



# CROSSROADS

## Parents' Day Out

**Parent's Day Out  
Parent Handbook**

**Crossroads Church**

**Updated March 2024**

***"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 with your child to our love and care.

# Program Goals

It is our goal that each child in 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

## 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!

*\*We encourage parents to have their children eat before arrival so that our day can start on time. Our schedules and activities are scheduled to start at 8:45am.*

## 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

<b>Registration Fee</b>	\$40 per child	<i>one time, non-refundable</i>
<b>Supply Fee</b>	\$35 per child	<i>Due upon once a semester</i>
<b>Tuition</b>	\$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**. Online Payments can be arranged and setup through our online giving tab at [www.crossroadscanton.com](http://www.crossroadscanton.com). Select the *Online Giving* tab. Select the *PDO Tuition* option. **This will need to be set up through the PDO Office.** Cash and Check will also be accepted.

## **Bad Weather and Holidays**

You will be provided a school year calendar with the days we will meet and closings for breaks and holidays. We will follow Canton ISD for holidays and inclement weather plan as a guideline.

# **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.

Classroom placement will be by age groups. Each room is limited capacity with the following child/teacher ratios:

<u>Class</u>	<u>Age</u>	<u>Classroom Ratio</u>
Toddler Class	16-24 months	3:8
2 Year Old Class	2-3 years	2:10
3 Year Old Class	3-4 years	2:14 w/helper
Pre-K Class	4-5 years	2:15 w/helper

Activities in each room are geared to the child's age level.

\*We also have volunteer opportunities throughout the year for our parents. We like our parents to be involved and encourage them to volunteer from time to time.

## **Curriculum**

PDO staff will use Trueway Kids 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 scripture.**

Children will be assessed twice a year to gauge knowledge retention. A copy of the assessment will be sent home.

It is our goal to teach the children about the Love of God and their world around them. We also strive to provide academic instruction that will prepare them for the next school year and ultimately build their academic foundation, for PreSchool.

## **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.
- Any correspondence with upcoming information

Please check your child's folder daily and remove any papers. Please send any papers back needing a signature.

## **Holidays**

We keep Jesus the center of our holidays, so our crafts, curriculum and programs will reflect that. We will do more seasonal types of crafts rather than holidays.

## **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.

# **What to Bring**

## **Backpack**

Each child should have a labeled backpack to hold his/her belongings. Please check your child's backpack daily!

## **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, *of any kind*. 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.

## **Lunch**

Your child will need to bring a healthy lunch each day. Lunch should consist of simple finger foods such as meats, cheese, (QUARTERED) 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**

Snacks will be provided by the school or parents. There will be a sign up snack calendar or SignUp Genius for parents to choose a day to bring a healthy snack for the class. We have goldfish and animal crackers, in the rooms.

## **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**

There will be a scheduled rest time every day. Please bring nap items 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.

We understand that some kids will not take a nap, but it is our policy to have a Rest Time/Quiet Time - they do not have to go to sleep, but do have to lay quietly on their mat, and allow those who do nap to do so.

## **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")

# Inclement Weather

Should it become necessary to delay opening or to cancel Parents Day Out due to inclement weather, we will contact parents through texts/phone and our facebook page as soon as a decision has been made.

We follow the Canton Independent School District School Calendar including any days off, therefore if the CISD closes we will definitely be closed.

# Health and Safety

## Illness

PDO is a well child facility. For the protection of all children Crossroads Parents Day Out cannot allow your child to be in school if he/she has any of the following symptoms within the past 24 hours.

- **Children who within the previous 24-hour period show signs of a fever (99.9 or higher)**
- **Diarrhea (defined as two loose stools within a short period of time)**
- **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 without medication.

If any of these symptoms occur during PDO, your child will be separated from the other children and the parent/guardian will be notified immediately to be picked up.

## 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**

An accident report will be filled out by the teacher and staff and sent home, if your child has an accident at school (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.

## **Safety and Security**

Safety is our top priority here at Crossroads for our staff and our students. We ensure all security measures are in place throughout the property and this is done in many ways.

We have internal/external cameras throughout the property grounds. Our doors are - **No Entry after 9:00 am and remain locked until 2:15pm**. If you need to drop off or pick up outside of this time, please contact the PDO Director by calling 972-365-5929. After 9:00 am, you will be required to come to the Church office doors. No child will be released to anyone that is not on the pick-up release form. If anyone other than a parent or anyone other than those documented for pick-up, on file, the parent must contact the Director with the name of the person and that person must present Identification, prior to the child being released.

We will also practice various safety drills throughout the school year. (Fire Safety Procedures, Weather Safety, and other Security Procedures: (These will take place on scheduled days and you will be notified)

- **We will participate in Fire Safety Drills**
- **Weather Warning Preparedness**
- **Lock-Downs Methods**



# Discipline and Guidance

## Acceptable Forms of Discipline

The word “discipline” comes from the word “disciple,” which means “learner”. We believe that God has given parents the ultimate responsibility in the training of their children. It is the goal of Crossroad’s Parents Day Out to assist in that process, teaching students to possess self-control, respect, obedience, and honesty. Our primary goal is to love your child, understanding that all children need boundaries and your child will be disciplined if his/her behavior requires it. It is our hope that by joining forces and working together here, and at home, we can provide a healthy routine.

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

- Addressing wrong behavior;
- Reminding children of behavior expectations regularly and positively;
- Redirecting behavior using positive statements, scripture and loving correction;
- 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;
- Notes will be made on the child’s take home folder, and if necessary parent contact will be made;
- If after parent notification has been made and behavior issues continue, we will request a meeting with the parent(s).

## Criteria for Involving Parents:

- If a teacher’s instruction is hindered.
- If the other children’s experience is hindered.
- If the child repeatedly responds poorly to authority.
- Aggression to other children.
- If a child continually requires one-on-one attention.

If a child’s behavior hinders normal function of the classroom, we reserve the right to set up a parent-teacher conference to discuss a resolution.

# Because We Care

Please feel free to inform your child's teacher or the PreSchool Director of any circumstances that may affect your child's happiness.

## 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

Amanda Hillman  
PDO/Preschool Director  
Church Phone: (903) 567-0800 ext. 104  
Cell Phone: (972) 365-5929  
Email: [preschool@crossroadscanton.com](mailto:preschool@crossroadscanton.com)