



Lakeshore Christian Church Parents' Day Out

Fall/Spring Session Parent Handbook

Missions Statement

Lakeshore Parent's Day Out exists to provide a safe and fun-loving environment for children within the community. We come alongside children to assist in their physical, emotional, social, mental and spiritual development. Age appropriate curriculum, an indoor playground, specials that include music and physical education as well as daily biblical teachings enrich their learning experiences by stimulating their desire to learn. Through organized activities and intentional teaching and care, children freely express themselves as they discover who God has created them to be.

EDUCATIONAL PHILOSOPHY AND GOALS

As a staff at Lakeshore Parent's Day Out we firmly believe that everyone is created in the image of God and we recognize our responsibility for training each child in a manner that is worthy of the Lord. We seek to meet the unique characteristics and needs of each child, including their level and modes of learning, physical and mental strengths, as well as special limitations. Though we may not be in a position to provide for every child appropriate to his/her needs, we recognize our responsibility to inform and encourage parents to seek specialized help. We consider this responsibility as a privilege and are thankful for the opportunity to contribute to the growth and development of each child in our care.

Days & Hours of operation:

Mondays & Wednesdays 8:30 a.m. – 2:30 p.m. Tuesdays & Thursdays 8:30 a.m. – 2:30 p.m.

ARRIVAL & DISMISSAL

Please park in designated parking spaces. **Do NOT park in front of building on yellow**

fire lines. In the case this area needs to be clear for an emergency situation. Drop off is from 8:20-9:15am. The doors will be locked after 9:15am and no entry will be excepted unless you have authorization in advance from the director. If you run late due to uncontrollable circumstances please call first to inform us of your situation.

Check your child in at the check-in desk upon arrival. You may then take your child directly to his/her classroom. Morning arrivals should be prompt to give children opportunity to socialize and to eliminate distraction from planned activities. Please do not allow any child, regardless of age, to enter the building unaccompanied. It is also very helpful if you talk to your child's teacher about any new developments or needs since they last saw your child.

To help with transition, be certain to say good-bye to your child each day before leaving. If separation is a concern, we recommend that you tell your child that you are leaving and that you will return after rest time. Then, leave with a smile so that your child sees that you feel good about him being at Parents' Day Out. Lots of hugs and kisses always help, too! Parents and family members are not allowed to visit children during school hours unless they are picking them up early. The teachers work really hard to create a good mood for the day and children often have melt downs upon seeing relatives show up.

Pick up time is 2:30pm. The doors open up at 2:00pm and close at 2:45pm. Your child must be picked up no later than 2:45 pm. Failure to comply with this policy, except in case of emergency, will result in a fee of \$2.00 for every minute that your child is in our care. This fee is due at the time you pick up your child.

At the time of dismissal, please sign your child out at the front desk. Parents' are requested to list the names of anyone having permission to pick up their child on the child's enrollment application. For security purposes, we may request photo identification before releasing your child to any individuals not listed on your child's enrollment form. We must always have notification if someone other than those listed on your enrollment form will be picking up your child. Please inform us in advance if you know someone else will be picking up your child.

TUITION & FEES

Tuition for the Parents' Day Out program is \$160.00/month for each child that is enrolled. **Tuition payment is due the first week of each month.** If there is no payment of tuition by the 8th of the month, we have the right to withdraw your child from the program. If you are going to be gone on vacation for more than 2 weeks, please notify the director in writing. If you return and wish to continue your child in the program you must reenroll them including paying all fees again. You must contact the program director

before the 8th of the month to discuss any problems in paying tuition on time. The director may or may not be able to allow an extension in paying the tuition. A non-refundable \$45.00 application fee per child is due at the time of registration. There is also a \$50.00 supply fee per child due **each year** with application. All payments should be made at the front desk. There is a sibling tuition discount of \$5.00 a month for families who have multiple children enrolled.

If your child is withdrawn from the program after the fifteenth of the month, any previously paid tuition will not be refunded. Tuition is not adjusted for absences due to the fact that your child's registration is held for you even if your child is not in attendance. Tuition is not refunded for days missed because of inclement weather (i.e. snow days). Full tuition is due each month regardless of holidays and scheduled breaks. The monthly tuition rate is an average cost that is determined based on the total number of school days for the entire school calendar

SCHOOL CALENDAR

Our Parents' Day Out program follows a "school year" calendar. Our program session begins in August and concludes mid-May each year. We do offer a summer program based on interest and enrollment. If adequate enrollment is not available, we reserve the right to cancel the summer program. The Summer Session has a separate registration and supply fee.

Parents' Day Out will be closed for the following holidays – Thanksgiving, Christmas Eve, Christmas, New Years Day, Independence Day, Labor Day and Memorial Day. Specific dates will be announced at the beginning of each Fall session.

Twice each year, we hold special performances given by the children enrolled in the program. These include a Christmas program performed each December and a spring program in May. Our spring program also includes a Pre K graduation for those children who will be going to kindergarten in the fall. Both Monday/Wednesday and Tuesday/Thursday will be included in a one performance.

SCHOOL CLOSINGS/INCLEMENT WEATHER ALERT

When bad weather arrives, School closing information will always be available on the front page of our website at www.lakeshorechristian.com. We will also post information on the Lakeshore Facebook Page and the Parent's Day Out Facebook Group Page. Please notify your child's teacher if you would like to be added to the Facebook Group Page.

Communication is key! It is important that we stay informed of any new situations regarding parent information. Change of Address, Phone # changes, Email Address should be current at all times. The best way for us to communicate with you is through the information that you provide to us. Most information that is sent out is through your child's **orange communication folder** that they bring home each week. Important information about events, dates, daily progress and your child's daily work will be in that folder, so please check it everyday, and make sure it goes back in their backpack for the following school day. You will also be getting a newsletter with upcoming events and articles for Fall/Winter and Spring/Summer seasons.

CLOTHING

Preschool can be messy! Please dress your child in comfortable clothing. A wide range of activities is planned each day and sometimes things can get a little messy. Sandals, flip-flops, open-backed shoes and crocks are not recommended. Comfortable shoes with traction, such as tennis shoes are preferable. Please dress your child appropriately for the weather. Light jacket in the spring/fall and heavy coat, hat and mittens in the winter. While we have an indoor playground, in case of emergency, we could be required to exit the building, and we want your child to be comfortable.

You will need to send an extra change of clothing in your child's backpack each day (shirt, shorts/pants, socks, underwear). If wet or dirty clothes are sent home, please return a clean set of extra clothes on the next school day. All clothing should be labeled with your child's name. **Parents are responsible for providing diapers and pull-ups for children who are not potty trained.**

BIRTHDAYS & SPECIAL OCCASIONS

You are welcome to send cookies, cupcakes or other treats to share with your child's class on birthdays or other special occasions. (Birthday cakes and large cupcakes are not recommended because they are difficult to serve in a classroom.) Please let the teacher know in advance that you will bring a treat. We want to celebrate your child's special day, however we do not allow birthday parties to be held during our school day. (Please no balloons or other decorations.) If you want to bring goodie bags for the class that will be allowed. If you are planning a party outside of school, you may put invitations in classmates cubbies. On designated holidays, each class will have a special party. Parents may be asked to bring treats or supplies for the party. Sign-up sheets are usually posted at each classroom.

TOYS

On occasion, your child may be asked to bring something for show-n-tell. The PDO program is not responsible for toys that are brought to school or for their safe return home. Labeled books are always welcome. Toys that suggest violence (i.e. guns, swords, war toys) are not allowed. We also do not allow any tablets, cell phones or electronic devices that can connect to the internet.

ILLNESS/MEDICAL CONCERNS

For the protection of all children, your child should be kept at home if he shows any signs of the following symptoms:

- A fever higher than 99!
- Diarrhea or vomiting
- Undiagnosed rash
- Nasal discharge that is cloudy, yellow or green
- Discharge from the eyes or ears
- Productive or persistent cough

Parents should exercise caution and keep their child home should any other unusual symptoms occur. A child must be free from fever, diarrhea and vomiting for at least 24 hours from the time of last incident before returning to school. If we feel that a child shows any indication of illness, you will be notified. The PDO program reserves the right to request a written doctor's statement when question of a contagious disease exists. Any prescription medicines for your child must be handed directly to the teacher in charge. Written instructions for administering the medicine and permission to give the medicine must accompany the medication. Medicine will not be given without written instructions and permission. Prescription medication must show the name of the child, name of the doctor and instructions.

MEDICAL EMERGENCIES

Every precaution is taken to keep your child safe while in our care. If there is an emergency, we will first treat the child's injury to the best of our ability. Then, we will

immediately contact the parent or guardian of the child. In case of a severe injury or illness, we will immediately contact emergency personnel. In this case, parents will be called immediately after emergency medical help has been called. In all cases, if a parent cannot be reached, we will use the emergency number provided on your child's enrollment form. Emergency contacts should be local residents. If you cannot be reached and emergency treatment is required, the child will be taken to the nearest hospital. Your authorization to contact your family physician and to take whatever emergency medical measure necessary is part of your child's enrollment form. If medical fees are incurred, it is expected that parents will accept full financial responsibility and, if applicable, use their own medical insurance coverage.

BEHAVIOR

In order to maintain an enjoyable classroom setting, your child will be expected to cooperate and behave properly during class. We want your child to feel safe and loved while in our care, so we believe in rewarding good behavior with hugs, words of praise, stickers and sometimes prizes. When behavior needs to be corrected, we will redirect your child to an alternate activity. If redirection is not effective, we will use time-outs to give your child time to calm and think about their behavior choices. In persistent cases of negative behavior we may take away rewards and/or time in group activities. In both instances, your child will be encouraged to make better choices.

We want you to have a good indicator of your child's behavior for each day that they are in our care. We will fill out Daily Reports for your child each day and will put them in your child's orange folder. These will give you an idea of how your child did physically, mentally and emotionally. Any positive or negative behavior will be noted on this sheet for your review. If your child has hurt someone or been hurt by someone else physically, the teacher will talk to you and ask you to sign an incident form. If a child displays some behaviors that may signal a need for intervention, the director will notify the parent in writing and in person if possible. It is our desire to work with you on finding an effective solution to undesirable behavior. If disruptive behavior becomes a persistent problem and/or affects the safety of the child or others, we reserve the right to ask that you withdraw your child from our program.

SNACKS/LUNCH

Parents' Day Out will provide a morning snack for all children enrolled in our program. If you have dietary restrictions for your child, please notify us and we will honor your wishes to the best of our ability. It may be necessary for you to send a snack for your

child if we cannot meet their special needs. **Parents must send a lunch each day at drop off for their child. Lunches should be foods that your child can easily manipulate. Foods must be packed in an insulated lunchbox with a cold pack or thermos for hot items.** Plastic/paper bags and backpacks are not appropriate lunchboxes. We cannot refrigerate or heat your child's lunch. Parents of infants should provide baby foods and a sufficient amount of formula/breastmilk/milk for each day. Please prepare bottles at home. All baby bottles, sippy cups, utensils and lunch boxes need to be clearly labeled with your child's name.

NAP TIME

Infants in the nursery each have their own crib, and they do not share it with any other child. The PDO program provides nursery children with clean sheets on a daily basis. Please send any special sleep aids for your child each day (i.e. pacifier, blankie). These will be sent home each day. Older children sleep on nap mats in their classrooms. **You will need to provide a "kindermat" (found at Wal-Mart & Target or purchased with us for \$10.00) at the time of your child's enrollment.** Older children do not have to sleep but are required to stay on their mats and be quiet, so that the other children can sleep. Sleep aids for older children are welcome, but will remain in your child's backpack until naptime. Blankets & mat covers need to be sent everyday in your child's backpack and will be sent home each day to be cleaned, and returned on your child's next school day. **Please do not send sleeping bags and large pillows.**

CHILDREN WITH DISABILITIES

While we are not a special needs program, Lakeshore PDO will make reasonable accommodations for children with known disabilities. We may not be in a position to provide care for every child appropriate to his/her needs but we will attempt to inform and encourage parents to seek specialized help. Qualified therapists/consultants may visit these children provided the following guidelines are met:

1. Teachers must not make or imply any diagnosis for children to parents.
2. Director and/or assistant should be notified by teacher if a child demonstrates special challenges in their learning environment.

3. Only director will address parents with specific observations made of their children and may provide helpful sources to parents but they will not diagnose their children.
4. A child's therapist must contact director to outline the observation plan prior to the first scheduled visit.
5. Frequency and time of visit must be coordinated with the classroom schedule.
6. Visitors must show proper identification.

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