Lafollette Methodist Church

Parent's Morning Out Program

2026 Handbook

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Director- Megan Burns

Mission Statement

The Mission of our Parent's Morning Out Program is to provide children with a warm and loving Christian environment that strives to promote growth in all areas of development including intellectual, social, emotional, physical and spiritual. This mission is carried out daily by highly trained staff, low teacher/child ratios and specialized curriculum.

Program Description

The PMO program provides daily activities for young children age 15 months to 5 years. The program is offered on Tuesdays and Thursdays from 8:30 AM to 1:30 PM during the regular school year. The program follows the same academic and weather closing schedule as Campbell County Schools.

Inclement Weather Policy

If PMO changes the opening/closing hours due to inclement weather, you will be notified via automated message service. Each family will be added to the list and will receive a call or text from the Director of the program in the event of an opening/closing change. If Campbell County Schools are closed, the PMO program will be closed as well.

Drop-Off/Pick-Up Procedures

Drop off for the program is 8:30 AM, pickup is 1:30 PM. Please do not arrive before 8:30 AM as the staff uses the hour before opening to prepare for the day. Children must be picked up by 1:30 PM. A late fee of $1 per minute will be charged for any child picked up later than 1:45 PM. Children will only be released into the care of an adult listed on their registration forms. In the event that your child will be picked up by an adult not listed on their registration form, a signed and dated note or phone call to the Director should be made prior to pick up time. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued ID.

Tuition

Monthly tuition cost is $185 for one child and $155 for each additional child in the home. Tuition fees are due by the 15th of each month. A late fee of $25 will be charged to payments made after tuition due date.

A yearly supply fee of $50 is required for every student. This fee must be paid by August 31st, but may be paid prior to the due date via online payment through the app.

Tuition and fees can be paid directly by cash or check. Online payments are accepted through the Playground App. Checks should be made out to Lafollette Methodist Church.

Lunch/Snack

The PMO program does NOT provide a daily lunch. Your child will need to bring a nutritious lunch with a drink each day in a labeled lunch bag. Lunch time is very busy for our staff and classrooms, so we encourage children to feed themselves when developmentally appropriate. We suggest the use of an ice pack or thermos to keep lunch items at an appropriate temperature. The PMO

staff will be made aware of any allergies or dietary restrictions and dictate lunch choices accordingly. (i.e. If a child has a serious peanut allergy, staff may ask that other students refrain from packing lunch items containing peanuts.)

The program DOES provide a snack each day. Sample snack items include but are not limited to; goldfish crackers, dry cereal, teddy grahams, animal crackers, apple juice, grape juice. Please alert staff as to any food allergies or dietary restrictions so that snacks can be planned accordingly. Holiday/Birthday celebrations will be a part of our program and thus, special snacks may be brought in or provided on those days.

Clothing and Personal Belongings

Please dress your child in clothing that is appropriate for play. Children will be participating in various crafts and learning activities during the day. Some activities may include the use of messy materials such as markers or paint. Although we do try our best to stay neat and clean, children will get a little messy at times. Please make sure your child wears shoes that fit comfortably and securely on his/her feet and are appropriate for outside play.

Your child will have a personal cubby and/or hook to store their belongings. Please ensure that all personal items are labeled with your child's name. A change of clothes is suggested to be brought or stored in your child's bag in case of an accident or mess.

Outside Play

We play outside every day that the weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors, often utilizing the program's indoor playroom. There are two separate playgrounds that will be utilized by different classrooms based on age and development. There will be many instances when multiple classrooms are on the playground at the same time. The staff will be extremely diligent in maintaining a safe playing environment for all children on the playground. Our playgrounds are securely separated from the public and parking area by locked fencing. The program will provide and use sunscreen on all children when necessary. If your child requires a specific sunscreen different than what the program provides, please bring in a bottle to keep on site.

Diapers and Wipes

If your child requires the use of diapers, pull-ups, wipes or diaper rash cream; those items will need to be brought in and stored in the child's cubby or classroom. Our facility is equipped with centrally located bathrooms for students who are potty-trained. Fully potty-trained students will be expected to use the facilities independently, however, supervision and aid will be provided by staff. Our toddler classrooms are equipped with diaper changing stations for those who are not potty-trained.

Disciplinary Guidelines

All PMO staff will be instructed to use the same disciplinary guidelines in each classroom. The staff will aim to use the redirect method unless a child's behavior becomes a danger to other students, staff or themselves. Staff will redirect a child who is displaying poor behavior by either relocating them to another area in the classroom or playground, using age-appropriate communication to inform and instruct the child on acceptable behavior or use positive reinforcement to encourage making better choices. Age-appropriate time out (1 minute per year of age) may be used when the redirection method has been exhausted with no results. If a child's behavior becomes dangerous, the parents may be contacted in order to pick up their child from the program. If a child's behavior regularly causes a disruption or regularly results in a time out, a conference will be scheduled between parents and staff to establish a plan of action to remedy the misbehavior. The ONLY methods of behavioral management to be used in this program are; redirection, age-appropriate time-out, or removal from the current situation until parents arrive to retrieve the child. Our PMO program and our staff does not condone or tolerate the use of physical punishment of any kind.

Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express their feelings. Frustration, anger and fear are strong emotions and toddlers lack the language skills to deal with them. If they can't find words they need quickly enough or can't articulate how they're feeling, they may resort to biting. Biting tends to occur most often between 12-24 months of age. For frequent and repeated biting instances, we may request a parent/teacher conference to discuss what may be causing the child to bite and develop a joint plan of action. Excessive biting may result in termination. If your child bites or is bitten, you and the family of the other child involved will receive an incident/accident report that keeps the identity of both children confidential.

Classroom Placement

Our PMO classrooms are separated by age and development. We will use Director and Staff discretion to determine when a child may advance into an older class. If space is available and the child is developmentally ready to move up, the staff will coordinate those transitions with the parent's approval.

Health and Safety

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have a sore throat, ear pain, eyes that are watery and pink, rash or a productive cough. If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school. Children must be symptom free for 24 hours without medication before they can return to PMO.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from other children but with a familiar staff member. A parent will immediately be contacted to come pick them up. Parents are

required to respond as soon as possible concerning the sick child when contacted. If we cannot reach the parent within thirty minutes, we will reach out the child's emergency contacts listed on their enrollment forms.

Emergency care information should be on file for each child from the first day they attend PMO. If your child has a severe allergy or other medical condition which could warrant the use of emergency medication such as epinephrine, it is the parent's responsibility to ensure PMO has the medication your child may need while attending our program. Emergency medications will be stored in a secure container and labeled with your child's name, medication name and dosage information.

In case of accidental injury or emergency health problem, the staff will call 911, then contact the parent. A first-aid kit is available in each classroom and the playground for the staff to utilize if necessary and the staff are trained in first aid and infant/child CPR.

Staff

Our PMO program only employs qualified child care workers who pass a criminal background check, and a reference inquiry before employment begins. All staff members are required to obtain a current CPR/first aid certification. Each classroom is staffed with two qualified teachers.

School Policies

Our program building, playgrounds and parking areas are smoke and tobacco-free environments. Smoking and the use of any product containing tobacco, including e-cigarettes, cigars and smokeless tobacco shall not be permitted on the premises at any time, both during operating hours and during any after hours activities.

Additionally, firearms and ammunition are prohibited on the premises unless carried by a law enforcement officer.

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly and hold children's hands. If you are entering the building, please do not hold the door open for others. The person behind you may not be a parent.