



# **PARENTS DAY OUT**

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First Presbyterian Marietta

Parent Handbook

2024-2025

Welcome to Parents Day Out (PDO) at FPC Marietta! We are delighted and thankful to have you here. More importantly, our staff is greatly enthusiastic to have your child(ren) joining us on our daily adventures. We do not take your trust lightly! Please know we have an open-door policy and that while we work in tandem with the half-day preschool, we are a very different program. This packet has been put together for you, as a parent, to help you answer common questions and know what to expect throughout the year in hopes of making you and your child's transition into our care a positive experience!

Our **Philosophy** in PDO is to allow children to explore the world through play. As Fred Rogers said, "Play is the work of childhood," and we take that work seriously in PDO! As such, our day is largely unstructured in terms of group activities, but we do follow a predictable rhythm. (see schedule below).

The **Focus** of PDO is providing loving care in a safe environment that fosters independence and encourages peer interaction among the children we serve. We do not follow a set curriculum but do offer multiple opportunities for sensory engagement in the classroom and outside daily. Children are free to self-select from art activities, reading, playing with toys, imaginary play, dramatic play, and movement activities. For example, while we play music and dance throughout the day, it is not required that all the children participate together. They may choose if they are interested in doing so. This is similar to how we approach reading—we read with individuals and small groups at their request, but there is not a required time for sitting down to read each day. This approach is an outgrowth of developmental psychology that encourages children to learn about their world through exploration.

**Hours:** Parents Day Out operates Monday through Friday 9:00 a.m. until 1:00 p.m. You are allowed a 5-minute grace period after 1 p.m. for late pickup. Starting at 1:06 p.m. you will be charged \$1 per minute that you are late.

### **\*NEW\*** Check-in/Check-out Process

**Check-in:** When you arrive for drop-off, you will check-in at the green desk with a PDO staff member. At that time, you can relay any messages we may need to know for the day, i.e. last time baby ate, naps, or pick-up changes. Your child's teacher will meet you at the desk to take your child back to their assigned room.

**Check-out:** When you arrive to pick-up, you will let the staff person at the desk know who you are here to check-out. Be prepared with your I.D. if you are new or if

someone besides a parent is picking up. They will let your child's teacher know you are here, at which time your child will be brought to you at the front.

Our daily **Routine** is as follows:  
(Diaper checks are done frequently)

Toddler Room:

9 am - 9:10 am Arrival of Children  
**(drop off no earlier than 8:50 am without prior approval)**  
9:10 am - 10 am Free Play Inside/Outside  
10 am - 10:30 am Snack  
10:30 am - 11 am Free Play/Diaper Change/Potty Time  
11 am - 11:20 am Free Play/Music & Movement  
11:20 am - 11:50 am Outside/Holland Hall (if raining)  
11:50 am - 12 pm Wash Hands  
12 pm - 12:25 pm Lunch  
12:25 pm - 12:40 pm Free Play/Diaper Change/Potty Time  
12:40 pm - 1 pm Free Play/Holland Hall/Outside/Pick Up  
**(pickup no later than 1:05 pm without prior approval)**

Baby Room:

9 am - 9:10 am Arrival of Children  
**(drop off no earlier than 8:50 am without prior approval)**  
We follow individual baby schedules between these times.  
12:40 pm - 1 pm Pick Up  
**(pickup no later than 1:05 pm without prior approval)**

Many families choose to combine Preschool and PDO to fulfill their children's needs. We love having Preschool children join us in PDO and point out that Preschool and PDO have different end goals. PDO will reinforce what children are learning in Preschool by engaging in continual conversation with your children, but we do not have a set curriculum and lessons we follow. Consider PDO as a partner to Preschool, not a replacement.

**Attendance** Due to our licensing exemption status, granted by the State of Georgia Bright from the Start program, we are restricted to providing a maximum of four hours of service daily for up to two days per week.

We cannot accommodate **Drop-ins** on the morning of. Last-minute reservations can only be made with permission from the Coordinator or Assistant Coordinator prior to your arrival. If you have not paid, you do not have a reservation.

**SAFETY AND SECURITY GUIDELINES** Your child's safety and security are of utmost importance to our staff. The Preschool and PDO area of the Church may only be accessed by a locked door via a Video Intercom System. This system has been installed in order to restrict access to Church, Preschool, and Parents Day Out staff, parents and guardians. We require each staff member to undergo background checks prior to hiring. We will ask for identification of anyone we do not recognize picking up a student. This includes fathers, mothers, grandparents, aunts, uncles, nannies, or neighbors. If you have a particular concern regarding the safety/security of your child due to custody or other domestic issues, please inform the PDO Coordinator immediately. We will make every effort to implement measures to ensure the safety of every student. Please help us by following these guidelines:

- If someone other than a designated parent or caregiver is to pick up a child, please let us know when you drop off your child. You can also notify us via the emails below.
- If an emergency arises, and you cannot pick up your child, please call the PDO office at 770.427.0293 x229 before 11:45 a.m. or the Church receptionist at 770.427.0293 after 11:45 a.m.
- Children attending Parents Day Out after attending Preschool must have a note on their tote bag EVERY TIME they are to be transferred to PDO after Preschool. We have internal emergency response procedures in place for fire, tornado, and lockdown situations.

Classroom **Safety** is also taken seriously here at FPC PDO. For the safety of the children and our staff, we take several measures to ensure a safe and enjoyable environment. Some of these measures are as follows:

1. Front desk staff
2. Locked exterior doors
3. Doors leading to Preschool and PDO are also locked
4. Security Cameras in hallways
5. All PDO staff are nationally background checked  
(twice a year, every year)
6. All PDO staff are CPR trained
7. First AID kit on hand to include a Lifevac
8. Fenced Playground

We never want to see children get hurt. As many parents know, things happen (trips, thrown toys, children wanting the same toys). Our PDO staff will step in as soon as any issue or incident may happen. If a child were to, for any reason, get scraped, bruised, or bleed we will fill out an incident report for all children involved. Any serious incidents, PDO Coordinator/Assistant Coordinator will call you directly. If a

child were to have any harmful behavior(s) that cause other children or staff harm, we will work with you, as the parent, to solve the behavior(s). Such behavior(s) are as follows (but not limited to):

1. Purposely Biting others
2. Purposely throwing objects AT others
3. Purposely pushing others
4. Purposely hitting/kicking others

If for whatever reason any harmful behavior continues past 3 incident reports, the PDO Coordinator and Committee have reason to pause child(ren) attendance to PDO until said behavior is resolved. When child(ren) behavior is resolved, the PDO Coordinator and Committee may allow child(ren) back into PDO attendance under a two (2) day trial to ensure smooth transition back into PDO. Smooth Transitions include no harmful behavior. After said two (2) day trial, with smooth transition, the PDO Coordinator and Committee will allow child(ren) back.

Every child who attends PDO must have an updated **Emergency contact form** every year and/or whenever the information changes. New emergency contact forms need to be filled out for all students at the time of registration each year. If you move to a new address any time during the year, please contact the PDO office, as well as your child's teacher, providing the current address and telephone number. If anyone listed as an emergency contact person relocates, or your child's physician changes, please advise the PDO office as soon as possible.

The **Health** of the children is important to minimize the spread of germs. Please notify the PDO coordinator if your child has been in class after contracting any infectious condition including conjunctivitis, lice, COVID, or other contagious disease. Parents will be informed by e-mail when we are made aware of the exposure. We will not identify the individual who has exposed the class.

**Please keep your child home when they have the following symptoms:**

Fever - 100.4 or if the child has run a temperature in the previous 24 hours.

Nasal Discharge - Excessive drainage or colored drainage indicating infection (allergy induced drainage is watery and clear).

Cough - Deep coughs or coughs sounding like a seal usually indicate infection.

Sore Throat - include difficulty swallowing or drinking, hoarse voice, or loss of voice

Diarrhea - Please wait 24 hours after the last episode before returning child to PDO.

Vomiting or Nausea - Please wait 24 hours after the last episode before returning child to PDO.

Head Lice - A child with live bugs and/or nits will have to be treated before returning to PDO.

Conjunctivitis (Pink Eye) - Please wait 24 hours after beginning medication before returning child to PDO.

Rash - Large blistering or oozing rash requires a doctor's note verifying it is non-contagious. Other rashes may be cause for removal from the classroom at the discretion of the Coordinator or Asst. Coordinator.

MRSA - Students who have contracted a staph infection within six months of enrolling, or at any time during the school year, must present a doctor's note verifying the infection has been treated and is no longer infectious.

COVID - If a student or a family member tests positive for COVID, contact the office for current COVID protocols in place.

The Coordinator and/or Assistant Coordinator have the right to require a Doctor's note in order for child to return to PDO.

Abuse or Neglect - In the state of Georgia, all teachers and school volunteers are considered mandated reporters and are required by Georgia law (O.C.G.A. 19-7-5) to report any reasonable cause to believe a child is being abused or neglected. Parents Day Out will comply with this law out of concern for the welfare of the children in our care.

We will support you while **Potty Training**. Please let us know when you begin potty training your child as well as the tools used to aid your child. We want PDO to be a helping tool and not set them back as you navigate this transition. We have a kiddie urinal for boys, a floor seat, and a stool plus child seat on the big toilet. Please send extra clothes and underwear during this time.

**Inclement Weather** Parents Day Out will close for inclement weather if Cobb County or Marietta City school systems are closed or delayed for 2 hours or more. If the delay is for 1 hour, we will begin PDO at 10:00 am. Tune in to WSB or search wsbtv.com for the status of Cobb County and Marietta City school systems.

Our **Playgrounds** allow for play in all types of weather. The equipment is designed for the development of mental and physical agility of small and large muscles. We have done our best to provide your child with the safest recreation area possible. We require two adults to be on the playground when students are present.

**Birthdays** We encourage parents to send in a prepackaged, special snack for their child to share with classmates on this special day. Teachers cannot distribute invitations or presents in the classroom. Please do not send gifts with children for after-school parties.

For additional questions contact:

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