



First United
Methodist Church
of Fort Worth
Parents' Day Out

Parents' Handbook

2018 - 2019

FIRST UNITED METHODIST CHURCH PARENTS' DAY OUT

800 West Fifth Street
Fort Worth, Texas 76102

PDO Office Phone — 817-546-4414
Preschool Office Phone — 817-870-9174
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fumcdayschool.org

DIRECTOR OF FUMCFW PDO

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History of First United Methodist Church of Fort Worth

First United Methodist Church of Fort Worth is one of the largest churches in Methodism. This long-established, diverse congregation has a history that stretches back more than 150 years into Fort Worth's own rich heritage.

The first church building was a one-room edifice erected in 1873. Ground was broken for the present Gothic-style sanctuary on October 29, 1929, the day of the stock market crash. However, First Methodist's leaders in that day were people of vision and strong faith, so they pressed onward. Today, First Methodist occupies a seven-block area in downtown Fort Worth and serves members throughout Tarrant County. You do not need to be a member to attend PDO but you are invited to attend all church events.

FIRST UNITED METHODIST CHURCH PARENTS' DAY OUT

Monday, Tuesday, Wednesday, Thursday and/or Friday
9:30 am – 2:30 pm

Before Care — 8:30 – 9:30 am (\$6.00 each time used)
on an as-needed basis. No reservations are necessary.

AGES

3 – 23 months (as of September 1, 2017)

FEES

Fees are payable monthly and due on or before the fifth of each month.

Beginning the 6th of each month, a \$10.00 late fee will be billed to you and put in your child's lunch bag. The school accepts credit cards (online through Smartcare), cash, money orders or checks. You can set up Bill Pay through your bank.

**Make sure it says payable to
FUMCFW PDO.**

once a week — \$140 per month
twice a week — \$280 per month
three times a week — \$420 per month
four times a week — \$560 per month
five times a week — \$700 per month

For your convenience during the holiday season, mailing your tuition might be easier:

First United Methodist Church of Fort worth
Attn: Parents' Day Out
800 W. 5th Street
Fort Worth, Texas 76102

The school is a non-profit organization and depends solely on tuition to pay for teachers' salaries. Upon enrollment, a \$100 non-refundable registration fee is due. Supply fee is \$140, \$280, \$420, \$560, or \$700 for the school year, depending on the number of days your child attends. The entire supply fee is due with registration. Returned check fee is \$25.

MISSION & PHILOSOPHY

The purpose of PARENTS' DAY OUT (PDO) is to create a nurturing, stimulating atmosphere where children can develop physically socially, emotionally, and intellectually. We want each child to possess a positive self-image and emotional security. A wide range of both structured and unstructured experiences encourages creativity, communication and exploration in preparation for academic learning.

A dedicated and caring staff serves as role models and teachers within a wholesome, nurturing atmosphere.

ATTENDANCE

Children may be dropped off between 9:15 and 9:30 am, or at 8:30 am if you are using Before Care. Pickup time begins at 2:15 pm and ends at 2:30 pm. A late fee of \$1.00 per minute will be charged per family of those children departing after 2:30 pm. We do not discount tuition due to illness, vacation, holidays, snow days or severe weather days.

PRE-REGISTRATION

Pre-registration is usually held in February. The \$100 registration fee and supply fees are non-refundable. An enrollment packet can be obtained from the Director. Enrollment is determined on a space available basis. Enrollment is considered complete when medical forms are completed and signed by a physician; the Director has personally gone over the policies and procedures; the contract is dated and signed by the Director and parents; and the registration and supply fees have been paid.

HEALTH STANDARDS

Upon enrollment, each child will be required to have a current shot record on file, and an examination statement, including the date of the last examination signed or stamped by the physician. **If this is not on file within six weeks of beginning the program, your child will not be allowed to continue until the health records are completed and on file.**

VACCINE POLICY

All new students must have current vaccines in order to attend FUMCFW Preschool and Parents' Day Out. If a child has a medical condition which requires an altered schedule of vaccines, we will consider making an exemption. We will ask for a letter of explanation from the pediatrician, and take it to the board to review. We are willing to consider exceptions for medical reasons only. The board will make its decision based on this information. Nothing is guaranteed. If a current student who is returning next year has an affidavit on file, they will be grandfathered in, and will not be required to get the child immunized. If a child receives any immunizations during the year, the office requires an updated shot record for the child's file. Shot records will be reviewed quarterly, in **February, May, August, and November**. Written notices will be sent to parents via email as to which shot their child/children are missing. Parents will be asked to give the office written notice with-in a week of the email of when the shots are scheduled. If they have not responded in one week they will be given a warning. One week after the warning, if they have still not responded, the child/children will not be allowed back to school until a shot schedule is provided or the shots are up to date.

If your child receives any immunizations during the year, please make sure to give the office an updated shot record for your child's file.

Note: All new students must have current vaccines in order to attend FUMCFW Preschool and Parents' Day Out.

If a child has a medical condition which requires an altered schedule of vaccines or no vaccines, we will consider making an exemption. We will ask for a letter of explanation from your pediatrician, and take it to our board to review. We are willing to consider exemptions for medical reasons only. The board will make its decision based on this information. Nothing is guaranteed.

Children with a FEVER of 100.4 or higher, DIARRHEA or WHO HAVE BEEN VOMITING are not allowed at Parents' Day Out and should remain home for 24 hours after the fever, diarrhea and vomiting has subsided without medication. If a child becomes ill, the parents will be notified and are expected to pick up the child immediately. The Director should be notified if a child has or has been exposed to a contagious disease. The school will send notices home if your child has been exposed to a communicable disease. A report will also be made to the Fort Worth Health Department. This helps preserve a healthful atmosphere and protects your child from unnecessary illnesses. Communicable diseases should be reported to the Health Department and Center for Disease Control at 1-888-777-5037.

Teachers are required to have yearly TB tests and are offered a yearly flu vaccine. We recommend that all teachers get the pertussis vaccine.

Only the Director or school nurse will be allowed to administer medication after parents have signed the proper forms and given the medication to the Director. All medication must be in the original prescription container, labeled with the child's name, date prescription was filled, the name of the physician, expiration date of the medication or the period of use, with the original prescription label that details the name, strength, and instructions on administering and storing the medication. All medications will be kept in the Director's office in a locked cabinet.

If your child is teething, you may send Tylenol with a signed prescription from your doctor, indicating dosage. You will also need to sign a form to indicate the time that the medication was last administered.

Per licensing regulations, we are NOT allowed to apply any sunscreen, bug spray or ointments of any kind.

Our staff has been trained in SIDS (Sudden Infant Death Syndrome), SBS (Shaking Baby Syndrome) and children's brain development and growth. Children under one-year-old will be placed on his/her back for nap and rest time. If your child is medically unable to sleep this way, please bring a note from your child's physician explaining in FULL DETAIL the recommended sleep position for your child. The FUMCFW Staff WILL NEVER shake a baby for any reason. The FUMCFW Staff will strive to provide an environment which fosters your child's brain growth through art, music, literature, socialization, physical activity, and free play.

EMERGENCY MEDICAL CARE

In the event of accident or illness that, in the Director's judgment, requires emergency medical treatment, the Director is authorized to obtain and render emergency medical care. A medical treatment authorization form must be signed and notarized and kept in your child's file. If a hospital is required, Cook Children's Medical Center, 801 Seventh Ave., 817-885-4000, will be used. PDO will not be responsible for medical expenses incurred, and such expenses will be the sole responsibility of the parents/guardian. All staff members have been trained in CPR and pediatric first aid.

PARENT AND CHILD ORIENTATION

A parent orientation meeting will be held prior to the beginning of school for all parents to go over policies and to answer questions. Following the meeting, the parents are invited to meet in their child's room to visit with his/her teacher. The week before PDO begins, the children will have a Meet the Teacher Party in their classroom. It will be a time for the children to meet their teachers and become acquainted with their new surroundings.

HOLIDAYS

First United Methodist Church Preschool will loosely follow the Fort Worth Independent School District's holiday schedule. The first day of school is September 5, 2017. This year our program will end May 16, 2018. Please see the 2017 – 2018 calendar in the back of this handbook.

No deduction in tuition is given for absence, illness, holiday, snow days or severe weather days.

PARENTAL RESPONSIBILITIES

Parents or guardians assume full responsibility for the protection of the child to and from Parents' Day Out and agree that they will not hold the church or any member of the staff responsible in case of accidental injury that might occur while on the premises of such Parents' Day Out Program or during the hours of care. If your child will not be attending Parents' Day Out for any reason (i.e., sickness, vacation), please call or email the Parents' Day Out office by 9:30 am that day to notify the Director.

ARRIVAL AND DEPARTURE

When a child is brought to Parents' Day Out, he or she will be left in the care of a PDO worker and released only to the custodial parents or to some other person specifically designated by the custodial parents or legal guardian. If your child is going home after PDO with another child, the child must have a written note from the parent. If a person who is not on your list comes to pick up your child, we will not release the child until we have spoken to you and checked their driver's license.

PLEASE SIGN YOUR CHILD IN AND OUT DAILY AND LEAVE A PHONE NUMBER WHERE YOU CAN BE REACHED AT ANY TIME.

In the infant rooms (Rooms 125 and 122), please remove your shoes or place booties over your shoes before entering the classroom. You may also hand your child to the teacher over the half door. Children (even if sleeping) must be taken out of car seats before they are handed over to the teachers. We appreciate your help in keeping the floor clean for our crawling children.

WHAT TO BRING

1. Lunch and drink in a non-spill juice cup clearly identified with the child's name.
2. Extra clothing in a plastic bag clearly labeled in case of accident or soiled clothes.
3. Items to be used during quiet-time so your child will be comfortable resting: blanket, stuffed animal, pacifier, etc.
4. Disposable diapers. Also send a box of diaper wipes with your child's name on them.
5. Your child's diaper bag should come stocked with diapers and wipes for the day, or you may leave a bag of diapers in the room. Check with your child's teacher.
6. **PLEASE LABEL EVERYTHING.**

SAFE SLEEP POLICY

We follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning device. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens or clothing
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If infant needs extra warmth, use sleep clothing such as sleepers, footed pajamas or sleep sacks as an alternative to blankets
- Place only one infant in a crib to sleep
- Infants may use a pacifier during sleep, but the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk
- If the infant falls asleep in a restrictive device other than a crib such as a bouncy chair or swing, or arrives to care asleep in a car seat, move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care provider
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations. This includes e-cigarettes and any type of vaporizers
- Actively observe sleeping infants by sight and sound
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume their preferred sleep position
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally
- Do not swaddle an infant to sleep or rest unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional

LUNCH

Children should bring a non-perishable lunch in a lunch box with the child's name on the outside. For perishable items, enclose a frozen blue ice in the lunch box. Please provide juice in a non-spill cup for your child during their noon meal and another drink for use during the day. We highly discourage sending candy. Please provide labeled bottles, spoon, bowl and baby food. All baby food will be spooned out into a separate bowl provided by you. Leftover baby food in the bowl will be thrown out and what is left in the jar will be sent home. Any food allergies need to be brought to the attention of the teacher. Infants need a signed Feeding Instruction Form each month.

BREASTFEEDING

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

APPROPRIATE DRESS

Parents are encouraged to dress their child in comfortable, washable play clothing. The older children may be using paint, glue, markers, water, and other materials in creative activities. They should come dressed for outside play, preferably in tennis shoes for running and playing.

Children have the opportunity to play outside each day, weather permitting. Parents concerned about sunburn should apply either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher to the child's exposed skin before bringing them to PDO.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, please apply the insect repellent to your child before bringing him/her to school. It is recommended that only repellents containing DEET be used, and that is applied only on children older than two months.

PLEASE NO BOOTS, CROCS, OR FLIP FLOPS

They inhibit gross motor development and cause accidents on the playground.

INCLEMENT WEATHER

The Parents' Day Out program will follow the Fort Worth Public School's decision on the opening and closing of school during inclement weather. In case of a delayed opening, PDO will open at 10:30 am, and there will not be Before Care on these days. On questionable days, the Parents' Day Out program may also close at the discretion of the Director. Parents' Day Out will follow the same closings as Preschool. **NOTE: Snow days and severe weather days will not be made up.**

DISCIPLINE AND GUIDANCE

Our policy adheres to the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance.

BITING

Biting is considered a very serious action. We will try to work with the individual child and his/her parents as each case occurs. However, the Director reserves the right to send the child home after one bite.

CHALLENGING BEHAVIOR

Social learning at PDO can sometimes be difficult as children figure out how to express their wants and needs while respecting others. We will do everything possible to support each child's inclusion and success while this learning takes place. Teachers will use redirection and positive discipline. We will make every effort to work with parents and children, using outside help as necessary. If a pattern of challenging behavior continues over time, the Director will meet with parents and teachers to develop an individualized plan. Intentionally aggressive or violent behavior will not be tolerated by the school and may be cause for temporary suspension or permanent removal from the program. This policy is in place to ensure the safety and wellbeing of all students and staff. The Director will review each incident, determine its severity, and implement the policies as appropriate.

CHILD ABUSE PROCEDURE

Child abuse, by definition, is an act or omission that endangers or impairs a child's physical, mental or emotional health and development. Child abuse may take the form of physical or emotional injury, sexual abuse, sexual exploitation, physical neglect, medical neglect or inadequate supervision.

Texas law requires that any person suspecting that a child has been abused or neglected MUST immediately make a report. If child abuse is suspected, the teacher and/or teacher assistant must report it to the Director. The Director will call the Child Abuse Hot Line 1-800-252-5400 within 48 hours to report. All of our teachers/teacher assistants have attended the Sexual Abuse Awareness Training that complies with the requirements of the Texas Youth Camp Act (Chapter 141); TDSHS Training Code YC060034.

KEEPING PARENTS INFORMED

Any special occurrence or problem affecting the child will be brought promptly to the attention of the parents, such as the discovery or suspicion of any communicable disease among the children. Parents will be notified personally by phone or email concerning various announcements and tuition notes through their child's lunch bag. Parents will receive an infant/toddler news report at the end of each day. Once a month, parents will receive a newsletter via email and a monthly calendar will be posted outside your child's classroom. They will also be available on the school website. Please let us know if you do not use email or the internet. We will print you a copy. If you have any questions, please call or come see us. Our doors are always open to you!

PARENTS' DAY OUT EVALUATION

Each parent shall be given the opportunity to evaluate the school. It is completely anonymous.

EMERGENCY PREPAREDNESS

The school conducts monthly fire drills and quarterly Duck and Cover and Lockdown drills.

GANG-FREE ZONES

House Bill 2086 passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resources Code includes section 42.064, effective September 1, 2009. This statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of your child care center.

EVACUATION PLAN

FUMC has formulated an evacuation/disaster plan for the school. We would only implement this plan on direct orders from the police or fire department to evacuate the downtown area. The entire church staff would help in moving the children by cars to the parking lot at Rockwood Golf Course, 1851 Jacksboro Highway, 76114. All children will remain with their teachers and the assigned staff representative. Please be aware of this plan so you will know where to locate your child in the event of a disaster making it necessary to evacuate the downtown area.

INSPECTION & INSURANCE REPORTS

You are entitled to see the following information. You may ask the director to show you the most recent copy of:

- The Minimum Standards for this Licensed Center (also available on the web at www.dfps.state.tx.us or at your local Licensing office),
- The most recent Department of Family and Protective Services Inspection/ Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049,
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection Report, and
- The Licensed Center's operational policies.

VOLUNTEER OPPORTUNITIES

We would love to have your help, and have a wide variety of volunteer jobs, both large and small. Talk to your child's teacher, or visit the preschool office. We will find a volunteer opportunity to fit your schedule and interests.

BIRTHDAY CELEBRATIONS

We are happy to celebrate your child's birthday at school. If you would like to bring a treat, please try to give the teacher a week's notice, so she can plan and advise you of any allergies in the class. (Some parents need time to shop for an alternate treat that does not include wheat, or eggs or fructose). We are trying hard to teach the children about healthy habits and moderation. If you wish to bring a treat, please choose a small cookie, mini muffin, or mini cupcake. Too much sugar is not ideal! You might consider a healthy treat, a small toy or stickers. Please do not feel pressure to celebrate at school. We will work with you, but want to make sure that we are not teaching children to eat too many treats.

If you are sending party invitations to everyone in the class, please feel free to have the teacher pass them out at school. If only some children are invited, please send by mail from home.

THE CREATIVE CURRICULUM® FOR INFANTS, TODDLERS & TWOS

Goals & Objectives at a Glance

SOCIAL/EMOTIONAL DEVELOPMENT

To learn about self and others

1. Trusts known, caring adults
2. Regulates own behavior
3. Manages own feelings
4. Responds to others' feelings with growing empathy
5. Plays with other children
6. Learns to be a member of a group
7. Uses personal skills

PHYSICAL DEVELOPMENT

To learn about moving

8. Demonstrates basic gross motor skills
9. Demonstrates basic fine motor skills

COGNITIVE DEVELOPMENT

To learn about the world

10. Sustains attention
11. Understands how objects can be used
12. Shows a beginning understanding of cause and effect
13. Shows a beginning understanding that things can be grouped
14. Uses problem-solving skills
15. Engages in pretend play

LANGUAGE DEVELOPMENT

To learn about communicating

16. Develops receptive language
17. Develops expressive language
18. Participates in conversations
19. Enjoys books and being read to
20. Shows an awareness of pictures and print
21. Experiments with drawing and writing

CHILDREN LEARN THROUGH PLAY

BLOCKS — Young children use blocks to build structures that go up, out or around and, in the process, deal with the spatial and structural problems of balance and enclosure.

OUTDOOR PLAY — The playground can provide experiences that stimulate the senses, inspire the imagination and offer the opportunities for gross motor development.

MANIPULATIVES — As children manipulate, transform and combine materials, they discover relationships between objects and between actions and events. They also develop fine motor skills.

SCIENCE & NATURE — The two oldest PDO rooms have science class once a week. Science is important for the cognitive development of children. One goal of science is to help children understand the world around them, and by understanding it, to feel comfortable in it.

QUIET AREA — Children have the opportunity to work by themselves or with friends. Some children spend time in the quiet area mastering and repeating new fine motor skills. Others may look at books, listen to stories and make up their own stories as they interpret the illustrations in books.

MUSIC — Children really respond to music. Music and movement give young children a chance to express themselves and are so important in language development. All children have music each day. It also helps prepare them for Circle Time in Preschool.

ART — With paint, crayons, playdough, glue and paper, children can represent things they've done, seen and imagined. As they mix, stir, roll, color and fold materials, children learn to generate and observe changes: to fit things together, take them apart, arrange, combine and transform them. Their main interest is in the process of experimentation rather than the results of their experimentation.

HOME LIVING/ DRAMATIC PLAY — Here children have the opportunity to put together and act out the things they know about people and events they've observed and experienced. Pretending to be people in situations they've experienced helps them make sense of the adult world and gives them opportunities to work together, express their feelings and ideas and use language to communicate their roles and respond to each other's needs and requests.

CALENDAR 2018 – 2019

IMPORTANT DATES

Parent Orientation	August 29, 2018
Meet the Teachers 9:00 – 9:30 am	August 30, 2018
First Day of PDO	September 4, 2018
Early Dismissal at 12:15 pm	December 17 & 18, 2018
Fall and Summer Pre-Registration	January 17 – February 8, 2019
Open Registration	February 26, 2019
Last Day Of School/Early Dismissal at 12:15 pm	May 15, 2019

HOLIDAYS

Columbus Day	October 8, 2018
Thanksgiving	November 19 – 23, 2018
Christmas Break	December 19, 2018 – January 7, 2019
Martin Luther King, Jr. Day	January 21, 2019
Stock Show Day	February 1, 2019
Spring Break	March 11 – 15, 2019
Good Friday	April 19, 2019
Monday after Easter (church closed)	April 22, 2019

