

Mullins Parent's Day Out Handbook



“Serving Christ by Loving Children”

Mullins United Methodist Church
4 North Mendenhall Road
Memphis, TN 38117
901-681-9217 (PDO Office)
901-681-0317 (Fax Number)

- **Records** - Attendance, health, and emergency contact information will be kept for each child. Please let us know if your address, phone number, employment, or emergency contact information changes so that if we need to contact you we will be able to do so.

- **Safety** -

Accident - The teacher will notify the Director immediately of an accident and an incident report will be completed. The parents will be notified.

CPR certified - Our teachers are CPR certified.

Drive Through - The drive through is blocked off at our entrance for the protection of children and parents entering the building.

Fire and Natural Disasters - Evacuation drills will be conducted. In the event of fire or natural disaster, employees will ensure all children in their care are accounted for and evacuate the building according to the plan.

Security - Doors are locked between 10:00—2:00.

Unattended Child - Please do not leave a child unattended in the parking lot when you enter the building.

Dear Parents:

Welcome to Mullins Parent's Day Out. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our care for your child. This handbook is designed to help you understand our program, its purpose, and the guidelines under which we operate. We appreciate the time you will take to carefully read this handbook.

Again, we welcome you and child with open arms. We look forward to partnering with you to care for child.

Please contact me if any questions. Thank you!!

Kimberly Alston
Director

Our Purpose:

To provide a loving, Christian environment where each child can develop mentally, physically, spiritually, socially and emotionally at his/her own pace.

To provide parents the opportunity to pursue personal activities with the assurance that their child will receive quality care.

In order to achieve these goals, we will provide:

- Curriculum that is age-appropriate while allowing much room for fun and creativity.
- Staff who exhibit Christian traits in caring for children and interacting with families and co-workers.
- A Christian environment that promotes respect and understanding of others without regard to race, gender, nationality, religion or background.
- Flexibility in scheduling in order to meet the needs of busy families.

Contact Information:

Mullins United Methodist Church Parent's Day Out is located at 4 North Mendenhall Road, Memphis, TN 38117. Our phone number is 901-681-9217.

- **Parties** - We enjoy celebrating special occasions and ask that you would contact your child's teacher in advance when your child has a birthday. Treats will be served at the class's regular lunch time. We prefer the treats to be fruit, cookies or cupcakes that can easily be handled by the children
- **Pick-up** - A child will be released only to parent or guardian unless we are notified in advance. Please be sure that anyone picking up your child has proper identification. We will check their ID.
- **Promotions** - We will promote in August and January. If necessary, we may promote children in May as well. We will notify you one week in advance so you can prepare your child for the change. We place children in their appropriate age group. Our classes are divided by birth date in four-month segments through age 2 $\frac{1}{2}$ and six months

- We will post a holiday schedule at the beginning of the year. Our holidays will also be communicated in the newsletter. *We do not observe City, County or Private school schedules.*
- ***Illnesses*** - Any child with a communicable disease such as measles, chicken pox, mumps, staph or strep infections or an acute illness (cold, diarrhea, fever, rash) should stay home until symptom free for at least twenty-four hours.
- ***Immunizations*** - We require current shot records for each child prior to starting the program.
- ***Lost and Found*** - Please turn in any items to the PDO office. If you have lost an item, please stop by the office.
- ***Medication*** - Teachers are allowed to administer medication with WRITTEN PERMISSION only. Forms are available in the PDO office and must be filed on the day medication is to be given.

Schedule:

We are open Monday-Friday, 9:00 am-2:30 pm year round. We provide an early room for your convenience from 8:30 am-9:00 am for an additional cost of \$3.00 per child. Please drop off your child by 10:00 am. We close at 2:30 pm and appreciate your cooperation in picking your child up promptly. We charge \$1.00 per minute past 2:30 pm.

Fees:

Annual registration \$75.00 1st child,
\$50.00 2nd child, \$25.00 3rd child.

Infant Waiting List—\$50

Summer Only—\$50

Fees are non-refundable

Daily Fees

1 child \$20.00

2 children \$36.00 (same day, same family)

3 children \$45.00 (same day, same family)

Payment for the month is due at the beginning of the month and can be dropped off in the PDO office.

Education:

Your child will participate in a variety of learning activities which include circle time, center time, arts and crafts, music, etc.

Curriculum: In our three and four year old classrooms our teachers use a curriculum specifically designed and written for our program. This curriculum includes language arts, math, character, small motor and large motor.

Teaching Procedures:

- **Daily Schedule** - Our teachers follow a daily schedule which includes active and quiet time. These schedules are posted outside your child's room. If you need to drop off your child after 10:00, please contact the office
- **Outdoor Play** - Children will go outside every day, weather permitting. Please make sure your child has a jacket or coat on cooler days. Our teachers will closely supervise outdoor play ensuring the safety of all children.
- **Environment** - Teachers will be responsible for disinfecting toys, cribs/cots and other equipment to ensure a clean learning environment.

vegetables, etc. We do provide refrigeration in the nursery rooms and are able to warm food as needed.

- No Gum, candy, or red drinks
 - Snacks - We will provide cookies or crackers for snack time.
 - Treats — Please notify the teacher if you would like to provide treats for your child's class on special occasions. We prefer the treats to be cookies, fruit, or cupcakes the children can handle easily.
- **Holidays & Closings** - We observe the following holidays:
 - New Year's Day
 - Martin Luther King Jr.'s Birthday
 - President's Day
 - Good Friday
 - Memorial Day
 - Week of July 4th
 - Administration Day
 - Labor Day
 - Thanksgiving Day and the day following
 - Christmas Vacation - Usually the week before and the week after Christmas

- **Extended Absence**— If you miss two weeks without letting the office know, your child will be dropped from the roll and you will need to pay the enrollment fee to re-enroll your child.
- **Attendance** - In order to attend, a child must be registered and attend on a regular basis. State law dictates that a child may attend a Parent's Day Out program a maximum of 12 hours. Your child may attend one or two days per week.
- **Inclement Weather** - We close for inclement days when the city schools are closed. County or private school closings do not apply. **We will still have to charge for these days.**
- **Food** -
 - Lunch - Parents will need to provide a lunch for your child. Lunches will be kept in the room with your child. Please provide finger foods and foods that do not require refrigeration such as fruit slices, cheeses, sandwiches,

- **Supervision** - Children will never be left unattended. The teacher or helper will monitor the children at all times, including naptime.

Teacher Ratios—

Nursery I: 3 to 1

Nursery II: 5 to 1

Toddler: 6 to 1

2 year olds: 8 to 1

3 year olds: 10 to 1

4 & 5 year olds: 12 to 1

Monthly Activity Calendars will be provided in the classes 28 months and older. These include study guides, planned activities, special events and other information pertaining to your child's age group.

Enrichment Classes: We offer a variety of classes during the school day, including art, science, creative movement, etc. These classes are for children ages 2 and older.

After School Classes: We also have a variety of programs that meet at Mullins in the afternoons including sports, Spanish, Young Rembrants, Computer Explorers and After Doodles.

SUPPLIES:

Please note the follow supplies needed by age.
It is important that **all items are labeled** with your child's name.

Three months - Twelve months (until walking)

Diapers - adequate supply for 5 $\frac{1}{2}$ hours
Bottles - formula/milk, water, juice, etc.
Baby food/finger foods
Change of clothes

Twelve months (if walking) - Three $\frac{1}{2}$ years

Lunch that does not require heating or refrigeration (finger foods)
Diapers or training pants - adequate supply for 5 $\frac{1}{2}$ hours
Bottle (if needed)/Juice Cup
Change of Clothes
Blanket/nap mat for naptime

Three $\frac{1}{2}$ years to Pre-Kindergarten

Lunch that does not require heating or refrigeration (finger foods)
Change of Clothes
Blanket/nap mat for rest-time
Juice Cup

Snacks:

We will provide cookies or crackers for snack time for all appropriate age levels.

PLEASE DO NOT BRING THE FOLLOWING:

- Toys (other than security items or on Show & Tell Days)
- Gum
- Candy (unless there is a special event with pre-approval)

POLICIES:

- ***Age of Child*** - We accept children from three months through pre-kindergarten (5 $\frac{1}{2}$)
- ***Absences*** - If your child will be absent, please notify the office as early as possible and no later than 10:00 am. An absence is any missed day with notification or without, whether for illness, vacation, emergency, etc. We will be happy to work with you to arrange a make-up day based on space available. We do charge for absences so that we can continue to keep our teacher to student ratios low.