



PARENT'S DAY OUT: PARENT HANDBOOK

2019

Parent's Day Out: Parent Handbook

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Table of Contents

Page 2

Welcome!!
PDO Mission Statement
Parent's Day Out Handbook

Page 3

PDO Board Members
PDO Staff
Mandated Reporter Status
DCFS Licensing
Insurance (Pg. 28)

Page 4

Program Descriptions and Hours
General Policies for All PDO
Programs
Required Documentation

Page 6

Code Word
Tuition Rates and Discounts
MUMC Church Discount
Discontinuation
Tuition Payments

Page 7

Late Tuition Payments
Year-end Statement
Poor Weather
Drop-off/ Pick-up

Page 8

Late Pick Up Policy
Absences
Holidays

Page 9

Scheduled Enrollment
Health/ Illness/ Exclusion Policy

Page 11

Medication Policy

Page 12

Allergy Policy
Epi-pen
Latex Gloves

Page 13

CPR/ First Aid
First Aid Kit
Birthday Treats
Supplies
Biting Policy

Page 14

Discipline

Page 15

Termination Policy
Playground/ Outside Play
Cold/Snow
Heat
Appropriate Clothing

Page 16

Lighting/Severe Weather
Emergency Policy
Fire
Tornado
Power Outage
Medical Emergencies
Field Trips

Page 17

Classroom Volunteers
Videos
Staff Qualifications
Parent/ Guardian Responsibilities

Page 18

Parental Involvement

Page 19

PDO Preschool Program Specifics
PDO Preschool Summer Camp
PDO Super STEMS Program

Page 20

Super STEMS Summer Camp
PDO School Age Program Specifics

Page 21

PDO School Age Summer Camp
Childcare Center Program Specifics
Arrival Policy

Page 22

Vacation Days/Extended Leave Policy
Communication Tools

Page 24

Vacation Day Request Form
(Childcare Center ONLY)

Page 26

Receipt of Handbook - Sign and
Return

Page 28

Insurance Waiver

WELCOME!!:

We would like to take this opportunity to welcome you and your family to Parent's Day Out (PDO), a program sponsored by Marengo United Methodist Church. The purpose of PDO is to provide safe, high-quality childcare to families with children between the ages of 6 weeks through 12 years.

MISSION STATEMENT:

The mission of The Marengo United Methodist Church's Parent's Day Out Program is to provide a Christian-based, safe, affordable, developmentally appropriate environment for infants, toddlers, preschool, and school aged 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.

PARENTS DAY OUT HANDBOOK:

PDO urges you to thoroughly read the parent handbook and recognize that you are liable for each item covered in it. By signing the receipt of the handbook, you are accepting it in all its terms.

This handbook outlines what you may expect from the Parent's Day Out Program and what PDO expects from you. Your cooperation and adherence to PDO's guidelines will make our program run smoothly. If for any reason you have any questions regarding our policies, classroom issues, or any concern that may arise, please contact Heather Carlson, Lynnette Tuohey, or PDO Board Chairperson, Sally Hoesel.

Parent's Day Out Program Locations

Marengo United Methodist Church
119 E. Washington St.
Marengo, IL 60152
(815) 568-7162

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

www.marengopdo.org

We at PDO understand that leaving your child in the care of others can be a difficult decision. Our highly-trained and dedicated staff will nurture and care for your child in a home-like environment to facilitate a smooth transition. PDO has 4 programs to meet your child's and family's needs. Each classroom takes into consideration the age, maturity level, and developmental stage of your child.

PDO BOARD MEMBERS:

Gaye Anderson, Richard Anderson, Chuck Andrews, Heather Carlson, Allison Dwyer, Clara Piper, Rhianna Price, Desiree Sierens, Lynnette Tuohey and **PDO Board**

Chairperson: Sally Hoesel: Cell: (815) 871-5245

Email: sjhoesel@msn.com

PDO STAFF:

Program Director Church: Heather Carlson

Cell: (815) 529-6196 **Office:** (815) 568-7162 ext. 3 **Email:** heather@marengoumc.org

Program Director Childcare Center: Lynnette Tuohey

Cell: (815) 479-1013 **Office:** (779) 548-0510 **Email:** lynnettePDO@yahoo.com

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 it to the Department of Children and Family Services.

DCFS LICENSING:

Below is information that can be used to contact the State of Illinois Child Care Licensing in the event that you have a question about a state regulation or feel the need to make a complaint to the Illinois Department of Children and Family Services.

Illinois Department of Children & Family Services

760 Peace Road, DeKalb, IL 60115-8498

(815) 787-5300 Fax: (815) 787-5349

www.DCFS.illinois.gov

INSURANCE:

Marengo United Methodist Church does carry general liability insurance.

Every child must have a signed insurance waiver on file at the time of enrollment. See attached waiver, Pg. 28.

PDO PROGRAM DESCRIPTIONS and HOURS OF OPERATION

PDO SCHOOL AGE (BEFORE/AFTER SCHOOL) PROGRAM (CHURCH): The 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 6:30am-7:45am and 2:30pm-6:00pm on school days. Full day care (6:30am – 6:00pm) is available for half days and days off school excluding days listed in the calendar section of this handbook.

PDO PRESCHOOL (CHURCH): The PDO Preschool Program is a DCFS licensed program which serves children aged 2-5. Our 2-year-old students meet on Mondays from 8:30am to 12:30pm, our 3-year-old students meet Wednesdays and Fridays from 8:30am-1:00pm, and our 4 and 5-year olds meet Tuesdays and Thursdays from 8:30am-1:00pm. (When enrollment warrants, classrooms may be combined to include ages 3-5).

PDO SUPER STEMS (CHURCH): SUPER STEMS, is a DCFS licensed program designed to challenge children ages 3 to 5 years old in the areas of science, technology, engineering and math (S.T.E.M.S.) through a focused, well-planned curriculum that incorporates these areas into challenging, theme-based lessons. The program hours are Tuesday through Friday from 2:00pm-4:00pm.

PDO CHILDCARE CENTER: The PDO Childcare Center is a DCFS licensed child care center that serves children between 6 weeks and 5 years of age. The program hours are Monday-Friday, 6:00am-6:00pm. The program is located at the Marengo Park District Building in the Childcare wing.

GENERAL POLICIES for ALL PDO PROGRAMS

(Specific program policies are listed separately at end of the handbook)

REQUIRED DOCUMENTATION:

The following documentation must be on file with PDO before your child's first day of attendance. Your child will NOT be allowed to start without ALL of the required documents on file.

- 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).
- All children will be required to have a signed physical (no older than 6 months) prior to entering the program. (TB and LEAD testing section must be filled out, even if testing is deemed unnecessary). Parents MUST answer all questions on the Health History Section, including allergies and medications 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. If your child is not immunized, you must complete a “Refusal of Immunizations” form, which are available in the office.
- Signed receipt of the Summary of DCFS Licensing Standards.
- Signed receipt of PDO Program Handbook.
- Signed receipt of Pest Management Plan
- Signed insurance Waiver
- Child and Adult Care Food Program Annual Enrollment Form – PDO Childcare Center ONLY.

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.

TUITION RATES and DISCOUNTS:

See specific details for each program at the back of the handbook. There will be an annual tuition rate increase in order to meet the financial needs of the program. Families will be notified in writing at least 30 days prior to the increase.

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

Families with two children enrolled shall receive a 10% discount on the lowest tuition rate of the second child. Families with more than two children enrolled shall receive a 25% discount on the lowest tuition rates for the 3rd, 4th, etc. children and a 10% discount on the next highest tuition rate for the 2nd child.

MUMC CHURCH DISCOUNT DISCONTINUATION: As of January 1, 2018, new families who enroll in a PDO program will not receive a 10% discount on their tuition if they are church members. Church members enrolled prior to January 1, 2018 will continue to receive their 10% discount if they meet the terms listed below:

Families enrolled prior to January 1, 2018, who are active members of the Marengo United Methodist Church, receive a 10% discount on their tuition. To be considered active, you must attend a church service and make a contribution at least one time per month. (Only one discount type per family.)

TUITION PAYMENTS:

Payments can be made by cash, check or credit card (convenience fee added). Please be sure to add the convenience fee to your payment amount or your account will have a balance owed of what the convenience fee is (See Convenience Fee for amount to add). Cash or check is to be deposited into the secure payment box at either Marengo United Methodist Church (outside of the preschool room) or at the Parent’s Day Out Childcare Center. Please do not hand tuition payments to teachers. Their days get

hectic and many things could happen that could cause them to forget to deposit your payment into the tuition box, set it down and forget where they set it, etc. Please do not put them in that situation of being responsible for making sure your payment makes it into the box. Also, if you have any questions concerning your tuition or our policies, please do not hesitate to ask Heather or Lynnette. The teachers are not given personal account information on our families and therefore they will not be able to discuss your account with you or make decisions concerning your account.

Please make your check out to Marengo United Methodist Church, or MUMC. A receipt will be issued via email. Please make sure you always have an updated email on file. If you are paying by cash, please ask to have a paper receipt issued before depositing the payment into the tuition box. This is for your protection as well as ours. The following staff can write you a receipt:

Church: Ms. Heather & Miss. Tara

Childcare Center: Ms. Lynnette & Miss Tracy

Getting a paper receipt written prior to depositing cash into the tuition box at either location is the ONLY proof that you will have of the amount of cash that was put into the envelope if the amount that you say you put in and the amount that we say we receive are different. So please ask for a paper receipt

MUMC will charge a \$25.00 fee for any returned check. Cash must be used to pay for a returned check and the \$25 fee. After two checks have been returned for insufficient funds, we will ONLY accept cash as a form of payment.

Credit card payments can be made on the church website www.marengoumc.org through PayPal for an additional convenience fee. If paying by creditcard please remember to include the convenience fee in your payment total or your tuition will not be paid in full and will be subject to late fees.

<u>\$ Amount</u>	<u>Fee</u>
\$1-\$100	\$3
\$101-200	\$6
\$201-300	\$9
\$300 & up	\$12

***Remember that tuition can also be paid by cash or check to avoid additional fees.

LATE TUITION PAYMENTS:

Monthly Tuition (School Age and Preschool): Due on the 1st of the month (unless otherwise communicated due to a holiday).

Due on the 1st and 15th of the month if you choose the bi-weekly option.

Weekly Tuition (Childcare Center and School Age Summer Camp): Due on or before Thursday each week, which is paying for the following week of care.

***If payment is not made by the due date, \$10.00 a late fee will be assessed. An additional daily fee up to \$1.00 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.

YEAR END STATEMENT:

A year end statement will be made available by January 31st of the New Year. If there is any outstanding balance, PDO reserves the right to collect payment due prior to release of statement.

POOR WEATHER:

Please watch the PDO Facebook page, your child's classroom Facebook page, your email, and texts for information on closings, late starts or any other information indicating whether the PDO programs will be open or closed on inclement weather days.

The PDO Preschool Program will be cancelled if District #165 is closed due to snow or poor weather. If your child attends BOTH the Preschool and the PDO Childcare Center and the Preschool closes due to a District #165 closure for inclement weather, that does NOT automatically mean that there will be an opening for your child at the PDO Childcare Center. We will do our best to accommodate but please understand that we have teacher/child ratios that we MUST always remain within.

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

DROP OFF / PICK UP:

Parents are responsible for bringing their child into the building each morning. When doing so they MUST sign in their child and take them to the classroom. Parents must come into the building in the evening when picking up their child and sign their child out. It is important that during drop off and pick up times, you refrain from talking on your cell phone as many times your child's teacher has important information that she needs to convey to you.

LATE PICK UP POLICY:

Children should be picked up by 6:00 pm. Late fees will start being applied to accounts starting at 6:01 pm. A \$1 fee for every minute after that time 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 as soon as possible.

If no one comes to pick your child up by fifteen minutes after scheduled closing time, 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 one hour after closing time 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.

If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and the adult.

If there is a Court Order in place keeping one parent or guardian away from the child, PDO must have a copy of the Court Order on file otherwise PDO staff cannot prevent the non-custodial parent from picking up the child.

ABSENCES:

If your child will be absent for any reason you must report it by email, text or phone call to the director for the location in which your child will be absent from. Please notify us of the absence at least one hour (1) before your scheduled arrival time. Parents will be responsible for that day's tuition. Just letting a teacher know will no longer be acceptable.

Church: Ms. Heather

Email: heather@marengoumc.org Cell: 815-529-6196 Office: 815-568-7162 Ext. 3

Childcare Center: Ms. Lynnette

Email: lynnettePDO@yahoo.com Cell: 630-479-1013 Office: 779-548-0510

PDO HOLIDAYS*:

PDO does not prorate the tuition for the weeks in which these holidays fall. Tuition is due in full on those weeks/ months. Tuition is already figured out to include holidays and days that programs are closed.

The PDO programs will be closed on the following Holidays/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 Eve Day and New Year's Day**

**For all programs: 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. This will show as a credit on your account for the school age program either in December or January of the following year. The one week is based on tuition ONLY and does not include van transportation fees. (Families on DHS funding will have one week at Christmas of no DHS co-pay). This policy does NOT apply to the PDO Preschool program as tuition has already been figured out to include the days that the program is closed throughout the school year.

In addition, the PDO Preschool Program follows the school calendar for District #165 and may be closed on additional days. Please check your school calendar handed out at the beginning of the school year. If your child attends BOTH the Preschool and the PDO Childcare Center and the Preschool is closed due to inclement weather or planned closures according to the school calendar, that does NOT automatically mean that there will be an opening for your child at the PDO Childcare Center. We will do our best to accommodate your child but please understand that we have teacher/child ratios

that we MUST always remain within. Please know that it is ultimately the responsibility of the parent to arrange for alternate care for their child. If you think that you may have a conflict and will need alternate care at the PDO Childcare Center, please let Ms. Heather or Ms. Lynnette know ASAP.

SCHEDULED ENROLLMENT POLICY:

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 they are requesting care. 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 and payment is still due for the child's regular schedule for that week.

HEALTH, ILLNESS & EXCLUSION POLICY:

Under no circumstances is a sick child to attend PDO. Children should be allowed to recover fully in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness, however minimizing exposure and providing good hygienic practices here and at home are means by which we can limit the problem and the resulting inconvenience.

Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

It is the parent's responsibility to inform the Director at their child's program location if their child has been diagnosed with a contagious illness so proper notification can be made. A notice will be sent home to all students when they have been exposed to a contagious illness. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

Church: Ms. Heather

Email: heather@marengoumc.org Cell: 815-529-6196 Office: 815-568-7162 Ext. 3

Childcare Center: Ms. Lynnette

Email: lynnettePDO@yahoo.com Cell: 630-479-1013 Office: 779-548-0510

The following diseases will be reported to parents of all enrolled children in/out of attendance the reported day:

Chicken Pox (varicella), Conjunctivitis/Pink Eye, Head Lice, Influenza, Pin Worm (enterobiasis), Ring Worm (tinea dermatophytosis), Scabies (acariasis), Fifth Disease (human parvovirus), Rotavirus, Respiratory Syncytial Virus (RSV), and Hand, Foot, and Mouth Disease.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Effective immediately: If you receive a call from a staff member asking you to please pick up your child due to a fever, suspected contagious illness, etc., you will have one hour (1) from the time of the phone call to pick up your child. We understand that some of you may work farther away or your job just simply would not allow you to get to the program to pick up your child within one hour (1). However, it is your child and therefore it is your responsibility to make sure that they are picked up. The longer that they are left in our care the greater the risk for exposure for the other children in the program. It is a common respect that we ask all parents to have for one another and the staff.

If you cannot pick up your child, it is your responsibility to make arrangements for someone else to pick them up for you. If the staff member is not able to reach you, they will begin calling the other contacts that you have authorized. If for any reason a staff member is not able to reach you or anyone else on your emergency contact list and the hour has passed, we will call Family Services for assistance. Please make sure your emergency contacts are up to date.

This policy will be strictly enforced and will be grounds for immediate dismissal from our program if not followed. It is viewed as neglect to leave a sick child for longer than an hour.

Antibiotics: A child with a contagious condition for which antibiotics have been prescribed may NOT attend any program if he/she shows signs of illnesses as outlined below. This policy is for the benefit and protection of all children and staff in the programs.

Diarrhea: A child with diarrhea must stay (or go) home until the diarrhea has stopped and normal bowel movements have resumed.

Fever: When a child has a fever above 101 degrees, (orally) he / she must stay home until the child has been fever-free for 24 hours without the aid of medication. Your child will NOT be allowed to return to the program for at least the 24-hour waiting period. If a fever develops during the day, we will call you and you MUST pick up your child within 1 hour.

Head Lice: A child with head lice must stay home until specific treatment is completed and lice and nits in hair and clothing are absent.

Impetigo and Conjunctivitis or Hand, Foot, and Mouth Disease: These are very contagious conditions and must be treated with antibiotics before the child may attend. If your child has red, runny eyes or scabby sores, we will notify you. Your child MUST be taken out of attendance until he / she has been seen by a doctor and has been on medication for AT LEAST 48 hours and all blistering is healed over.

Runny Nose: Generally, a clear discharge is okay, and a thick yellow-greenish discharge is a sign of a more serious infection. This is more dangerous for younger, rather than older children, and we will use our discretion about asking you to keep your child at home.

Strep Throat: A child with strep throat must not attend any programs until he / she has been on antibiotics for 24 hours and is symptom-free and feeling well.

Vomiting: A vomiting child MUST go home if he / she becomes ill while at daycare. He /She cannot return to daycare until vomiting has stopped for at least 24 hours.

Before returning to care: If you take your child to a doctor because of an illness, you need a note from the doctor explaining the illness, treatment, and when your child can return to daycare. It is very important to follow these policy rules. They reflect a common respect and responsibility to protect all of the children in the programs from illnesses.

Rashes: Children with an unidentified rash cannot be brought to school until the rash is clear or has been identified as non-contagious.

Beyond 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.

MEDICATION POLICY

Children requiring medication of any kind, including over the counter medication, will require a parent's note with dispensing instructions. Only the 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.

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: PDO 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 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 dose 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/ classroom.
- Expired medication will not be kept on site. All expired medication will be returned directly to a parent/ guardian. It is the parent's responsibility to supply PDO with non-expired medication, accompanying completed documentation in order to administer any prescription or non-prescription medication on site.

- 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 entirely and dated. Each dose given to the child will be recorded on this form.

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. Parents will then be required to sign again if they remove the medication from PDO for any reason. 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.

ALLERGY POLICY:

If your child has a food or environmental allergy PDO will work with the family to develop an individualized action plan specific to your child and the severity of the allergy. This will be done at the time of enrollment or at the onset of new allergy. Please keep in mind that there are other programs running at both the church and childcare center locations. We cannot possibly control the food that is brought in by these other programs but will do our best to ensure that your child has limited exposure to potential allergens.

EPI-PEN:

If your child has an allergy that may require the use of an Epi-pen, PDO will require their own Epi-pen kept on site which will be provided by the parent or guardian.

If your child would require the use of the Epi-pen while in attendance the following steps will be taken: 1. The Epi-pen would be injected by a staff member.

2. 911 would be called after the Epi-pen is injected.

3. The parent or guardian would then be contacted and given further information.

LATEX GLOVES:

Latex gloves are worn by staff when administering first aid. Please inform the Director and indicate on your child's registration form if your child has a latex allergy.

CPR/ FIRST AID:

All PDO staff members are CPR and First Aid certified.

FIRST AID KIT:

The following first aid supplies are available at all times, in addition to several other items not listed: fever thermometer, band-aids, sterile gauze pads, tape, and gloves.

Kits are checked monthly for accuracy and completeness and are in all classrooms, vans, and kitchens.

BIRTHDAY TREATS:

Treats may be sent in for your child's birthday or for special occasions. Make sure that the treat is age appropriate. Let your child's teacher know before the day you send in treats in case there are allergies you need to be aware of. Treats must be store bought, not homemade. If you have any questions on what is okay to bring, please ask.

SUPPLIES:

See specific lists and details for each program at the back of the handbook.

We ask that your child does not bring any personal items from home (toys, video games, trading cards, etc.) other than what is requested unless asked by the office or classroom teacher. PDO is not responsible for any lost, stolen, or broken items. If such items are brought in they will be put away and must be picked up by the parent.

Biting Policy

Biting is unfortunately not unexpected behavior for a toddler. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with two ideas in mind. As a childcare program, we understand that biting, unfortunately, is a part of a childcare setting. Our goal is to help identify what is causing the biting and resolve these issue(s). If the issue(s) cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent for confidentiality reasons.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The accident/ incident form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO, DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (i.e., one year old, one minute).
3. Parents are notified.
4. The accident/incident form is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When the biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.
4. If a child, who has been through steps 1 and/ or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

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 (i.e. hitting, pinching, self-injurious behavior, and throwing of toys) 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.

TERMINATION POLICY:

Parents agree to give two (2) weeks' notice before ending child's attendance at PDO. If two weeks' notice is not given, you will be billed and responsible for two weeks' tuition whether your child attends or not.

PDO reserves the right to immediately end care for nonpayment; failure to respect staff, teachers, directors, supplies, the building and its grounds; behavior of the child, which is harmful to the physical or emotional well-being of the other children and/or staff; or failure to abide by PDO Policies.

PLAYGROUND/OUTSIDE PLAY POLICY:

Children will play outside as much as possible, weather permitting. Children are required, per DCFS guidelines to have large motor activity daily.

Cold/Snow: Children must be properly dressed to go outside in cold weather. Please keep in mind that we go outside daily, weather permitting. We ask that you please send the proper outdoor clothing with your child.

If your child wants to play in the snow, he/she must wear snow pants/suit, waterproof boots & gloves, a jacket, and a hat.

If the temperature is (real feel):

- Above +25 degrees Fahrenheit, children may be taken outside.
- Below +25 degrees Fahrenheit, NO OPTION. All children will remain inside

Heat: If the heat index is excessively high, staff will shorten or eliminate outside time.

This includes heat and humidity factors. On these days, it is best for outside time to occur prior to 11:00 am.

Sunscreen will be placed on all children before going outside by a staff member when there is direct sun.

APPROPRIATE CLOTHING POLICY:

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 (at the childcare center only) if you would like. We also ask that girls wear thick tights or shorts under skirts.

Lightning/Severe Weather:

At the first sign of threatening weather or lightning, staff will bring all children indoors into a safe area. Staff will monitor the situation to ensure that it

EMERGENCY POLICY:

PDO has a Risk Management Plan set in place. Each classroom is supplied with a copy. All employees must read the action plan in orientation.

Fire:

There are multiple fire extinguishers located throughout the center. If there is a fire the children will be immediately evacuated from the building and 911 notified. We will practice monthly fire drills, so the children will be prepared in the event of a fire. The fire evacuation plan is posted in each classroom, including the kitchen, multi-purpose areas and office.

Tornado:

In the event of a tornado warning, the children will gather into the storm shelter that is designated for each room. Children and staff will remain there until the inclement weather has passed and it is safe to return to their classrooms. Tornado drills will also be practiced in the spring and fall so the children will be prepared in the event of

a tornado. The tornado drill plan is posted in each classroom, including the kitchen, multi-purpose areas and office.

POWER OUTAGE:

There are flashlights located in all classrooms, multi-purpose areas and office. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat and drink. If the weather is inclement, and the center is getting too cold for the children, parents will be called to pick-up their child. If power is out before opening the center, PDO will reserve the right to close the center until power is restored.

MEDICAL EMERGENCIES: Although supervision is constantly given, PDO staff cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from the other children, etc. If the child is injured in a non-threatening way, PDO staff will assess the child and provide necessary first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office (i.e. needs stitches, broken bone, dislocation, etc.). If a parent or emergency contact is not available, a child that needs medical attention will be transported via ambulance to the nearest hospital (along with your signed consent to provide medical care form). All costs associated with injuries to the child will be the responsibility of the parent, unless PDO has been found to be negligent. If immediate intervention is required, a staff member that is certified in Child CPR/First Aid, will take appropriate action including calling 911 and having your child transported to the hospital if necessary. You or your family's insurance will be responsible for the cost of medical help or treatment due to accidents or illness while in childcare. PDO does not provide health insurance for enrolled children.

FIELD TRIPS:

PDO will have planned field trips for children which may require transportation from the center. A permission to transport form is provided at enrollment. If a permission form is not filled out and signed by a parent, PDO will be unable to provide transportation for your child and he/she will be unable to attend the field trip. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Staff members will count children before loading the van, after loading the van and when children unload the van. Children under the age of 8 and/or weighing less than 80 lbs. will be placed in a booster seat. Parents may be asked to bring a seat for their child in the event of a field trip. Parents are encouraged to volunteer for any field trips. Please talk to your child's teacher and/or director if you are interested in doing so.

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.

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.

STAFF QUALIFICATIONS:

All employees must have one of the following qualifications:

- Employee Qualifications-Statement from director certifying staff qualifications have been verified in writing.
- Holds a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development.
- Holds an associate degree from an accredited college or university in early childhood education, education or child/youth development.
- Has Child Development Associate Credentials
- Has a high school diploma or GED AND 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor OR submit a written plan for Department approval to acquire 45 hours of training in the first 6 months of employment (must have department review and approved)

All employees will have the following in their files prior to starting employment:

- Criminal History Record Check/Fingerprint Check
- Physical examination (Updated bi-annually)
- A statement of immunization history (Updated bi-annually)
- All employees are required to complete 15 clock hours of Continuing Education in the field of Early Childhood Development every year.

PARENT/ GUARDIAN RESPONSIBILITIES:

- Call PDO if your child will not be attending.
- Notify PDO in advance if anyone other than the parent or guardian will pick the child up.
- Notify the Director(s) of any special needs your child may have. The information must also be listed on your child's enrollment form.
- Sign your child in/out daily.
- Honor PDO operating hours by not dropping your child off before the starting time of the program or picking up your child after the program has closed for the day.
- Update your child's records as changes occur.
- Notify the Director(s) in the event of questions or concerns with PDO staff or policies.
- Have your tuition account current.
- Notify in writing any changes to your child's enrollment status or intention to withdraw from PDO.

Thanks for your cooperation.

PARENTAL INVOLVEMENT:

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality child care program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the PDO employees at your school, built on mutual trust and respect is key in making your child care arrangement work well for everyone.

Keep these tips in mind as you begin to build your relationship:

- Keep the lines of communication open at all times. Let your teacher or directors know if there is something going on in your child's life that may be affecting behavior.
- Be aware of program policies and honor them. Respect drop-off and pick-up times.
- Get involved with the program. The more you participate, the more dedicated you will feel. There are bound to be certain topics or situations that are difficult to talk about with PDO employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult.

Things to consider when discussing difficult issues:

- Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- Avoid confronting PDO employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about what you want to discuss ahead of time, and even practice how you want to say it.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.
- Please contact Ms. Heather (Church) or Ms. Lynnette (Childcare Center) with any concern that you may have right away. We have an open-door policy and we are here to listen and help you.

To keep our commitment, we need your help throughout the year!

Help us “stay in tune” with your needs and interests!

- Tell us about your day when you pick up your child.
- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you well. Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don't understand our policies or procedures.
- Tell us the best ways for you to connect with your child's experience in our program.

Visit whenever you can – You are always welcome!!

We want to build positive relationships with all of our families.....help us achieve this goal!

Additional Information Regarding the PDO PRESCHOOL

REGISTRATION FEE:

There is a non-refundable registration fee of \$50.00 per family due each school year.

Families must re-enroll yearly at the beginning of the new school year and will receive a discount of \$15 off the registration fee when they re-enroll during early spring registration.

EXTRA CLOTHING:

Each child must have extra clothing at the center every day: Shirt, bottoms, socks, and underwear.

SUPPLY LIST:

This list is sent out via mail each summer prior to the start of the school year. If you are joining our program mid-year, a supply list will be given to you.

NO STREET SHOES POLICY:

PDO does 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. (This footwear can be stored in the child's cubby (at the childcare center only).

PRESCHOOL SUMMER CAMP

REGISTRATION FEE:

Current families pay a discounted rate of \$15 per child.

EXTRA CLOTHING:

Each child must have extra clothing at the preschool every day: Shirt, bottoms, socks, and underwear.

Additional Information Regarding the SUPER STEMS

REGISTRATION FEE:

There is a non-refundable registration fee of \$50.00 per family due each school year.

Families must re-enroll yearly at the beginning of the new school year and will receive a discount of \$15 off the registration fee when they re-enroll during early spring registration.

NOTE: If your child is already enrolled in another program, the STEM registration fee will be waived.

If your child attends preschool and stays for Super STEMS, they are automatically enrolled in Super Snackers. Super Snackers is the snack program that accompanies Super STEMS rest time. There is additional charge of \$1.50 per day that your child attends Super STEMS.

Super STEMS students that are enrolled in any other PDO program will receive a 10% on their Super STEMS tuition. This does not include Super Snackers tuition.

SUPER STEM SUMMER CAMP

REGISTRATION FEE:

The registration fee is waived if your child is enrolled in any other programs.

FIELD TRIPS:

There may be additional fees for field trips

EXTRA CLOTHING:

Each child must have extra clothing available every day: Shirt, bottoms, socks, and underwear.

Additional Information Regarding the SCHOOL AGE PROGRAM

REGISTRATION FEE:

There is a non-refundable registration fee of \$50.00 per family due each school year.

Families must re-enroll yearly at the beginning of the new school year and will receive a discount of \$15 off the registration fee when they re-enroll during early spring registration.

TUITION (ADDITIONAL INFORMATION):

Monthly tuition cost covers half days, and full days off from school (not including spring break and any days the program is open during Christmas break) – those days will be charged at the PDO summer day camp/ spring break/ Christmas fee schedule of the full day cost, 9:00 am – 4:00 pm and an extra fee per day for extended care between 6:30-9:00 am and/ or 4:00-6:00pm. Rates are subject to change. Please see the current rate sheet for the full day rate and the extended care rate.

Snow days and unexpected days off from school will have a charge of \$13.00 a day if it is your child's regularly scheduled day. If it is not your child's regularly scheduled day and they are in attendance, the cost is the same as our summer day camp/ spring break/ Christmas fee schedule of the full day rate for 9:00 am – 4:00 pm and an extra fee per day for extended care between 6:30-9:00 am and/ or 4:00-6:00pm (see current rate sheet).

SCHOOL AGE SUMMER CAMP

REGISTRATION FEE:

There is a non-refundable registration fee of \$25 per family due each summer.

There is a fee of \$55 per child to cover the cost of their pool pass and camp shirt

TUITION (ADDITIONAL INFORMATION):

If you have an outstanding balance from a previous year, the account will have to be brought current and there will be a \$50 security deposit required in addition to the registration fee. If at the end of Summer Camp, you have a zero balance, your \$50 deposit will be refunded. If at the end of summer camp, you have a balance on your account, an invoice will be issued including a late fee of \$10. If your account is not brought current within 10 days, the \$50 deposit will be applied towards the balance on the account. This will result in prepay ONLY in the future with any of our programs.

EXTRA CLOTHING: Each child must have extra clothing at the everyday: Shirt, bottoms, socks, and underwear. During summer camp we ask that a towel and suit be sent daily to allow for water play whenever available.

Additional Information Regarding the CHILDCARE CENTER

REGISTRATION FEE:

There is a one-time non-refundable registration fee of \$50 per family due prior to entering the program. If you leave the program for any reason and return, there is a discounted enrollment fee of \$25 upon re-registration.

ARRIVALS & DEPARTURES:

Children may not enter or leave the PDO Childcare Center unless accompanied by an adult. Please be sure that a staff member is fully aware (per verbal communication) that your child is arriving or leaving. These times can get chaotic when there are several families arriving all at once. For the safety of all, please verbally communicate with the staff member on duty to ensure that your child is arriving or leaving.

ARRIVAL TIME:

******Your child must be in their room by 9:30 a.m. if the tardiness's are becoming a frequent occurrence, we may ask you to make other accommodations for the day.*****

For the convenience of our parents, the Center opens daily at 6:00 a.m. Depending on their age, children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times.

We ask parents to bring children to the Center no later than 9:30 a.m. each day they attend. There are several important reasons for this, all of which involve the welfare and happiness of all the children.

Many of the most important activities of each day take place during the morning hours starting at 9:30 a.m. Children who skip some of these activities because of their late arrival often "miss out" on a favorite play period, circle time, story time, or art project. When children arrive late it is disruption for the other kids that are focused on a project or in the middle of circle time.

When children arrive late it is a disruption for the other kids that are focused on a project or in the middle of circle time. These morning hours usually include planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers as well as self-discipline. It is difficult for our teachers to properly plan and conduct their classes if children are allowed to "drop-in" at any time. If your child has not arrived by 9:30 a.m., we will assume he/she will not be attending for the day. It would be greatly appreciated if you could call the Center to let us know if your child will not be attending especially if he/she is sick.

DEPARTURE TIME:

The Childcare Center closes at 6:00pm Monday-Friday. We ask that you please arrive on time daily to pick up your child/ren. If you are going to be late, please contact the Center. There will be a late fee applied.

*For our families that have been approved for part-time care through DHS, please discuss arrival/departure times with the Center Director.

SUPPLY LIST: This list varies by age and teacher. Your child's teacher will let you know what your child needs to bring each day upon enrollment.

It is important that you label all your child's belongings that come into the center. If supplies are not brought, they will be purchased for you and charged to your account. PDO has the right to terminate care if supplies are not made available. Notice will be sent home when your child's supplies are low.

EXTRA CLOTHING:

Each child must have extra clothing at the center every day: Shirt, bottoms, socks, and underwear.

NO STREET SHOES POLICY:

PDO does 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. (This footwear can be stored in the child's cubby (at the childcare center only).

VACATION DAYS/ EXTENDED LEAVE POLICY: *This policy is effective only for families of children in our Childcare Center Program.*

Parents will receive up to five (5) days of vacation after six months of continuous care at PDO*. Vacation days will renew each year on January 1st. You are not required to pay for these days.

*Number of vacation days reflects the number of days your child is scheduled for weekly. If child is enrolled and scheduled for 1 day a week, 1 vacation day is awarded, 2 days a week, ,2 vacation days are awarded, etc.

A Vacation Day Request Form must be filled out and turned into the office one week prior to requesting vacation days. These forms can be found in the office.

In the event of an extended leave of absence (a period greater than two weeks), families will forfeit their 5 days of vacation. If you choose to have your child take an unpaid leave of absence (i.e. summer vacation) you will then run the risk of losing your child's spot in the classroom. Unpaid spots will not be held throughout the summer or any other extended period. We cannot guarantee that there will be availability in your child's classroom after an unpaid leave of absence. If you do not want to risk losing your child's spot, you are responsible for paying tuition during the leave of absence whether your child attends the center or not. Families that are on a wait list or wish to enroll will fill unpaid spots in classrooms.

Families returning and re-enrolling after an extended leave of absence are required to pay a discounted registration fee of \$25 upon re-enrollment.

COMMUNICATION TOOLS:

The list below indicates strategies which PDO feels are helpful in communicating with families:

- A parent bulletin board is posted with reminders, policies, and general information specific to your child's classroom (Childcare Center)
- Each family has their own child cubby and parent file (Childcare Center)
- Talk to your child's teacher each day at drop off and pick up times.

Vacation Day Request Form

(Childcare Center Only)

Must be turned in one week prior to requested vacation days

Today's Date: _____

Child's Name: _____

Parent's Name: _____

Date(s) requesting for vacation:

VACATION DAYS/ EXTENDED LEAVE POLICY:

Parents will receive up to five (5) days* of vacation days after six months of continuous care at PDO. Vacation days will renew each year on January 1st. You are not required to pay for these days.

***Number of vacation days depends upon child's weekly schedule. If your child's normal schedule is 1 day a week, you will receive 1 day of vacation. If your child's normal schedule is 2 days you will receive 2 days of vacation, etc. (takes effect January 1, 2018)**

A Vacation Day Request Form must be filled out and turned into the office one week prior to requesting vacation days. These forms can be found in the office.

In the event of an extended leave of absence (a period greater than two weeks), families will forfeit their 5 days of vacation. If you choose to have your child take an unpaid leave of absence (i.e. summer vacation) you will then run the risk of losing your child's spot in the classroom. Unpaid spots will not be held throughout the summer or any other extended period. We cannot guarantee that there will be availability in your child's classroom after an unpaid leave of absence. If you do not want to risk losing your child's spot, you are responsible for paying tuition during the leave of absence whether your child attends the center or not. Families that are on a wait list or wish to enroll will fill unpaid spots in classrooms.

Families returning and re-enrolling after an extended leave of absence are required to pay a discounted registration fee of \$25 upon re-enrollment.

For office use only:

Received: _____

Approved: _____

Please sign, date, and return the next 2 forms to the director to be kept in your child's file. The rest of this handbook is for you to keep for your records and reference.

PDO Program Agreement and Acknowledgement of Policies

CHILD(S) NAME(S): _____

PARENT(S) NAME(S): _____

I _____ and _____ have read and understand all the policies and guidelines stated in the Parent's Day Out Handbook. I/ We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns or grievances against the Parent's Day Out Program will be made in writing and/ or will be followed up by a telephone call in a timely manner.

I/We also understand that any breach of policies and contracts may be grounds to terminate childcare. A two-week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice. By signing this form, I/We are agreeing to all policies and regulations in this handbook.

Please complete this form and turn it in to the office at time of enrollment.

X

Parent or Guardian

X

Date

X

Parent or Guardian

X

Date

Intentionally left blank



ABILITY RELEASE WITH PARENTAL CONSENT
FOR MEDICAL/EMERGENCY
TREATMENT AND TRANSPORTATION

CHILD'S NAME _____

DATE OF BIRTH _____

ADDRESS _____

PHONE NUMBER _____

The undersigned(s) being the lawful parent(s) and/or guardian(s) of the above child, hereby consent to the participation by the child in all day care activities conducted by MUMC PDO Programs/Day Care and to the participation of the child in all events related to said activities.

The undersigned hereby further authorize(s) any of the staff, employees, agents and representatives of MUMC PDO Programs/Day Care to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical, or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, and performance of operations, diagnostic and other procedures.

The undersigned(s) hereby further authorize(s) emergency transportation by either day care personnel or if necessary by ambulance or other emergency vehicle.

If there is no medical emergency, the day care staff will first use reasonable efforts to contact the parent(s) and /or guardian(s) before administering or authorizing any treatment.

Notwithstanding other provisions in this consent form, MUMC PDO Programs/Day Care shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

The day care is well child-proofed and the children are consistently well supervised. However, accidents do happen. The undersigned(s) assume(s) all risk of injury or harm to the child associated with participation in the PDO Programs and agree(s) to release, indemnify, defend and forever discharge MUMC PDO Programs/Day Care and it's staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in the day care.

Signature

Date

Printed Name

Relationship to child