**MARIETTA FUMC Parents Day Out Information and Policies**

Welcome to our Parents Day Out Ministry at Marietta First United Methodist Church! We are delighted to partner with you as you share your children with us in a safe, fun, and loving environment and we appreciate the trust you’ve placed in us as we care for your child(ren). Should you ever have questions, concerns, or ideas about how we may make our Parent’s Day Out Ministry even better, please don’t hesitate to be in touch.

Grace and Peace,

Erin Ruszkowski

Parent’s Day Out Supervisor

Marietta FUMC

erinruszkowski**@mariettafumc.org**

**770-429-7800**

**Marietta FUMC Children’s Ministry and PDO Staff**

* Parents Day Out Supervisor: Erin Ruszkowski
* Parents Day Out Lead Teacher: TaCori Kelly
* Director of Children’s Ministries: Amber Whitaker
* Associate Director of Children’s Ministries: Lauren Cox

**For DAY-to-DAY questions about scheduling, reservations, cancellations, immunizations, registrations, or payments, please contact**: **PDO Supervisor, Erin Ruszkowski at erinruszkowski@mariettafumc.org or 770-429-7800 ext. 860**

**Notice of Non-discrimination Policy**

Marietta First United Methodist Church Parent’s Day Out program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on gender, race, color, national or ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**Hours of Operation and Scheduling Guidelines:**

* Our program is exempt from licensing by the state, therefore children ages 8 weeks to 23 months can attend a max of 2 days. Children ages 2-5 can attend up to 5 days a week.
* We are open Monday-Friday from 8:45 am-1:00 pm, year-round.
* PDO will be closed on all church holidays and all Marietta City and Cobb County Schools’ breaks apart from summer break.
* Additionally, we also follow the Marietta City and Cobb County Schools’ inclement weather policy. If either of these schools are closed or have delayed starts, we are closed.
* In certain situations (such as Covid closings) PDO might remain open even if local schools are closed.
* The number of children is limited per day, as we do follow the State of Georgia Child/Teacher Ratios.
* We gladly welcome children from 8 weeks old through 5 years (up to kindergarten)

**Registration Procedures and Cost**

* There is a yearly registration fee of $45.00 for the first child registered, followed by $35.00 for the second child, and $25 for each additional child in the same family registered. This is payable when you first register your child. Registration fees renew and are due every January.
* The cost is $35 per day, for no more than 4 hours per day and 8 hours per week.
* Payment is made online at [www.myProcare.com](http://www.myProcare.com).
* Please be prompt in picking up your child by 1:00 p.m. After 3 late pickups, a $1.00 per minute late fee will be assessed after 1:05 p.m.

**Scheduling and Reservations**

* You **must** register via Realm and pay the yearly registration fee before you are able to schedule an appointment. Once registered, you will receive a link to create an account in Procare.
* Procare will give you access to the schedule, communicate with staff, get pictures/updates, and pay.
* You can make a reservation a week in advance and up to 3 months out.
* If you need to schedule or change a reservation within a current week, you must contact the PDO Supervisor, Erin Ruszkowski at **erinruszkowski@mariettafumc.org****.**
* If you need to cancel your appointment for any reason, ***please do so within 24 hours of your scheduled day. If for any reason you need to cancel within 24 hours, you will be charged the normal rate.***

**Drop Off and Pick Up**

* Please come to the lobby of Building B (below the Sanctuary) to sign your child in and out each day.
* Set up a “goodbye” routine. Your confidence will help your child adjust more quickly.
* Morning drop-off time can often be busy, so please dress and feed your child breakfast before arriving at PDO. We are happy to give babies their bottles.
* Upon drop off, a staff member will walk your child from the lobby to their classroom.
* If anyone other than a parent is picking up your child, please inform us. We will also require that they present photo identification when they pick up.

**What to Bring**

* Change of clothes including socks.
* Diapers or pull-ups. Pull-ups must have detachable sides.
* Cup for water.
* Bottle for milk or formula with written instructions for feedings.
* Age-appropriate lunch.
* **Please label all items.**

**Daily Activities**

* Throughout the day, children are engaged in circle/story time, indoor and outdoor play, lunch and other developmental activities with age-appropriate toys and crafts.
* As a ministry of the church, Parents Day Out frequently incorporates stories and activities around God’s love, faith in Jesus, and stories from the Bible.

**Food and Snacks**

* We ask you to provide a lunch for your child that will be served at 11:00.
* **Specific Food/Drink Items to Avoid:**
* Peanut butter
* Popcorn
* Hard candy
* Suckers
* Honey
* Chocolate
* Tomatoes (must be halved then quartered at home)
* Marshmallows
* Grapes (must be halved then quartered at home)
* Hot dogs (must be diced – halved then quartered into very small bites at home)
* **Please alert the staff if your child has food allergies so that we may place a food allergy sticker on their clothing.**
* **No nut products of any kind (peanuts, tree nuts, Nutella, etc.) are allowed on the Nursery Hall for any child.**

**Health, Sick Policies, and Immunizations**

A current Georgia 3231 immunization form is required when you register your child. Immunization Policy. As the form expires, parents/guardians are required to renew forms and provide them to the church Parents Day Out program. Forms which are complete, and indicate immunizations are complete, do not require renewal.

If a child is on an alternate immunization schedule, or is not fully immunized, the parent/guardian must provide a notarized affidavit of religious exemption to immunization. In the event of an outbreak of any disease covered by vaccinations, children may be required to be vaccinated or to be excluded from the school until the outbreak or epidemic has concluded.

* Children cannot attend PDO if they have any of these health issues or symptoms, and must be fever and symptom free for 24 hours without the use of medication before returning to PDO:
	+ Fever
	+ Vomiting or diarrhea
	+ Any symptoms of childhood disease such as chickenpox, hand/foot/mouth, etc.
	+ Sore throat, cough, loss of taste/smell, difficulty breathing
	+ Pink eye
	+ Any unexplained rash
	+ Any skin infection such as ringworm, etc.
* If the child experiences any of the above at PDO, we will contact you to pick them up immediately.
* They may not return until they are symptom free for 24 hours or are cleared with a doctor’s note.
* Attendance the day after they are sent home is not allowed.
* If your child is diagnosed with any communicable disease, please notify PDO promptly so that we may alert other families who attend. The child must be symptom free before they can return to PDO.
* Childhood allergies are becoming more prominent every year. We are mindful of that and seek to care for children with allergies with the utmost thought and consideration. Please communicate with us if your child has any allergies, what symptoms we may see if they are having a reaction and what treatment you want us to administer. You will always be contacted if we suspect a reaction or your child has a reaction while they are with us.
* If your child has an allergy that requires an epi-pen your signature of this agreement allows us to administer treatment. You must provide us with an epi-pen every time they attend.

***Medication***
*WE CAN GIVE NO MEDICATION AT SCHOOL*. We ask that children who need medication during school hours be kept at home. Epi-pens for allergic reactions or inhalers for asthma flare-ups are the exception but must be accompanied by an authorization to administer medication form and a detailed action plan and be signed by a physician.

In the event of a medical emergency, prompt medical attention will be administered and 911 will be called. Parents will immediately be notified of any medical action taken.

**HYGIENE**

* We clean and disinfect our toys daily at PDO, as well as daily laundering of all sheets, bibs, and cloths.
* Gloves are worn during diaper changes, and hands are washed after every diaper change.
* Children's hands are washed with soap and warm water every time they go to the toilet and before eating.
* When outside, the children's hands are cleaned with a wipe or antibacterial hand sanitizer.
* Please help us by cleaning your children’s personal items such as sippy cups and pacifiers after they attend PDO. This will help minimize the risk of contamination should your child get sick.

**TOILET TRAINING**

* Parents Day Out seeks to collaborate with parents/guardians in the toilet- training process.
* Toilet learning/training, when initiated, should follow a plan that is developed and coordinated with the parent’s/guardian’s plan for implementation in the home environment.
* Toilet learning/training should be based on the child’s developmental level rather than chronological age.
* **If a child is starting the toilet training process, we ask that you provide two sets of clothes and a pull-up each time you send your child. The pull-ups with the detachable sides are required.**
* If the child soils their clothes, they will be changed and encouraged to use the toilet at regular intervals. If a second accident occurs, they will be changed and placed in a pull-up for the remainder of their time at PDO.

**SAFE SLEEP**

* Parents Day Out follows safe sleep practices as follows:
	+ Initial placement of infants on their backs to sleep
	+ No cover or soft items in the crib
	+ Infants who fall asleep in other equipment, on the floor, or elsewhere will be moved to a crib.
	+ No swaddling or positioning devices are used.

**Child Abuse/Neglect**

Please be aware that as of 7-1-2012, volunteers and staff members are now mandatory reporters for suspected child abuse and it is a misdemeanor offense if you fail to report. A report is to be made immediately, but no later than 24 hours from the time there is reasonable cause to believe a child has been abused (O.C.G.A. 19-7-5).