



LaFollette United Methodist Church
Parents' Morning Out
2020 Handbook

Mission Statement

Mission of our Parents 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.

Program Description

The PMO program provides daily activities for preschool-aged children (ages 2-5) that are both age and developmentally appropriate for each child. The program is offered on Tuesdays and Thursdays from 8:30 AM to 1:30 PM during the regular school year. The program will follow the same academic and weather closing schedule as Campbell County Schools.

Inclement Weather Policy

If PMO changes the opening/closing times due to weather, you will be notified by an 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 and Pick-Up

The Parents Morning Out Program is held each Tuesday and Thursday from 8:30 AM to 1:30 PM. You will be required to sign your child in and out of the program each day. Please do not arrive before 8:30 AM as the staff will be in the classrooms preparing for the day. Children must be picked up and signed out by 1:30 PM. A late fee of \$1 per minute will be charged to parents who pick their child up later than 1:45 PM. Children will only be released into the care of someone listed on their enrollment application. In the event that your child will be going home with someone other than a parent, a note or phone call to the director should be made prior to pick up time.

Tuition

To register your child for our PMO program you must pay a one time registration fee of \$25. Monthly tuition is \$135 for one child and \$75 for each additional child in the home. Tuition is due on the first of each month. A \$25 late fee is applied to monthly payments made after the 15th of the month. Tuition can be paid to the Director or online at www.lafolletteumc.org then click on the "donate" link. From there you can set up auto payments or one time payments. Simply note that it is a "PMO Payment". Checks may be made out to Lafollette United Methodist Church.

Lunch

Your child will need to bring a nutritious lunch with a drink each day of the program. Lunch time is very busy for our staff, so we encourage all children to feed themselves whenever possible. We suggest the use of an ice pack or thermos to keep food at appropriate temperatures, but we do have a refrigerator and microwave if needed. The PMO staff will be made aware of any allergies and dictate lunch choices accordingly. (i.e. If a child has a serious peanut allergy, staff may ask that other students in that particular class refrain from packing lunch items containing peanuts.)

Snack

LUMC Parents Morning Out will provide a nutritious snack and drink each day. Please alert staff as to any food allergies or dietary restrictions so that snacks can be planned accordingly. Holidays/Birthday celebrations will be a part of our program and thus, special snacks may be brought in or provided on those days.

Clothes and Personal Belongings

Please dress your child in clothes that are appropriate for play. Children will be participating in age appropriate activities throughout the day. Some activities may include the use of markers, paint, etc. Although we will try our best to stay neat and clean, we 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 play. Your child will have a personal cubby to leave their belongings in inside the classroom. Please bring an extra change of clothes for your child to leave in their cubby. Make sure to label all personal belongings with your child's name. PMO staff will apply sunscreen as needed. If your child requires a different type of sunscreen than the program provides, please bring a bottle to keep on site. It will be labeled and used only for your child.

Diapers and Wipes

You will need to provide all diapers, wipes, and any other toiletry products for non-potty trained students. Our facility is equipped with gender separate bathrooms and a changing station. Potty-trained children will be expected to use the facilities on their own while under the supervision from a staff member.

Nap Time

Students that are enrolled in the toddler room will have a designated rest time each day. This will occur in the afternoon, after lunch. Each child will be provided with a nap mat that will be labeled and used for that child only. The child will need to bring a crib sheet and small pillow. These items may be kept at the center and taken home periodically for washing.

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 or using positive reinforcement to encourage better behavior. Age-appropriate time out 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 come pick up the child. If a child's behavior regularly causes a disruption or regularly results in a time out, a conference will be scheduled between parents, staff and the Director to establish a plan of action to remedy the misbehavior. The only methods of behavioral management to be used are; redirection, age appropriate time out, or removal from the current situation until parents arrive to retrieve the child. Corporal punishment is strictly prohibited.

Classroom Placement

Our PMO classrooms will be separated by age, both numerically and developmentally. 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 be moved up, then the staff will coordinate those transitions.

Medical Emergency Policy

Emergency care information should be on file for each child from the first day they attend PMO. The information will include the name, address, phone number of the parents or other emergency contact person, the child's physician, any chronic illness, and any other information that would have a direct bearing on assuring safe medical treatment for a child. 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 for staff to utilize if necessary and the staff are trained in first aid and infant/child CPR.

If a child displays symptoms of illness, he/she will be isolated from the other children to prevent cross contamination and a parent will be called to pick up the child.

Staff

LUMC Parents Morning Out only employs qualified childcare workers who pass a criminal background check prior to employment. All staff will be CPR/first aid certified. The Lafollette United Methodist Church adheres to the Safe Sanctuary policy which will be upheld at all times.

No Smoking Policy

A smoke-free environment is provided for our children. No PMO or LUMC staff will use tobacco products on church property, and we request that all parents and visitors refrain from smoking in our PMO area.