

# Parents' Day Out

## Parent Guidebook



First Presbyterian Church  
620 State Street  
Knoxville, TN 37902  
546-2531  
Parents' Day Out  
684-5111

Dear Parents,

We welcome you and your child to the First Presbyterian Parents' Day Out (PDO) program and hope the learning experiences here will be happy, wholesome ones. Our program is a ministry of the First Presbyterian Church, where we provide preschoolers positive social and learning experiences within a Christian environment.

At Parents' Day Out, our teachers and staff work as a team. We work together to provide a loving and trusting place where children are nurtured, socially and spiritually, through age-appropriate activities. Teachers create experiences for success in a family atmosphere filled with love and respect.

We are honored that you have chosen First Presbyterian Parents' Day Out for you and your child. We believe that we serve as a very important link in the long chain of a child's education. We continually seek to improve and keep our link strong. Thank you for entrusting your child to us.

Parents' Day Out at First Presbyterian Church does not discriminate against any child, or family, on the basis of race, color, national origin, creed, faith, physical challenges or family diversity.

## GENERAL INFORMATION

**HOURS** 9:00 a.m. until 2:00 p.m.  
**DAYS** Tuesday, and Thursday

**ENROLLMENT** Enrollment is confirmed upon receipt of the registration fee.

**REGISTRATION & SUPPLIES FEE** \$100.00 one child,  
 \$125.00 two siblings  
 (Fall/Winter/Spring)  
 Summer: \$40.00 one child  
 \$50.00 two siblings  
**ALL Fees are non-refundable**

### MONTHLY FEES

If you are signing up for the Summer Program, you must pay for the months of June, July and August.

**2 Days per week:**  
 1 Child (13 mos. & Older) \$200  
 2 Children 300  
 3 Children 400

**FIRST DAY** Our school year begins the  
 Fall/Winter/Spring Tuesday after Labor Day and ends the last Thursday in May.

**SUMMER** Our Summer program begins the first Tuesday in June. It is only for children who are already enrolled in the PDO program.

## ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATIONS

Attending PDO is a new and exciting experience for your young child. Whatever the personality of the child, there may be a moment when they realize a parent is not staying with him or her in this new place. The apprehension that accompanies this realization is a normal reaction. We offer some suggestions to help ease the anxiety and possible tears this separation may produce:

- **The Journey** - Encourage your child to walk with you to his/her room.
- **Don't Linger** - Reassure your child that you will be back. Give a big hug, or "I love you and I'll be back." Then **EXIT**. At this point, it does no good to stay until they settle down. They will not calm down as long as you remain. The child interprets your reluctance to leave as meaning that you are not sure about this place and perhaps do not trust these people. Your presence now only intensifies your child's reaction and that of the entire class.
- **Tears Will Pass** - Realize that there may be tears at first, but they pass quickly. If your child remains upset, we WILL call you.
- **Checking Back** - Parents are discouraged from coming back to PDO to check on the child because when the child sees a parent, the child thinks it is time to leave and is immediately ready to go. We are happy for you to call and check on your child at any time during the day.

## POLICIES

### Hours

PDO is open from 9:00 a.m. until 2:00 p.m. If you arrive earlier than 9:00, the gym is open for play. Teachers are busy making preparations for the day in the classrooms. Please pick up your child on time, as our teachers have other commitments. **THERE WILL BE A 5 MINUTE GRACE PERIOD, AFTER WHICH THERE WILL BE A FEE OF \$1.00 PER MINUTE THAT YOU ARE LATE.** This fee will be added to your monthly bill. Please call, if possible, if you find that you are going to be late due to unavoidable circumstances.

**At 2:00 p.m., Parents' Day Out** has been cleaned up and preparations are being made for the next day. This includes all play areas in the church. Parents are asked to leave promptly after pick up and any interests or concerns have been addressed with teachers. Playing on equipment in the gym after PDO hours is not allowed.

## Policies Continued:

### Weather Closings

We follow Knox County School System Inclement weather procedures. If Knox County schools are on ANY delay start, 1 or 2 hours, we will OPEN AT 10 AM.

If KCSS cancels bus routes due to inclement weather predictions, PDO will remain closed.

If KCSS calls for an EARLY RELEASE, PDO will close at the same time. Please pick up your PDO child BEFORE school-aged children.

### Fees and Refunds

Your monthly fees are due by the 1st of each month and no later than the 15th. **There will be a \$1.00 fee for each day you are late after the 15th of the month.** Fees are based on a 48 week year (4 weeks per month). The remaining four weeks help to offset the loss of days due to PDO holiday closings. Therefore, no refunds given for family vacations or PDO holidays. You will need to give a 30-day notice if you are going to leave PDO, otherwise, you will have to pay for the upcoming month.

Children are expected to be picked up from their classroom at 2:00 p.m. A 5-minute grace period is allowed. **You will be assessed a fee of \$1 per minute after 2:05 p.m.**

### Auto Withdraw

PDO offers the convenience of Auto Withdrawal for monthly tuition. Forms are available upon request. The management of Auto Withdrawal is the responsibility of the **PARENT**, not PDO. Ending of Auto Withdrawal must be in writing at the parents' request/

### Attendance

Late arrival is disruptive to the class as well as the arriving student. PDO does not accept children after 10:00 a.m.

### Registration Forms

We register and place children in our classes by the Knox County School enrollment day of August 15<sup>th</sup>. All enrollment forms, health, and personal data for the child must be completed and turned in before your child can be admitted to PDO.

**Please inform us of any changes in address or telephone numbers.**

We ask that all children enrolled at PDO are up to date with their immunizations. **Please provide a copy of your child's immunization record.**

## Policies Continued:

### Illnesses

The most effective way to control the spread of illness is to keep your child at home under these circumstances:

- 1.) Fever within 24 hours, without fever reducer
- 2.) Vomiting within 24 hours
- 3.) Diarrhea within 24 hours
- 4.) Green runny nose or red draining eyes
- 5.) Congestive whooping type cough
- 6.) On medication with strep throat for 24 hours
- 7.) Rash of undiagnosed or unexplained origins must have doctor's note before returning to school.

If your child has allergies and symptoms that you know are not the result of a cold, please let the director know **before** bringing your child to PDO. If we have concerns that your child may be ill, we will ask that you not leave them at PDO that day. If your child becomes ill at PDO, we will contact you immediately. We have high health standards and work hard to maintain a healthy environment.

### **CPR training is provided for PDO staff**

### Absences

As a courtesy to your child's teachers, please call (or text) PDO on the day of his or her absence.

### Lunch/Snacks

PDO provides a morning and afternoon snack which normally consists of water, graham crackers, gold fish, vanilla wafers, etc. On occasion, we serve a special holiday treat, which may be sweet. Please inform us of any dietary concerns that you may have. We ask that your child **not** bring food or drinks into their classroom in the morning.

The parent is responsible for providing their child with a sack lunch. **Clearly label lunch cups and containers with first and last names.** Please remember that "less is best"! Finger foods are great. When sending fruits and vegetables, please have these cut and manageable for your child to eat. We ask that you not send red drinks or glass containers due to stain and breakage problems. We are unable to heat lunches due to time restrictions. Please heat your foods at home and send in a thermos.

**PLEASE LABEL THE TOP OF YOUR CHILD'S LUNCH BOX WITH THEIR NAME. WE HAVE MANY LUNCH BOXES AND SOME ARE THE SAME STYLE.** Names on top of lunch boxes help teachers organize your supplies at the end of the day.

**Policies Continued:  
Class Lunch Considerations**

**Otters**

Small portions, small bites, finger-foods  
No juice boxes for this age group. No tube style yogurt.  
A filled sippie cup is required for this class with the child's name on the cup.  
No bottles will be given at lunch or before nap.

**LABEL - LABEL - LABEL**

PDO supplies bibs.

**Monkeys**

Less is Best. An entrée and 2 small sides are a perfect lunch.  
Your teacher will inform you when it is time to increase amounts.  
No tube style yogurt. We encourage the use of utensils. Please include what your child needs in their lunch box. Yogurt and fruits with replaceable seals are recommended so the uneaten portion may be returned to the lunch box.

**Bears**

Easily opened containers and/or plastic/fabric baggies are appreciated.  
No tube style yogurt.  
Please have containers, utensils and cups labeled with child's name.

**Clothing**

A change of clothes including underwear and socks should be kept at PDO. Simple clothing that is free from complicated fastenings is best. Remember that they are often in a hurry to get to the bathroom. Your child should wear sneakers which allow for running and playing in the gym. **NO flip flops! Also, please write your child's name on all items they bring to PDO.** Cubby space, for our younger children, is provided for a change of clothes and diapers.

Play clothes are best. Clothes that are comfortable during lots of sitting and standing, running, climbing, biking and going to the restroom will make everyone's day more enjoyable. Clothes may get dirty from a project, outside play and lunch.

Shoes, shoes, shoes. . . Every child must wear shoes. Sneakers and closed toed sandals are the best footwear for play time. Strong shoelaces and Velcro straps are appreciated. Flip flops, rain boots, cowboy boots, house slippers and high heels are not only dangerous in our situation, but also inhibit active playtime. Those styles are great for home, but not for school.

No jewelry. This includes real or costume necklaces and rings and Baltic amber teething necklaces. All earrings should be studs, no loose or dangles. Any jewelry will be removed and given back to parents before class or held until after school. This is for the safety of all at PDO.

**Policies Continued:  
Classroom Considerations**

**Otters and Monkeys**

Diapers may be brought daily or left in child's cubby. Pull-ups, for potty training, must be the **Velcro style** for easy changes.

Send 1 package of wipes every 3 months.

Cloth Diapers: PDO accepts cloth diapers. Please include extra diapers and a "wet bag" for sanitary transfers back to you for washing. PDO also requires a supply of disposable diapers to be kept in the child's cubby. There may be times when your child needs to wear a disposable diaper. PDO reserves the right to ask parents to use disposables while at PDO on a case by case basis.

**Otter Naps:** For napping, your child will need a regular size crib sheet and a blanket for the provided floor mat. Please label and bring anything special your child needs for napping.

**Personal Items**

Please have your child leave all personal toys at home. Sharing a favorite toy is not an easy task. If your child has something special he/she would like to share with the teachers, we invite them to do so, but will then give it back to Mommy or Daddy to take home for safekeeping.

**Birthdays**

Please tell us ahead of time if you would like to celebrate a birthday at PDO. We encourage you to bring a special snack for the entire class to share.

**Holidays**

PDO is closed for the following holidays:

Thanksgiving  
Christmas - New Years (2 weeks)  
The week of 4th of July  
1 Teacher In-Service Day (August)  
Knox County Fall Break  
Knox County Spring Break

## Policies Continued:

### Dismissal

PDO reserves the right to dismiss any child, if after entering, he/she seems unable to participate in group experiences or if the fees have not been paid.

### Discipline

PDO uses “time out” for any negative physical contact to other children and for repeatedly ignoring a teacher’s first request. You will be informed at the end of the day if your child has been in time-out so that parent and teacher can work together in correcting a negative behavior. Positive reinforcement is used frequently to build long-term good behavior habits. Conferences are welcomed, but must be prearranged with the director.

## STAFF INFORMATION

### **Lauren Nunn** - Director and Teacher for 2 Year Olds (Monkeys)

Lauren, husband Kevin, and sons, Darwin and Max, are members of First Presbyterian Church. She has a B.S. degree in Biology from Berry College. We welcomed Lauren to our staff in 2006. In 2008, she became Childcare Coordinator for First Presbyterian Church. Darwin and Max graduated from PDO in 2005 and 2007 respectively.

**Iva Skinner** - Curriculum Planner, Teacher, 3-5 Year Olds (Bears) Iva attended MTSU. She taught nursery school in Pennsylvania for 10 years, and has taught Sunday school for 30 years in the pre-school area. She and husband, Bill, are members of First Presbyterian Church. They have four grown children and four grandchildren. We welcomed Iva to our staff in 2002.

**Misty Harrison** - Curriculum Planner, Finances, and Teacher, 2 Year Olds (Monkeys). Misty previously worked as a teacher for Headstart. She majored in nursing at ETSU. She is married to Jamie and has two sons, Hunter and Jayden; Jayden graduated from PDO in 2008. We welcomed Misty to our staff in 2006.

### **Christina Lipe** - Teacher, 1 year olds (Otters)

Christina studied interior design at the University of Alabama. She has worked over 5 years with infants and toddlers in church nurseries and day cares. Christina is married to Dan and has 2 children. Molly and Campbell graduated from PDO. We welcomed Christina to our staff in 2017.

### **Leah Franklin** - Teacher, 1 year olds (Otters)

Leah attended the University of Tennessee and has a degree in the Spanish language. She has worked with young children on the preschool level for 12 years. Leah is married to Travis and has 1 daughter, Ellen, who is currently an Otter. We welcomed Leah to our staff in 2018.

### **Brook Bock** - Teacher, 1 year olds (Otters)

Brooke is a Knoxville native with a degree in Child and Family Studies from the University of Tennessee. Her work in public health and early childhood intervention grew a deep love for early childhood development. She believes children learn best through play and guided exploration. In recent years, she has found joy in nurturing her kiddos, Beatrix and Wolfe, who will be in the Bears and Otters classes this year.



## DAILY SCHEDULE (Otters/Toddlers)

9:00 - 10:00	Greetings - Art Project - Free Play
10:00 - 10:15	Clean-up and diaper change
10:15 - 10:30	Snack, story and songs
10:30 - 11:00	Gym Play
11:00 - 11:45	Lunch and Play during clean-up
11:45 - 12:15	Diaper Changes and Nap preparations
12:15 - 1:45	Nap (early risers read books)
1:45 - 2:00	Snack and book reading

## DAILY SCHEDULE (Monkeys/2 year olds)

9:00 - 10:30	Greetings, Art Project, Free Play
10:30 - 10:45	Clean-up and morning snack
10:45 - 11:05	Circle Time, story and songs
11:05 - 11:15	Diaper change/potty break
11:15 - 12:00	Gross Motor Activities
12:00 - 12:30	Lunch
12:30 - 1:00	Active gym play - Diapers and potty
1:00 - 1:30	Manipulatives
1:30 - 2:00	Afternoon snack, video and pick up in gym.



## DAILY SCHEDULE

(Bears/3 year olds through 5 year olds)

9:00 - 10:00	Greetings - Art Project - Free Play, Manipulatives
10:00 - 10:30	Clean-up, Snack, Library and Bathroom Break
10:30 - 11:15	Courtyard/Gym (seasonal) Songs, Story, Calendar, Weather, Flag and Learning Activities
11:15 - 12:00	Circle Activities
12:00 - 12:30	Lunch
12:30 - 1:00	Gym
1:00 - 1:45	Letter of the day, color sheet, organized game
1:45 - 2:00	Afternoon snack, video and pick up in gym.

Bathroom breaks are given throughout the day.

A sign in and out sheet will be available for parents.

A monthly calendar is provided which includes: topics, activities, events and songs.

## PARKING

Parking in the tunnel is a violation of the fire code. For your safety and convenience, the 2nd and lower levels are available and the PDO door code will work on the doors for those levels.

**We request that the parking spaces on the upper level (office level) be left for church members who are conducting business for the church and church staff. The PDO door code does not work on the door of the office level parking.**