



**PARENTS' DAY OUT
EMMANUEL EPISCOPAL CHURCH**

314-961-2393 ext. 123
9 SOUTH BOMPART
WEBSTER GROVES, MO 63119

2017-2018

Purpose Statement:

Emmanuel Episcopal Church Parents' Day Out program provides a ministry of 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.

Advance Registration:

Advanced registration is required.

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) 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 \$ 15.00 per day.

Full-day tuition is \$ 25.00 per day.

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

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 @ beginning of each 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 week, 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.

Emergency or Illness :

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 him/her at home. If possible, please call or text 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.

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.

Supplies from Home:

Please label with your child's name:

- **Lunch box** with lunch. Finger foods! Please **avoid** crumbly cakes and hard candy.
PLEASE, NO PEANUTS OR TREE NUTS!
- **Cups** marked with name – we are glad to give them water (pls. avoid juices).
- **Diapers**, pull-ups, or training pants can be stored @PDO. Please put in gallon size ziplock bag for easy storage.
- Change of **clothes**, incl. socks, can also be left @PDO. Please put in gallon size ziplock bag.
- Pacifier, a lovey &/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 elastic waist pants, especially if toilet trained, or starting to use the toilet. 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.

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.

Times and Location:

Parents' Day Out is held on Monday, Tuesday, 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 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. **Pickup is in between 11:45 and 12:00.**

Rachael Ludwig, Director, rachael@emmanuelpreschool.org

Wednesday Teachers:

Anne Crown

Charlene Arnold

Monday, Tuesday, and Thursday Teachers:

Allyson Musca

Suzie McIntyre

PDO Email:

pdo@emmanuelepiscopal.org

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
- exercise
- 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, soap paint painting

WHAT we EAT at PDO:

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

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
- raisins
- applesauce pouches

*Please keep in mind that we have 12 little ones to help at the same time. 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!