

2021

Parent Handbook

Welcome to Renovation Parent's Day Out! We are so excited that you have chosen our program for your child.

Our Purpose and Mission

To minister to the families in our community by providing their children with a positive, Christian learning environment where they can be nurtured spiritually, academically, emotionally, and physically.

Daily Activities

Each classroom will follow a daily schedule specially created for their age group. Along with the curriculum, every child will also participate in a variety of learning opportunities such as:

- A Bible story or verse.
- Reading books, stories, and the occasional educational video.
- Learning to share, take turns, work together, and play with others.
- Work on alphabet and phonetic sounds, counting, shapes, colors, etc.
- Practicing good hygiene and cleanliness habits.

Program Hours

Our center is open Mondays and Wednesdays from 9am to 2pm. Drop-off will begin at 8:45 am, doors will not open until this time. Pick-up will begin at 1:45 and your child must be picked up by 2:05 at the latest. There will be a fee of \$10 for the first 5 minutes after 2:05 and \$5 for each 5 minutes after that.

Tuition and fees

Tuition will be \$200 a month, due on the first operating day of the month. Tuition will be considered late after the 10th day of the month and a \$10 late fee will be added. If tuition is not paid by the 15th of the month your child(ren) will not be allowed in attendance until tuition has been paid. A \$25 fee will be added for any returned checks. Please speak with the director if you have further questions.

For siblings, the first child is full price and each additional child will receive 20% off.

There is a \$10 registration fee per child. Also, a supply fee of \$60 per child is due at registration, and at the beginning of each fall, spring, and summer sessions going forward. Registration and supply fees are non-refundable.

Requirements for Admission

The following forms must be completed and turned in, along with the registration and supply fee before your child's first day.

- Enrollment Form
- Medical Release
- Current Immunization Record
- Picture Permission Form

- Handbook Agreement

Withdrawal

We ask that you give us at least 2 weeks' notice if you are going to withdraw your child. This allows us time to fill your child's spot. With advanced notice, we can pro-rate your tuition if your child(ren) will not be in attendance the full month, however all fees and tuition are non-refundable.

Security

Renovation PDO takes every precaution to protect our children. We know that you will find our program to be a wonderful, loving, and safe place to leave your child(ren) to grow and learn about Jesus. Our church and program take very seriously the trust you have given us when enrolling your child. All our teachers and staff have been through thorough interviews and background checks before being allowed in a classroom. All outside doors will remain locked during business hours. The entrance to the PDO program has automatically locking doors and you must be buzzed in to enter. We are also going to be installing cameras at each entrance, in the hallways, and in every classroom for added safety and peace of mind.

If someone other than yourself will be picking up your child, please be sure to add them to your authorized pick-up list. You can also call the director the day of and let her know who will be picking your child(ren) up. We will ask for a driver's license from any new person picking up.

Due to Covid restrictions we cannot allow any visitors during the day at this time.

Discipline

Discipline and guidance will be caring and consistent. Our first method will be positive guidance, encouraging the child in a positive manner so that he/she may redirect themselves toward desired behavior.

If the behavior is consistent, we will place the child in time-out, the general guidance is one-minute times the age of the child (Example: 1 year= 1 minute, 4 years= 4 minutes). If the behavior is continually disruptive to the class, we will schedule a conference with the director, teacher, and parent. If the child hurts himself, another child or staff member or destroys church property an incident report will be completed. Two incident reports constitute a pattern of undesirable behavior and a conference will be scheduled. If the behavior continues the child will be sent home for the day. Each issue will be handled on an individual basis, along with suspension or dismissal from the program. **Any property damage or physical liabilities that result from the child's destructive actions while on the church campus are solely the parent's responsibility.**

Supplies

Please be sure to label all items clearly with the child's first and last name. If an item is not labeled, we will label it for you (with tape and/or sharpie)

- **Diapers/wipes (if needed)**
- **Water bottle/sippy cup**
- **2-3 changes of correctly sized, weather appropriate clothes**
- **Lunchbox with a healthy, cold lunch and snack**
- **Nap mat and blanket (pillow, stuffed animal, or anything else to help them sleep)**

Health and Illness

Children are not allowed in the classroom if they show obvious signs of illness, including fever of 100.4 or higher, vomiting, diarrhea, and/or severe cough. All children (and accompanying parent) will be screened at the door every morning, temperatures will be taken, and health questions will be asked, this is mandatory to enter the PDO area. If you have siblings (even school-aged) that are disqualified from attending that day, then all children in the family are disqualified. Children may not return until twenty-four after the child is temperature free, without the aid of medication. Other symptoms will be on a case-by-case basis and will usually require a doctor's note stating they are free to return.

We cannot admit any child or staff member exhibiting any of the following symptoms:

- Fever of 100.4 or higher
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle Pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Has had contact with someone with a confirmed case of Covid-19 for a prolonged period of time (15 minutes or more according to the CDC), is under investigation for Covid-19, or is ill with a respiratory illness in the previous 14 days.
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- A temperature check will be done again at lunch time in each classroom
 - Children with temperatures exceeding 100.4 will be excluded from the group, and parent/guardian must pick up within 30 minutes of being notified. A fee of \$10 per 5 minutes late will be charged if the child is not picked up within 30 minutes
 - Staff members or children with a positive Covid-19 diagnosis (or a positive diagnosis of a live-in family member) may return 14 days after diagnosis or according to their doctor's discretion

The Covid situation is ever changing as we learn more about it. Therefore, our policies and procedures regarding Covid may change throughout the year, we will send out a notice of the changes as they happen. If your child or another live-in family member received a **positive** Covid-19 test you **must** report this to the director immediately. We will conduct contact-tracing and will close classrooms for quarantine as needed. We will notify all parents of any positive cases in the program whether they affect your child or not.

If your child is diagnosed with another communicable disease, such as RSV, flu, chicken pox, pneumonia, HFM, etc., you must notify the director immediately. Your child must remain home until cleared by a doctor to return and the director will notify parents if their child may have been exposed.

Potty Training

We are happy to assist in your efforts of potty training, however we ask that your child is consistently using the potty with a dry diaper or pull-up before sending them in underwear for sanitary reasons. We

will never force a child to use the potty. Please bring your child to class in a new, dry diaper or pull-up every morning.

Nap Time

All classrooms have a scheduled nap/rest time. Naps/Rest are important for appropriate development for all age groups in our program. Children will not be required to sleep, but they must lay quietly on their mats and not disturb others. A quiet activity can be given to the child on their mat to assist in this. If a child is continually disruptive during nap time, they may be asked to be picked up early. No adjustment to tuition will be made for the early pick-up time.

Substitute Teachers

Substitute teachers will be needed from time to time. If you are interested and wish to be included on the sub list, please call the director for more information.

Holidays and Inclement Weather

We will follow the same school schedule as Waco ISD and will observe the same holidays. If the WISD closes due to inclement weather, we will also close. Please tune to KWTX (News Channel 10) for weather changes. If WISD has a late start due to weather, we will be closed. PDO will not have make-up days due to bad weather nor will tuition be pro-rated.

Modification Clause

This agreement may be modified whenever any of the circumstances covered by the agreement change. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable.

Termination of Agreement

This agreement shall be terminated if any one or more of the following occur:

1. The school year has come to an end.
2. Serious illness of the child prevents attendance.
3. The child's financial account becomes delinquent.
4. Failure of the parent/guardian to honor the obligations listed in this agreement or any other rules, regulations, or manuals provided by the center.
5. The center determines that it is unable to meet the needs of the child.
6. The center determines that it is not in the best interest of the center or other children at the center to have the child in attendance.
7. Failure of the parent/guardian to cooperate with the center director.
8. A child is injuring other students through rough behavior more than 2 times a week on a regular basis.

I have reviewed the Renovation Parent's Day Out Handbook for 2021. I understand that the handbook contains information that my child and I may need during the school year. I also agree to abide by the rules and regulations laid out. If I have any questions regarding this handbook, I should direct those questions to the Director, Amy Wells at 254-716-7774 or amyw@rcwaco.com

Name of Child _____

Parent's Name Printed _____

Parent's Signature _____

Date _____