



# Parents' Day Out Application



**Saint Andrew's Episcopal Church**

Rev. Gregg Morris, Rector

[www.saintandrewschurch.net](http://www.saintandrewschurch.net)

**630-968-9188**

1125 Franklin Street, Downers Grove, Illinois 60515

# St. Andrew's Episcopal Church

## Parents' Day Out

## Child Care Program

**Liz Foreman**

Director, Parents' Day Out  
630-306-9144 pdo@saintandrewschurch.net

### **Purpose**

The purpose of Parents' Day Out (PDO) is to provide competent care for preschool children from the month they turn 2 years of age through 4 years of age.

We believe that children can benefit from time away from their home routine by meeting and playing with other children in a loving and caring environment. Likewise, parents have a need for some time away from their children. Our program offers a four-hour time period for parents to work, run errands, go to doctor or dentist appointments, or whatever they choose.

### **Eligibility**

PDO is a community service sponsored by St. Andrew's Episcopal Church. Any family may be eligible to enroll.

### **Enrollment**

Children may be registered for one or two days per week. To register a child, the parent or guardian must obtain physical examination forms for the child. A printout of your child's immunization record from your physician is sufficient.

A nonrefundable fee of \$100 per child is required to enroll. The enrollment cost is \$95 per child for families enrolling two or more children from the same family.

### **Scheduling**

Parents' Day Out will be in session from mid-September to mid-May on Tuesday through Thursday from 9:00AM until 1:00PM (please arrive by 12:55PM). Fridays may be added with enough interest. Children may be enrolled up to two days each week. PDO will follow the school calendar of Downers Grove Grade School District 58 (dg58.org) for closures. When Downers Grove Grade School District 58 is closed, PDO also will not be in session. A calendar will be provided on the first day of class.

### **Fees**

A fee of \$45 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 \$85 per day; three children will be \$125 per day.

Payment is due on a monthly basis on or before the first day of each month. Please make checks payable to **St. Andrew's Episcopal Church**, include **PDO** in the memo line. Payments may also be made online through your bank or via St. Andrew's website, Donation (eservicepayments.com), Parents' Day Out program line.

Parents **are** responsible for payment for days their child is absent.

## Admission and Dismissal

It is important for parents to sign in and sign out on the Daily Attendance Check-In/Check-Out sheet.

You may hang your child's jacket and backpack on the hooks in their assigned cubby. Please write your child's name in permanent marker on their lunch box/bag and water bottle; these can be placed on the shelf over your child's cubby. Make sure **all belongings are labeled**. Walk your child to a teacher to transfer care.

Only a parent or an authorized substitute whom the parent has designated can pick up the child (write the alternate's name and relationship to you on the attendance sheet). We will ask for identification if necessary. Please arrive no later than 12:55PM to facilitate departure by 1:00PM.

Please do not be late in picking up your child. It can cause feelings of anxiety in children as well as delay staff from completing important tasks to prepare for the next PDO day. We will impose the following fees to offset additional staff costs:

12:50 – 12:55PM	Regular arrival time for pickup; gather child and belongings, head home.
1:00 – 1:05PM	Grace period to allow for infrequent, unavoidable delays.
1:05 – 1:14PM	\$10 will be charged.
1:15 – 1:19PM	\$15 will be charged.
1:20PM or later	\$20 plus \$5 each additional minute will be charged.

## 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.

Children will participate in group activities such as art, crafts, games, music, ride-on toys and story time. The children will spend up to an hour each day running, playing and riding toys in a large open room on the second floor. On occasion, if weather and group size permit, the children may be taken outside for a period of playtime.

Please send an extra change of clothing (including two (2) pairs of regular underpants for those children who are potty trained) in your child's backpack. Again, please label all items. Please update clothing provided as seasons change and your child grows.

Parents of diapered children are requested to provide a gallon size Ziploc type bag with four (4) disposable diapers and a small bag of wipes. Place them in the designated bin at drop-off. Please mark the Ziploc bag with your child's name.

## Discipline

Any discipline problems will be handled by a permanent staff member who has an ongoing relationship with the child. Separation from the group is the approved method of discipline if a child is not behaving in an acceptable manner.

Children are never punished for soiling their pants. Toilet training must be discussed with the staff so that there is consistency with what is done at home.

## Snack

A snack will be served at approximately 10:45AM and will be provided by the parents. Parents will be asked to bring a bottle of fruit juice and snack items (cheese, pretzels, raisins, fruit slices, graham crackers, fruit snacks, chewy granola bars, cheese crackers, etc.) for the whole group. A snack sign-up sheet will be placed near the attendance sheet the first week of PDO and periodically during the year for parents to select dates to bring snacks. Notification of allergies within the group will be given as necessary.

## Lunch

Children will bring a box/bag lunch from home. We will not have a refrigerator or microwave available, so please include an ice pack and plan meals accordingly. Please limit lunch to what your child will reasonably eat in 20-30 minutes and include something to drink. Bentgo brand or other divided container style lunch boxes are convenient for families and teachers and always appreciated. Impt: please unwrap cheeses, peel oranges, etc.

**\* Please make sure ALL of your child's belongings are labeled with his/her name in permanent marker\***

## **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 may be said before snacks and meals. It is possible a member of the clergy will give a short presentation before certain religious holidays.

## **Research**

Children will not be involved in any research project.

## **Late/Negligent Fees**

Monthly fees are due the last week of the preceding month and not later than the first day of the new month. The director will contact parents who fail to pay fees. If parents fail to pay prior to the 15<sup>th</sup> of the month, they will be assessed a late fee of \$25. If they continue not to pay, they will be asked not to return until the fees are paid in full.

## **Health Policy**

All children must submit documentation of immunizations and record of health prior to their first day of attendance in the program. The St. Andrew's PDO program chooses to be consistent with District 58 health guidelines, and therefore requires that all children be up to date with their scheduled immunizations. Families who choose not to immunize their children should discuss this with the director.

## **Sick Children**

Children will not be admitted if the child is judged to be ill by the staff member who greets the child. Please do not bring your child to PDO if they exhibit the following symptoms within 24 hours prior to class: 1) diarrhea, 2) fever, 3) vomiting, 4) rash, 5) colds including runny nose or minor cough, and 6) any communicable viral or bacterial disorders.

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

Children will be sent home if, in the opinion of the staff, a child is too ill to remain at school. In such cases the ill child will be separated with supervision and the parent will be contacted as soon as possible. The parent must make arrangements to pick up the child. 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.

## **Consent**

Parents will be asked to give their consent for photographs of their children to be used for publicity purposes. Personal information gathered from various forms about parents or children enrolled in our program will not be released.

## **Staff**

The staff will consist of a director and two or more staff persons, depending on the size of the group enrolled on specific PDO days.

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**The Rev. Gregg Morris**

Rector



## Parents' Day Out Agreement

As a participant in the Parents' Day Out (hereinafter referred to as PDO) program at St. Andrew's Episcopal Church, I agree to the following:

1. To enroll for the entire year. (Discuss with the director if you have a child turning two during the year or there are other circumstances; children may be enrolled other times of the year as space allows.)
2. To pay a \$100 enrollment fee by check payable to **St. Andrew's Episcopal Church** with **PDO** in the memo line; this fee is non-refundable (\$190 fee for two children from the same family).
3. To keep my child home if he/she shows signs of a communicable illness/disease.
4. To pay the applicable monthly fees when my child is enrolled at PDO; these fees shall be \$45 per day for 1 child (\$85 per day for 2 children, and \$125 per day for 3 children); the total amount due for all enrolled days in a month shall be paid on the first of that month. *Note: In the event that PDO closes for any emergency reason, you will be credited the fee for that session the following month.*
5. To notify the director of PDO if someone other than a parent is to pick up my child; the notification shall include name and telephone number of the authorized person.
6. I understand that PDO has the right to withdraw a child because of unsatisfactory adjustment of the child to the program or because of delinquent fees or negligent participation in the program on the part of the parent.
7. I understand that I may withdraw from the program at any time by notifying the director of PDO.
8. I agree to pay the designated late charges if I fail to pick up my child at the dismissal time. Time will be set according to the clock in the undercroft.
9. I agree to bring my child between 9:00AM and 9:15AM and pick up between 12:50PM and 12:55PM.
10. I understand a late fee of \$25 will be assessed after the 15<sup>th</sup> of the month for unpaid fees.
11. I give my consent for PDO to take photographs of my child for publicity purposes.
12. All belongings will be clearly marked with my child's name or it will be done for me.

Parent Signature(s) \_\_\_\_\_ \$ \_\_\_\_\_ Enrollment Fee

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## Parents' Day Out

### Enrollment Information and Emergency Authorization 2024-2025

Child's name \_\_\_\_\_ Goes by name \_\_\_\_\_

Date of birth \_\_\_\_\_ Gender (circle) M F

Requested participation day(s):    Tuesdays    Wednesdays    Thursdays    (Fridays, interest only)

Parent (or guardian) names \_\_\_\_\_

Family email address to use \_\_\_\_\_

Parent/Guardian cell \_\_\_\_\_ Parent/Guardian cell \_\_\_\_\_

Home address \_\_\_\_\_

Other person(s) authorized to pick up my child (please specify relationship to child, if nannies or babysitters):

\_\_\_\_\_  
Name & Phone

\_\_\_\_\_  
Name & Phone

I authorize the PDO staff to administer first aid to my child if needed. In case of an emergency, accident, or illness, I authorize the staff of Parents' Day Out to take my child to the nearest hospital for emergency treatment. I also authorize the staff to contact the following persons if I cannot be reached. The following people may pick up my child if I am unable to do so (list two (2) people of different addresses):

1. \_\_\_\_\_  
Name & Phone

2. \_\_\_\_\_  
Name & Phone

Child's physician \_\_\_\_\_  
Name, Address & Phone

Known allergies \_\_\_\_\_

How did you hear about PDO? \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_