

Parent's Morning Out Handbook 2009–2010



North Decatur United Methodist Church
1523 Church Street
Decatur, Georgia 30030
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pmo@ndumc.org

Elaine Oyzon-Mast
Parent's Morning Out Director

our mission

We are delighted that you have chosen our Parent's Morning Out (PMO) for your child. We hope this will be a pleasant and growing experience for each of you.

The mission of *Parent's Morning Out* is:

- to create a compassionate community for infants, toddlers, preschoolers, and their parents.
- to use the arts, whenever possible, to stimulate children's growth and imagination.

Developmentally appropriate activities, outside play, art, and music are part of our daily plan.

Happy children and satisfied parents are our goals.



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enrollment

Parent's Morning Out is open year-round from 9:00am until 1:00pm Monday through Friday. A child may enroll at any time during the year, as space permits.

PMO is for children between the ages of 6 months and 4 years. Children under the age of 2 may attend two days per week. Children 2 and over may attend three days per week. Children 3 years old may attend up to five days per week.

Placement in a room is determined by date of birth. Children are in rooms with those whose birthdays are near their own. Promotion is a cooperative agreement between teachers and parents, and is handled within the enrollment by ages, as space becomes available in the next age-level room.

Ratios of children to staff are as follows:

- Nursery—4 infants to 1 staff
- Toddler Room—6 children to 1 staff
- 2-year-old Room—7 children to 1 staff
- Preschooler Room—8 children to 1 staff



We also employ a “floater” who supports our staff, and serves as substitute as needed.

We require a 2-week written notice for withdrawal from our program. Otherwise, a ½ month fee will be incurred.

first days

Children enrolled for the first time may stay for up to two hours per assigned day for the first week. The staff will assist you in lengthening your child's stay.

Shortened days (beyond the first week) for children new to this program may be needed for those children having a difficult time separating from their parents.



For children in the infant room, please let the staff know your child's feeding schedule, and bring any comfort items that s/he might need.

Additionally:

- Please remember to fill out all required forms, obtain your child's immunization form, and hand them in right away.
- Each child should be signed in and out every day. Please make sure to checkmark the phone number where you can be reached that day. If multiple, please prioritize by numbering.

fees



• Registration/Activity Fee	\$50 annually (\$25 each additional child)
• One Day per Week	\$ 80/month
• Two Days per Week	\$150/month
• Three Days per Week (2+ years old)	\$195/month
• Four Days per Week	\$250/month
• Five Days per Week (3+ years old)	\$325/month

Fees* are **due** the first day of each month, and is the same each month regardless of holidays or vacations. No deductions are made for absences, and there are no “make up” days. However, it is possible to have your child attend on an unscheduled day as a “**drop in**”—as space allows and with prior approval—for a \$20/drop-in day fee.

All checks should be made payable to **Art with Heart**. Our Federal Tax ID number is #58-0653182.

A \$15 **late tuition fee** will be charged if payment is not received by the 10th day of each month. Please communicate any payment difficulties to the Director as we do recognize extenuating circumstances. End-of-the-Year statements are printed on request.

A **late pick-up fee** of \$1 per minute after 1:05pm will be charged if you are late picking up your child. Repeated late charges may result in a child being dropped from the program.

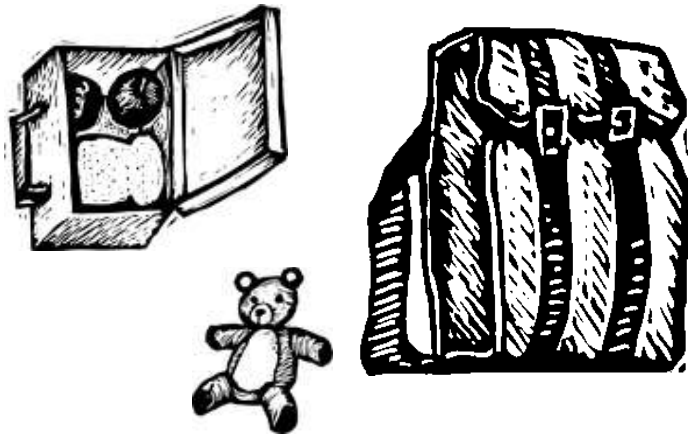
* If you have additional children enrolled in PMO, there is a 10% discount for the second child, 20% for the third, etc.

what to bring

Your child should come dressed appropriately for the weather, inside temperature adjustments (air conditioning or heating), outside time, and ready to play!

Please bring:

- a change of clothing
- a snack (finger foods) & drink
- diapers/pull-ups, if needed
- baby wipes, bibs, and extra bottle for babies



All articles of clothing, lunch bags, etc., should be clearly marked with your child's name. Treasured items from home (loveys, pacifiers, etc.) are always welcome in the infant room. However, we ask that all toddlers and preschoolers kindly leave their **toys** at home, as they tend to create dilemmas in our classrooms—and in most cases will result in immediate confiscation by the teacher.

Donations are always welcome and appreciated, and help us to keep our fees comparatively low. Some items that are consistently required are baby wipes, diapers (sizes 3 and 4), clorox wipes, goldfish crackers, and cheerios. If you would like to help out by providing your child's room with supplies, please speak with the appropriate teacher to see what might be needed.

If you would like your child to have **sunscreen** and/or **insect repellent** applied, please do so before arrival at PMO. The staff will not be able to apply these before playground time.



important notes



- If your child is to go home with someone other than yourself or your spouse, we must have **permission in writing**. Our childcare staff has the right to refuse a child if we do not have written authorization from you. Anyone other than a parent must be identifiable by photo ID.

Please **introduce** anyone whom you have authorized to pick up your child to the Director and to your child's staff.

- While we encourage **potty training** at the appropriate ages, we can only support the efforts made at home. If your child does not meet the following requirements, please send diapers.

We will accept children in **pull-ups** when they are going to the restroom on a regular basis at home and fully understand the concept.

Children will be accepted in **underwear** when they are fully potty-trained.

details, details, details



Immunizations

Each child in PMO is required by the state of Georgia to have a current, up-to-date immunization status. Please bring us an original copy of the required immunizations for our files, and notify us when your child is updated. This must be in our files within 14 days of your child's start date.

Weather Policy

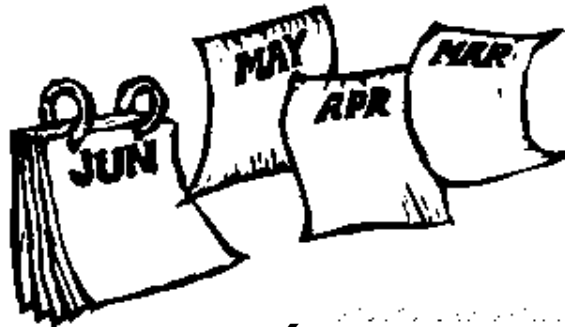
Parent's Morning Out abides by the policies of Dekalb County School Systems. In case of ice, snow, or hurricane damage: we will be closed *ONLY IF* the Dekalb County System is closed.

When conditions warrant, PMO may be closed at the discretion of the director.



Holidays

We will observe all holidays observed by Dekalb County Schools.



sick policy



If your child has any of the following symptoms, we ask that you please do not bring him/her to PMO:

- 100°(+) temperature within the past 24 hours
- discolored nasal discharge (i.e., thick, green, or yellow, as opposed to thin and clear)
- vomiting or diarrhea within the past 24 hours
- infected skin rash or impetigo
- other contagious disease

If in doubt, please error on the side of caution and keep your child home. We ask that you extend the same courtesy to other parents and children as you would hope to receive for yourself and your own child.

Please let us know if your child will be absent. We worry when our kids are unexpectedly.

We love the children that come to Parent's Morning Out. Those who are ill need individual attention and care. In the event your child should present or develop any of the above symptoms while at PMO, we will call you to come take him or her home.

reportable incidences

Mandatory Reportable Incidents

The following behaviors will result in a written incident report being given to the parent(s), as well as being filed:

- Injury
- Allergic Reaction
- Hitting
- Biting*
- Additionally, any behaviors that have been reported verbally to the parent which continue to be ongoing. This is at the discretion of the teacher.

Biting Policy

Should your child bite another child, s/he will be subject to the following consequences:

- First Bite—parent called, child to go home for the day
- Second Bite—child to be removed from the program for 1 week
- Third Bite—the child will be disenrolled from the program (re-enrollment to be considered after a 3-month period)

PMO staff



- Elaine Oyzon-Mast, *Director*
- Sharmaine Placide, *3-year-old Room*
- Shekitha Henderson, *2-year-old Room*
- Jessica Conway, *Toddler Room*
- Nicole Waxter, *Baby Room*
- Aundria Alexander, *Floater*

As an added level of comfort and security, all members of our staff are required to clear a criminal background record check with a national background-checking service. Our staff are Child/Adult First Aid and CPR certified.

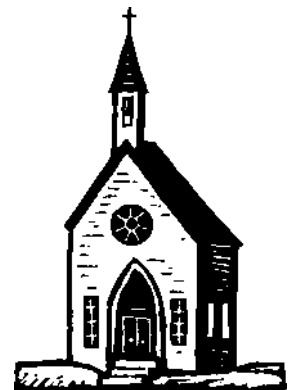
We are always looking for qualified substitutes for our teachers. If you love children and would like to work occasionally in our program, or summer camps, please speak with Elaine.

PMO Board

The PMO Board consists of Parents, Church Members, and Staff. We meet every two to three months and discuss any and all PMO-related issues. Should you ever have a topic or concern that you would like to be brought up to the board, please feel free to contact Elaine.

North Decatur United Methodist Church Staff

- Rev. Lee Fullerton, *Senior Pastor*
- Yvi Martin, *Director of Youth Ministries*
- Janet Cooper Faust, *Office Administrator*
- Alfred Kelley, *Facilities Manager*
- Ellen Hopkins, *Finance Secretary*



contact information

The success of our PMO Program depends upon the cooperative efforts of both staff and parents. We hope this will be a growing experience for you and your child. If you ever have any questions about our program, or you simply want to talk about your child, please do not hesitate to contact us.

- Elaine Oyzon-Mast, *Director of PMO*
—pmo@ndumc.org

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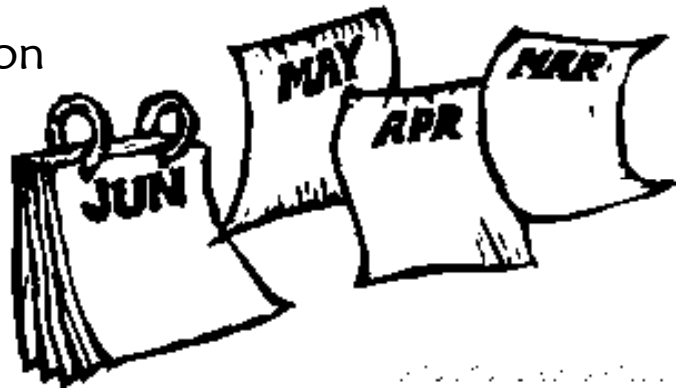


calendar

- August 10—PMO begins, Fall Session
- December 18 — Last Day of Fall Session
- January 4 — First Day of Winter Session
- April 2 — Last Day of Winter Session
- April 12 — First Day of Spring Session
- May 28 — Last Day of Spring Session
- June 7 — Start of Summer Session

CLOSINGS

- September 7 — Labor Day
- October 12 — Columbus Day
- November 25–27 — Thanksgiving
- December 21–January 1 — Christmas/New Year
- January 1 — MLK Holiday
- February 15 — President’s Day
- April 5–9 — Spring Break
- May 31–June 4 — Session Break



We try to ensure that every parent is up-to-date on what’s happening at PMO. There may be amended or additional days of closure to the above calendar—if so, they will be posted on our information board, along with all other important notifications.