 **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 and their families 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 PHILOSOHY 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.

**Enrollment**

Our program accepts children ages 12 months old and walking up to 5 years of age/pre kindergarten. Our classrooms are organized according to age, physical and mental abilities.

Enrollment is based on first come first serve and spaces are limited.

**Days & Hours of operation:** Tuesdays & Thursdays 9 a.m. – 2 p.m.

**ARRIVAL & DISMISSAL**

 Please park in designated parking spaces. PLEASE 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 8:30-9:00am.** The doors will be locked after 9:00am 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 in the lobby upon arrival.**  You will use our tablet check in procedure and will answer a health questionnaire. We will take your child’s temperature and apply hand sanitize to their hands. Then, we will 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/her 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. If you must pick them up early, please call so that we can have all their stuff ready and packed when you come.

**Dismissal time is 2:00pm.** The doors open up at 2:00pm and close at 2:30pm. Your child must be picked up no later than 2:30pm. Failure to comply with this policy, except in case of emergency, will result in a fee of $20.00 due at the time you pick up your child. If you have circumstances that are out of your control that will cause you to be late picking up your child, you must contact the program director prior to 2:30pm to notify us.

**At the time of dismissal, please sign your child out at the front desk in the lobby.** We will then bring your child and their belongings to you. Parents’ are required to list the names of anyone with permission to pick up their child on the child’s enrollment application. We must always have notification from a primary contact for the child if someone other than those listed on the enrollment form will be picking up the child. For security purposes, we may request photo identification before releasing your child to any individuals not listed on your child’s enrollment form.

**TUITION & FEES**

Tuition for the Parents’ Day Out program is $180.00/month for each child that is enrolled. There is a sibling tuition discount of $5.00 a month for families who have multiple children 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 will add a late tuition fee of $20 dollars onto that month’s tuition. We have the right to withdraw your child from the program if you do not pay tuition by the 15th of the month. If you are going to be gone on vacation for more than 2 weeks, please notify the director in writing. You must pay half month’s tuition to insure your child’s spot in the class is not terminated. If you do not supply any notice to the director for absences exceeding two weeks but you wish to continue your child in the program you must re-enroll 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 yearwith application. All payments should be made at the child check in desk.

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 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. Parents’ Day Out will be closed for the following holidays – Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, Independence Day and Memorial Day. Specific dates will be announced at the beginning of each Fall and Spring sessions. Your child receives both a current month calendar and a yearly events calendar located in their orange folder for your review.

We may hold special performances given by the children enrolled in the program. These would include a Christmas program performed in December and a spring program in May. With the current health guidelines, these performances are not set in stone. We will have a Pre K graduation in the spring for those children who will be going onto attend kindergarten.

**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 and Spring sessions.

**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 every 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.**

**TOYS**

 Due to increased sanitation needs will not allow toys from home at school.

**ILLNESS/MEDICAL CONCERNS**

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

* A fever at 99 degrees or above.
* Diarrhea or vomiting.
* Undiagnosed rash.
* Nasal discharge that is consistent, cloudy, yellow or green.
* Discharge from the eyes or ears.
* Persistent cough.
* Sore throat.
* Trouble breathing, chest congestion.

Due to increased health safety policies we are applying more strict procedures to illness/sick child concerns . Parents should exercise caution and keep their child home should any other unusual symptoms occur. The PDO program reserves the right to request a written doctor’s statement in order for a child to return to school after being sick. We also reserve the right to ask parents to pick up their child if dropped off with any of these above symptoms. Any prescription medicines for your child must be handed directly to the program director and 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.

**SANITATION PROCEDURES**

We have increased sanitation procedures since the Covid 19 pandemic. We will be sanitizing all surfaces, toys, and play areas before and after use. During school hours we will use non-chemically based cleaning solutions for the health and safety of the children. We will clean again after dismissal with bleach cleaning solutions and let it air out over night. All children will have their hands washed multiple times a day. Teachers will wear gloves during cleaning, bathroom trips for children, snack time, and lunch time. All used nap items and clothing will be placed in plastic bags and placed in child’s backpack. **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 sever 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**

 We want your child to feel safe and loved while in our care. We believe in rewarding good behavior with fist bumps, 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 down and talk 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. If the child’s persistent negative behavior continues and is a danger to the teachers, other students or themselves, we will schedule a parent conference with the director to make a plan of action going forward. 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. Behaviors that are impeding the child’s development or growth in the class will be recorded, discussed with the parents and in some cases a evaluation from Tennessee Early Intervention Program will be required. It is our desire to work with you on finding an effective solution to undesirable behavior, and to do what is best for the child’s development. 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 healthy lunch each day at drop off for their child. Lunches should be foods that your child can easily manipulate and cut in small pieces to avoid choking. 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. All sippy cups, utensils and lunch boxes need to be clearly labeled with your child’s name.

**NAP TIME**

**You will need to provide a “Kindermat” (found at Wal-Mart & Target or purchased with us for $20.00) at the time of your child’s enrollment.** Children will be placed on mats at a good distance apart. The room lights will be dimmed and soft music will be playing. 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 are welcome, but will remain in your child’s backpack until naptime. A fitted sheet and blanket needs to be sent everyday in your child’s backpack and will be sent home in a plastic bag each day to be cleaned, and returned on your child’s next school day. **Please do not send sleeping bags, home-maid nap mats and/or pillows.** If your child is sent to school consistently without their blankets for naptime, a laundry charge of $10 will be charged to their monthly tuition.

**BIRTHDAYS & SPECIAL OCCASIONS**

Due to stricter sanitation rules we will not be doing birthday parties, cakes or special lunch drop offs. We will sing your child Happy Birthday and take a class picture with them wearing a special personalized birthday hat. You may decide to send goody bags for the class that we will put in their backpacks. Please let the teacher know a week in advance that you would like to have these birthday accommodations. On designated holidays, classes may have special crafts and activities. Parents may be asked if they want to help out. Sign-up sheets are usually posted at each classroom.

**CHILDREN WITH DISABILITIES**

While we are not a special needs program, Lakeshore PDO will make reasonable accommodations for children with known disabilities. This is conditional on the child having a diagnosis and treatment plan, with a therapist able to visit them during school hours. We may not be in a position to provide care for every child appropriate to his/her needs. We record development and behavior daily, and write our observations on the daily sheets for each student. If we observe any delays in development or challenging behaviors, we will 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. Program Director should be notified by teacher if a child demonstrates special challenges in their learning environment.
3. The program 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 the program 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.

In the event that the therapy techniques have not provided a change in the child’s behavior or development here at PDO, we reserve the right to require the parents to seek a different program more suited for their child’s needs.

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