

# Covenant Church

## Parents Day Out - Welcome Letter

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Dear Parent/Guardian,

I would like to take this opportunity to thank you for your interest in our Parents Day Out (PDO) program. Our goal is for our program to be the BEST children's program you have ever heard of!

The mission of Covenant Church is to help as many people as possible to know, love, and serve God with all their heart, soul, mind, and strength.

We love children and believe God has a wonderful plan for their lives. Our PDO program is designed to teach children using a Christ-centered curriculum that prepares them for kindergarten and life as an elementary school student.

Our program exists to provide a secure, nurturing environment for preschoolers. Our goal for growth is to provide your child with activity-based teaching, which will allow him/her to progress with problem solving, sharing, expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.

We encourage parents to participate in activities and events that our program has throughout the year to help develop wonderful relationships with other parents and our church family.

We understand that you, as the parent, know what is best for your child and we promise to love, protect, encourage, and care for your child as you would at home. I look forward to building a relationship with you and your family.

Please read all the information provided in this packet and feel free to call or drop by the office, anytime.

Blessings,

Ms. Jimmie Blake  
Parents Day Out Director  
Covenant Church

*Take some much needed Mommy or Daddy time while your child develops friendships, sings and hears about Christ, and learns all the necessary skills he/she will need for Kindergarten!*

# Covenant Church

## Parents Day Out - Policies & Procedures

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The following policies & procedures have been compiled to provide information and clarification concerning the programs of preschool age children at Covenant Church. These guidelines are not intended to be restrictive but rather to enhance and improve our program.

Please read this manual carefully and cooperate with us in this effort. If you have questions and suggestions, please feel free to call 842-7955.

Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool programs offered at Covenant Church.

### **AGES**

For Summer 2011: Age 2 – Entering 2<sup>nd</sup> Grade

For Fall-Spring 2011: Age 2 – Entering Kindergarten

### **PROGRAM DAYS**

Tuesday & Thursday from 9:00 am – 2:00 pm

### **FEES**

There is a \$20.00 non-refundable registration fee due at the time of registration for summer and a \$30 non-refundable registration fee for fall. This payment will reserve your child/children a place in our program. The registration fee for additional children will be \$10.00 per child. A \$10 school supply fee will be charged for supplies and added to the school bill the last Tuesday of each month.

### **TUITION**

\$30 a week

Additional children from the same home are \$20 per week.

Each family must set up automatic weekly tuition through Covenant Church's PDO website. Go to [www.covenantfwb.org](http://www.covenantfwb.org) and click Parents Day Out. The church uses a program called SecureGive that allows you to use your debit card or credit card. If you need help setting up your account, we can help you do that during registration.

Because our teachers are committed to being here each day for all the children, we cannot reduce or excuse tuition in case of sickness, vacation, bad weather, etc.

## **WITHDRAWALS**

In the event you choose to withdraw your child from the program, you are required to give a written four-week notice. If we do not receive the notice, you will be required to pay for those four weeks.

## **ARRIVAL/DEPARTURE PROCEDURES**

A car line system is used each morning and afternoon at the front doors of the church. Morning car line starts at 8:50 and afternoon car line starts at 2:00. You will be provided a sign for your car with your child's name on it. This will help keep the process safe and fast. We ask all parents to be prompt in arrival and departure, showing Christian respect to the other parents. We want your child/children to benefit in all the planned activities for the day. Check-in begins 10 minutes before the program starts. Departure procedure: Please pull up to front doors and form a car line. Each child will be brought out as his or her parent pulls up; then you will buckle your child into his or her seat. All changes in the usual pick-up person must be relayed to the PDO director in WRITTEN form. We will not release your child to someone you have not authorized.

Due to the extra staff costs, a charge of \$5 per 15 minutes will be assessed if you are late picking up your child. So please be timely.

## **TEACHERS**

Our teachers are dedicated individuals who serve with your child's best interest in mind. Our teachers also understand the importance of consistency in childcare. Each teacher will strive to be in class every week to provide much needed stability in your child's life. Stability and consistency in a church ministry like PDO helps the child understand that God will always be with him or her.

## **LEARNING ENVIRONMENT**

The environment in which your child learns is as important as what he or she learns. The rooms used for the Parent's Day Out program will be safe, clean, and comfortable for your child. Each room is designed for a specific age group and is equipped with age-appropriate toys and materials. Please do not send toys from home.

## **CURRICULUM:**

Our teachers use a well-developed curriculum designed specifically for your children. There are lessons each day and children will learn to write, cut, glue, color, sing, hear popular Bible stories, make crafts, memorize Bible verses, learn to pray, shapes, letters, numbers, and more. We will work with your preschooler to help him or her sit still during story time. This will help them when you take him or her places including church, restaurants, etc. They have a snack time and lunch time, play games inside and outdoors. Our PDO program is designed just like a day care and will help prepare your child for kindergarten.

## **INCLEMENT WEATHER**

If the PDO program is canceled because of weather, it will be announced on WRCB Channel 3 News and the Covenant Church PDO Facebook page. Make-up of inclement weather days will be at the discretion of the Director.

## **VISITORS**

Parents and guardians are welcome at the church campus any time. Other family members and friends are asked not to come during the program days unless invited. Uninvited guests may interrupt the lessons designed for the class.

## **NON-CUSTODIAL PARENTS**

Only parents are allowed to see the child during the program day and only those given written permission by the parent can pick up your child. If a restraining order has been issued against a non-custodial parent, please give a copy of the legal document to the PDO director to be placed in your child's confidential file. Safety is of the utmost importance.

## **SECURITY FEATURES**

One of the many things that makes Covenant Church's PDO program the BEST program in our area is the safety procedures and the safety of our building. Once the program day begins, the children's wing is locked down and no one besides staff is allowed. There are security doors, electronic door locks, a security system with instant "panic buttons" to notify police, fire, or ambulance, and a direct phone line. We care about your children so much, that we have designed our church building to protect him or her.

## **EMERGENCIES**

Fire drills are practiced once a month and severe weather drills are practiced twice a school year. In the event of an emergency, our students and staff will exit the building and we have information on each child to give to emergency personnel, if necessary.

## **CLOTHING AND PERSONAL BELONGINGS**

Please mark all belongings with your child's name. Dress your child comfortably for school activities. We go outside daily and work with paint, glue, and other messy substances on a regular basis. If your child's clothing can be ruined then you probably should not send them to school in it.

Footwear, which is recommended, is sturdy, closed-toe shoes. Cowboy boots, flip-flops, and crocs are unsafe on climbers and inappropriate for school. Some hair accessories and jewelry are choke hazards. Please leave these items at home.

Please send a change of clothes on the first day of school with your child. These should be placed in a gallon Ziploc bag and labeled with your child's first and last name.

## **HEALTH POLICIES**

It is your responsibility to notify us in writing of any medical conditions or allergies your child has or medications taken regularly. A plan for children with allergies or chronic medical conditions, which requires special accommodations, must be agreed upon with your child's teacher and Director. We will ask you to complete a form detailing the steps to take in case of emergency and planning for any needed accommodations in the classroom.

An up-to-date immunization record must be signed by your health care provider and submitted to us upon enrollment. If your child receives further immunizations during the year, please provide us with information so our records remain current. **NO** child may attend school without a health record on file.

For the protection of all children and adults, parents are requested not to bring a child who appears to be ill. The following symptoms or illnesses should also be need for a child to be kept at home.

- Fever – currently or within the previous 24 hours (without medication)
- Vomiting or diarrhea – currently or within the previous 24 hours
- On an antibiotic – currently or within the previous 24 hours
- Excessive nasal drainage with discoloration (yellow or green)
- Any symptoms of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Sore throat, croup or congested cough
- Any unexplained rash or skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Head lice or other parasites

A parent will be notified if a child develops illness during the day. If your child contracts a childhood disease following a program day, please contact the PDO Director as soon as possible so other parents can be notified to watch for symptoms. No oral medications will be given to a child during the program day. Please report any allergies or special needs to the PDO Director.

## **LUNCH AND SNACK**

It is the parent's responsibility to send a morning snack and a lunch for your child. Please send a well-balanced, healthy lunch that does not require preparation. Reusable icepacks should be used to keep food cold. Please label all lunch boxes, cups, etc. with your child's name.

## **DISCIPLINE**

Physical punishment is not used at Covenant Church PDO. If there is a problem in the classroom, we use it as an opportunity to reinforce relationship skills, verbal skills, problem solving skills, and compassion for one's neighbor. Each morning every child starts on "green light." After three warnings, the child's discipline level will move to "yellow light." Then there is one warning before the child receives a "red light." When a "red light" is given, then a note is sent home to the parent. We want to help your child grow socially and be prepared for kindergarten. This system of grace and discipline works well.

If there is a persistent problem, we will work with you on further courses of action to help your child regain control of his/her behavior. In the event that your child can not gain control of his/her actions the parent will be notified.

### **FOLDERS**

Your child will be provided a re-usable folder at the beginning of the school year. This is our link to home and we will place artwork, notes, letters, etc. in them to get to the parents. Please check your child's folder each day.

### **BIRTHDAYS/HOLIDAYS**

We would love to celebrate your child's birthday at school with special refreshments. Please contact your child's teacher to make arrangements for a date to bring in treats. If you are bringing invitations to school, please place the invitations in your child's folder. If invitations are brought, every child in the class **MUST** be invited. We will have sign up list to prepare for holiday celebrations we will be having. Please follow the list so we have an accurate amount of treats.

### **STAFF**

Our staff has great experience in children's ministry, education, and working with preschoolers. Background checks have been completed on each one and continuous training is required which will enhance our program.

### **PROGRAMS/FUNDRAISER**

We will have several opportunities for parents and children to participate in activities throughout the year. You will be provided a calendar of open houses, programs, grandparent's day, graduation, etc. Each of these events will provide parents a time to visit with their child's teacher.

We will have fundraisers for our program throughout the year. This will take parent ideas and involvement. Any participation in these events would be greatly appreciated. Please contact the Director if you are interested in organizing or chairing any of the events.

# Covenant Church

## Parents Day Out - Photo Consent Form

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### Consent for Use of Photographs for Promotional Use

I hereby authorize and give full consent to Covenant Church to use, for promotional purposes only, all photographs in which I and or my child appear(s) while involved in the ministries of Covenant Church.

I am the parent or guardian of: (Please list all children under your care)

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Please check one of the following:

I hereby approve the foregoing and consent to the use of photographs subject to the terms mentioned above. I affirm that I have legal right to issue such consent.

I hereby do not authorize or grant consent for the use of such photographs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

# Covenant Church Parents Day Out Registration Form

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Child's full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M or F

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Other siblings enrolled: Y or N. Names \_\_\_\_\_

Mother's name: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Father's name: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Person to contact in case of an emergency (in addition to parent):

\_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_

Other persons allowed to pick up your child(ren):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Persons not allowed to pick up your child:

\_\_\_\_\_  
Do you have a court order for us to put on file stipulating this? \_\_\_\_\_



Medical History:

What serious illness, if any, has your child had?

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Fears

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Behavior habits (finger sucking, biting tantrums)

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Please list your child's strengths/weaknesses

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Any special skills or hobbies which parents would be willing to share with the program? \_\_\_\_\_

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Allergies/Medical Conditions:

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Family Physician (child's doctor): \_\_\_\_\_

Phone: \_\_\_\_\_

I have read and agree to the policies of the Parent's Day Out Program of Covenant Church. I also agree that in the event of an emergency and contact cannot be made with parents or emergency contact, my child is to be taken to the nearest emergency medical facility. I will assume full responsibility of all charges.

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Parent/Guardian

Date