

# Parents' Day Out

## Parent Guidebook



First Presbyterian Church  
620 State Street  
Knoxville, TN 37902  
546-2531  
Parents' Day Out  
414-3836

Dear Parents,

We welcome you and your child to the First Presbyterian Parents' Day Out program and hope the learning experiences here will be happy, wholesome ones. Our program is a ministry of the First Presbyterian Church, where we provide preschoolers positive social and learning experiences within a Christian environment.

At Parents' Day Out, our teachers and staff work as a team. We work together to provide a loving and trusting place where children are nurtured, socially and spiritually, through age-appropriate activities. Teachers create experiences for success in a family atmosphere filled with love and respect.

We are honored that you have chosen First Presbyterian Parents' Day Out for you and your child. We believe that we serve as a very important link in the long chain of a child's education. We continually seek to improve and keep our link strong. Thank you for entrusting your child to us.

## GENERAL INFORMATION

**HOURS** 9:00 a.m. until 2:00 p.m.

**DAYS** Monday, Tuesday, and Thursday

Due to state requirements, children are allowed to attend no more than two days per week.

**ENROLLMENT** Enrollment is confirmed upon receipt of the registration fee.

**REGISTRATION & SUPPLIES FEE**

\$50.00 one child  
 \$65.00 two, or more siblings (Fall/Winter/Spring)  
 Summer: \$25.00 one child  
 \$35.00 two or more siblings  
**ALL Fees are non-refundable**

### MONTHLY FEES

If you are signing up for the Summer Program, you must pay for the months of June, July and August.

<b>1 Day per week: (Monday Only)</b>	
1 Child (13 mos. & Older)	\$ 100
1 Infant	120
2 Children	170
1 Child & 1 Infant	220
3 Children	330
<b>2 Days per week:</b>	
1 Child (13 mos. & Older)	\$150
1 Infant	185
2 Children	235
1 Child & 1 Infant	285
3 Children	380

**FIRST DAY**  
 Fall/Winter/Spring

Our school year begins the Tuesday after Labor Day and ends the last Thursday in May.

**Summer**

Our Summer program begins the first Monday in June.

## ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATIONS

Attending PDO is an exciting experience for a young child. Whatever the personality of the child, there will be a moment when the child suddenly realizes that you are not staying the entire day also. The apprehension that accompanies this realization is a normal reaction. We offer some suggestions to help ease the tension:

- **The Journey** - Encourage your child to walk with you to his/her room.
- **Don't Linger** - Reassure your child that you will be back. Give a big hug, or "I love you and I'll be back." Then **EXIT**. At this point, it does no good to stay until they settle down. They will not calm down as long as you remain. The child interprets your reluctance to leave as meaning that you are not sure about this place and perhaps do not trust these people. Your presence now only intensifies your child's reaction and that of the entire class.
- **Tears Will Pass** - Realize that there may be tears at first, but they pass quickly. If your child remains upset, we WILL call you.
- **Checking Back** - Parents are discouraged from coming back to PDO to check on the child because when the child sees a parent, the child thinks it is time to leave and is immediately ready to go. We are happy for you to call and check on your child at any time during the day.
- **Going Home** - Pick your child up on time. It is scary for a child when all other children are leaving the classroom. **TEACHERS ARE AVAILABLE FOR QUESTIONS, BUT WE ASK THAT YOU EXIT THE ROOM AS QUICKLY AS POSSIBLE SO THAT THE STAFF CAN FINISH THEIR END OF THE DAY BUSINESS.**

### POLICIES

#### Hours

PDO is open from 9:00 a.m. until 2:00 p.m. If you arrive earlier than 9:00, the gym is open for play. Teachers are busy making preparations for the day in the classrooms. Please pick up your child on time, as our teachers have other commitments. **THERE WILL BE A 5 MINUTE GRACE PERIOD, AFTER WHICH THERE WILL BE A FEE OF \$1.00 PER MINUTE THAT YOU ARE LATE.** This fee will be added to your monthly bill. Please call, if possible, if you find that you are going to be late due to unavoidable circumstances.

## **Policies Continued:**

### **Weather Closings**

We follow Knox County School System. If Knox County is on a two hour delay, we will still open at 9:00 a.m.

### **Fees and Refunds**

Your monthly fees are due by the 1<sup>st</sup> of each month and no later than the 15th . There will be a \$1.00 fee for each day you are late after the 15th of the month. Fees are based on a 48 week year (4 weeks per month). The remaining four weeks help to offset the loss of days due to PDO holiday closings. Therefore, no refunds or make-up days are given for family vacations or PDO holidays. You will need to give a 30-day notice if you are going to leave PDO, otherwise, you will have to pay for the upcoming month.

### **Attendance**

Late arrival is disruptive to the class as well as the arriving student. PDO does not accept children after 10:00 a.m.

If you just want one day per week, Monday will be your only choice.

Switching of regular enrolled days is not allowed. Drop in days can be requested through the director.

### **Registration Forms**

All enrollment forms, health, and personal data for the child must be completed and turned in before your child can be admitted to PDO. **Please inform us of any changes in address or telephone numbers.**

### **Illnesses**

The most effective way to control the spread of illness is to keep your child at home under these circumstances:

- 1.) Fever within 24 hours
- 2.) Vomiting during the evening or early morning hours
- 3.) Diarrhea within 24 hours
- 4.) Green runny nose or red draining eyes
- 5.) Congestive whooping type cough
- 6.) On medication with strep throat for 24 hours.
- 7.) Ear aches

## **Policies Continued:**

If your child has allergies and symptoms that you know are not the result of a cold, please let the director know **before** bringing your child to PDO. If we have concerns that your child may be ill, we will ask that you not leave them at PDO that day. If your child has been seen by a physician due to illness, a doctor's note will be required upon their return to PDO. If your child becomes ill at PDO, we will contact you immediately. We have high health standards and work hard to maintain a healthy environment.

### **CPR training is provided for PDO staff**

### **Absences**

In the event of your child's absence from school, we ask that you notify PDO.. In case of illness, you must notify PDO the day of the absence in order to arrange a make-up day. Make up days for illness can not be guaranteed as they are based on availability of space. These make-up days must be requested within 30 days of the missed day, otherwise, the make-up day (s) will be forfeited.

### **Lunch/Snacks**

PDO provides a morning and afternoon snack which normally consists of water, graham crackers, gold fish, vanilla wafers, etc. On occasion, we serve a special holiday treat, which may be sweet. Please inform us of any dietary concerns that you may have. We ask that your child **not** bring food or drinks into their classroom in the morning.

The parent is responsible for providing their child with a sack lunch. Clearly label lunch cups and containers with first and last names. Please remember that "less is best"! Finger foods are great. When sending fruits and vegetables, please have these cut and manageable for your child to eat. We ask that you not send red drinks or glass containers due to stain and breakage problems. Except for baby bottles, we are unable to heat lunches due to time restrictions. Please heat your foods at home and send in a thermos.

## **Infant/Toddler Needs**

No juice boxes for this age group. You will need to provide a sippie cup with beverage already poured.

Bottles with milk or formula should be fully prepared and stored with a cold pack.

Finger foods and sippie cups are required by the end of 12th month.

Diapers may be brought daily or left in the child's cubby.

Send one package of baby wipes every three months.

For napping, your child will need a regular size crib sheet for floor mat.

Blankets are provided. Please label and bring anything special your child may need for napping.

## **Clothing**

A change of clothes including underwear and socks should be kept at PDO. Simple clothing that is free from complicated fastenings is best. Remember that they are often in a hurry to get to the bathroom. Please bring pull-ups with Velcro. Your child should wear sneakers which allow for running and playing in the gym. **NO flip flops!** Also, please write your child's name on all items they bring to PDO. Cubby space, for our younger children, is provided for a change of clothes and diapers.

## **Personal Items**

Please have your child leave all personal toys at home. Sharing a favorite toy is not an easy task. If your child has something special he/she would like to share with the teachers, we invite them to do so, but will then give it back to Mommy or Daddy to take home for safekeeping.

## **Birthdays**

Please tell us ahead of time if you would like to celebrate a birthday at PDO. We encourage you to bring a special snack for the entire class to share.

## **Parent Involvement**

We invite our parents to share any aspects of their occupation or hobbies that would be enjoyed by pre-schoolers.

## **Policies Continued:**

### **Holidays**

PDO is closed for the following holidays:

Labor Day

Thanksgiving

The week between and including Christmas Eve and New Year's Day

Martin Luther King Day

Memorial Day

The week of 4<sup>th</sup> of July

2 day Easter Holiday (the Thursday before Easter and the Monday after Easter)

### **Dismissal**

PDO reserves the right to dismiss any child, if after entering, he/she seems unable to participate in group experiences or if the fees have not been paid.

### **Discipline**

PDO uses "time out" for any negative physical contact to other children and for repeatedly ignoring a teacher's first request. You will be informed at the end of the day if your child has been in time-out so that parent and teacher can work together in correcting a negative behavior. Positive reinforcement is used frequently to build long-term good behavior habits. Conferences are welcomed, but must be prearranged with the director.

## STAFF INFORMATION

### **Kathy Nolan** - Director , Teacher, Older 3 & 4 year olds

Kathy is a member of First Presbyterian Church. She majored in social work and worked for five years for Specialty Restaurant Group in the human resource department. She and her husband, Dewayne, have two children, Sam and Allie. She started in Miss Iva's class in 2007.

### **Marcia Doyle** - Curriculum Planner, Teacher, Infant & Toddler

Marcia has a degree in Early Childhood and Elementary Education. She has 28 years experience working in child care, including 21 years at First Presbyterian, and has worked at Parents' Day Out for sixteen years. She and her husband, David, have one daughter, Erin.

### **Iva Skinner** - Curriculum Planner, Teacher, Older 3 & 4 Year Olds

Iva attended MTSU. She taught nursery school in Pennsylvania for 10 years, and has taught Sunday school for 30 years in the pre-school area. She and husband, Bill, are members of First Presbyterian Church. They have four grown children and four grandchildren. Iva has been with PDO for six years.

### **Lauren Nunn** - Teacher, 2 & Young 3 Year Olds, Records and Bookkeeper

Lauren, husband Kevin, and sons, Darwin and Max, are members of First Presbyterian. She has a degree in Biology and has taught nature to preschool and elementary students. We welcomed Lauren to our staff in 2006.

### **Misty Harrison** - Teacher, 2 & Young 3 Year Olds

Misty previously worked as an assistant teacher for Headstart. She majored in nursing at ETSU. She is married to Jamie and has two sons, Hunter and Jayden. Misty has been a part of our staff since 2006.

Staff Information Continued on Next Page

## Staff Information Cont.

### **Terri Ramsay** - Teacher, Infant & Toddler

Terri is a member of First Presbyterian Church. She has a B.A. in Biological Sciences and worked at Knoxville Zoo for over ten years. She and her husband, Ed have two children, Zachary and Gwythian. Terri joined our staff in 2009.



## DAILY SCHEDULE (Otters/Toddlers)

9:00 - 10:00	Greetings - Art Project - Free Play
10:00 - 10:15	Snack, story and songs
10:15 - 10:30	Clean-up and diaper change
10:30 - 11:00	Gym Play
11:00 - 11:45	Lunch and Play during clean-up
11:45 - 12:15	Nap preparations - music, changing and soothing
12:15 - 1:45	Nap (early risers play in the nursery)
1:45 - 2:00	Snack and book reading



## DAILY SCHEDULE (Monkeys/2s and Young 3s)

9:00 - 10:30	Greetings, Art Project, Free Play Manipulatives
10:30 - 10:45	Clean-up and morning snack
10:45 - 11:05	Circle Time, story and songs
11:05 - 11:15	Diaper change/potty break
11:15 - 11:30	Gross Motor Activities
11:30 - 12:00	Lunch
12:00 - 1:00	Active gym play - Diapers and potty
1:00 - 1:30	Letter of the day - color sheet
1:30 - 2:00	Afternoon snack and video



## DAILY SCHEDULE (Bears/Older 3s and 4s)

9:00 - 10:30	Greetings - Art Project - Free Play, Manipulatives
10:30 - 10:45	Clean-up and morning snack
10:45 - 11:20	Creative Movement, Songs and Story
11:20 - 11:40	Library and Bathroom break
11:40 - 12:10	Lunch
12:10 - 1:00	Gym
1:00 - 1:30	Letter of the day, color sheet, organized game
1:30 - 2:00	Afternoon snack and video

Bathroom breaks are given throughout the day.

A sign in and out sheet is located at the entrance of your child's classroom.

A monthly calendar is provided which includes: topics, activities, events and songs.

## **PARKING**

Parking in the tunnel is a violation of the fire code. For your safety and convenience, the 2nd level is available and the doors will be unlocked for drop-off and pick-up times. **We request that the parking spaces on the upper level (office level) be left for church members who are conducting business for the church and church staff.**

## **PARENT'S NIGHT OUT**

Second Friday in the Month

5:30 - 10:00 P.M.

Ages: infant - 11 Years Old

Infant           \$35.00

1 Child:         \$25.00

2 Siblings:     \$35.00

3 Siblings:     \$40.00

Dinner is provided at a charge of \$2.50 per child.

**Lauren Nunn 865-684-5111**

**Reservations are required** by the Tuesday prior to the Parents' Night Out. Cancellations received after Tuesday will result in a full fee unless due to illness. Cancellations due to illness will be charged a half fee.