

Parents' Day Out
The Presbyterian Church of Washington
4834 South Point Road, Washington, MO 63090
636-239-3178

PDO is a program designed to give stay-at-home parents, of children 18 months to 3 1/2 years of age, a short break from their children. The program focuses on social interaction, language development and motor skills. PDO is held from 9 am to 1pm. The children are grouped based on age and ability. The student/teacher ratio for a class of 2 and 3 year olds will not exceed 5:1, for a class of 18 month thru 2 year olds it will not exceed 4:1.

Arrival and Departure: The teachers will be preparing for class prior to 8:55 am, and will be unavailable to watch children before that time. Also, please try to be prompt in picking up your child at 1pm, as arriving late often distresses them. We ask that you bring your child into the classroom and pick up your child from the classroom.

Sign-In: Please sign in each morning on the sheet provided and leave a phone number where you can be reached. If someone else will be picking up your child, please note this on the Sign-In sheet and tell your child's teacher. If you find out during the day that someone else will be picking up your child, please call the church office (636-239-3178) to inform us.

Drop-Off: Sometimes children have problems separating from their parent at drop-off time. Usually the tears last for only a few moments after Mom or Dad leave. What generally works best is to make a fairly quick farewell. We certainly realize this is easier said than done and want you to be assured of your child's well-being before you leave the building. You may remain in the hallway after dropping off your child, but it is best if you position yourself so that your child cannot see you. Our church secretary is also willing to serve as your "eyes". Stop by the office and ask her to come down to the classroom and see how your child is settling in. If you have any concerns about your child at drop-off time, please feel free to discuss them with one of the teachers.

Parking: Please note that parking in the circle driveway at the church door is only for BRIEF trips into the building. Also please pull as far forward as possible so that others can park behind you. If you find it difficult to come INTO the building for drop-off and pick-up, please talk to your child's teachers. It is possible, special arrangements can be made for your child.

Communication: Please inform your child's teachers of any personal habits, special needs, fears, etc., that would help them when caring for your child.

Comfort Items: If your child has an item that is comforting to them i.e., pacifier, blanket, etc., please send it with them. If you want them to have it on an "as needed" basis only, please place it in their bag.

Toys: Bringing toys from home often causes problems. If your child wants to bring something from home, try to encourage them to bring a book which the teacher can read to the class.

Schedule: The daily activities at PDO include play-time, story-time, singing, snack, play in the large hall (including bikes, roller-skates, balls, push toys and more!), play outside in fenced play area (weather permitting!), craft, and lunch. The schedule is posted in the room. We do remain flexible and often find it necessary to vary from the schedule!

Clothing: We do go outside, so please be sure your child has a jacket and shoes appropriate for the weather. Please send children in comfortable play clothing.

Diapers: If your child is in diapers, please send two or three diapers with them each day. Please write their name on the front of their diapers (a "sharpie" marker works well for this).

Extra Clothes: Please keep a change of clothes in your child's bag.

Crafts: The children have craft time each day. Although we use washable paint, etc., a mess often occurs! Please keep this in mind when dressing your child for the day.

Snack: Children have a snack each morning at PDO. This is a healthy snack and is given early in the morning so that it does not interfere with lunch.

Juice: Apple juice is provided at snack time as well as at lunch time. If you do not wish your child to be given apple juice, please let one of the teachers know.

Lunch: Parents will be given a container for their child's lunch. Please prepare all food so that it's ready to eat: no baggies, juices drained from fruit, etc. This allows the teachers to pay full attention to the children as they eat. For safety reasons, we ask that food be cut into small pieces to avoid choking hazards. This is especially important with round items such as hot dogs and grapes. Each classroom has a cooler. Parents may place the container in the cooler on their way into the classroom each

day. If you have any questions please feel free to ask one of the teachers for clarification.

Tuition: Tuition is due on the first class day of each month. A tuition schedule will be given to you at the beginning of the school year. Tuition is \$16.00 a day. Members of the Presbyterian Church of Washington and siblings will receive a \$2.00 a day discount. If you have questions, please talk with your child's teacher.

Absences: If your child is unable to attend, at your earliest convenience, please call the church office at 636-239-3178 to let us know.

Refunds: We will be unable to give refunds for illness or vacation, as we will still have the same number of teachers working.

Make-Up days: If our classes are not full, we may be able to allow make-up days for illness or vacation. This is at the discretion of the teachers.

Snow Days: We will follow the Washington School District school closings in case of inclement weather. Please listen for announcements on local news stations. If PDO is cancelled for any reason, you will receive a credit for that day's tuition.

Dismissal from program: We reserve the right to terminate any child's participation in the PDO program if it is not meeting their needs or if their behavior creates a dangerous environment for the other children (aggression, biting, etc.)