

Dear PDO Parent:

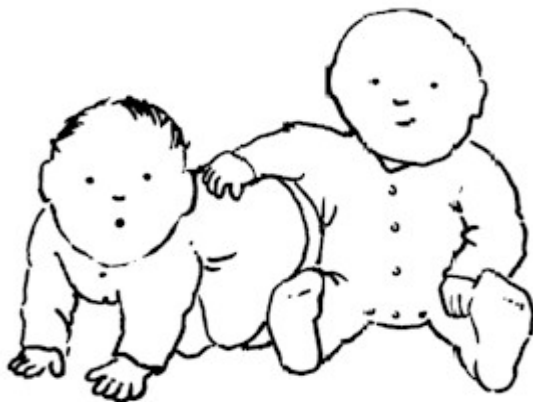
Welcome to our Parent's Day Out Ministry at the Cathedral of the Rockies. We seek to provide a safe, Christian atmosphere for the youngest members of our church and community family. We hope that our loving care for your child will allow you to pursue interests such as Bible studies, FUMC events, exercise classes, college courses or simply time to relax.

We believe that our children are God's greatest gift! The PDO Ministry provides special care to all children and contributes to the well being of your child. It also strengthens the Christian nurturing the child experiences at home. We strive to help your child build trusting relationships and feel a sense of belonging by reaching out in love and understanding.

We hope this handbook will convey our commitment to provide a caring environment through trained caregivers and a security system that ensures your child's safety. Please assist us in obtaining this goal by taking time to review and understand our policies. If you have any questions or suggestions, we hope you will call us.

Once again, welcome! We look forward to serving your family needs.

If you ever have any questions or concerns, please contact Andee Stockton, Nursery Director, at 846-8730 or 841-9456 or e-mail anstockton@cableone.net.



PDO Purpose

- To help each child feel comfortable and special
- To help each child feel secure with loving and caring adults
- To help each child learn to play and share with other children
- To help each child have positive feelings about coming to church
- To encourage the active participation of parents in worship, Bible study and other activities

Program

Your child's time with us will include Bible stories, group time, music, art activities, imaginative play, and play time on the playground or in the Activity Room depending on the weather. Activities and group time are age appropriate to each class.

Discipline Philosophy

Conflicts are a natural part of development and are inevitable in the early childhood classroom. Caregivers help each child work through conflicts by helping them discover words to address confrontational issues and to be respectful of other's feelings.

Children have the right to be safe, both physically and emotionally in their environment. They will be encouraged to develop socialization skills in their interactions with each other. Nurturing caregivers will help children work through these conflicts using techniques that encourage problem solving and choices such as:

- Redirecting behavior and setting clear limits
- Modeling and encouraging good behavior

Direct Guidance Techniques

Our goal as Christian educators and caregivers is to provide the best care possible for your child. We believe that children should be given the tools to handle their problems. Most situations can be alleviated through communicating self-control and by encouraging expected behavior through problem solving techniques.

However when necessary, the following procedures will be implemented:

1. Ignore minor misbehavior: Respond positively to the desired behavior.
2. Act as mediator: Get down on the children's eye level and listen to both sides - Try to get an agreeable solution.
3. Verbally redirect misbehavior: Remove the child from the situation. Give choices if possible: "Susie, you may choose to read the books in our reading center or you may build in the block area."

4. "Cooling-off zone": When a child is feeling out of control, the child may need to go to a prearranged space to "cool off." After the child has calmed down he/she will be encouraged to rejoin the group.
5. Aggressive Or difficult behavior: The caregiver will help the child acknowledge the other person's feelings and help the child understand his/her behavior is not acceptable in this program.
6. Keep the parents informed: Focus is always placed on the behavior, not the child: "May I call you this evening regarding _____'s behavior in class?"
7. Documentation: If a child's behavior continues to be inappropriate, we will document the behavior, including how we have tried to redirect the child. We will keep parents informed and work together to identify the cause of the behavior. We will act as a team to problem-solve, and carry out the agreed upon behavior both at the home and the church.
8. Repeated inappropriate behavior will result in returning the child to the care of parents or guardians. If we cannot make this a positive environment for your child, we will terminate enrollment.

****PHYSICAL PUNISHMENT OR VERBAL ABUSE IS NEVER ACCEPTABLE****

Child Abuse

Idaho Code, Section 16-1619 requires all childcare personnel to report any indication of Child Abuse. We are obligated by law to inform the Child Protection Offices of the Health and Welfare Department within 24 hours of any conditions or circumstances, which have or could reasonably result in physical injury to a child. Any person who acts upon reasonable cause in reporting child abuse is protected from any liability by Idaho Code, Section 16-1620.

Operating Policies

Age Requirements

PDO will accept children from their first immunizations to five years old during the school year. During the summer months, we will expand our program to accommodate children up to 12 years old.

Operation Days and Hours

PDO is open on Monday, Tuesday, Wednesday, Thursday and Friday from 9:00a.m.-1:00p.m. PDO will not be open on major holidays when the church is closed. PDO will follow the Boise Independent School District for all weather closures.

Sign In & Sign Out

We have a security system in place to protect your children. When you bring your child to the nursery, sign-in at the PDO Registry. Fill out the information on the sticker. Then take your child to their caregiver.

When signing in your child on the PDO Registry, it is extremely important that the information is accurate and complete.

When you return to pick-up your child, please sign the child out at the PDO Registry. This is part of our procedure to ensure your child's safety. Your child will be released only to the parent that drops them off, unless written instructions that say otherwise are given to one of the caregivers. In an emergency situation, one of your Safe List people will be called if the caregiver cannot reach you by phone. We will ask for photo identification before your child leaves with any other adult. Again, we are only trying to protect your child.

Registration, Enrollment and Tuition

Registration

There is no registration cost. The only requirement of registration is that all forms must be accurate and complete.

Enrollment

Children are enrolled by a monthly basis. Parents may enroll their child for the following month. This must be done by the last PDO day of the current month. Parents may enroll their child for multiple months at a time to secure a spot. All costs are due at the time of enrollment.

Tuition

Please refer to the PDO spreadsheet to see the fee schedule.

Drop-in care is available. The fee is \$25.00 per morning.

This is a self-sustaining program not funded by the church's budget. PDO operates alone based on payment.

Late Pick-Up

The PDO staff is scheduled only until 1:15 p.m. If you are late, we will charge a \$15.00 fee to make up the difference in payroll. Both staff and children become concerned when parents are late.

Returned Check Charge

Any returned check will result in an additional charge of \$20.00. A consistent pattern of returned checks will result in accepting only cash or money order.

Health Policies

Immunizations

Idaho State Law requires that all children be immunized before they may attend childcare. Though public facilities must accept waivers, it is our policy that no child will be accepted into this center without proof of full immunization. This policy is without exception.

A photocopy or original immunization record must be provided to PDO at the time of enrollment. Children will not be admitted into the program without an immunization record. Our records must also be updated with all subsequent immunizations. For specific immunizations, please refer to the Immunization Form on the wall.

Illness

Please be considerate of other families. Do not bring your child if he or she is sick. Children will not be accepted if they have a fever or have obvious signs of illness. If your child becomes ill at PDO, we will call you to come and pick them up as pre-arranged. If you cannot be reached by phone, we will call someone from your Safe List.

Emergencies

The caregivers have CPR and First Aid training. An emergency evacuation plan is posted and monthly fire drills are held. In the event of an emergency or illness, the following procedures will be utilized:

- We will attempt to contact at least one parent.
- Should neither parent be reached, a person designated on the Safe List will be contacted and asked to act on your behalf.

It is important to keep all telephone numbers up to date.

Information Form

If your child has known allergies or any preexisting condition, you must include this on your child's Information Form. Caregivers must be given instruction if there is a need for any special precautions in the PDO rooms. Should an Epi-pen play a part in your child's special needs, you will be required to give the staff specific training for your child.

Food and Drink Policies

Food

One snack will be given during the morning around 10:30. This will consist of crackers, animal cookies, goldfish, pretzels, etc. Please make us aware on your Information Form of any food that your child cannot have. You are more than welcomed to bring snacks for your child or the whole PDO group. Please inform a staff member upon arrival.

Please do not bring in any snacks that contain peanuts or peanut food products. All granola bars contain peanut product. This also includes any product manufactured in equipment that processes peanuts or other tree nuts.

Drink

The only beverage that will be offered is water. You are encouraged to bring your child's cup with their drink already in it. Please label all cups. If a bottle is applicable, please bring the bottles already prepared and labeled.

General Information

Diapers, Wipes and Potty Training

For safety and sanitation reasons, we will use only disposable diapers. It is your responsibility to bring in diapers and wipes for your child. We will work with your child through the toilet training period, but we ask that you continue to use diapers or "Pull-Ups" until they are completely trained. Please be sure to talk with your child's caregivers; potty training needs to be consistent between home and school. Please send extra diapers and wipes as well as a change of clothes at all times.