

Spanish: introduction to the alphabet, numbers, colors, simple words that correspond to curriculum topics, and songs.

Physical Fitness: developing large and small motor skills, hand-eye coordination, exercise, games in organized and supervised play both indoors and outdoors.

Science: learning body parts, nature study, seasonal experiences concerning God's world.

Social Studies: developing social skills, group interaction, understanding and appreciating differences, patriotism, and introduction to national and cultural experiences.

**Advent Lutheran Church**  
**Parent's Day Out**  
3232 S. Cooper Street  
Arlington, TX 76015  
(817) 465-0181

### ADMINISTRATION

Letanja Brooks, Director

### LICENSING

Advent Lutheran Church Parent's Day Out is a non-profit, self-supporting center that follows the minimum standards and procedures of the City of Arlington and the State of Texas.

The staff is licensed by the City of Arlington. They have been TB tested and are certified in CPR and First Aid. In addition, all staff has cleared a criminal and sex offender background check.

### SCHEDULE

We observe all Arlington Independent School District ("AISD") holidays. In case of snow or ice, we follow AISD policy. If the public school should have a delayed opening, we will open 30 minutes later than the elementary schools.

### MISSION STATEMENT

The purpose of the Advent Lutheran Church Parent's Day Out program, as a ministry to the community, is to provide a learning environment for children based on Christian values, emphasizing their spiritual, physical, emotional, and social development while giving parents the opportunity to have a day to themselves.

## PARENT'S DAY OUT POLICIES

Admission: Advent Lutheran Parent's Day Out does not discriminate in its admission or hiring policies on the basis of race, color, religion, sex, or national origin.

Applications for admission are accepted any time during the school year, as openings are available. Classes will be filled on a first come, first served basis.

All necessary forms must be completed and on file prior to the first day of class. In accordance with the May, 1985 Department of Human Services Standards, the following forms are required at the time of admission:

- Signed enrollment application
- Emergency medical authorization
- Medical statement, signed by physician
- Student release authorization

We also ask parents to complete an information sheet about the student's family and home.

To comply with State regulations, parents must have all records complete within one week of admission to the program. *After such time, no student will be allowed to attend our program who doesn't meet these requirements. If your child cannot attend based on incomplete records, no refund of fees or tuition will be given.* Proof of immunizations acquired throughout the year must be added to your child's records.

- In the event that a child or parent has been unable to adjust to our program and comply with the guidelines in the handbook and other supporting documents.

## CURRICULUM DEVELOPMENT

Children learn from everything they do. Our curriculum is child-oriented, which places emphasis on total child development at their individual level and progress.

Christian values: respect, cooperation, courtesy, integrity, manners, trust.

Creative Art: identifying colors, coloring, painting, cutting, pasting, playdough, etc. At this age, the process is more valuable than the product.

Critical thinking and problem-solving: guide curiosity and discovery to stimulate analysis and evaluation to react to the world in which they live.

Dramatic play: a variety of learning centers, dolls, dress-up, puppets, role-playing, block building, transportation toys, sand play, and outdoor play.

Health and Safety: basic health practices, nutrition, safety.

Math: introduction to numbers, counting, geometric shapes, concepts of sorting and comparison.

Music: singing, action rhythm movement, records and tapes, music appreciation, rhythm band instruments.

Language Arts: introduction to the alphabet, reading, and writing their names, nursery rhymes, storytelling, story time, poetry, drama.

Sign Language: introduction to the alphabet, numbers, colors, simple words that correspond to curriculum topics, and songs.

Birthdays: If you wish to celebrate your child's birthday with his/her class, we welcome you to do so by bringing a special treat for snack time.

**Arrangements MUST be made in advance with your child's teacher.**

Discipline and Guidance: Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. We promote self-discipline and acceptable behavior.

When PDO begins in the fall, each class talks about the fact that when people work and play together, they need to have some rules. The children will help make rules that show good manners and provide for safety.

There will be no cruel, harsh or unusual punishment. When there are problems remembering or obeying the rules, we use "time out", a brief, supervised separation from the group. Length of time spent in "time out" varies with the age of the child, but is never more than a few minutes.

Conflicts over toys are handled by rotating toys in a timely fashion.

Parent Conferences: All concerns and problems during the year should be discussed with the teacher and/or Director. Parent/teacher conferences are available by appointment through the Director.

Causes for Termination of Participation: A student may be terminated from participation in the PDO program for the following reasons:

- Any threats made against the PDO program, the director, PDO teachers, a child, or the church.
- Use of foul or abusive language.
- Aggressive behavior, such as hitting or biting.
- Incomplete or missing Enrollment/Medical forms.
- Failure to pay fees or tuition by the 15<sup>th</sup> of the month.

Waiting Lists: If a child's appropriate class is full, the child's name may be placed on a waiting list until space becomes available. If a parent declines to enroll his/her child when space becomes available, but wishes to remain on the waiting list, the child's name will be moved to the bottom of the list. When an opening becomes available, upon notification, parents will have 24 hours to secure the position for their child. Failure to do so will forfeit the position and the next name on the waiting list will be contacted.

Age and Ratio Requirements: Children will be assigned to a class within their age group. Any parent wishing to place their child in a class outside their age group can only do so with the Director's permission.

Class Ratios: Parent's Day Out will serve children 18 months through 5 years old. To be eligible for enrollment in each class, the child must be the specified age on or before September 1 of the school year.

Our program consists of:

CLASS	MAX. # OF CHILDREN ADVENT ALLOWS	MAX # OF CHILDREN STATE ALLOWS
18-23 months	6	9
2-3 years	8	13
3-4 years	9	17
4-5 years (pre-K)	10	20

Tuition and Fees: Tuition is due in advance on the first class day of each month. There will be no refunds or adjustments for school days missed due to illness, bad weather, or for days dropped. Tuition is to be paid on a nine-month basis, including December. Please make checks payable to "Advent Lutheran Parent's Day Out."

**There will be a late charge of \$25.00 if tuition is not paid by the 10<sup>th</sup> day of the month. A late notice will be issued after the 10<sup>th</sup> of the**

**month and the late fee must accompany the tuition payment.** Those not paid in full, by the 15<sup>th</sup> of the month will be dropped from the program. If financial hardships arise, please contact the Director immediately. **There will be a charge of \$20.00 for any returned check These fees will be strictly enforced!**

The registration fee and one-half of the supply fee are payable at the time of registration. The other one-half of the supply fee is payable with the first month's tuition. These fees provide the children with daily supplies and materials necessary for instruction. **All these fees are non-refundable.**

Hours of Operation: All children must be brought to their classrooms and left in the care of a teacher no earlier than 8:55 a.m. Children should not be permitted to go into classrooms unattended. Children should be picked up promptly at 2:30 p.m. from their classrooms.

It is important to get your child to school as close to 9:00 a.m. as possible, but no earlier than 8:55 a.m. Teachers need the time prior to 8:55 a.m. to prepare their rooms, activities, and crafts for the day.

It is also important that the children be picked up no later than 2:30 p.m. Teachers often need to leave soon after classes are dismissed because of other responsibilities.

**Parents who pick up their children late will be assessed a late fee of \$5.00 after every ten (10) minutes after the 2:30 pm dismissal.**

A student will not be allowed to leave school with anyone other than persons designated on the Student Release Authorization form on file in the PDO office, unless the parent makes arrangements in advance through the office.

Orientation: There will be an "Orientation" at the beginning of the school year for parents and students to meet their teachers. It will also be an

The children sing songs, listen to a bible story, pray, and hear a short message from our Director, one of our church pastors, or other church staff persons.

Holidays/Parties: Special days have been set aside for holiday celebrations and parents will be asked by the room parents to provide treats and/or activities on these occasions.

Teachers are not responsible for planning parties. The room parents will plan the format of each party, and they will be specific about the help they need. Each parent is asked to help with at least two parties per year.

Volunteers: From time to time, we will have a sign-up sheet for parent volunteers. We may need help with driving, chaperoning, or providing treats for activities, such as field trips, holiday parties, field day, etc. We will post reminders to help parents keep track of upcoming events.

Moms and Dads: We welcome your suggestions, comments, presence, and talents at any time. If the children are studying a subject you can enrich with special activities, let us know. If you hear of an interesting art or craft activity, musical game, new book, or community resource, let us know. If you would like to come play with us, sing with us, observe, tell stories, or confer about the children, let us know.

Volunteer Code of Ethics: Children's safety and rights are protected by federal law, including the *National Child Protection Act of 1993* and the *Family Right to Privacy Act*. Advent Lutheran Church requires a voluntary submission to a criminal/sex offender background check for anyone who volunteers to be around children. The results are kept confidential and will only be known to Advent's Business Administrator and the PDO Director. Each child deserves the same security and respect that you would expect someone to have for your own child.

door open as little as possible. Parents will place their child's belongings (backpack, lunchbox, nap mat, jacket, etc.) into a bin located outside the classroom, marked with their child's name.

During afternoon pick-up, the same procedure will apply. The teacher will release the student to the authorized person from the classroom door. The parent or authorized pick-up person will retrieve their child's belongings from the marked bin in the hallway.

This procedure serves a dual purpose. Most importantly, this will help insure the safety of each child being dropped-off or picked-up during the most congested times, so that each child will remain safely in the classroom and not be permitted to leave the classroom unattended. In addition, the City requires that no two backpacks or nap mats be touching due to the possibility of the transfer of head lice. With each student having their own bin, this will allow PDO to be in compliance with this requirement.

Outdoor Play: We will spend some time out-of-doors each day, except when it is too cold, too hot, or raining. Please provide warm clothing for cold days. Please have jackets or coats labeled.

Rest Period: Texas Department of Protective and Regulatory Services *Minimum Standards and Guidelines* require that all preschool age children have a quiet time to rest after their noon meal. Therefore, all children will observe a rest period in the afternoon and will be required to stay on their mats during this time. Only small fold-up or roll-up mats or pads will be allowed. **NO SLEEPING BAGS ARE PERMITTED.** A favorite "lovey," pillow, and/or light blanket will often help at this time.

If a parent chooses no nap for their child, or if their child is habitually disruptive during rest time, a parent will be asked to pick up their child from school no later than noon. No tuition refund is given for early pick up.

Chapel Services: The children in the Parent's Day Out program attend chapel services every school day from 9:15 a.m. to 9:30 a.m.

opportunity for parents to become familiar with the policies and procedures of the PDO program and to ask the Director any related questions.

A sign-up sheet for "Room Parents" will be posted outside your child's classroom. The room parents are responsible for coordinating holiday parties. We ask that a parent sign up to help with at least 2 parties per school year.

Illness: **We require that no child attend the program that is ill.** This policy is for his/her own welfare, as well as the protection of other children. A child should remain home when any of the following exist:

1. Fever (should be free of fever without the aid of any medication for 24 hours).
2. Vomiting and/or diarrhea.
3. Any symptom of the usual childhood diseases: mumps, measles, chicken pox, whooping cough, and scarlet fever.
4. Signs of a fresh cold (running nose with yellow-green discharge, bad cough, or sneezing).
5. Sore throat.
6. Croup.
7. Any unexplained rash.
8. Any skin infection: boils, ringworm, impetigo.
9. Pink eye and other eye infections.

A child should not return to class unless free of these symptoms. If a child becomes ill at school, parents will be notified to immediately pick up the child.

If your child contracts a communicable disease, the school must be notified. This also includes head lice. If a communicable disease is suspected in the classroom, parents will be notified.

The school will administer first aid, including antiseptics and cleansing wounds unless otherwise advised by the parents.

The school ***will not administer medications*** except in the case of extreme allergic reactions and/or other chronic conditions, which require medication. These special situations must be arranged in advance through the Director. All medication must be in the original container, clearly labeled as belonging to this child, dated as current, and have a signed release from parent on file in the office. If your child requires short-term over-the-counter/prescription medications, the parent must come to school to administer the medication to their child personally. The Director is the only person authorized to administer medications.

**Safety:** All staff members are certified in basic first aid and cardiopulmonary resuscitation (CPR).

Fire and disaster drills are held periodically.

It is state law that all suspected cases of child abuse be reported.

**Bad Weather:** When adverse weather situations are issued, such as tornado watches/warnings, Advent PDO follows the procedures listed below:

**Weather Watches:** The Director will continue to monitor our weather radio and local radio stations to track weather in the immediate area.

**Warnings:** The Director and staff will lead the students to an area that is not close to windows or exterior glass. The students will be asked to assume the "Duck and Cover Position" until we receive notification that the warning has been removed or the sirens have stopped going off. **During this time, we will not release students to parents.** If a parent arrives during this time, we will invite the parent to join us. This is for the safety of your child, your child's teacher, and the other children in the program.

**Lunch and Snacks:** Each child should bring a nutritious lunch and a morning snack each day. No candy, gum, carbonated drinks, or **FAST FOOD LUNCHES** are permitted. Any lunch not eaten, and is re-sealable, will be

left in the lunch box to be taken home. Please label your child's lunch box and snack. The child's lunch should be packaged to prevent spoilage.

**Advent Lutheran is a "PEANUT-FREE" program.** Due to the high occurrences of peanut allergies in both children and adults, we have elected to be a peanut-free program. Neither staff nor students will be allowed to bring any food made from peanuts or containing peanuts onto the premises.

**Lunch hints:** Prepare a simple lunch with foods that a child can eat easily. Food cut into bite-size pieces is desirable. Some favorite foods may be cheese sticks, fresh vegetable sticks, raisins, fresh fruits and juices. A simple dessert (cookie, fresh fruit, etc.) is desirable. Please include "squeeze dispensing" foods only if your child is able to handle them. All children will be encouraged, but not forced, to eat.

**Clothing:** Children should be dressed in comfortable and washable clothing. This allows the child more freedom in using clay, paint, and other "messy" things valuable to a child's learning process.

Tennis shoes or other closed-toed shoes are most appropriate to wear due to the surface of our outdoor play area.

Children should bring a change of clothing each day in a re-sealable plastic bag. Include underwear, socks and shoes clearly marked with their names. Accidents do happen. Should an accident occur, soiled clothing will be returned home in its soiled condition. State regulations prohibit the washing or rinsing out of any soiled garments.

**Drop-Off & Pick-Up:** Due to the amount of congestion in the classrooms during morning drop-off and afternoon pick-up, parents will no longer be allowed to enter the classrooms. Upon arrival parents will be asked to hand their child off to the teacher at the door of their classroom. The teacher will escort the child into the classroom, keeping the lower classroom Dutch-