

Supplies from Home:

Please label with your child's name:

- ✓ Lunch box with lunch. Finger foods are best. Please **avoid** crumbly cakes, hard candy, or any food containing **NUTS, esp. PEANUTS.**
- ✓ Spoons, bibs, and cups as needed.
- ✓ Diapers, pull-ups, or training pants can be stored @PDO.
- ✓ Change of clothes, incl. socks, can also be left @PDO.
- ✓ Pacifier &/or security blanket if needed for the morning or nap/rest time.
- ✓ One pack of wipes for general use, please.

Dress:

Please dress your child in comfortable clothes and shoes (sneakers or closed shoes are best for the playground).

In summer, please apply sunscreen at home and provide a hat if needed.

Toilet Training:

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.

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.

Rachael Ludwig, Director,
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PARENTS' DAY OUT

EMMANUEL EPISCOPAL CHURCH

Nursery Phone:
314-961-2393 ext. 104
OR
Cell 314-799-5054

logo

9 SOUTH BOMPART
WEBSTER GROVES, MO 63119

January 2016

Purpose Statement:

Emmanuel Episcopal Church Parents' Day Out program provides a ministry of care for children two and three years of age. It is designed to offer a safe and loving environment for playing and learning. We incorporate regular activities in our day, but it does not have a structured setting like regular classroom instruction.

Times and Location:

Parents' Day Out is held every Monday, Wednesday, and Thursday from 9 am to noon. On Wednesday, we also offer an extended day (with nap/rest time) until 2:45 pm. Children can attend up to 2 days per week if space available.

Please bring your child at 9 am and meet up with our caregivers in the nursery. If there is an unforeseen delay in picking your child up, please call 799-5054.

We are located in the Nursery Suite on the first floor of Emmanuel's new building just to the left of the Main Entrance.

Fees and Tuition:

Advanced registration is required.

A registration fee of \$ 25.00 is non-refundable and is required when enrolling your child.

Half-day tuition is \$ 15.00 per day.

Full-day tuition is \$ 25.00 per day.

The tuition varies from month to month as days per month vary.

***Tuition cannot be refunded if the child is absent. Tuition will not be charged when PDO is closed for holidays or staff vacation days (see PDO calendar). *Tuition is due monthly on the first Monday, Wednesday, or Thursday of each month.*

Advance Registration:

Enrollment and medical forms need to be submitted with the registration fee for each child before he/she can begin the program. Please inform us of any special needs in writing and keep this information current.

Withdrawal:

We ask for the courtesy of one month's notice when planning to withdraw your child. This ensures a smooth transition all around.

Sign-In and Sign-Out:

Each week, we ask the parent or the adult who brings the child to sign in and double check the phone number listed in case we need to reach them. If someone other than the parent will pick up your child, please let us know. **ONLY** the persons you have indicated on the enrollment forms may pick up your child. If you want to add new persons, please let us know in writing. Also, advise the designated person to bring a valid ID as a security measure and to sign out your child in your place.

Emergency or Illness

If your child is ill, we suggest to follow the 24-hour rule as a healthy guideline. If your child has had a fever, diarrhea, or has been vomiting within 24 hours prior to a PDO day, please keep him/her at home. If possible, please call us when your child will be absent.

If a child shows symptoms of illness at PDO (see MO Dept of Health guidelines on separate sheet), he/she will be made as comfortable as possible, and we will call you directly.

WHAT we DO at PDO:

- free play & discovery
- puzzles
- potato heads
- train set
- building blocks
- shapes
- story time
- reading with Charlene
- reading corner
- baby station
- trucks & cars
- dinosaurs & matching cards
- farm
- people & animals
- workbench & tools
- music & rhythm instruments
- singing
- exercise
- parachute
- ball play
- planting seeds
- crafts
- crayons & markers
- dobbers
- stickers
- playdoh
- videos w/music & learning
- Themes: colors, shapes, numbers, ABCs
- Playground whenever weather is good
- Water Play in Summer: water table, water painting, ice-cube experiment, ball sprinkler, soap paint painting

WHAT we EAT at PDO:

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

2. 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)
- bananas or apples
- strawberries
- raspberries
- blueberries
- raisins
- applesauce
- yogurt tubes or small tubs