

Welcome to CCY PDO

Our goal is to provide a safe and loving environment for your children where they can grow in their relationship with Jesus.

Daily Schedule

Classes are held on Tuesdays and Thursdays. They begin at 9:00 AM and end at 2:00 PM.

To help our teachers and staff, the classrooms will not be open until 8:55 AM. Upon arrival, please sign your child in on the sign-in sheet. It is important that you sign in with the phone number where we can reach you in the event of an emergency and who is picking up your child that day. Drop off time is from 8:55-9:05 and pick up is anytime from 1:55-2:00. All doors will be locked from 9:05-1:55 for everyone's safety.

In the event that you need to pick your child up early, please speak with your teacher or the director to make arrangements. Being on time helps your child feel secure and makes their drop off and dismissal a happy occasion. A five-minute grace period is allowed from 2:00-2:05 for emergency purposes only. If your child is not picked up by 2:05 PM, a \$5.00 late fee will be added to your account and then \$1.00 per every minute you are late after 2:05. We do know emergencies happen so please reach out to us if something comes up and you are unable to get your child on time. Please be prompt to help avoid anxious children and late fees.

Tuition and Fees

Enrollment Fee- There is a non-refundable \$50 enrollment fee per child (\$100 maximum per family). This fee is due when turning in your enrollment form.

Tuition is \$175 per month for the first child and \$155 for each additional child and is due by the first day of class each month. **No credits or refunds will be given for any missed school.** Tuition is charged by the month. Monthly tuition is an average with some months having more or fewer school days than others.

We accept payment in the form of an online payment at www.ccyok.com/pdotuition, checks made out to CCY PDO, and cash. If a check is returned you will be responsible for the returned check fee of \$30. If tuition is not paid by the 10th of the month there will be a \$25 late fee per child. If it is not paid by the end of the month your child will lose their spot until all late fees and tuition is paid. This tuition pays the teachers and staff at the PDO program.

Attendance

If your child will not be attending due to illness, vacations, etc., we request that you notify us as soon as possible. Fees are still charged when your child is absent due to illness or vacation.

Should your schedule or financial situation change and you need to drop from the program please notify us as soon as possible. We appreciate a two-week notice so that we may accommodate other children in our classes. Any family that withdraws from the program before the end of the school year will not be refunded any fees paid in advance.

Inclement Weather

In the event of inclement weather we will follow the closing policy of Yukon Public Schools. If YPS closes we will also close, and if they start an hour late we will also start an hour late, at 10:00 AM. We will notify all families of any closings or late openings. We will not make up missed days for inclement weather unless there is an excessive number of days missed.

Discipline in the Classroom

In the event that a child will not listen to the teacher's instruction and it causes disruption in the classroom or harm to others, a calm down time will be used. Hitting, biting, spitting, bullying, and other behaviors that can cause harm to other children or teachers will not be permitted. The parent will be notified if their child has had to go to calm down time or has had problems in the classroom. The child may be sent home for the day if

behavior problems are not controllable and are disruptive to the classroom.

In the rare event that behavior issues cannot be resolved, a student may be asked to leave the program. We are hopeful that most behavior issues can be corrected quickly with support from the parents.

Illnesses and Medications

Please do not send your child if he/she is ill. Your child will be sent home if there is any sign of communicable illness such as fever of 100 degrees or higher, vomiting or diarrhea, pink eye, rash, green or yellow nasal drainage, excessive coughing, sore throat, and lice.

Children must be symptom free for at least 24 hours before returning to the classroom.

Teachers are not permitted to dispense medication of any kind. If a child must receive medication during the hours of Parent's Day Out, the parent must administer it to the child. Please let us know if your child has been given any medication at home that may effect their behavior in the classroom. If your child uses an epipen or has severe allergies, please talk with the director about filling out the Severe Allergy Release Form.

What to Bring

Items to bring each day for all age groups

1. A full change of clothes
2. Mat and blanket for rest time (mats can be left in the classroom)
3. Lunch
4. Diapers or Pull-ups (Please send enough for your child each day)
5. Cup with lid

Please label all personal items (backpacks, blankets, lunch boxes, cups, and clothing) with your child's name.

Lunch

Lunches should contain food that your child is able to manage alone. Please remember that what your child can manage on their own at home can vary from what they can manage in a group setting.

Lunches should be in their own bag/lunch box, easily separated from your child's other belongings. Drinks should have a lid/straw/sports top (spill proof). In the event a student or teacher has a severe food allergy we will ask you not to bring items containing that product.

If your child's lunch needs to be kept cold, please send an ice pack. We do not have access to refrigeration or a microwave.

Here are some suggestions for lunch:

Cubed meat/cheese	Peanut butter crackers	Chopped veggies
Diced fruit	Raisins	Squeeze pouches
Sandwiches	String cheese	Veggie Straws
Crackers	Hard boiled eggs	Fruit snacks

Diapers

Please send enough diapers for your child to last the day. Please label them with your child's name. Because drop off time is so busy, please make sure your child has on a clean, dry diaper when you drop them off.

Potty Training

We will assist with potty training; however, we will not force any child to go. We will take scheduled potty breaks and take them when your child asks to go. If your child is potty training, they must wear pull-ups until they are accident free for one month. It is common for a child to go to backwards in potty training. If they begin to have multiple accidents weekly we will discuss going back to pull-ups.

Birthdays

We love to celebrate our students for their birthdays. Fell free to make arrangements with your child's teacher to bring special snacks on their birthday.

PDO Policies and Procedures Agreement

Child's name _____

Please read and initial the following:

___ I understand and agree to comply with the policies and procedures outlined in the parent handbook.

___ I understand that tuition is due on the first day of class each month.

___ Students are to be dropped off no later than 9:05AM and picked up no later than 2:00PM.

___ I understand that a \$5 late fee will be charged if my child is not picked up by 2:05PM.

___ Important messages will be sent out via my child's class Glass Tag or by the director.

___ I have read the illness and medications policy and will not bring my child to school if they have had the following symptoms in the last 24 hours:

- Fever greater than 100
- Vomiting or diarrhea
- Pink eye
- Unexplained rash
- Green or yellow nasal drainage
- Excessive coughing
- Sore throat
- Lice

Parent's Signature

Date

