

Christ Church Parents' Day Out



Dear Parents,

Welcome! We are very excited that your child will be a part of Parents' Day Out at Christ Church Grosse Pointe. Our prayer is that you and your child will know how much you are loved by us and by God while in our care. During your child's stay, he or she will have an extended time of play, social interaction with other children, craft and story times. The following handbook contains information we hope you will find helpful regarding our policies and procedures. It will also provide more information on what takes place every Tuesday, Wednesday and Thursday morning. We ask that your family reads this handbook and signs and returns the form stating that this has been done. Again, thank you for allowing us the privilege of teaching and spending time with your child and please do not hesitate to contact us if you have any questions or concerns. We look forward to many fun times ahead!

Sincerely,

Leah Mannino

Program Director

Parents' Day Out at Christ Church Grosse Pointe

Christ Church Grosse Pointe
61 Grosse Pointe Boulevard Grosse Pointe Farms, MI 48236
(313)-885-4841

Christ Church Parents' Day Out



Purpose

The purpose of the Parents' Day Out Program (PDO) is to encourage and empower parents and families by providing a safe, loving environment for their children while one or both parents enjoy a morning break.

The PDO provides care for children between the ages of 16 months and 36 months. Please know that we welcome all of God's children, regardless of gender or religion. There will be two separate classes:

- Cubs (16–23 Months)
- Bears (2–3 Years)

These ages are based on the child's age as of **September 1st** of the program year. If spots become available, a child may enroll throughout the year upon reaching the ages specified for each room.

License

The PDO is licensed by the state of Michigan as a childcare service for parents' use when they are away. This program is not merely intended to provide childcare, but rather is designed specifically to

develop your child's mental, emotional, physical and social skills under the guidance of loving, patient

staff and interactions with the other children.

Admission, Attendance & Withdrawal

1. Your child should have the ability to separate from you (this can be done with assistance as we are here to help with the transition).
2. Your child, but especially our cubs, should be able to communicate their needs.
3. Your child must be able to understand basic safety rules.

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4. Enrollment shall be open to any child provided the school can meet the needs of the child, without discrimination in regards to sex, race, nationality, color, creed, disability, or any other legally protected category.

5. A parent, caregiver, guardian, or other **authorized person(s)** MUST be available for pickup should a situation arise that requires your help.

6. Your child must meet all **existing state health requirements**:

- A medical examination performed by a qualified physician no more than 3 months prior to start of school year.
- Children 30 months or older must have physicals done every 2 years
- Up-to-date immunization records

7. In addition, the **following forms** must be completed for each child along with payment:

- PDO Registration Form
- Signed Written Info Packet Documentation Form (BCAL-4340)
- Medication Permission and Instructions (**if needed** – BCAL-1243)
- Child Information Record (BCAL-3731)
- Child Health Appraisal signed by a Physician (BCAL-3305)
- Two month calendar with your desired days marked (see **Monthly Calendar**)
- Annual registration fee of \$40 or \$50 (see **Fees & Tuition** for more information)

Absences

At the PDO, we are always planning ahead with snacks and crafts for each day. Therefore, we are **unable to refund or credit** you for missed days. It is important to let us know if your child is going to be absent by calling the PDO at 313-885-4841 x 104 and leaving a voicemail as soon as you are aware that your child will be absent.

Withdrawal

You may withdraw your child from PDO at any time. Please notify us at least one day prior of your intent to withdraw so that we can fill your spot from our waiting list. Unfortunately, no refund can be given.

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Calendar and Payment Options

Calendar

The PDO books its calendar in **two month increments** as a first come, first served basis. As previously mentioned, you may select **1-3 days per week** as space is available.

1. Calendars will be distributed **the last week** of every other month and will be due back along with tuition no later than the 18th of a given month. You will be contacted verifying your requested dates upon receiving tuition.
 - Sep/Oct
 - Nov/Dec
 - Jan/Feb
 - Mar/Apr
 - May/Jun
2. You have three payment options (**NOTE:** Your child will not be able to attend until payment is received):
 - Prepay for the entire year to ensure regularly scheduled days
 - Pay in two increments – the first payment upon submission of the calendar and the second payment due no later than January 5, 2016
 - Payment **NO LATER** than the 18th of the month prior to the calendar you are submitting
3. If additional days become available, we will notify all parents including the waiting list for you to select the given day(s).
4. If you would like to be placed on a waiting list for a specific day, a request must be made in writing to lmannino@christchurchgp.org.
5. For closings or holidays, please note that the PDO generally follows the Grosse Pointe Public School Calendar.

Fee Policy (All payments are non-refundable)

Annual: \$40 (member), \$50 (non member)

Monthly Tuition

- \$20 per day or \$17 per day if signed up for 2 or more days per week

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- **Christ Church members:** \$17 per day or \$16 per day if signed up for 2 or more days per week

The annual fee and the monthly tuition are due in two SEPARATE checks made payable to Christ Church Grosse Pointe, memo: Parents' Day Out. Your signature of the Written Information Packet Documentation Form indicates your acceptance of these fees.

Arrival & Pick Up Procedures

At the PDO, we want your child to have the best experience possible by making the drop off and pick up process smooth and quick for your family.

Arrival

1. Please walk your child into their classroom and **sign your child in**.
2. Please hang their backpack and coat on the specified coat hook in the hallway adjacent to his or her classroom (kisses, hugs and see ya later alligators are always a great thing 😊).
3. Leave it to us to take care of your precious angels!
4. Please do not allow your little one to bring any food, gum or toys into the classroom. However, a pacifier or transitional item (blanket is okay). We assure you that tears never last long if we are able to transition your child into the classroom right away.

While you are welcome to observe us at any time, your stay in the morning may prolong your child's anxiety. Once you have signed them in, please enjoy your morning and know that your child is in great hands!

Pick Up

1. Please sign your child out (**Note:** ONLY authorized person(s) are able to do so as noted on your registration forms).
2. Your child may ONLY be released to someone outside the original authorized list through a **SIGNED, WRITTEN** arrangement made between the parents and/or the Director.

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- Once the Director receives this arrangement, they will be added to the Child Information Form and will be required to show a **photo ID** to sign the child out.
- If there are custody issues we should be aware of, please tell the director about them **immediately**.
- If a court order prohibits the release of a child to particular parent or individual, we will need a copy of the order.

Late Pick Up

Pick up is at 12:00 pm. Please make every effort to arrive on time for pick up. Obviously, we will *never* leave your child unattended. However, we do charge a late fee of \$1.00 per minute after 12:00 p.m. This payment is due the following day.

Daily Schedule

Tuesday/Wednesday/Thursday (8:45am-12 pm)

- Children may attend 1-3 days per week
- Children may be picked up and dropped off at any time (to ensure a smooth transition for all students, we *strongly suggest* you to stick to the schedule if possible).

Cubs (16-23 months old)

8:45-9:15 am	Arrival and Welcome (Freedom to Explore)
9:15-9:30 am	Circle Time & Welcome Song
9:30-10:30 am	Free Play <i>Children will be assisted with the morning craft related to the shape or color of the week.</i>
10:30-10:45 am	Snack Time & Prayer <i>The snack will also relate to the shape or color of the week and is peanut free.</i>
10:45-11:45 am	Free Play/ Shape & Color Introduction
11:45-12:00 pm	Farewell song and pack up

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Bears (2-3 years old)

8:45-9:15 am Arrival and Welcome

9:15-9:45 am Circle Time

Children will learn to express themselves through song, stories, sharing and taking turns.

9:45-10:30 am Craft Time & Free Play

Students will work in small groups on the letter of the week and explore their creativity through a variety of arts and crafts projects.

10:30-11:00 am Snack Time & Prayer

The snack will also relate to the letter of the week and is peanut free.

11:00-11:45 am Free Play

11:45-12:00 pm Farewell Song & Pack up

NOTE: Christ Church has beautiful grounds and a wonderful playground behind the Rectory on our property. If the weather permits, we will utilize these for both Cubs & Bears during the school year when appropriate.

Health

All PDO Staff are First Aid & CPR certified, received Blood Borne Pathogen Training, taken a TB Test, and been equipped to handle diaper changes, the handling of food as well as accidents, injuries, or illnesses.

Illnesses

Please do not send your child to school if he/she displays any of the following symptoms:

- A fever of 99.5 or over
- Listlessness
- Sore throat
- Upset stomach, vomiting, diarrhea (more than once in an hour)
- Rash, crusty, matted, or oozing eyes
- Bad cough, green or yellow discharge from the nose
- Any communicable disease (such as chicken pox, staph infection, strep throat, or impetigo)

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If your child has a runny nose, they must be on antibiotics for twenty-four hours before returning to school and have a note from the doctor stating they are not contagious.

If your child has allergies, they must have a doctor's note stating the condition and what steps (if any) need to be taken to mitigate those symptoms for your child.

If your child starts to feel sick, with or without a fever, they will be isolated from the other children until you (or a listed Emergency Contact) can pick them up. After receiving the call to pick up your child, please come as quickly as possible.

Medications

Our PDO Staff will NOT administer nonprescription medication to your children. If your child is taking a prescription medication(s) (i.e. inhaler, epipen, diaper ointment), please notify the director Leah Mannino at lmannino@christchurchgp.org and follow the steps below as provided by the State of Michigan:

- Parent(s) must submit the **Medication Permission and Instruction Form (BCAL-1243)**.
- Only the Director may administer the medication.
- Medication **MUST** be in its original labeled container with instructions from the physician.
- The PDO must be aware of **any and all medications** that your child is taking to make sure your child is as comfortable and happy as possible.

Emergency Procedures

Our staff is trained and prepared for several different emergencies to ensure your child is safe and secure at all times. As required by the state, we practice tornado and fire drills and other appropriate procedures so they know what to do in a given situation.

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In the case of an evacuation, our nearest location is Grosse Pointe South or the backyard of the Rectory. It is **very important** that you keep your cell and home phone numbers as current as possible with us so we can quickly and easily contact you in an emergency!

To see our emergency procedures and drill records, please speak to the PDO Staff.

Clothing

1. Your child should wear close-toed shoes (**no** flip flops please).
2. Please send an extra change of clothing (for accidents) as well as 2 diapers (if not potty trained).
3. Label all clothing whenever possible.

Snack

The PDO will provide your child with a daily, peanut free mid-morning snack. Each snack will relate to the weekly letter, shape or color.

It is **very important** that your child eats a healthy breakfast before they arrive each day. Please inform our director of any **allergies or food restrictions** your child may have when you submit your calendar of dates. A snack schedule will be distributed via the weekly newsletter.

Behavior Policies & Disciplines

At the PDO, we want to teach good behavior through positive reinforcement and play. Once a child understands the rules and disobeys them, hurts others or their property, the following disciplinary strategies will be utilized:

1. **Positive Reinforcement:** The child will be praised when he or she is demonstrating acceptable behavior.

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2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

3. **Time Out:** The child is separated from the group for a regulated period of time. This is used only when the child is exhibiting a temper tantrum type behavior or hurting themselves, others, or someone's property. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.

4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, themselves or the PDO staff, a call will be placed to the parents for the child to be picked up. If problems persist and cannot be resolved, this can be cause for the termination of care (**with all fees due and payable**).

Physical punishment is NEVER used at our center. Our staff will not shout, humiliate, or subject your child to verbal abuse. Neither strategy will be tolerated in our center at any time.

Staff & Capacity

We take great pride at PDO in providing your children with the most caring and qualified staff possible. In addition, we have carefully setup the classrooms and determined a capacity that ensures your child is given ample attention and instruction during the day.

- Our **Young Cubs Room** will have a maximum capacity of eleven students with a ratio of one adult to every four children.
- Our **Bears Room** will have a maximum capacity of twelve students with a ratio of one adult to every eight children.

To prepare our staff for your children, we require the following:

- Application for Employment, Resume, Cover Letter, and Interview

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- Health Appraisal From Physician & TB Test
- A signed Abuse and Neglect Statement
- A Michigan State Police Criminal Records Report & Background Check (ICHAT)
- Safeguarding God's Children Class (Diocesan education about sexual abuse)
- First Aid & CPR Certification
- Blood Borne Pathogen Training

Thank you for reading over this policy handbook! Please keep it for your reference and let us know if you have any questions. We look forward to receiving the necessary forms, payment, and caring for your sweet children this year and beyond!

Leah Mannino

Program Director, Parents' Day Out

lmannino@christchurchgp.org

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WRITTEN INFORMATION PACKET DOCUMENTATION Michigan Department of Human Services / Bureau of Children and Adult Licensing

Child(ren)'s Name(s) (Last, First)	Center Name
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A written information packet has been provided at the time of enrollment. The packet included all the following information:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided.
- Fee policy:
 - **Annual Fee:** \$40 for members, \$50 for non-members
 - **Non-members:** \$20 / day, \$17 / day with 2 or more days per week
 - **CCGP Members:** \$17 / day, \$16 / day with 2 or more days per week
 - Annual fee and monthly tuition are to be provided in two separate checks, memo: PDO
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, illnesses.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook.
- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

I certify that I received all of the above items.

Parent/Guardian Signature

Date

Note: A single BCAL-4340 form may be used for all children in the same family.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area. (BCAL-4340 (1-14) MS Word) .

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