

Information/Registration Packet

Parents' Day Out Program

First United Methodist Church - Des Plaines
668 Graceland Ave., Des Plaines, IL 60016
847-827-5561 - fumcdp.org

OUR STRENGTHS

The strongest asset of our program is our staff. They are committed to making this a safe and great place for your child(ren) to play. They have many years, collectively, of caring experience with young children. Another asset is our large, colorful room with plenty of room for fun and play. The program offers a variety of toys to keep young minds busy.

DAILY SCHEDULE

- 9:30 Program opens, parent signs in, child has free play.
- 10:00 We come together for a healthy snack, provided by program
- 10:20 Art project of the day. Small group time.
- 11:00 First diaper change begins, unless needed earlier
- 11:40 Clean up time everyone participates.
- 11:45 Large group time for singing. ABC's, Counting, etc.
- 12:00 Lunch time (you provide the lunch and drink)
- 12:20 Free Play while we clean up after lunch. Coloring projects are available.
- 1:00 Second diaper change begins
- 1:10 Clean up time everyone participates.
- 1:15 Large group for Story time.
- 1:30 Program is closed

You may drop off and pick up at your convenience. Please remember to sign in/out.

DROP-OFF AND PICK-UP PROCEDURES

The program opens at 9:30am. On your registered day, parent must sign your child(ren) in with a telephone number where you can be reached. There is ample parking at the rear of the Church, where you will enter the building. This door is kept locked. Please ring the bell, identify your reason for entering, and someone will buzz you in. You may sign out your child(ren) at your convenience at any time while the program is in session. The program ends at 1:30pm. Promptly (***See Late Fee information***).

PERMISSION SLIPS

Remember to sign a permission slip for any other person picking up your child. We cannot allow your child to leave the program unless we have a signed permission slip from you. We will check ID. Advance notification is always appreciated. In an emergency please call us at (847) 827- 5561.

EMERGENCY PHONE NUMBERS

Please make sure the person you have designated as your emergency contact, who has permission to pick up your child, can come immediately if we are unable to locate you.

HOLIDAY & SNOW DAYS

We follow School District 62 for vacation, holidays and snow days. Everyone will receive a calendar of our scheduled days. Each month we will also post any days we will not be in session. If we are closed because of snow, we will do our best to notify you by telephone early that morning.

HEALTH AND SAFETY

Your child(ren)'s health and safety are our number one concern. While we focus on prevention, we have a first aid kit on site. We will call the paramedics in the event of a serious injury or accident. We will try our best to notify you, or if you are unavailable, your emergency contact. **PLEASE DO NOT BRING A SICK CHILD TO SCHOOL.**

MEDICATION

The Public Health Department will not allow us to give prescription or non-prescription medication to any children. Please do not ask us to. If your child becomes ill during the program, we will notify you immediately to come and pick him/her up. If we are unable to locate you, we will call your emergency contact. If your child is ill or has a fever prior to the start of the class, you may send a substitute in their place. **(See substitute policy.)** It is the parent/legal guardian's responsibility at registration to notify Parents' Day Out of any medical/physical conditions that might require special attention. Your confidentiality will be respected.

PHOTOGRAPHS

At times the children will be photographed at play. Some of these photographs may be used in our program album. They may be displayed from time to time at the Des Plaines Library, our church bulletin board or for recruiting purposes at pre-school seminars. At no time will the children's names accompany the photographs. Photos may also be used in some of our art projects. We usually have photos at the end of the year for you to take home. If you do not want your child photographed, please let us know when your child begins the program.

SUPPLIES

To help offset our cost we ask each family to supply:

- 2 containers of Lysol or Clorox wipes per child
- 4 containers of Re-fill Baby wipes per child
- 2 boxes of Kleenex per child
- 1 pack of paper towels per family
- 1 pack of white copy paper - 8 ½ x 11 per family

TREAT GUIDELINES: Cookies are always welcome, especially for birthday treats - **no cupcakes, please**. Donut Holes are a great treat option! Treats **must be store bought and sealed** - **sorry, no homemade treats are allowed**. **All treats must be PEANUT Free.**

WHAT YOUR CHILD SHOULD WEAR AND BRING TO CLASS

1. Please send your child in comfortable play clothing and shoes that are safe to climb in. **No snow boots in the playroom please.**
2. Every child should bring an extra set of clothing, including socks and underwear. Sometimes we have a water table available for play and the children often get their clothing wet
3. If your child wears diapers, please send at least 3 extra diapers.
4. If the child has a favorite blanket, pacifier or sippy cup, please **LABEL** and pack those too.
5. We discourage bringing toys from home as they can easily be misplaced or may cause a problem if another child wants to play with them.
6. **PLEASE LABEL EVERYTHING YOUR CHILD BRINGS IN TO THE PROGRAM.** Including outer wear.

REGISTRATION AND FEES

Register by May 31, 2025, and receive our early bird registration fee discount of \$40 for one child, or \$50 for two or more children! After May 31, 2025, the registration fees are \$60 for one child, \$75 for two or more children from the same family. ***This fee is non-refundable and is not applied to your first month's tuition.*** This fee is used for art supplies amongst other expenses.

TUITION FEES

The tuition cost is \$35 a day per child. Tuition is paid monthly and is due at the beginning of the month. ***If your tuition fees are not paid the first week of the month, you will be charged a \$10 late fee.*** We plan our staff, crafts, and snacks on a monthly basis, not daily based on these fees. It is possible to send a substitute in your child's place. If you decide to leave the program, please call as soon as possible so your place can be filled. These conditions of participation in the program help to keep the tuition fees at a reasonable level. Your cooperation is much appreciated. We reserve the right to raise fees with a reasonable notice.

LUNCH OPTION

We can provide a lunch for your child for \$5.00 (cash only) per lunch. No reservation needed.

LATE FEES

Please pick your child up promptly at 1:30pm. There will be a Late Fee of \$5.00 with an additional \$1 per minute charged to anyone picking up after 1:35pm. Late fee slips will be handed to a parent in the classroom at the time of pick up that must be signed. ***All late fee must be paid in cash*** to the FUMC-DP PDO Director by the next day before your child can return to the MDO program. Should you be more than 15 minutes late, we will call your emergency contact to come and pick up your child. If your tuition fees are not paid the first week of the month, you will be charged a \$10 late fee.

VACATION POLICY

If you plan to take vacation or days off from PDO, please notify the PDO staff as soon as possible to discuss payment options based on the individual case.

DROP-IN AVAILABLE

If we have the space, you can do a "Drop-In" for \$40 a day. Please call 24 hours in advance.

We appreciate open communication with parents to avoid any misunderstandings. We will do our best to address your concerns and resolve them in a prompt manner. Your cooperation and support are greatly appreciated.

If you have any questions or concerns, please call or email:

Kristin Griffin, PDO Teacher, 773-255-0518, kgriffin3boys@gmail.com

Marisa Raschillo, PDO Teacher, 224-567-0259, mraschillo3@gmail.com

Anne Hardy, PDO Director at home 847-297-4082



For more information on First Church Des Plaines PDO Program, scan the QR Code. Forms and information packets are available under the 'Our Work' tab 'Parents' Day Out' drop down tab.



PARENTS' DAY OUT PROGRAM RULES

Please talk to our child about the playroom rules so they will know what to expect.

We encourage walking in the playroom, running may hurt another child.

On the climbing/slide toys we only allow sliding down, not walking up the slide.

We try to keep the water IN the WATER TABLE. Our friends don't want water in their faces or on their clothes. Water makes the floor slippery.

Play dough or goop are used only at a table.

Books are made of paper. We turn pages carefully and return books to the book corner when we are finished looking at them.

Story time is a time for listening.

At rug time we all try to be patient and polite with our friends. We try to keep our hands to ourselves. Sometimes others don't want to be touched.

The toys in the playroom are for everyone. If you want to play with something that someone else is using, it would be a good idea to let him or her know you would like a turn when they are finished.

At lunch time we eat only our own lunch. We don't share. Sometimes our friends may be allergic to certain foods and we don't want to make them sick.

These rules are posted in the playroom. They are very basic, common sense rules. We like you to have a copy so that if your child has a question or comment about procedure, you may find the answer in this list. We hope you will read over the list with your child(ren) prior to entering the playroom. We want our playroom to be comfortable and non-threatening for all children, and of course safe. If you have any questions or concerns, please ask us.



PARENTS' DAY OUT PROGRAM FAMILY INFORMATION

Child's First Name _____ Last Name _____

Address, City, Zip _____

Birth Date _____

Siblings' _____

Home Phone _____ E-Mail Address _____

Mother's Name _____ Mother's Cell _____

Father's Name _____ Father's Cell _____

Who will pick up your child on a regular basis? _____

A separate permission sheet is provided to add additional people. Without written permission from you, we will not release your child(ren) to any other person. We will ask for identification from any other person picking up other than yourself. Please ask them to be prepared.

EMERGENCY INFORMATION

A person other than yourself to be called in an emergency if the parents cannot be reached. This person must be available to come when called, so please do not use the name of someone who is likely to be out with you.

Name _____ Relationship _____

Home Phone _____ Cell Phone _____

In case of extreme emergency, when a parent cannot be reached, I give Parents' Day Out Program permission to call an ambulance for my child and properly accompany to a hospital where a staff physician will be called. I the parent will accept full responsibility for any expenses incurred.

Signature of Parent _____ Date _____

HEALTH INFORMATION

ALLERGIES:

REACTIONS:

ANY HABITS WE SHOULD BE AWARE OF:

DIAPERS: _____ TOILET TRAINED: _____

PARENTS' DAY OUT PICKUP PERMISSION SLIPS

DATE _____

I give permission for my child _____ to be picked up from Parents' Day Out by:

Name _____

Address _____

Phone _____

Parent's Signature _____

DATE _____

I give permission for my child _____ to be picked up from Parents' Day Out by:

Name _____

Address _____

Phone _____

Parent's Signature _____

DATE _____

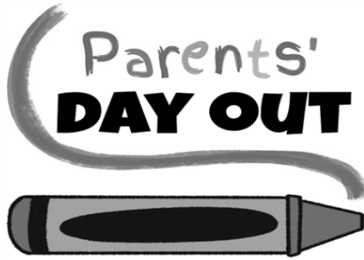
I give permission for my child _____ to be picked up from Parents' Day Out by:

Name _____

Address _____

Phone _____

Parent's Signature _____



**First United Methodist Church Des Plaines
 Parents' Day Out Program
 668 Graceland Avenue, Des Plaines, IL 60016
 (847) 827-5561**

Parents' Day Out (PDO) program is designed to allow parents of children ages 3 months – 4 years old to schedule “free time” during the day. Parents may drop off and pick up their children at PDO from **9:30am - 1:30pm on Monday, Tuesday, Wednesday, and Thursday.** Our PDO program emphasizes preschool play experiences, socialization skills, arts & crafts, musical and pre-academic skills in a recreational setting. Parents provide a lunch and drink. PDO provides a mid-morning snack. Children do NOT need to be potty trained to attend.

Any questions: Call Kristin @ 773-255-0518 or Marisa @ 224-567-0259.

Register by May 31, 2025, and receive our early bird registration fee discount of \$40 for one child, or \$50 for two or more children!

After May 31, 2025, the registration fees are \$60 for one child, \$75 for two or more children from the same family.

Please complete the registration form below and email to Kristin Griffin at kgriffin3boys@gmail.com or drop off at the church office.

Please **PRINT CLEARLY** when filling out the form below and return this half.

Parents' Day Out Registration

Child's first name	Child's last name	
Telephone Number	Birth Date	
Address	Apt.	
City	State	Zip

Please circle days attending:

Monday Tuesday Wednesday Thursday

I, _____ (Parent or Guardian's Name), whose child _____ (Name of child/children) is enrolled in the _____ school year of the First United Methodist Church – Des Plaines Parents' Day Out Program, have received a copy of the Parents' Day Out Information Packet. I have read and understood the policies and guidelines as described in the Packet, and I agree to abide by them.

 (Signature of Parent/Guardian)

 (Date)