at Parent’s Day Out require only minor attention, such as washing the wound and applying a band aid or placing an icepack on a bump. For injuries that are more severe, a parent or caregiver will be immediately notified, and it will be determined if the child should remain at Parent’s Day Out for the rest of the day. In instances where an injury is caused by another child, a behavior form will be sent home explaining the actions of the child (hitting, kicking, etc.). If needed a meeting with the parents and Director will be scheduled to address the issue(s). To ensure a safe and secure environment for everyone, children who continue to injure or harm other children will not be allowed to continue in the program at the Director’s discretion.

ADMINISTRATIVE POLICIES

Communication- In order to make sure emails and text messages arrive to you in a timely manner, make sure contact information remains current on your child's enrollment form. If you have a concern or problem concerning your child, discuss these issues with your child's teacher. If after the meeting with the teacher, you are not satisfied or have additional questions, contact the Director. Please try to avoid bringing up lengthy issues or concerns during drop off and pickup times, as these times can be hectic and do not allow the teacher or Director ample opportunity to give you our full attention. Call, email, or text the Director if you would like to set up an appointment to meet. Communication is vital in making your child's PDO experience great. By working together as a team, your child will benefit best. The Director and Assistant Director are always available to discuss any concern or issue that may arise while your child is in the program.

Grievance Policy- If a parent has a problem or issue with a teacher, classroom or Director it is essential that it be addressed correctly and resolved quickly. These grievances should not be discussed with parents, teachers or staff not involved and should not be expressed in front of the children and other teachers. Please direct your concern only to the person it concerns or the Director. This is to be done by contacting the teacher or Director to schedule a meeting. The teachers and director will work with you to resolve these issues. If a parent publicly harasses (this includes via social media in any form) or disrespects a teacher or Director, they will be issued a written warning by the Director at the Director's discretion. The second time this occurs, the child will be dismissed from the program.

FINANCIAL POLICIES

Forms of Payment- PDO will accept check or online credit card/debit card payment options. Families using credit or debit card payments will be responsible for setting this up online at www.seymourumc.com. If the amount of the payment changes at any time, it is the responsibility of the parent to adjust the online payment amount.

Timing of Tuition Payments- Tuition is due on the first day your child attends each month. The payment box is located outside the Director's office. Checks should be made payable to "SUMC PDO" and should always include your child's name. Payments should not be delivered or handed to any PDO staff. Account activity reports will be available on request by contacting the church finance office. If payment is not received by the 15th of each month, a late fee of \$10.00 will be added to the current month's charges. You will receive notification if fees exceed 60 days past due. In the absence of full payment of the account balance or an approved payment arrangement, your child's spot in the program will be automatically eliminated. All payment arrangements must be approved in advance and will be monitored by the church finance office.

Supply Fee- A \$40 supply/registration fee will be charged per child when the student is enrolled.

Vacation and Missed Days- Each child will receive two days of vacation per year. It is the parent's responsibility to deduct \$18.75 per vacation day used from the total tuition for the month. SUMC PDO tuition is a set monthly rate that is consistent with the number of days a week your child comes to PDO. If your child starts PDO in the middle of the month, then the first month's rate will be prorated based on the actual number of days your child attends that first month at \$18.75 per day. Please see the Church Treasurer if you are unsure of the amount owed. The following month you will be responsible for the set monthly tuition. If we are out due to holidays or your child misses a day due to illness, extra vacation or other reasons, you are still responsible for paying the entire monthly rate. SUMC PDO is a nonprofit school that is on a limited budget and each tuition payment helps us maintain our excellent staff and learning environment, therefore no credit or refunds will be given for absences.

Hardships- In case of extraordinary financial hardship, the Director may make reasonable allowances in establishing a written payment plan and in determining the time-frame within which the balance must be paid. Families who anticipate financial difficulties are strongly encouraged to speak with the Director so the

situation can be addressed before payments are missed. All financial situations and conversations will be kept strictly confidential.

Seymour United Methodist Church Parent's Day Out Staff

Director

Susan Cook
susan@seymourumc.org 865-573-9711 865-705-6893

Assistant Director

Alice Morrison
alice@seymourumc.org 865-573-9711 865-684-7372

Teaching Staff

Susan Cook

Stephanie Fitzgerald

Sharon Hodgkins

Shelby Huebotter

Stephanie McGhee

Heather McGill

Alice Morrison

Maygen Ogle

Robert Olsen

Debbie Sharp

Stephanie Shrove

Candy Vineyard

Lori Zadakaus

Current Fee Schedule

Annual Supply/Registration Fee \$40/child nonrefundable

Tuition

August 2019 Tuition

One child, one day a week	\$37.50		
One child, two days a week	\$75.00		
Two children, one day a week	\$67.50		
Two children, two days a week	\$135.00		
Three children, one day a week	\$96.00		
Three children, two days a week	\$192.00		
One child one day a week, and one child two days a week	\$101.25		

September 2019-May 2020 Tuition

One child, one day a week	\$75.00		
One child, two days a week	\$150.00		
Two children, one day a week	\$135.00		
Two children, two days a week	\$270.00		
Three children, one day a week	\$192.00		
Three children, two days a week	\$384.00		
One child one day a week, and one child two days a week	\$202.50		

Directions for Paying PDO Tuition Online

Go to the church website at seymourumc.com.

Go to the PDO link on the top, right-hand side and click on **Online Payments** under the dropdown menu.

Type in your monthly tuition amount under **Parents Day Out Tuition** on the left.

Select the **desired frequency** of your payment at the bottom of the page and the **day of the month** you would like your payment made and hit **continue**.

On the next page fill out your personal information and checking or credit card information.

Then set up your account with a password. This way you can access your account, change your information, the tuition amount, and make other payments in the future if need be.

Then hit **process** to process your payment and you are finished!

Thank you so much!

If you have any problems, please do not hesitate to contact Alice or Emily at the church office at 865-573-9711.