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Child Care Program Policies 2024-2025

Purpose

The purpose of the St. Barnabas Parent's Day Out (PDO) program is to provide developmentally appropriate and competent care for preschool age children from 2 years of age through 4 years of age.

We believe that parents have a need for regular reliable care for their children and that children can benefit from time away from home meeting and playing with other children in a loving and caring environment. We support each child in their developmental growth and provide individualized care to support each child's needs. PDO supports the development of each child by focusing on growth in fine and gross motor skills, social skills like sharing and cooperative play, emotional development, learning to follow rules and join group activities, verbal skills, as well as shapes, letters, numbers colors etc.

Eligibility

PDO is a community service sponsored by St. Barnabas Episcopal Church. However, the program is open to any local families who have children ages 2 – 4.

Enrollment

To register a child, the parent must return a signed Parent Agreement and completed Enrollment Form. A non-refundable fee of \$50 per child for the school-year (\$10 for summer enrollment only) is also required to enroll. For two or more children from the same family, the enrollment fee is \$75. Each child may enroll for up to two days per week. Enrollment days are chosen when registering.

Scheduling

Summer PDO: PDO will be in session for summer for six weeks from June 10 to July 25, 2023 (no class the week of July 1-4th) on Mondays, Tuesdays, Wednesdays, and Thursdays from 9am -1pm.

School Year: PDO will be in session for the School Year from September 3, 2024 to May 29, 2024 on Mondays, Tuesdays, Wednesdays, and Thursdays from 9am-1pm. PDO will follow the school calendar of Glen Ellyn School District 89 for holiday breaks and weather related closures.

Fees

A fee of \$35 per day will be charged per child. If two children from the same family are enrolled in the program on the same day, the fee will be \$55 per day; three children will be \$75 per day. Payment is due on a monthly basis usually by the 15th of each month. You will receive a payment reminder envelope on the first day of attendance for each month. Please make checks payable to St. Barnabas Episcopal Church. Payment can also be made by credit card or PayPal by following the link on the PDO website.

If a child cannot attend one of their scheduled sessions, parents are still responsible for payment as their spot has been reserved for them. However, parents may bring their child for a make-up day. Please check with the PDO director before bringing your child for a make-up day to ensure there is room.

The director will contact the parents who fail to pay fees on time. If fees are not paid prior to the 15th of the month, families will be assessed a late fee of \$10 for each month unpaid. If they continue not to pay, they will be asked not to return until the fees are paid in full.

Admission and Dismissal

Upon arrival, each child will place their coat and/or boots in the hallway and proceed to the PDO room. Each child's lunch, clearly marked with the child's name, will also be left in the child's cubby.

Car Line and Pick Up/Drop off procedure will be outlined in orientation materials prior to the beginning of the program.

Only a parent or authorized caregiver whom the parent has designated in their application may pick up the child. We may ask for identification if necessary. We will for no reason release a child to a person not previously authorized.

Please do not bring your child to PDO before 9am; we will not be able to provide care until that time.

Please do not be late in picking up your child.

Care of Children

Staff members are actively involved with children at PDO. They will make every attempt to meet the needs of each child depending upon his/her stage of development.

Weather permitting, the children may be taken outside for a period of playtime. Children will also participate in group activities such as art, crafts, games, and music.

Diaper Policy

All children age three and up must be toilet-trained to attend our program. (This policy may be waived by the director if special circumstances exist.) We do accept children who are two years old in diapers. If child is in diapers, parents are requested to provide extra disposable diapers and wipes. This policy may be waived by the director if special circumstances exist.

Toilet training progress should be discussed with the staff so there is consistency with what is done at home. We will work with parents to support their potty training at PDO. Please send an extra change of clothing and two pairs of regular underpants for those children who are toilet-trained.

Discipline

If a discipline problem should arise, a staff member may remove the child from their immediate play area and direct their attention to another activity. We do not punish children, but instead use redirection and gentle guidance. Any significant discipline problems that arise will be communicated to the parents.

Developmental Concerns

If St. Barnabas PDO staff have concerns about your child's development, we may refer you to have your child evaluated by an early intervention program. We are not authorized to provide evaluations about significant concerns related to your child's development other than to refer you to professional evaluators. We are however, equipped to deal with a variety of special needs and developmental delays, and we will work collaboratively with families to develop and share strategies related to your child's development. We also offer mid-year parent teacher conferences.

Snack/Drinks/Lunch

A snack will be served at 10:30 am and will be provided by PDO (cheerios, pretzels, crackers etc.) We are a peanut/tree nut-free zone and must be notified of any allergies prior to the start of the year.

Each child should bring a non-spill cup/water bottle each session. We will provide water to the children, but would prefer if the children had their own cups to drink from at snack and lunch-time.

For lunch, children will bring a sack/box from home. Please limit lunch to what your child will reasonably eat.

Religious Instruction

Childcare workers at PDO will not carry out a specific religious curriculum. The child will be cared for in a Christian atmosphere. Grace will be said before snacks and meals.

Research

Children will not be involved in any research projects.

Sick Child Policy

Children will not be admitted if the child is judged to be ill by the program Director. Please do not bring your child if they exhibit the following symptoms within 24 hours prior to class: diarrhea, fever, vomiting, rash, colds, and any communicable viral or bacterial infections or disorders.

If the child has been exposed to a contagious disease (i.e. chicken pox, measles, hepatitis, etc.) he/she should be kept at home and the fact of the exposure should be reported to us. (Please see supplemental Covid-19 Guidelines.)

Children will be sent home if in the opinion of the staff a child is too ill to remain at PDO. In such cases the child's parent or caregiver will be called. The ill child will be separated with supervision and the parent will be contacted as soon as possible and the parent or caregiver must pick up the child as soon as possible. We consider the symptoms listed in the previous paragraph to be sufficiently serious to send the child home.

Emergency Care

In case of an emergency, accident, or illness, a child will be transported by proper authorities to the nearest hospital for treatment. The parent will be contacted as soon as possible. Any expenses incurred are the responsibility of the parent. Parents must fill out an emergency release form prior to the child's first day.

Consent and Photography

Parents will be asked to give their consent for photographs of their children to be used for publicity purposes in the parent agreement. Our program is growing. In order to do so, we make use of photography and social media platforms. However, we understand the challenges and nuances of the uses of children's images in a digital age. Parents are asked to contact the program director with any concerns or questions you may have about the use of photographs of your children for promotional purpose or to ask to have a photograph of your child removed from social media.

Personal information gathered from various forms and references collected by PDO about parents and children enrolled in our program will not be released.

Safety and Security

Safety and security are our top priorities. As such, all PDO staff are first aid and CPR certified, and are experienced caregivers.

Our building doors will remain locked during PDO hours. To enter the building, a person must ring the front door bell and be let in by our front office staff.

As stated before, we will not for any reason release a child to someone not listed as authorized on his/her enrollment form.