

# All Saints' Episcopal Church

## Parent's Morning Out

Welcome to All Saints' Episcopal Church' Parent's Morning Out program. PMO is a ministry providing quality childcare in a safe, loving, Christian environment. We know that parents often need time to participate in activities or commitments during the morning hours and we would like them to be comfortable in the knowledge that their child is being nurtured and well cared for in their absence.

### **In order to enroll your child you must do the following:**

- 1. Complete the Enrollment Form.**
- 2. Submit the Enrollment Fee of \$50.00 per child. This is a non-refundable fee.**
- 3. Read and sign Policies and Procedures Sheet.**
- 4. Provide your child's official immunization record.**

Classes currently being offered:

1. Infant/Toddler Nursery
2. Toddler Twos Preschool Class
3. Toddler Threes Preschool Class

### **New Schedule of Rates and Hours**

PMO Regular Hours: 8 am - 12 pm

Monday - Friday

Enrollment fee - \$50 per child or \$75 for siblings

COST: Full Week Rate- \$15.00 per day

Partial Week Rate - \$18.00 per day      Drop-In Rate - \$20.00 per day

If you have any questions or concerns regarding our payment schedule, please do not hesitate to speak with our PMO Director, Leslie Franks via email: [lesliefranks@allsaintsflorence.org](mailto:lesliefranks@allsaintsflorence.org) or telephone (843) 662-7061.

## Policies and Procedures

Parent's Morning Out (PMO) consists of age appropriate programs and curriculum for babies through preschool age children. Our babies and toddlers have story time, play time, music, snacks and a lot of love. Our toddler twos and threes programs enjoy sharing, play, arts and crafts, learning centers, and story time while following weekly and monthly themes. Thank you for choosing All Saints' Episcopal Church Parent's Morning Out program as a place for your child to love, laugh and learn!

### PMO Hours are from 8:00 AM to 12:00 PM:

- Please respect your teacher's preparation time and do not leave children in the classroom before 7:45 am. Teachers will be preparing for the day and attending staff meetings until 7:45 am
- Please be considerate of our teachers and their commitments. **When you are late picking up your child, there is a late fee of \$1 per minute past 12:15.**

### Preparation Before Leaving Children at PMO:

- Parents must provide a sippy cup, diapers, bottles, formula, pacifiers, and a change of clothes
- Please mark all items brought to PMO with your child's name, including any outerwear such as jackets or sweaters.
- Each child must have a bag with all of their daily supplies such as diapers, cup, etc.
- Prepare your child for being left. Do not cause unnecessary anxiety by lingering in the classroom. A quick hug is preferable to repeated farewells. Help PMO be a happy time for your child.
- Please be sure that your children have been fed breakfast before coming to PMO.

### Things NOT to Bring:

- **Please refrain from bringing toys to PMO**, with the exception of toys brought for "Show and Tell".
- Please do not send gum.
- Due to the seriousness of food allergies, please do not bring any nuts or food containing nuts. All food brought to PMO should be checked with a staff member first.

## **Please Respect the Health of Other Children:**

- Children who have had any of the following symptoms within the past 24 hours will not be permitted to attend PMO: **fever, vomiting, diarrhea, and cold.**
- Children may return once the illness has passed or after 24 hours of medical treatment. A doctor's release is needed for conjunctivitis, pink eye or any other infectious disease that requires medical treatment.
- Please understand that we are not physicians, but we will lean on the side of the health of the majority in our decisions about calling a parent when a child is displaying symptoms.
- If your child is sent home because of an illness, he/she will not be allowed to return for 36 hours, unless approved by a physician.
- All immunizations must be up-to-date with a copy of each child's immunization record on file for PMO.

## **Behavior Management and Consequences:**

- We use positive verbal guidance and time-outs. At no time will any form of corporal punishment (spanking) be used.
- **Biting and hitting** by the children cannot be tolerated. If such an incident occurs with a child or children, we will discuss the incident with the parents. Parents will be notified should other restrictions or policies be deemed necessary.
  - 1<sup>st</sup> and 2<sup>nd</sup> offense**
    - Phone call to the parent
    - Child will be removed and isolated from class environment for a period of 30 minutes
  - 3<sup>rd</sup> offense**
    - Phone call to the parent
    - Child will be removed from class environment
    - The child will have to be picked up immediately
    - The child cannot come back to school the next day
  - 4<sup>th</sup> offense and subsequent offenses**
    - 2 day suspension
    - Referral to the pediatrician/dentist
- **As always, the PMO Director reserves the right to remove a child from the program, either temporarily or permanently should they deem a situation as possibly injurious to other children or staff.**
- **If any other behavior measures are requested, they have to be approved by the parents and a written permission submitted to the Parent's Morning Out program. PMO cannot be held liable for the used permitted measures.**

## Sign-In and Out:

- Each child must be signed in on her/his individual Sign-In Sheet. Please include all pertinent information on the Sign-In Sheet; including phone numbers and any change from the usual person authorized to pick up your child.
- Parents are required to notify PMO staff in writing, if their child is to be picked up by someone other than the person(s) who ordinarily drop them off. ONLY those persons listed in your child's file as designated alternates to pick up your child will be allowed to do so. Forms are available for this purpose. If there is an instance where you would like someone other than one of your designated alternates to pick up your child, please send in a signed, written notice, stating the person's full name, address and telephone number, and their relationship to the child (family member, friend), with the specific dates they are to pick up your child. Identification will be checked on all persons who do not customarily pick up your child. Please keep in mind that we do not always have the same staff member in your child's room, so they may be unfamiliar with you or someone else picking up your child. Please inform all persons who will be collecting your child to have their ID ready to present to the PMO staff. This is only meant as a security measure for the safety of all PMO children. We will not release any child without written authorization.

## Enrollment and Tuition:

- **Tuition is payable on your child's first day of PMO each month.** A late charge of \$15.00 will be due if tuition is paid after the 15<sup>th</sup> of the month. Checks are to be made payable to All Saints' Episcopal Church PMO. Please put the month being paid in the memo.
- Tuition covers the days your child is enrolled only. **Days missed (vacation or illness) cannot be made up and credit cannot be given**, since the PMO staff must be paid even when there are children absent.
- If you no longer need PMO, a two-week notice is required. No refund can be given for days not used. If a child drops out, the enrollment fee will be reassessed if re-enrollment is requested.
- If you carry an unpaid balance over \$200.00, your child may be dropped and will have to be put back on the wait list to re-enroll.
- If your child comes on a day that is not their scheduled day, payment for those days will be required the following week.
- Due to the irregularities of each month, parents will be notified of the actual charge one week prior to the start of a new month.
- Evaluation of the program, fees and staff will occur periodically to give the children and parents of PMO the best care and service we may offer. Changes in the program fees will be posted at least one month in advance.
- We do offer a Summer Program. Summer Packets are usually available a couple months prior to the starting date.