



CROSSROADS

Parents' Day Out

**Parent's Day Out
Parent Handbook**

Crossroads Church

Updated July 2022

"Show up and love."

Program Mission

At Crossroads Church our motto is “Show up and love.” Our vision is to create a culture of J.O.Y. (Jesus first. Others second. Then Yourself.) by providing children ages 16 months through 5 years with a safe and nurturing environment to be loved and to be taught basic social, emotional, cognitive and academic skills alongside Biblical truths.

Our curriculum is chosen to provide each age group with quality Biblical and educational learning. We are also firm believers that children can learn a great deal through play and our schedules are designed in such a way to provide lots of playtime.

Parents are a child’s most important influence and incredibly valuable partners in the education process. You as parents play a vital role in our ministry to your child. We encourage continuous communication between parents, children and staff to ensure the smoothest transition between home and our program. Thank you for entrusting your child to our love and care.

Program Goals

It is our goal that each child at our program:

- Knows that they are made and loved by God.
- Develops spiritually, academically, emotionally, behaviorally, and physically.
- Develops independence and self-discipline.
- Views themselves and others as equally important and unique.
- Learns about simple prayer, children’s worship, and serving others through small acts.

PDO Procedures

Enrollment

Enrollment is open to the community at large for any child 16 months to 5 years of age. Each child must complete an enrollment packet including the registration form and has read and agreed to all policies and procedures listed in this handbook.

A one time, non-refundable registration fee of \$40 is due upon enrollment.

Tuition and Fees

Registration Fee	\$40 per child	<i>one time, non-refundable</i>
Supply Fee	\$35 per child	<i>Due upon enrollment, once a semester</i>
Tuition	\$175 for first child \$150 for each additional child	<i>due on the first day of each month</i>

Tuition is due by the first day of each month **whether or not your child attends every day**. You can pay online at www.crossroadscanton.com. Select the *Online Giving* tab. **Select the *PDO Tuition* option.** Cash and Check will also be accepted.

Hours of Operation

PDO will operate from 8:30 a.m.-2:30 p.m. on Mondays and Wednesdays.

We can not accept children before 8:30 a.m. as we use this time for a morning prayer meeting and preparing our classrooms. Drop off ends at 9 a.m. Please call ahead if you are going to be late as the entrance doors will lock at 9 a.m.

Children must be picked up no later than 2:30 p.m. Please make sure you are on time so that our teachers may leave on time!

Bad Weather and Holidays

We will follow Canton ISD for holidays and bad weather days.

Classroom Procedures

Staff and Ratios

PDO follows Ministry Safe guidelines and seeks to employ teachers who have a personal relationship with Christ and who have experience with and a calling to work with preschoolers. All staff members will obtain a CPR and First Aid Certification.

<u>Class</u>	<u>Age</u>	<u>Classroom Ratio</u>
Toddler Class	16-24 months	2:8
2-Year Old Class	2-3 years	2:10
3-Year Old Class	3-4 years	2:15
Pre-K Class	4-5 years	2:18

Curriculum

PDO staff will use the WEE Learn Curriculum for each age group. Each classroom will have a daily schedule for teachers to follow. These daily routines will include: center time, small group time, outdoor (weather permitting) and/or gym time, art, music, story time, early academics and a rest time. These activities will all be centered around a Bible Story and virtue for the week.

Take-Home Folders

Each child will receive a folder to take home daily that will have:

- a monthly update of curriculum and activities.
- a daily sheet for each child.
- papers and crafts that were completed in class.

Cubbies

Each child will have their own cubby to keep their nap items, extra clothes and pullups (if needed).

What to Bring

Lunch

Your child will need to bring a healthy lunch each day. Lunch should consist of simple finger foods such as meats, cheese, fruit, veggies, yogurt, etc. that will require little assistance. Please do not send food that needs to be heated or refrigerated. Please label the lunch box and all containers with your child's name.

Snack

Snack will be provided by the school or parents. There will be a sign up snack calendar for parents to choose a day to bring a healthy snack for the class.

Water Bottle

We ask that each child bring a reusable water bottle (that is labeled with their name) to school each day to use throughout the day.

Nap/Rest Items

There will be a scheduled rest time every day. Please bring a small blanket, a mat and a small pillow (if desired) from home. You may also bring a small soft toy for your child to sleep with. **Please make sure you label all items.** These items will all be sent home at the end of each week for laundering.

Clothing

We are at PDO to have fun! Please dress your child comfortably. Keep in mind that things could get messy (paint, playdoh, dirt)! We ask that you choose closed toed shoes to ensure the highest safety as we run and climb.

Each child must bring one complete set of clothes (shirt, pants/shorts, underwear and socks) in case of an accident. Place these clothes in a labeled ziploc bag to be kept in your child's cubby.

Pull Ups/Wipes

If your child is not potty trained, please provide enough pull ups and wipes for each day.

What Not To Bring

Please do not bring personal items other than the ones listed in the “What to Bring” section. **Do not bring: toys, books or games**, unless permission is given (ex. “show and tell”)

Birthdays

Birthdays may be recognized at school on or near the birthdate. Parents/Guardians may bring a special treat for snack time. Notify your child’s teacher ahead of time. Please remember to check for allergies! Gifts may not be presented at school. Invitations may only be distributed if all children in the class are invited.

Health and Safety

Illness

PDO is a well child facility. **Children who within the previous 24-hour period show signs of a fever (99.9 or higher), diarrhea, vomiting, heavy nasal discharge, constant cough, pink eye, any unexplained rash or skin infection, sores or blisters will not be accepted.** We follow these guidelines to ensure the highest safety and comfort for your child, the other children, and staff. Children may return after 24 hours fever and symptom free.

If any of these symptoms occur during PDO, the parent/guardian will be notified immediately and asked to take the child home.

Medication

PDO staff cannot administer medication at any time. Life saving medications (Epi Pens, inhalers) may be given by office staff with a parent's written consent on file.

Lice or Nits

In the case of head lice or the presence of nits (eggs), parents/guardians will be notified and the child will be sent home. Nap items will be sent home to be laundered. We adhere to a "no nit" policy before your child can re-enter the classroom.

Accidents

PDO teachers will fill out accident reports for any minor incidents or injuries that may happen during regular play. **In case of an emergency**, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the doctor listed in the registration form will be contacted.

Discipline and Guidance

Acceptable Forms of Discipline

PDO uses positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction, such as:

- Reminding children of behavior expectations regularly and positively.
- Redirecting behavior using positive statements.
- Using brief supervised time-out from the group, when appropriate for the child's age and development, that is limited to no more than one minute per year of the child's age.

Children are learning how to behave among their peers. We will only report misbehaviors that are persistent or puzzling to us. We ask for parental involvement to help us provide the best care for your child.

Withdrawal

If you withdraw your child, please provide written notice no less than two weeks before you wish to withdraw. **Tuition is due through the two weeks notice period.**

Director Contact Information

Shay Barrett

Preschool Director

Church Phone: (903) 567-0800 ext. 104

Cell Phone: (903) 368- 1332

Email: preschool@crossroadscanton.com