



Ardmore First United Methodist Church  
Children's Day Out  
2016-2017

Dear Parents:

Children's Day Out is a ministry of Ardmore First United Methodist Church that provides a caring, safe, Christian play and learn time. Our goal with the Children's Day Out (CDO) ministry is to offer the best environment possible to meet the needs of your child's physical, intellectual, emotional, social, and spiritual well-being.

We lovingly support the development of each child through play, music, crafts, and other developmentally appropriate activities. Children are introduced to the alphabet, numbers, colors, and shapes and enjoy a variety of free play in their classrooms, Fellowship Hall and outdoor playgrounds.

The CDO program is under the direction of the Senior Pastor, Jessica Moffatt Seay; the Director of Children's Ministry, Amy Hopper; and the Director of Children's Day Out, Tracy Rudisill. We are here to listen; please contact us any time. We are more than happy to discuss questions or concerns you may have regarding your child.

Please take time to read this handbook. It provides policies and procedures for our program that you need to know. We want your child to have a positive experience and to feel God's love. If you have any questions, please feel free to call the CDO office at 223-5390 ext. 318, or email [tracy@fumcardmore.com](mailto:tracy@fumcardmore.com).


Serving Children Together,



Tracy Rudisill  
Children's Day Out Director



Amy Hopper  
Children's Ministry Director



Rev. Jessica Moffatt-Seay  
Senior Pastor

When: CDO meets Monday & Wednesday from 9:00 am to 2:50 pm.

Summer 2016: May 23, 2016 – June 22, 2016

Fall 2016-2017: August 22, 2016 – May 17, 2017

For specific dates please refer to the CDO Summer 2016 calendar and the CDO Fall 2016-2017 calendar

Where: Nursery Department, Ardmore FUMC Main Building.

Who: Preschool Children (6 months through 4 years)

How much:

Enrollment Fees (non-refundable)      Summer \$35

Fall \$50

Tuition is \$18 per day per child (\$15 per day per child for additional sibling)

Supply Fee \$10 per month per child

Tuition & Supply Fees are due monthly during the school year, Summer tuition is due in full by May 19th. 2016 Summer tuition and fees totals \$172 for one child, \$317 for two children.

Any outstanding balances must be paid in full before CDO will process registration for upcoming sessions.

Payment Method:

Monthly tuition is due in full on the first day class. Tuition is considered late after the first week of class, at which time an additional \$25 will be added to the amount due. Please contact the Director if payment arrangements need to be made. After one month of no payment the student will not be able to continue until full payment has been made. Tuition for the entire month is due even if your child misses because of illness, vacations, etc.

Checks should be made to FUMC CDO. A \$30 Returned Check Fee will be charged for any checks that have been returned as Non-Sufficient Funds. If necessary, CDO may require cash only payments. All cash payments should be put inside an envelope with your child's name on it. A receipt will be given for cash payments.

The CDO Director will collect money during CDO hours or you may drop off payment to the secure CDO mailbox located outside the CDO Director's office. You may also mail your tuition payment to: Ardmore First United Methodist Church Attn: CDO Director 501 W. Main St. Ardmore, OK 73401

**Arrival**

Upon arrival, children should be taken directly to his or her classroom. Please sign in your child on the sheet provided and include all appropriate information, including a phone number in case of emergency, and any alternate pickup person. Classroom doors open promptly at 9:00 am. Parents should wait for teachers to open the classroom doors before dropping off children; teachers use the time prior to opening to prepare for your child's day with us. Your child will be received at the door by the teacher. *For the safety of our children, we ask that parents please not enter the classrooms.*

**Dismissal**

Your child must be picked up promptly by 2:50 pm. CDO will release children only to those who are authorized to pick them up. Written authorization must be given to the CDO office before someone other than the child's parent or guardian can pick up the child. The person picking up the child must be prepared to present photo identification if asked.

**Late Pick-up Policy**

Please call 223-5390 ext. 318 if you will be later than 2:50 pm. A late pick-up fee of \$10, per late pick-up event, will be charged. Parents who are consistently late will cause the child to be removed from the CDO Program.

**Weather**

In case of inclement weather we will follow the Plainview School District. Please tune to local TV and radio stations for information regarding any school closings. A tuition credit will be applied in cases of CDO closure.

**Withdrawals**

CDO enrollment is for the entire school year. If you must withdraw your child for any reason, please give us a two week notice. The current month's tuition and all fees must be paid.

**Supplies**

Parents should send diapers, bottles and formula (if needed), a spill-proof cup, lunch, (see food section below), a seasonal change of clothes, and naptime lovies, blankets and/or pacifiers. Everything brought with your child must be labeled with their name. This includes diaper bags, diapers, baby bottles, water bottles, sippy cups, etc.

**Food**

During the school year session, a hot lunch program is offered through the Preschool for an additional fee. Monthly menus will be available. Checks for lunches should be made out to FUMC Preschool with "lunch" in the memo. You also may choose to furnish your child's lunch. If food needs to be kept warm or cold, please put them in appropriate containers. Please do not send cola drinks or candy.

## **Clothing**

Please send your children in clothing suitable for physical indoor and/or outdoor play and art projects. Shoes should be comfortable and fit well, closed-toe shoes are preferred. We will have outdoor playtime when weather permits, please send a coat or jacket with your child as necessary.

## **Naptime**

All children will have naptime or “quiet time” every day. Rest mats are provided. It is often helpful to explain to your child that he/she is expected to be quiet and still during this time. Children are welcome to bring a special blanket or “lovie” to help them feel comfortable.

## **Health**

If your child develops a contagious illness at home, please notify the CDO Director. Children who are ill must be kept at home. If they have a fever, diarrhea, vomiting, pinkeye, or obvious cold symptoms (excessive cough, yellow or green nasal discharge, etc.) please keep them home until symptom free for 24 hours (without the aid of medication). Please be considerate of the other children and families in CDO when deciding if your child is well enough to attend class. Parents will be notified if a child becomes ill at CDO. Please be aware that teachers are not allowed to give medication to children.

## **Biting, scratching and physical aggression policy**

CDO is understanding of the developmental stages of our young students, and that biting and other physical responses in very young children can occasionally occur in a group setting. However CDO encourages cooperative interaction, respect for others and non-aggressive problem solving between children, and biting or other physical aggression (scratching, hitting, kicking, pushing, etc.) cannot be tolerated. Every attempt will be made to prevent biting or physical aggression from taking place by anticipating trouble areas, being aware of the child’s surroundings, as well as their need for special attention. In all cases of biting or other physical aggression, the “Behavior and Discipline Procedure” will be followed.

If biting or scratching occurs, the teacher will promptly comfort the victim and clean the wound (if applicable), taking care of the child’s physical and emotional needs. The teacher will clearly state to the aggressor that biting/scratching is unacceptable. Both sets of parents will be notified and an incident report will be filed in the office. The “Discipline Procedure” will be enforced if the behavior continues. If a child bites or scratches three or more times in one day, that child will be sent home for the remainder of the day.

Persistent biting and other physical aggression may result in the child’s removal from CDO.

## **Behavior and Discipline**

As a Christian CDO program, it is our desire to create a classroom where Christian values are taught, and good behavior is recognized and encouraged. On occasion, a child may become upset or misbehave.

For upset children, the teacher will try to comfort the child and provide loving support and reassurance:

- 1) The teachers will try to calm the child by talking softly and/or holding closely.
- 2) The teachers will try to distract and redirect the child with toys, snacks or other activities.
- 3) Some children need their own space to collect themselves and may respond better to the “calm-down chair”. The “calm-down chair” is placed by the teacher but away from the other children. Our goal is to give the child the needed time and space to calm themselves down on their own terms, when our attempts at interaction and involvement with the child is not helping them calm down.

If repeated attempts of the above efforts do not work, and the child continues to be continuously upset and crying for more than 45 minutes, the parent will be called to pick up the child.

For poor behavior, the teacher will lovingly guide each child using positive guidance and problem solving, and preventative teaching. Discipline will be individualized and consistent for each child and will be appropriate to the child’s level of understanding:

- 1) The child will be reminded of behavioral expectations (i.e. no hitting, pushing, taking toys etc.)
- 2) The child will be given warnings for inappropriate behavior and redirected using positive statements.
- 3) The child will be sat in a supervised and accompanied time-out from the group (when appropriate to the child’s age and development), limited to no more than one minute per year of age.
- 4) If the child continues to be disruptive, the parent will be called. If a child’s behavior is consistently inappropriate and repeated effort has been made to alleviate the causes of misbehavior (parent-teacher conferences, anticipation of trouble area, etc.), the child will be removed from CDO.

### **Removal from CDO**

If a child is having extreme behavioral issues or is having continuous trouble adapting socially to CDO, the Director may call a parent-teacher-director conference to address the behaviors and possible ways to improve the situation. If the problem persists, it may be necessary to remove the child from the CDO program.

### **Security**

For the safety and security of CDO, please enter the building through the west-side door (Preschool door). If entering outside of normal drop-off or pick-up hours, please check in with the Preschool office secretary upon entrance.

### **ReGroup Messaging Service**

ReGroup is a communication service which enables you to receive important messages such as snow days, schedule changes and important reminders and dates via text messages, emails, and/or phone calls. Sign up is available to parents, grandparents and/or other caregivers and can be found in the enrollment forms.

## **Communication of Concerns**

We understand there may be areas of concern which you feel the need to communicate to us. Should this situation arise, we ask that you go through the proper chain of command (most concerns will be able to be handled by your child's teacher):

1. Go to your child's teacher to discuss your concern.
2. Make an appointment to discuss concern with the CDO Director
3. Contact the FUMC Children's Director
4. Contact the FUMC Pastor

## **Ways Parents Can Help Children**

- ♥ Teach your child self-reliance. Encourage your child to do things for himself/herself.
- ♥ Confer regularly with the teachers about your child, but refrain from discussing the child in his/her presence.
- ♥ Take an interest in projects, papers and activities that your child brings home from CDO.
- ♥ Take time to listen to your child's daily experiences and discuss them with real interest.
- ♥ Build up in the child a wholesome, friendly attitude toward the teacher and the CDO program.
- ♥ Live, work, and play as a family group.
- ♥ Report any upsetting experiences that you think will help the teacher better understand your child.
- ♥ Help your child anticipate happy experiences in relation to CDO.