



PARENTS' DAY OUT  
EMMANUEL EPISCOPAL CHURCH  
9 S. Bompert Ave.  
St. Louis, MO 63119  
314-961-2393

**2022-2023**

**Purpose Statement:**

Emmanuel Episcopal Church Parents' Day Out program provides care for children ages two and turning three. It is designed to offer a safe and loving environment for playing and learning. We incorporate regular preschool activities in our day, but with less structure than a preschool classroom.

**Registration:**

Children must be two by September of enrollment year. We will accept children turning two later in the school year depending upon availability.

**The registration fee of \$50.00** is non-refundable and necessary at time of enrollment. The enrollment form and registration fee need to be submitted for each child to hold a place. Medical forms (2) signed by your child's doctor, and a copy of current vaccinations are necessary once he/she actually begins the program. Please inform us of any ***special needs*** in writing and keep this information current.

**Tuition:**

**Half-day tuition is \$ 20.00 per day. Full-day tuition is \$ 35.00 per day.**

The tuition varies as the number of PDO days per month varies.

\*\*\*Tuition cannot be refunded if the child is absent. Tuition will not be charged when PDO is closed for holidays (see PDO calendar). ***Tuition is due the first week of every month.***

**Withdrawal:**

We ask for a one-month notice when planning to withdraw your child. This ensures a smooth transition all around.

**Sign-In and Sign-Out:**

Each day, we ask the parent or the adult who brings the child to sign in and double check the phone number listed in case they need to be reached. If someone other than the parent picks up, please let us know.

**ONLY** the persons you have indicated on the enrollment form may pick up your child. If you want to add new persons, please let us know in writing. Please advise the designated person to bring a **valid ID as a security measure** to sign out your child in your place.



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**Emergency or Illness:**

Please contact your child's teacher if your child will be absent. If your child is ill, we ask you to follow the 24-hour rule as a health guideline. If your child has had a fever, diarrhea, or has been vomiting within 24 hours prior to a PDO day, please keep them at home. If a child shows symptoms of illness at PDO, they will be made as comfortable as possible, and we will call you directly.

**Closing and Inclement Weather:**

PDO will be closed if classes at Webster Groves Public Schools are cancelled. Please listen to your local radio or TV station for this information. If road conditions are bad and no cancellation is announced, please use your own judgment about attending that day. If PDO is closed when schools are not, we will contact you by phone ASAP.

**Times and Location:**

Parents' Day Out is held on Monday, Tuesday, Wednesday, and Thursday from **9 am to 11:45 with pick-up lasting until noon**. Children can attend up to 2 days per week if space available.

We offer a **Sleepy Heads** program (depending upon interest level) Tuesday and Thursday (with nap/rest time) until 2:30 pm with pick-up lasting until 2:45.

Please bring your child at 9 am to the nursery located on the first floor of Emmanuel's new building just to the left of the main entrance. If there is an unforeseen delay in picking your child up, please call or text your child's teacher.

For your child's comfort, please arrive on time for both drop-off and pick-up. We will call parents within 5 minutes of a delayed pick-up and late fees may be assessed. If prompt pick-up becomes an ongoing issue, the director will reach out to the family, and a late fee of \$5 per 5 minutes will be assessed.

Ginger Garrett, PDO Teacher, 314-961-2393

[pdo@emmanuelepiscopal.org](mailto:pdo@emmanuelepiscopal.org)

Lucy Parker, PDO Teacher

[pdo@emmanuelepiscopal.org](mailto:pdo@emmanuelepiscopal.org)



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**Toilet Training and Dress:**

A child does not have to be toilet trained to participate in PDO. However, we do ask that you do not send a child in regular underwear unless completely toilet trained. Comfortable pants that are easy to pull up and down are best. Please avoid long dresses and tight pants. Our bathroom features a potty chair and a child-sized toilet along with a changing table.

- Sneakers with Velcro straps are best, or other closed-toe, comfortable shoes that are easy to put on and take off!
- In the winter, please bring a hat, mittens (no finger gloves), and a coat. Label with your child's name.
- In summer, please apply sunscreen at home and provide a hat if needed.

**Supplies from Home:**

***Please label with your child's name:***

- **Lunch box with finger foods. NO PEANUTS OR TREE NUTS.**
- **Water bottle/sippy cup** marked with name (No juice boxes, juice pouches, or yogurt drinks)
- **Diapers**, unless fully potty trained, in a gallon size Ziploc bag to store in PDO
- One pack of **wipes** for general use if in diapers
- One box of **Kleenex**
- Full change of **clothes** (including socks) in a bag/backpack every day
- Pacifier, lovey, and/or security blanket if needed for the morning or nap/rest time



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### WHAT we DO at PDO:

- Free play & discovery
- Puzzles
- Potato heads
- Train set
- Building blocks
- Shapes
- Story time
- Reading corner
- Baby station
- Trucks & cars
- Dinosaurs & matching cards
- Farm
- People & animals
- Workbench & tools
- Music & rhythm instruments
- Dancing
- Singing
- Yoga
- Parachute
- Ball play
- Planting seeds
- Crafts
- Crayons & markers
- Dobbers
- Stickers
- Play-doh
- Themes: colors, shapes, numbers, ABCs
- Playground weather permitting
- Water play in summer: water table, water painting, ice cube experiment, ball sprinkler, and soap-paint painting.

### WHAT we EAT at PDO:

**\*NO PEANUT BUTTER or TREE NUTS, please.**

#### **Lunch Suggestions:**

- Soy or sunflower seed butter are OK
- Lunchmeats – turkey, salami, ham, etc.
- Cheese slices & cheese sticks
- Crackers, goldfish, pretzels
- Dry cereal
- Grapes (cut in half)
- Banana
- Apple slices
- Berries
- Applesauce pouches

\*Prepare finger foods at home so everything is ready to eat, for example, peeling oranges and cutting apples. Clothes and shoes that are easy to take off and put on allow us to have more quality time with all of the children. Thank you for your support!