



Parent's Day Out

First United Methodist Church
211 W. Third St. Irving, TX

Parent Handbook
Tuesdays & Thursdays

9:00-2:20

972-259-2051

[parentsdayout@fumcirving.org/](mailto:parentsdayout@fumcirving.org)
www.fumcirving.org

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Irving

Parent's Day Out

First United Methodist Church

Welcome! Parent's Day Out (PDO) is a ministry of First United Methodist Church, Irving where 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 special gift from God.

At PDO your child will benefit from:

- A Montessori-style learning environment which provides an opportunity to play, create, explore and discover.
- Low student-teacher ratios and individualized attention.
- Age appropriate faith-based and early childhood education curriculum which develops children's social, emotional, physical, & academic skills and prepares them for Kindergarten and beyond.
- Indoor and outdoor play areas.
- Special activities such as music, science, geography, and chapel.
- Loving teachers who are trained in CPR and First Aid and who receive on-going instruction in early childhood education.

You will benefit from:

- Communications from teachers to caregivers.
- Calendars and email from the Director/Asst. Director
- Open door policy for you to discuss any questions or concerns you may have regarding PDO, parenting, your child's development, etc.

We look forward to getting to know you and your child and being a part of the PDO family. We consider it a great privilege and responsibility to join with you in the care and education of your precious child! If you have any questions, please do not hesitate to speak with the director.

Parent's Day Out/ 972-259-2051
211 W. Third St Irving, TX 75060

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Ages: School Year: 6 weeks to 5 years (Pre-Kindergarten)
Summer: 6 weeks to 11 years (entering 6th grade)
Children are placed in classes according to their age as of September 1st (which follows IISD calendar).

Hours of Operations: Tuesdays & Thursdays, 9:00 am to 2:20 pm

Please do not arrive prior to 9:00 or later than 2:20. Children should be in class no later than 9:15. Classes start at that time and should not be interrupted!!

*****Late pick up fees will apply as follows: \$5.00 after 2:30, \$1 for each additional minute.*****

PDO follows the Irving ISD school holidays and inclement weather days. Please listen to local radio and TV stations regarding weather-related school closings. In addition, PDO may close for bad weather if the Director deems it necessary due to safety concerns.

Registration Fees

School Year/Summer (September-August): \$130 per child
\$90 per child if enrolling in January

Summer Only (June-August): \$60 per child

This non-refundable fee guarantees your child a place in the program.

Tuition: 6 weeks to 5 years old **\$190.**

Siblings: \$175 - The discounted rate applies to the older sibling(s).

Basket fee (except pre-k): \$6 per child

Payment terms– Check or cash. Tuition is due at the first of each month. We do not prorate for the time out of class given for holidays, bad weather, illness or vacations.

Payment is late after the 10th! A late fee of \$15 will be added if the full payment is not received after the 10th of the month.

A fee of \$35 will be charged for checks returned for insufficient funds. Two or more NSF fees will result in cash only payments.

Notice of Leave

Parent's Day Out requires a 30-day written notice if you plan to leave the program before the end of session. If a 30-day written notice is not received, you will be required to pay the full month's tuition.

Sign In/Out

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 persons who are authorized to pick up your child. In addition, you must specify on the sign-in sheet who will be picking up your child each day. Please also verbally inform the teachers if someone different will be picking up your child. Your child will be released only to the person you specify with appropriate I.D. If you decide after drop-off that you need someone other than the person listed on the sign-in sheet to pick up your child, please call the PDO office to let us know.

Safety

Safety is a top priority at PDO. To protect your child, PDO follows the Safe Sanctuary Policy of FUMC. As part of this policy, we have two teachers in each classroom. All teacher and substitutes must pass a criminal background check. They must also watch the MinistrySafe Abuse Prevention Training and pass a quiz. Staff is also CPR trained & certified.

All PDO doors are locked during the day. At drop-off and pick-up times, the Director/Asst. Director will open the door. At other times of the day, persons wishing to enter PDO must ring the bell and be admitted by the Director.

Attire

Please dress your child in casual play clothes. Tennis shoes or other closed-toe shoes with good tread are recommended for safety. Your child also needs a set of extra weather appropriate clothes (including underwear and socks).

Food

Children should be fed breakfast before arriving at PDO. PDO provides a nutritious morning snack. Parents must provide lunch (including an appropriate sippy cup, water bottle, or bottles). Your child's lunch must be ready to eat. Cut your child's sandwich, fruit, etc. as needed according to his/her age/abilities/preferences. Do not send food which must be heated. If needed, please include a plastic fork or spoon in your child's lunch box. Please make sure your child's items are labeled. This includes diapers.

What to Bring

- Lunch and drink(s) -Bottles (enough for the day)
- Disposable diapers/Pull-Ups -A complete change of clothes (including underwear/diapers) for all children, weather appropriate. Please replenish as needed.
- Nap mats for children who sleep on cots
- Basket (\$6-pick up in office) for all items

PLEASE CLEARLY LABEL ALL ITEMS BROUGHT TO PDO (INCLUDING DIAPERS) WITH YOUR CHILD'S FIRST NAME & LAST INITIAL.

WITH THE EXCEPTION OF A SNUGGLE TOY FOR NAP TIME, DO NOT BRING TOYS FROM HOME.

Policy Regarding Illness

In order to protect all children & families, do not bring your child to PDO if he/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/she demonstrates any of the following:

- Fever (101 or higher-should be fever free w/o medication for 24 hours)
- Vomiting and/or diarrhea within 24 hours
- Any symptom of diseases such as Scarlet Fever, German measles, Mumps, Chicken Pox, Whooping Cough
- Sore throat/Step throat
- Persistent cough or Pink eye or other eye infections
- Any unexplained rash or skin infections such as boils, ringworm, impetigo, or unexplained fever blisters
- Head Lice

Please notify PDO immediately if your child has head lice or a contagious disease such as Chicken Pox, Pink Eye, Strep, Flu, or Swine Flu.

Immunizations

When enrolling, parents **MUST** provide a current immunization record for each child. An updated copy must be given to PDO when a child receives additional immunizations. Please keep all records current.

**PARENT'S DAY OUT-FUMC IRVING
ENROLLMENT FORM**

FOR OFFICE USE ONLY: DATE ENROLLED _____ CLASS _____

Today's Date _____ How did you hear about PDO? _____

Child's Full Name _____ Date of Birth _____

Child's Home Address _____

Please provide one or more email address(es) to which you'd like us to send PDO news and notifications:

PARENT/GUARDIAN INFORMATION

Mother's Name _____

Home Address _____

Home Phone _____ Cell Phone _____

Occupation _____ Work Phone _____

Father's Name _____

Home Address (If different) _____

Home Phone _____ Cell Phone _____

Occupation _____ Work Phone _____

Names and Ages of Siblings _____

EMERGENCY CONTACT INFORMATION

Please give the name, relationship, & cell phone number of the persons to call if a parent cannot be reached:

1. _____

2. _____

3. _____

CHILD PICK-UP

In addition to his/her parents, the following persons are authorized to pick-up my child:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

MEDICAL INFORMATION

A Copy of each child's immunization record must be provided to the PDO Director at the time of enrollment. This record must include the child's name, date of birth, dates of immunizations and physician's name and signature/stamp. An updated record must be provided to the PDO Director as additional immunizations are given.

Parents should notify the PDO Director if a child becomes ill with a communicable disease (such as Chicken Pox, Pink Eye, Strep, Flu, Lice, etc.) which might affect the health and welfare of the children and staff at PDO.

Please list any special needs/problems that your child may have including allergies, ongoing illnesses and medications, etc.

Name of Physician _____ Phone _____

Insurance Provider _____ ID# _____

MEDICAL RELEASE

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

Signed _____ Signed _____

Printed Name _____ Printed Name _____

Relationship to Child _____ Relationship to Child _____

Date _____ Date _____

WAIVER OF RESPONSIBILITY

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

Signed _____ Signed _____

Printed Name _____ Printed Name _____

Relationship to Child _____ Relationship to Child _____

Date _____ Date _____

PHOTO RELEASE

I am aware that photographs or videos may be taken of my child by PDO/FUMC staff members,
professional photographers, news media, volunteers or other parents while participating in Parent's Day
Out activities. I give PDO/FUMC permission to use such photographs or videos for promotional and
advertising purposes. This may include, but is not limited to newsletters, emails, posters, brochures, ads
web pages, social media, and slide shows/videos at PDO celebrations/programs. PDO will not identify
children in photos by name. I give my permission for photos and videos of my child to be made & used
as described. I waive the right to see or approve any publications that contain photos or videos of my
child.

Signature _____ Relationship to child _____

Date _____

USE OF PHOTOGRAPHY

PDO/FUMC understands that you may want to take photographs and videos at PDO-sponsored events.
Out of respect for the privacy and safety of our students, we must place certain limitations on the use of
such photographs/videos

I agree that I will take all the reasonable steps to prevent photographs or videos of any child **other than
my own** from being published or made available for viewing on any non-
PDO/FUMC website or publication or social media outlets such as email, Facebook, Twitter, Instagram,
etc. I will also take all reasonable steps to ensure that my spouse, family members, and friends abide by
this agreement as well. I agree to hold PDO/FUMC harmless and to defend and indemnify PDO/FUMC
in any lawsuit based on my failure to take reasonable steps to prevent such publication or viewing.

Signature _____ Relationship to Child _____

Date _____

PDO SCHOOL SUPPLY LIST
(purchased once when starting school)

Little's -

1 box of Kleenex
2 boxes baby wipes
Hand soap

2 year old classes -

1 box Kleenex
2 boxes wipes
Package of glue sticks
Hand soap

3 year olds -

2 Boxes of wipes
Kleenex
Fat Crayons
Pencil School Box
Liquid Elmers Glue (Bottle)
Hand Soap
Glue Sticks
2 pk wet erase markers

Pre-K -

2 Bottles liquid Elmers Glue
8 Count Washable Markers
Pencil School Box
2 boxes wipes
Kleenex
Hand Soap
Glue Sticks
2 pk wet erase markers

Parents—Each child (except Pre -K 4) will be supplied with a tote basket to carry their things to and from school in. The cost of the tote is \$6. Please send this fee as well. (continuing students who already have them may purchase new ones as needed)

Also send each day a no spill cup filled with water Please label the cup. We will refill as needed. This is in addition to lunch drink.

REMEMBER TO BE PROMPT TO CLASS. Doors open at 9:00 and class begins at 9:15. Do not be late ! Please check with the office before interrupting a class in progress. Pick up is at 2:20. Doors close at 2:30.