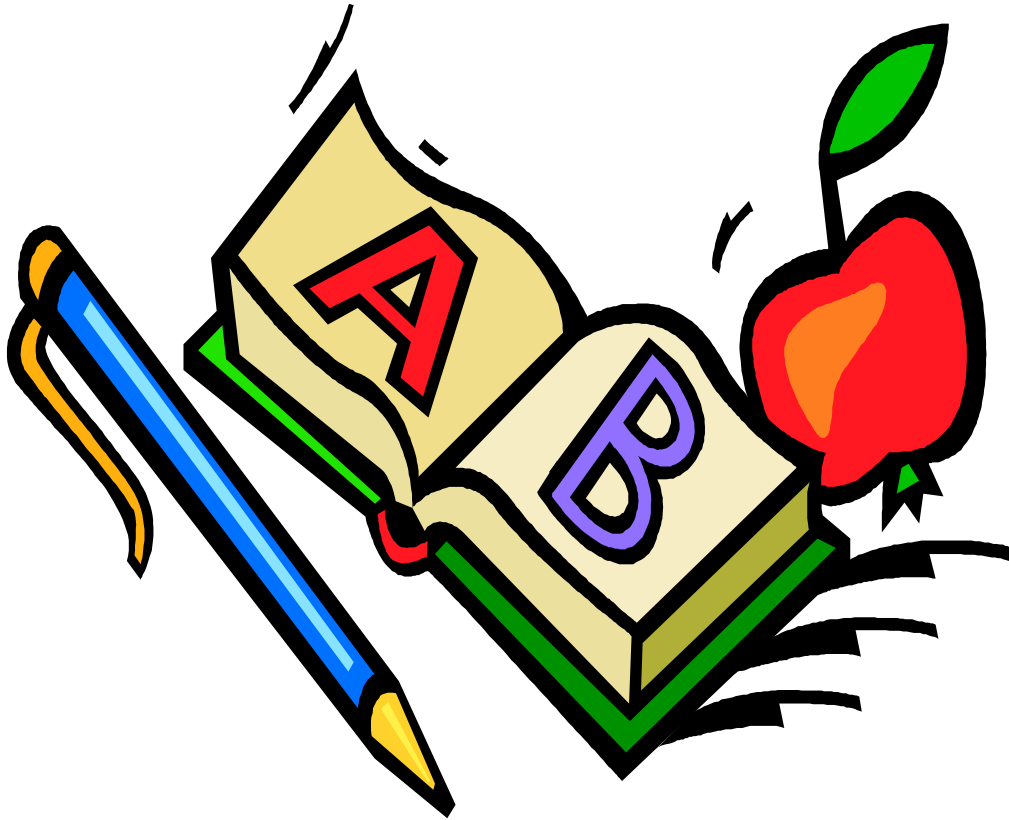


Welcome



Southminster Presbyterian Church

Parents' Day Out Program

Learn and play.....day by day!

916 East Central Rd.

Arlington Heights, Illinois 60005

847-392-1060

www.spcah.org

A program designed especially for preschoolers!

Celebrating 20 years of nurturing young children!

OUR MISSION

Learn and play ...day by day is for children 10 months through five years of age. It is an extremely flexible program, allowing you to enroll your child for one to four days, Tuesday through Friday, from 9:00 am. - 1:00 p.m.

Our mission is to provide a loving, Christian environment in which your child will thrive. We help your children develop socially and academically for successful, pleasant interactions with peers, adults, and the environment, and we affirm in them a strong sense of self-esteem and love.

We have periods of free play, along with stories, learning/ art projects, songs, finger plays, and large/ small motor activities. Your child is assured a loving and caring Christian environment as he/she interacts with other children under the supervision of our qualified and experienced teachers.

Our staff-to-child ratio meets Illinois state requirements. We pride ourselves in hiring quality teachers. All of our lead teachers meet the required state laws set by the Department of Children and Family Services for teaching infants, toddlers, and pre-school children.

The program is under the guidance of a full committee of the Council of Southminster Presbyterian Church. The board includes a chairperson, members of the church interested in the needs of young children, parents, a

staff resource person, and the program director. The committee exists to set the various policies which keep the standards of our program intact.

We sincerely love children and all aspects of caring for them here at Southminster Presbyterian Church. Thank you for sharing your child with us. Your child will grow up happy, secure in the knowledge that God cares for him and that church is a good place to be.

What a wonderful beginning!

OUR PHILOSOPHIES

COMMUNICATION - It is important that parents read the bulletin boards outside the classroom for news regarding upcoming events. In addition to the bulletin boards, we provide a newsletter to notify you of important information regarding our program.

Our teachers are happy to discuss your child's activities with you. Please refrain from long conversations with a teacher at arrival or departure time. The teacher's attention must be focused on the children at all times. If you wish to have a conference, just ask the teacher for an appointment to discuss any questions you may have regarding your child's progress. The director is also available for conferences by appointment.

We solicit your questions and comments. We want you and your child to feel comfortable and secure in our loving, Christian environment.

CURRICULUM - Southminster believes that children learn in an environment which is rich in materials and opportunities to converse, socialize, work, and play with others. Children learn this through forming relationships with teachers and classmates in a group setting.

At Southminster, a child is given the opportunity to develop cognitively, socially, physically, and spiritually through the use of age appropriate materials and activities.

A typical day, for example, may include: learning opportunities, circle time, art, singing, stories, and time for outdoor play. Social skills like washing hands, independence, blessing food, eating, and clean up are touched upon throughout the day. As the children progress in age, our program becomes more academic and will include: age appropriate alphabet and number activities, other preschool curriculum.

DISCIPLINE - At Southminster, discipline is handled in a Christian manner - no belittling, spanking, or humiliating. Should there be a discipline problem with your child, you will be contacted by his or her teacher. The ultimate responsibility for discipline is with you; however, positive reinforcement and close communication between you and our staff should minimize discipline problems. Under no circumstances will physical punishment be used in our program at any time.

OUR POLICIES

REGISTRATION - Southminster accepts students of any race, color, national and ethnic origin.

Enrollment is available first to Southminster Presbyterian Church members and previously enrolled participants. Remaining enrollment is open to the community.

The first and last month's tuition must be paid a time of registration. Registration (one month) fees are absolutely non-refundable.

TUITION - Tuition for Southminster is due on the first day of every month. A \$15.00 late fee will be assessed if your payment is after the 10th of each month. There is no reduction of fees for absences, holidays, vacations, or inclement weather. One month's notice is required for withdrawal from the program. Online payments are accepted through our web site at www.spcah.org under the "Children" heading. Log in information including passwords are given out each fall.

HOURS - Southminster hours are from 9:00 a.m. to 1:00 p.m. Tuesday through Friday.

Please do not bring your child any earlier than the specified time. Teachers use this time as their preparation time. Prompt pick up is appreciated.

If you have not picked up your child by 1:10 p.m., there will be a \$5.00 charge for every five minutes. Please contact our office if you will be late in picking up your child.

If anyone other than parents will be picking up your child, we will need the name and telephone number of that person on your child's emergency form. This form is located in the Director's office and is available to teachers. If your child is leaving with a friend, we must have a written statement specifying your arrangements for that day. This must be brought to the teacher at the start of the day.

PDO follows the School District #25 calendar in observance of holidays.

OUR MEDICAL POLICIES

ACCIDENTS - Every precaution is taken to ensure your child's safety. Should an accident occur, a child will be given first aid if needed. Our staff is trained in CPR and first aid. In the case of an injury beyond first aid means, 911 will be called immediately. If necessary, your child shall be taken to the nearest emergency room by ambulance.

When an accident occurs, you will be notified with an incident report stating how and when the accident occurred, as well as the parties present at the time of the accident.

SICK CHILDREN - Please do not bring your child to Southminster if he or she is sick. We consider your child to be ill if he or she has a fever, or had one in the previous twenty-four hours; if he or she has a cold that is less than four days old; if he or she has heavy nasal

discharge; if he or she has a constant cough; or if he or she has symptoms of a communicable disease.

MEDICAL GUIDELINES. Please keep your child home during the incubation periods of these diseases:

- Chicken Pox - Infectious one day before eruption and approximately six days after.
- German Measles - Until symptoms of fever, sore throat, and rash are gone.
- Head Lice until treated.
- Impetigo - Until healed or non-infectious, evidenced by a written statement from a physician.
- Measles - Anytime after symptoms develop, approximately seven days after appearance of rash.
- Mumps - Until all swelling is gone.
- Pink Eye - until recovered, or a physician states the person is non-infectious.
- Ringworm - Until healed or non-infectious, evidenced by a written statement from a physician.

SIGNING IN

You **MUST SIGN IN** every day that your child attends Southminster. Sign in sheets are located outside your child's classroom.

Sign-in sheets are important; it's your opportunity to let us know if your child has any special needs for that

day. If someone different will be picking up your child, you may note this information on the sign-in sheet. Always verbally tell your child's teacher, give her a note and give her the person's name.

WHAT TO BRING - Please bring a complete change of clothing, including socks. If your child is in diapers, please send at least four to six diapers per day. Write your child's name on each diaper. You will also need to provide wipes.

You should pack a lunch box with lunch and drink for your child.

Please label everything you bring for your child to increase organization and to minimize loss.

Please dress your child in play clothes, gym shoes, and socks. Our program includes outdoor play, painting, playing with play dough, building with wet sand, and other arts and crafts, so your child should be comfortable doing these different activities. Patent leather shoes, cowboy boots, flip-flops, and other slick-bottom shoes are very dangerous on a playground. This is not the place to dress your child in his or her best clothes, unless you are willing to risk damaging the clothes.

THINGS TO REMEMBER

OUTSIDE TIME - Your child will spend part of his or her day playing outside on our playground. Remember ... dress your child in play clothes, gym shoes, and socks.

Comfortable clothes in which your child can easily move are essential.

Sweatshirts, coats, boots and extra clothing may be needed when the weather turns cold. Remember that mornings are much cooler than afternoons!

On rainy and/or cold days the children will play inside the building.

TIPS FOR LUNCHES - Label your child's lunch box on the outside. Place all items needed inside the lunch box, including:

- Thermos with milk/juice (no soda pop)
- Bib (if needed)
- Eating utensils
- Finger foods in containers or small plate, or lid which food can be placed for eating
- Ice pack for foods that need to be kept cool; these will keep refrigerated items cool up to six hours, which eliminates refrigerator use.
- Drink cup or bottle; please make it a plastic bottle with all parts clearly labeled with your child's name.

Provide a simple, nutritious lunch. Please, no candy bars or gooey desserts.

Try to provide foods that your child can feed himself or herself. Suggested foods include cold, soft vegetables, cheese slices or cubes, macaroni or small pastas, finger sandwiches, precut fruit or lunch meat, or bread.

Please inform your child's teacher of any food allergies.
Please remember to label all supplies, including lids and utensils.

THANK YOU

We are happy that you have entrusted your child to Southminster Presbyterian Church's Learn and Play...day by day program designed especially for preschoolers.

The happiness and well-being of your child is of utmost importance to us. Please feel free to contact the PDO Director at any time to voice any suggestions, comments, or concerns regarding your child or our program.

We look forward to getting to know you and your child!

Our web site is your best source for current PDO information. www.spcah.org under the heading "Children".

Tricia Ondracek, Director

847-392-1060 / tdking61@aol.com

Office hours Tuesday - Friday

8:30 am - 2:30pm.

Tax I.D. 36-2480884

We love watching your children grow!