

## OBJECTIVE

Grace Parent's Day Out (PDO) is an outreach program of Grace United Methodist Church and reflects the mission statement of "We Gather in Christ, We Grow in Love, We Go to Serve". The program offers a caring and nurturing environment for your child. We are a faith-based DCFS registered license exempt program allowing a child's participation up to 10 hours each week.

While your child is at Grace Parent's Day Out they are learning through play in a fun and engaging way. Children will be involved in activities such as crafts, cooperative play, singing, story time including a Bible story, gym time, outdoor play (weather permitting), and a blessing with snack and lunch. Children have the opportunity to build socialization skills and other developing skills such as number, color, and shape recognition as they learn through play. Parent's Day Out will accept children ages 1-4 on or before September 1<sup>st</sup>, one or two days per week if available.

## DAYS, HOURS, AND COSTS

Grace Parent's Day Out operates Tuesday through Thursday from late August - May. Parents will register their child to attend for the school year and select one day of the week. Please indicate on the application form if you are interested in having your child attend a second day each week, if there is availability. We follow the Naperville School District 203 schedule throughout the school year for Winter and Spring Break, Snow Days, and other District 203 days off. A calendar, health form, and information about August Open House will be given to parents when enrollment is confirmed.

The hours are 9:00 a.m. to 1:00 p.m. Children will not be accepted before 9:00 a.m. as teachers need that time for preparation. Please be prompt when picking up your child at 1:00 p.m. If you are late, there will be an additional charge of \$5.00 for every 15 minutes.

A **non-refundable** application fee will be required for each family enrolling in the program according to the following schedule:

- Grace UMC Member- **\$75** per family, additional **\$25** family and/or second day
- Non-Church Member - **\$100** per family, additional **\$25** family and/or second day

When enrollment has become full, Parent's Day Out will continue to accept application forms (without the application fee) for the Wait List.

Tuition is **\$32.00** per day, per child, and is due the first week on your child's registered day, each month (**the # of days registered to attend x \$32.00 Make checks payable to Grace United Methodist Church**). Checks are preferred; however, cash will be accepted for the exact amount. Any returned checks will be assessed a \$30.00 fee.

A late fee of **\$10.00** will be assessed if the monthly tuition has not been received by the 10<sup>th</sup> of the month. A child's attendance may be suspended if tuition is not received by the 10<sup>th</sup> of the month. The tuition payment may be sent to: Parent's Day Out, Grace United Methodist Church, 300 E. Gartner Road, Naperville, IL 60540, if your child is absent or there is a day off from PDO.

## SUPPLIES

Everything sent with your child needs to be **labeled**. Each child should bring a non-perishable lunch, including a drink. Parent's Day Out operates as a peanut/nut free program. Please include all serving items such as cups, spoons, etc. Parents with a child in the 1-2 Year Old class should send a sipper cup. Be sure to send food that is easy for them to manage. **Any food items sent with your child's lunch that could be potentially a choking hazard will not be served to your child.**

Please dress your child for PDO in comfortable clothing that is easy to remove, whether it is by the child or teacher. Shoes must be worn while at PDO.

Parents should provide appropriate outerwear for outdoor play. Please **send a change of clothing** for emergencies.

## FILES

Parent's Day Out is limited to children with **completed Application, Participant Waiver, and Health Forms**; information consisting of parent or legal guardian information, emergency phone numbers, authorized pick-up persons, immunization records, allergies, health history, physicians statement, emergency treatment and photography approval. **NO child may attend until all of their papers are on file.** Please update these forms in the PDO Office at any time during the year.

## ATTENDANCE

If your child is unable to attend, please advise the office of your child's absence by phone (630-355-6146) or email.

All children attending our program should have given up their morning nap, as the program does not have room/provisions for sleeping.

This program operates on a first come-first serve basis. Grace PDO will accept a limited number of children per class per day.

## DROP OFF AND PICK-UP

When dropping off a child, you must "sign in" your time of arrival and where you can be reached during the time your child is at PDO.

The Illinois Child Care Act of 1969 as amended requires all persons picking up a child to record the following:

1. The time the child leaves.
2. The name of the person with whom the child is leaving.

## TOILET TRAINING

All parents or authorized pick-up persons must "sign out" each child. If your child is being picked up by someone other than you or someone on the approved list, we must be notified in writing ahead of time. Positive (picture) I.D. will be required from the person picking up the child.

## CONCERNED PARENTS

If you are somewhere you cannot be reached (shopping, lunch, etc.) or even just at home and concerned about your child during any day they are in our care, please feel free to call and ask about your child at **630-355-6146**. When we have a child who has fallen asleep, is sick, or inconsolable, we will call a parent or emergency contact to pick up the child.

## MEDICATIONS AND ILLNESS

Please do not send any medications with your child because they will not be administered. However, if your child has a prescribed EpiPen, that needs to be in their bag with a signed Action Plan on file. Children are not to be brought to PDO when they are ill, overly tired, have **discolored** drainage, coughing excessively, running a fever (99 degrees), have open lesions, a rash or diarrhea. If a child has been ill prior to coming to PDO, they must be symptom free for 24 hours before attending. This protects your child from possibly becoming sick with another illness while their resistance is low and other children and/or PDO Staff from getting sick.

## SNACKS AND TREATS

A light snack (crackers, pretzels, etc.) will be provided. If your child has any special dietary needs or allergies, please indicate this on the application form and inform the teacher. ***Parent's Day Out operates as a peanut/nut free program.***

For sanitary reasons, children must wear a protective layer (i.e. pullups, diapers) between underwear and clothing during training until child is accident-free for two full weeks.

## DISCIPLINE

The key to our disciplinary policy is "Loving Guidance." Children will be guided lovingly to follow the program schedule and cooperate with their peer group. If a child has inappropriate, disruptive behavior, it will be stopped by positive reinforcement and redirection. If a problem continues the parents will be notified, and a solution will be worked out between the parent, teacher, and if needed, the Director.

## SECURITY SYSTEM

Parents/Guardians are to use Children's Center Entrance at the lower level/back side of the church and will receive a code to access the children's area. This code is for parent/guardian/caregiver use only.

**407,19B**

No child shall be subjected, under any circumstance, to corporal punishment inflicted in any manner upon the body, or to verbal abuse, or be deprived of meals or any parts of meals as punishment, or punished for toilet accidents.

## LICENSING

Parent's Day Out operates as a license exempt program registered with the Illinois Department of Children and Family Services that conforms with the Illinois Child Care Act, 1969, as amended: § 7.1, 377.4 and 2.10.



**(630) 355-6146**

**Grace United Methodist  
Church**

**300 E. Gartner Road  
Naperville, Illinois  
60540**

[graceparentsdayout@peopleofgrace.org](mailto:graceparentsdayout@peopleofgrace.org)

