



## Parent Handbook

### **Redeemer PDO Mission:**

As a ministry of Redeemer Waco, our mission is to minister to Redeemer and our surrounding community with a program that provides and fosters children's love of Christ and others. Our goal is to do this in a Christ-centered, loving, and safe environment.

### **Enrollment Information:**

Ages: 16 months (by September 1)- 4 years old (by September 1)

Days: Monday/Wednesdays 9:00am-2:00pm

September 9, 2024- May 14, 2025

### **Tuition/Fees Information:**

Registration Fee: \$30(per child)- due at time of registration to hold your spot

Monthly Tuition: \$230 (9 payments)

Supply Fee: \$60 (2 payments- Fall and Spring)

Music Fee: \$40 (per year)

Payments can be made in the form of checks or can be paid in cash. Checks can be made out to Redeemer Waco with PDO and your child's name in the memo line.

Tuition is the cost for the total number of weeks that PDO is in session divided evenly into 9 monthly payments. Therefore, there will be no discounts or prorating done during months that include holidays.

### **Late Fees and Returned Checks:**

Tuition envelopes will be sent home with students the first week of the month and are **due by the 15th of the month.** A late fee of \$20 will be assessed for payments made after the 15th of the month. Checks that are returned due to insufficient funds will be assessed a \$25 returned check fee along with the original amount owed.



### **What to Bring:**

Please make sure that all of the items listed below are properly labeled!

- **Lunch & Water Bottle:** Due to the timeframe of our program, lunch will be had in the classrooms each day. Lunch must be brought from home each day and should be labelled and easy to open for each child. Please be mindful that there may be allergies in your child's class. We ask that you check with your teacher before sending anything with any form of nuts in it. Please also note that lunches will not be able to be heated or refrigerated throughout the day, therefore we ask that lunch is able to sit at room temperature throughout the day or contains an ice pack.
- **Diapers/Pull-Ups & Wipes:** Please send 6 diapers/pull-ups each day and a package of wipes that can be kept in the classroom (please label the wipes package). If your child requires diaper cream, please send a labeled container and an applicator for teacher to apply it with.
- **Extra Clothes:** A spare change of clothes for your child should be placed in their bags in the event of an accident.
- **Nap Mat & Comfort Item:** A nap mat is needed for each child so that children can nap comfortably in their classrooms. If your child would like to have a comfort item (a lovey, blanket, etc.) they are welcome to bring it in their bag for nap time only. Please note that comfort items are strictly for nap time.

### **What Not to Bring:**

We ask that children do not bring outside toys to items from home that might distract the child from the daily planned activities. Bringing these items can result in destruction, loss, or potential disagreements among classmates. As a potential result, we do not allow them and are not responsible for any toys or outside items.

### **Our Program:**

Redeemer Parents' Day Out strives to provide a safe environment that fosters a love for Christ and others. Our program intends to do this by providing opportunities to learn about God in a fun and age-appropriate way. On Mondays, children will attend an age-appropriate music class taught by a music teacher. As they learn about who God is, children will attend a chapel time on Wednesdays taught by our pastors. This chapel time will coincide with the weekly lesson that children are learning about during their regular class time.

For more information on our curriculums, please contact our director.



## Policies

### **Arrival/Drop Off:**

Children can begin arriving for drop off to their classrooms at 8:50am. They will not be permitted to enter classes before 8:50 in order to respect teacher's prep time. If you notice children in the classrooms before this time they are staff children. The front doors will lock beginning at 9:05 am each day. After that time, please use the intercom system at the front door to be permitted entrance to the church. Please note that the front door will be the only door used for drop off/pickup.

### **Pick Up/Authorized Pick Ups:**

Children can be picked up beginning at 1:55pm and we ask that they are picked up no later than 2:05pm each day. If you are running late, please call/text to let us know that you're going to be late. **Children who are picked up later than 2:15 will be charged \$5 per every 5 minutes they are late.** Teachers will only release children to those who are authorized to pick up your child, as listed on their information forms at the beginning of the year. If there is an emergency and a person not listed as an authorized pick up is picking up, please call/text with the person's legal name that would appear on their driver's license. They will be asked to present their driver's license to the director at the time of pick up before being escorted to the child's class.

### **Snacks and Allergies:**

Classes will be provided a snack once a day. Each Monday their snacks will consist of either goldfish or animal crackers. If your child is allergic to either of these items, please notify the teacher and send your child with an allergy-safe snack. Outside of each classroom a Wednesday snack signup sheet will be available for snack signups. Each sign-up sheet will have any class allergies listed at the top. We ask that you try to provide a healthy, allergy-friendly snack and that any snack that requires cutting (grapes are halved, etc.) or preparation is done prior to drop off. We thank you for signing up and providing children with a healthy snack!

**Discipline:**

At Parents' Day Out, our children are getting their first taste of what it means to be a part of a classroom environment. Our staff's job is to help your children to acclimate to this environment and to keep the class safe. The best way to help our children understand positive behavior in the classroom is through modeling of kind and appropriate behavior. Our goal is to provide positive reinforcement and praise when we notice appropriate behaviors.

Discipline is used in our classrooms not as a punishment, but a training process. Although classroom rules may vary for each age group, the discipline process will remain the same. Children will first be given a verbal warning, then a short time allotted away from the class activity, and if the behavior continues to persist, children may be referred to the director's office. Physical punishment will never be used in our classrooms as it does not create a positive and nurturing environment. If a child's misbehavior becomes persistent or puts any other children's safety at risk, the child's parent may be contacted.

We, as their teachers, understand that at this age children will make mistakes and they need lots of grace. Major behavioral issues will be shared with parents. We share this information with you as a way to work together to help your child to overcome any problems and gain better social skills in a classroom environment.

**Sick Policy:**

Children who are presenting any of the following symptoms are asked to stay home until they have been symptom free for 48 hours. Symptoms include, but are not limited to: **fever above 99.9, diarrhea, vomiting, acute cold, heavy nasal decongestion, constant cough, pink eye or eye infection, ear infection, sores, or any unexplained rash/skin infection.**

In the event that any of these symptoms present themselves during program hours, parents may be contacted to come and pick up.

If your child is too ill to comfortably participate in any of the daily activities, we ask that they do not attend that day. For the safety of your child, the other children, and the staff, we ask that you strictly adhere to this sick policy.

**Medication:**

Teachers are not permitted to administer any medication during the PDO program hours. If your child requires emergency medication (inhalers, epipens, etc.) they must be noted on your child's information form and will be stored in the director's office in the event that the child needs it. If your child registers an emergency medication, parents are required to sign a consent form and action plan that is kept on file.

**Medical Emergency/Injuries:**

Minor injuries may occur throughout children's daily activities. When incidents occur, teachers will do their best to determine the cause of the injury and do their best to keep the same incident from happening again. If the incident is something to note, teacher will fill out an incident report and speak with parents about it.

In the event of a medical emergency or serious injury, parents will be contacted and if necessary, EMS will be called. Parents are required to keep up to date emergency contact information at all times. If the parents and emergency contact cannot be reached, the director will contact the child's doctor for further instructions. In registration forms parents are required to sign a consent to treat form and note any allergies to medications and pediatrician's information.

**Parents in Classrooms:**

Children at this age sometimes have a hard time adjusting to being dropped off (especially during the first few weeks), we ask that parents do not enter the classrooms during drop off or pick up. This allows our children the chance to adjust quickly to being dropped off and build up their sense of independence.

**Schedule and Important Dates:**

Redeemer Parents' Day Out will follow Midway ISD's schedule and their lead. If Midway has a delayed start or cancels school due to inclement weather, Redeemer PDO will be cancelled for the day. Below is a list of important dates to remember. Dates are subject to change. In the event of any major changes, parents will be notified.

September 4-Meet the Teacher

September 9- First Day of PDO

November 25 & 27- Thanksgiving Break

December 18- Classroom Christmas Party & Pajama Day

December 23-January 5- Christmas Break- No PDO

February 12- Classroom Valentine Party

March 10 & 12- Spring Break

March 24- 2025-2026 PDO Registration Begins for Returning Families

April 7- 2025-2026 PDO Registration Opens to General Public

April 16- Classroom Easter Party and Egg Hunt

May 14- Last Day of PDO