



CHILDCARE • PRESCHOOL • BEFORE & AFTER SCHOOL

Parent's Day Out Program Handbook Preschool, Before & After School, Childcare Center

Marengo United Methodist Church
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Marengo, IL 60152
815-568-7162

Marengo Park District
825 Indian Oaks Trail
Marengo, IL 60152
779-548-0510

www.marengopdo.org

BOARD MEMBERS:

Gaye Anderson, Richard Anderson, Chuck Andrews, Pastor Bob Butler, Allison Dwyer, Jennifer Haas, Sally Hoesel, Clara Piper, and Rhianna Price

PDO STAFF:

Executive Director: Jennifer Haas

Cell: 815-482-6290 Office: 815-568-7162 ext. 3 – candjhaas@sbcglobal.net

Office Administrator: Dawn Hoffman

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BEFORE & AFTER SCHOOL PROGRAM

Teachers- Mary Cannon, Ryan Hennessy, Lori Hillner, Karen Leparski

CHILDCARE CENTER

Teachers- Ladybug Room: Roberta Simons
Caterpillar Room: Lori Holme, Kelly Kordes
Butterfly Room: Lynnette Tuohey (Teacher/Assistant Director), Carrie Stewart

Assistants- Tami Carriveau, Lori Hillner, Diana Hernandez, Michelle Sachs, Brittany Wolf

PRESCHOOL

Teacher- Amanda Christensen

Assistant- Lori Wolf, Brittany Wolf

Parent's Day Out is sponsored by Marengo United Methodist Church. Your cooperation and adherence to PDO's guidelines will make our program run smoothly. If for any reason you need to contact a staff member during the day, please call contact numbers listed above for assistance.

MISSION STATEMENT:

The mission of Marengo United Methodist Church's Parent's Day Out Programs is to provide a Christian-based, safe, affordable, developmentally appropriate environment for toddlers, preschool, and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's spiritual, social/emotional, physical, and cognitive development. Our goal is to support children's desires to be life-long learners.

Revised 9/16/2015

PDO PROGRAM DESCRIPTIONS and HOURS OF OPERATION:

- 1. PDO BEFORE & AFTER SCHOOL PROGRAM: PDO School Age Program** is a DCFS licensed before and after school program, which serves children between the ages of 5 and 12. Children enrolled in the program are bussed from their school to Marengo United Methodist Church five days a week, Monday through Friday by School District #165 or transported part time by the PDO Van for an additional fee. The program's hours are from 6:30 AM-7:45 AM and 2:30 PM-6:00 PM on school days. Full day care (6:30 AM – 6:00 PM) is available for half days and days off of school excluding days listed in calendar section of this handbook.
- 2. PDO CHILDCARE CENTER:** PDO Childcare Center is a DCFS licensed child care center that serves children between the 6 weeks and 5 years of age. The program hours are Mondays through Fridays from 6:00 AM-6 PM.
- 3. PDO PRESCHOOL*:** PDO Preschool is a DCFS licensed exempt part day facility which serves children aged 1-5. Our 1 & 2 year old students meet on Mondays from 9 AM to 1 PM, our 3 year old students meet Wednesdays and Fridays from 9 AM to 1 PM, and our 4 and 5 year olds meet Tuesdays and Thursdays from 9 AM- 1:30 PM. (When enrollment warrants, classrooms may be combined including ages 3-5).

**The children we serve and the staff responsible for these children is entirely different than the students and staff served in our PDO Before & After School program, with the exception of the director, Jennifer Haas, who oversees both programs. This program meets all of the requirements specified in the Child Care Act, part 377.4. The facility complies with the standards of the Illinois Department of Health and the fire safety standards of the Illinois State Fire Marshall. No child is provided care for more than eight hours in any given day, and no child is provided care for more than 10 hours in a 7 day week. The facility also provides at least one caregiver per 20 children. The proper documentation, including a copy of the articles of incorporation, has been submitted to DCFS.*

REQUIRED DOCUMENTATION:

- All children will be required to have a signed physical (no older than 6 months) prior to entering the program. (TB & LEAD testing section must be filled out, even if testing is deemed unnecessary). Parents MUST answer all questions on the Health History Section and sign and date.
- All children will be required to be current on their immunizations and this attested to by a physician. Failure to keep current on immunizations is grounds for discharge from the program.
- A copy of your child's original birth certificate must be on file prior to entering the program. (Must be a copy of the original not the souvenir copy given by the hospital).
- Signed receipt of PDO Handbook and Summary of DCFS Licensing Standards.

CALENDAR:

The PDO Childcare Center and Before & After School Program will be **closed** on the following days:

- Good Friday
- Memorial Day
- The week of the 4th of July (if the 4th falls on a weekend, the week prior to)
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- The week between Christmas Day and New Year's Day

The PDO Preschool Program follows the school calendar for District #165.

SCHEDULED ENROLLMENT: (Before & After School / Childcare Center)

The Parent's Day Out Program is a DCFS licensed program requiring certain staff to child ratios and classroom roster sizes. Due to these rules and regulations, the classrooms each have a limited number of students allowed to be in attendance at any given time. Upon registration families provide a schedule for days and times care is necessary. Using this schedule a plan is made to keep PDO classrooms in compliance with licensing standards. It is understood that there are times out of a parent's control that a schedule may change and PDO will do everything possible to ensure that there is space available to accommodate your child's needs, however, if there is not sufficient space in the classroom at the additional time requested, PDO will not be able to accommodate that schedule change.

POOR WEATHER:

The PDO Preschool Program will be cancelled if District #165 is closed due to snow or poor weather.

The PDO Before & After School Program and the PDO Childcare Center may be open when schools are closed.

Please watch the PDO Facebook page for information on closings, late starts or any other information on indicating whether the center will be open or closed on inclement weather days.

In all instances beyond the control of PDO , no credit will be issued on tuition for these closed days.

TUITION RATE:

There is a one-time non-refundable enrollment fee of \$50.00 per family due prior to entering the program.

Preschool and School Age families must re-enroll yearly at the beginning of the new school year and will receive a discount of \$15 off the enrollment when enrolled during the early enrollment in the spring.

Tuition for the Preschool and the School Age programs can be paid in entirety either once a month or in two equal payments twice a month. If paid once a month, tuition is **due on or before** the 1st of the month. If tuition is paid twice a month, payment is **due on or before** the 1st and 15th of the month. Any payments not made by due date are subject to a \$10 late fee*.

Tuition for the childcare center is due **on or before Thursday** of each week for the following week of care. Any payment not made by Thursday close of business is subject to a \$10 late fee*.

We do not refund or credit tuition payments due to unplanned closings due to inclement weather or any other issue outside the control of PDO, changes in schedule, absences or scheduled vacations, holidays and planned closed days.

Families with more than one child enrolled receive a 10% discount on the lowest tuition rate.

Church members receive a 10% discount on their tuition.

***LATE TUITION PAYMENTS:** If payment is not made by the due date, a late fee will be assessed. An additional daily fee up to \$1 per day may be charged for each day the payment is late. **If payment is not made, your child may be restricted from attending any of the PDO Programs.**

Payments can be made by cash, check or credit card. Cash or check is to be deposited into the secure payment box at either Marengo United Methodist Church or at Parent's Day Out Childcare Center.

Revised 9/16/2015

Please make your check out to Marengo United Methodist Church, or MUMC. A receipt will be issued via email. Please make sure you have an updated email on file at all times.

MUMC will charge a \$20.00 fee for any returned check.

Credit card payments* can be made at the church location on the tablet on the wall outside the conference room by the church office or at the Childcare Center office location.

***Please add to your credit card payment a \$2.50 credit card convenience fee.**

BEFORE & AFTER SCHOOL

As of August 18, 2014, monthly tuition cost covers half days, and full days off of school (not including spring break and any days the center is open during Christmas break) – those days will be charged at the PDO summer day camp/ spring break/ Christmas fee schedule of \$27/ day 9:00 am – 4:00 pm and an extra \$7 per day for extended care between 6:30-9:00 am and/ or 4:00-6:00pm.

Snow days and unexpected days off of school will have a charge of \$13 a day if it is your child's regularly scheduled day. If it is not their regularly scheduled day and they attend, cost is the same as our summer day camp/ spring break/ Christmas fee schedule of \$27/ day 9:00 am – 4:00 pm and an extra \$7 per day for extended care between 6:30-9:00 am and/ or 4:00-6:00pm.

CHILDCARE CENTER AND BEFORE & AFTER SCHOOL/ SUMMER CAMP ONLY:

There will be no tuition due for the week of the 4th of July or for the days of the week that we are closed for the Christmas holiday.

PDO does **not** prorate the tuition for the weeks in which the other holidays fall tuition is due in full on those weeks/ months.

FINANCIAL ASSISTANCE:

The PDO program does accept CCAP payments for our child care services. You may be issued a co-payment in addition to the assistance you receive for your child's care.

Also, if CCAP's assistance payment and your co-pay do not equal the total tuition due for your child at their given age, PDO may require an additional co-payment.

You are required to periodically be reassessed by DHS, typically every 6 months, for eligibility of your financial assistance. It is YOUR responsibility to follow up and turn in the required check stubs and information requested for your reassessment. If CCAP financial assistance is terminated, or lapses, you will be required to pay the full tuition amount for the time your child has been in the care of PDO Childcare Center in a timely manner.

If your copay increases and PDO is not notified until a later date, you are required to pay the additional copay amount due on any previous months of care. (ie: financial assistance is given through October 31st, parent follows through and re-determination is completed. PDO does not receive notice of changes until mid-December but copay went up \$20 a month. Parent is required to pay that additional copay amount that was not originally charged by PDO for November and December.)

INSURANCE:

Marengo United Methodist Church does carry general liability insurance.

Revised 9/16/2015

SCHOOL AGE SUMMER CAMP START DATE:

There will be at least a three day break from the last day of school until the start of summer camp. For example, if the last day of school is Thursday, the program will be closed Friday, Monday and Tuesday to prepare for the Summer Camp Sessions that will begin on that following Wednesday. If the last day of school is Friday, the program would be closed the following Monday, Tuesday and Wednesday and camp would start on Thursday, etc.

DROP OFF / PICK UP for PDO CHILDCARE CENTER and BEFORE & AFTER SCHOOL PROGRAM:

Children should arrive no earlier than 6:30 AM at the Before School Program and 6:00 AM at the childcare center. Children should be picked up no later than 6:05 PM. A \$1 fee for every minute after 6:05 PM will be charged, which will be due that evening or the next day of attendance. If there is an emergency and you are running late, please contact the office to let us know.

If no one comes to pick your child up by 6:15pm, we will attempt to contact the parents/guardians by phone. If we are unable to reach a parent/guardian, we will attempt to contact someone listed as the emergency contact for your child. **It is important that you keep the emergency contact list up-to-date.** If we are unable to locate an emergency contact, we will request police assistance in locating the parent/guardian/emergency contacts. If by 7:00pm we have been unable to locate someone to pick up your child, we will contact the child abuse hotline to attempt to make arrangements for care for your child. PDO personnel will remain with your child until you or an outside agency specializing in this type of situation arrives. At no time will our staff hold your child responsible for the situation. Your child will also not be included in the discussion about the situation so as not to upset him/her or make him feel at all responsible.

DROP OFF / PICK UP for PDO PRESCHOOL PROGRAM:

If no one comes to pick up your child by 15 minutes after the dismissal of preschool, we will attempt to contact the parents/guardians by phone. If we are unable to reach a parent/guardian, we will attempt to contact someone listed as the emergency contact for your child. **It is important that you keep the emergency contact list up-to-date.** If we are unable to locate an emergency contact, we will request police assistance in locating the parent/guardian/emergency contacts. If we have been unable to locate someone to pick up your child within an hour, we will contact the child abuse hotline to attempt to make arrangements for care for your child. PDO personnel will remain with your child until you or an outside agency specializing in this type of situation arrives. At no time will our staff hold your child responsible for the situation. Your child will also not be included in the discussion about the situation so as not to upset him/her or make him feel at all responsible.

SIGN IN & SIGN OUT: All children in all programs must be signed in and out by a parent/guardian or a responsible adult listed on your enrollment form

LEAVING THE PROGRAM:

We require *a two week written notice* be given when your child leaves our program permanently. Any lack of notice will result in charges accruing for the two weeks after your child ceases to attend. This is a matter of respect for the program personnel, and for people who may be waiting for their child to be enrolled in the program.

CODE WORD:

If you wish to use a code word for persons other than parents who will be picking your child up, let the teacher /assistant know.

MANDATED REPORTER STATUS:

PDO employees are legally required to be Mandated Reporters. This means that if any employee suspects neglect or abuse, or sees signs indicating the same, but doesn't even suspect it, they are required to, and will, report to the Department of Children and Family Services.

ILLNESS:

Children are not to be brought to the program when they are ill, overly tired or feverish. Please call and let us know if your child will not be in attendance. A child should not return to school for 24 hours after having a fever. If your child develops a communicable illness, please let us know as soon as possible so we can disinfect and thoroughly clean our classroom.

If a child becomes ill while at school, i.e. vomits or complains of feeling poorly, we will promptly contact you to come and pick your child up.

MEDICATIONS:

Children requiring medication of any kind, including over the counter medication, will require a parent's note with dispensing instructions. Only the Executive Director or other Director Qualified staff member may dispense medication of any kind. Medication will only be dispensed orally and as directed in writing by parents and/or physicians.

SUPPLIES: Please label all personal items. Each child will be assigned a cubby for their things. An extra set of clothing is required, which can be left in your child's backpack.

NO STREET SHOES ALLOWED: We do not allow shoes that are worn outside to be worn inside the preschool or childcare center classrooms. Please send your child with either a pair of slippers or inside only shoes that can be worn in the room.

BIRTHDAY TREATS:

Treats sent in to celebrate a child's birthday must be pre-packaged and developmentally appropriate for the age group. Let your child's teacher know before the day you send in treats in case there are allergies you need to be aware of.

PLAYGROUND:

Children will play outside as much as possible, weather permitting. Please send your child to school in clothing appropriate for each season. Boots, hats, and mittens are necessary for the winter months. Snow pants are required to be outside in the snow. Gym shoes are recommended as the children will be doing movement and motor skill activities. A pair of gym shoes can be permanently left in your child's cubby if you would like. We also ask that girls wear thick tights or shorts under skirts.

DAILY SCHEDULE FOR BEFORE/AFTER SCHOOL

AM: 6:30-7:15 AM- Arrival/Breakfast/Free Play
7:15-7:30- Bus Pick-Up/Van drop-off at Locust

PM: 2:30-3:00- Middle School drop-off/Begin homework
3:00- Locust Arrival/Homework check/Bathroom break
3:10-4:15- Snack/ Gym/Outside Play/ Games & Activities Rotation
4:15-4:45- Homework/Quiet activities
4:45-5:30- Curriculum time

5:30-6:00- Free play

DAILY SCHEDULE FOR PRESCHOOL

9:00-9:30- Arrival/Free Play/Large Motor Play

9:30-9:50- Morning Meeting

9:50-10:10- Chapel Chat/Music/Bible Story

10:10-10:30- Snack/Bathroom Break

10:30-11:30- Activity Time

11:30-11:50- Circle Time

11:50-12:20- Lunch/Quiet Reading

12:20-12:50- Large Motor Activities

12:50-1:00- Closing Time/Departure

DAILY SCHEDULE FOR CHILDCARE CENTER

Caterpillar (Green) Room (Toddlers)

6:30-7:30 Morning snack/small group activities

7:30-8:00- Socialization/free choice

8:00-8:30- Diaper change

8:30-9:00- Breakfast

9:00-9:40- Socialization/Free choice

9:40-10:00- Circle Time (songs, stories)

10:00-10:30- Art Activity

10:30-11:00- Large motor/outdoor play

11:00-11:30- Lunch

11:30-12:30- Clean-up/diaper change/free choice

12:30-2:30- Nap time/quiet time

2:30-2:45- Diaper change

2:45-3:15- Snack/clean up

3:15-4:00- Free play

4:00-5:00- Group Activity/Outside/Large motor

5:00-6:00- Combine/Free

Butterfly (Yellow) Room (3-5 year olds)

6:30-7:30- Breakfast/Socialization

7:30-8:00- Small Group

8:00-9:00- Free play/Socialization/Care routine

9:00-9:15- Greet preschool children/ Small group activity

9:15-9:35- Snack Time

9:35-10:00- Care Routine/Small group activity

10:00-11:00- Curriculum Time

10:30-11:00- Large motor/outdoor play

11:00-11:15- Circle Time

11:15-11:45- Lunch/Bathroom Routine

11:45-12:00- Clean up

12-12:30- Free play

12:30-2:30- Naptime

2:30-2:45- Care Routine

2:45-3:05- Snack time

3:10-4:00- Outside/Large motor

4:00 – 5:00 – Curriculum time/ Care routine

5:00-6:00- Combine/ Free Play

CLASSROOM VOLUNTEERS:

From time to time we may ask parents to join us for an activity or holiday party. We realize that this is precious time for you to get things done or that you are at your place of employment, so volunteering will always be optional. If you are interested in volunteering please let the teacher know. That way a specific time and activity can be arranged for you to help with.

VIDEOS:

Videos will be shown to children when appropriate. Videos will stay in keeping with the theme of that day or week. Occasionally we will show videos for entertainment purposes. Adult interaction is important, and the use of videos will not replace that interaction. Videos will also be used in keeping with the child's attention span. Videos from home must be approved by the classroom teacher.

DISCIPLINE:

The key to discipline is loving guidance. In most cases verbal redirection is all that is needed to correct an inappropriate behavior. If two or more children are having a difficult time getting along, we initiate conflict resolution. The teacher acts as a mediator as the children attempt to work out their differences. Another method we implement is called "guidance talk." The teacher meets with the child who is exhibiting inappropriate behavior, and discusses why the behavior occurred, why the behavior is inappropriate, and what can be done to make sure the behavior continues.

If a child has become overwhelmed or over stimulated, or appears to need some alone time to regroup, we have an area of the classroom designated as the "chill zone." The child sits in the chill zone until he/she or the teacher feels the child is ready to join the rest of the class.

In circumstances where the child's behavior puts him/herself, other children, or the staff at risk (ie. Hitting, pinching, throwing of toys, self- injurious behavior) the parent will be called to pick the child up from the program.)

If a child's behavior continues to be disruptive or aggressive, a parent /teacher conference will be requested and an individualized behavior modification plan might be initiated. In circumstances where the child's behavior does not improve with the implemented behavioral plan and continuation in the program is detrimental to the care and well-being of the other children and staff, removal from the program may be necessary.

Our PDO staff wants to continue to show God's love to children with loving discipline as well as lovingly appropriate contact the children need, such as hugs, or sitting on the teacher's lap. If your child responds to correction a certain way, you may discuss this with the teacher or Director, please feel free to tell us.

The following four pages are policies that you have already completed upon enrolling your child with PDO.

These are just copies for your future reference.

Revised 9/16/2015

ILLNESS POLICY

In the interest of maintaining your child's health, we are putting our illness policy in a format that you and the other parents in your child's class can review and acknowledge.

Illness is an inevitable fact of life for young children in a group care setting. To reduce the incidents of illness at our center, we must however set some standards for attendance:

Standards for Illness Attendance:

- Children with a low fever (under 101) can be brought to school *unless* there is another symptom present that would indicate a potentially contagious condition i.e.; rash, lethargy, excessive irritability, vomiting, or diarrhea.
- A child who has been sent home with a fever over 101 may not return until they have been fever free (without medication) for 24 hours.
- Bringing a sick, medicated child to school is grounds for discharge from the program. Fever-reducing medications mask symptoms and encourage parents to bring a child to school that is still sick and contagious. This is primarily why children become sick in a group setting. A child who comes to school apparently healthy, then spikes a fever is always suspected of being medicated.
- Children with open cold-sores, impetigo, or hand, foot, and mouth disease cannot be brought to school until all blistering is healed over.
- Children with an unidentified rash cannot be brought to school until the rash is clear, or has been identified as non-contagious.
- Children should not be brought to school if they have vomited within the past 24 hours.
- Children should not be brought to school if they have experienced diarrhea without a recovering firm bowel movement.
- Children with a repetitive cough can be brought to school only if they have a written doctor note that they are not contagious. The school reserves the right to override a doctor's note if a child is coughing frequently and not mature enough to cover their cough.
- Children with chronically runny noses should be treated with over the counter medication to reduce discharge while at school. A child may be sent home due to a severely runny nose. A nose that runs green through the entire day should be treated by a doctor as this is a clear indication of infection.

More than all of these standards, parents must use their own good judgment. When your child is sick by your standards, please don't expose them to other children.

Thank you for your assistance in implementing this policy.

I have read the Illness Policy and understand it completely: _____

Adult's name

Adult's Signature: _____

**COPY FOR
YOUR RECORDS**

Date

Child's Name: _____

CONSENTS TO CHILD CARE PROVIDERS

Name of Child: _____ **COPY FOR YOUR RECORDS** _____

Parent(s) or Legal Guardians placing the child in PDO may sign any or all of the following consents:

EMERGENCY MEDICAL CARE

This authorizes PDO to secure EMERGENCY medical care for my child when I cannot be immediately reached at the time of the emergency. I will be responsible for the emergency medical charges upon receipt of the statement.

My preferred doctor/clinic/hospital is: _____

Signature of Parent/Guardian **COPY FOR YOUR RECORDS** _____
date relationship to child

FIELD TRIPS

I authorize PDO to take my child on walking trips, special excursions, and to nearby park facilities. I understand all such trips will be under the supervision of PDO staff and that the health and safety precautions are taken in compliance with DCFS standards for licensure.

Signature of Parent/Guardian **COPY FOR YOUR RECORDS** _____
date relationship to child

PREVIOUS CHILDCARE PROVIDER

I authorize PDO to contact my previous childcare provider to access financial, medical, immunization and birth certificate records. I understand that if there is an outstanding balance at my previous center that I need to resolve those financial issues before my child(ren) can begin care at any of the Parent's Day Out Programs.

Name of Previous Center Phone number

Address **COPY FOR YOUR RECORDS** _____
City, State, Zip

Signature of Parent/Guardian date relationship to child

TUITION AND FEE AGREEMENT

I understand that tuition must be paid on or before the due date.

Initials: _____

**COPY FOR
YOUR RECORDS**

I understand that if the weekly tuition is not turned in by the Tuesday of the week following the tuition due date, my child may be restricted from attending the PDO program effective on Wednesday of that week.

Initials: _____

I understand that there is a non-refundable \$50.00 registration fee due at the time these documents are completed. This fee will serve to hold a space in class for my child.

Initials: _____

I understand that late tuition will result in a \$10 late fee

Initials: _____

I understand that if I am more than 5 minutes late picking up my child I will pay a \$1 per minute charge due that evening.

Initials: _____

I understand that if I receive financial aid for child care, I am responsible for my co-payment as determined by DHS.

Initials: _____

I understand that if I receive financial aid and if the amount paid by DHS along with my co-payment does not meet the PDO program's rate for care, I may be expected to pay an additional co-payment for my child's care.

Initials: _____

Even if any subsidy or other payment arrangement is in place, I remain personally responsible for seeing that the center is paid for services contracted here, by my request. This means that if I become disqualified from subsidies or other types of support, either temporarily or permanently, I will personally make full payment of the tuition amount agreed upon here in a timely manner (by the due date).

Initials: _____

I understand that I will have to pay the weekly or monthly tuition for which I have signed up for, regardless of absences due to vacation or illness.

Initials: _____

**COPY FOR
YOUR RECORDS**

MEDICATION

MEDICATION POLICY

In the continuing effort to provide a safe and healthy environment for the children in our care, PDO has implemented the following policy concerning medication:

The center will give medication as prescribed and as directed by parents within the following guidelines: Medications prescribed for once or twice per day will not be given at the center unless a doctor specifically states that the timing of the medication requires that it is given during the child's attendance. For medications required to be given three or more times per day, PDO staff will give the does once per day, unless otherwise required by a doctor. Vitamin and nutritional supplements should be managed at home, unless the parent and director meet and determine otherwise.

ALL medication to be left for a child at school must be signed in by the legal guardian of the child on a form that is available in the office. The form and medicine must be taken by the guardian to the Executive Director or Director Qualified staff member on duty, who will then immediately lock the medicine in a container set up specifically for that purpose.

The form must be filled out in it's entirely and dated. Each dose given to the child will be recorded on this form. The form will cease to be valid 14 days after it is originally filled out.

All parents are expected to sign this policy. A copy of this policy with your signature will be kept on file and a copy will be returned to you. Please be aware that violating this policy, i.e.; leaving Tylenol in a backpack or diaper bag is grounds for immediate discharge from the program.

**COPY FOR
YOUR RECORDS**

Parent/Guardian Name and Signature

Date

Child or Children's Names:

PDO Program Handbook Parent Agreement

Please sign, date and return this page only to PDO Office, thank you.

I have read and understand the Parent's Day Out Program handbook.

X

Parent signature

X

date