



Handbook

Mission Statement

The King's Park International Church Parent's Morning Out (PMO) mission is to help families know God, grow together, discover purpose, and make a difference by providing Christ-centered, quality, safe, and affordable care and education for preschool aged children.

Program Description

Parent's Morning Out is a preschool ministry of King's Park International Church. We are committed to loving, nurturing, teaching, and caring for children in a Christ-centered learning environment. PMO is structured and functions as a half-day preschool. We follow Mother Goose Time© academic curriculum and The Gospel Project© biblical curriculum. Creating and cultivating a fun, engaging, and dynamic atmosphere for children is an essential part of our program. We intentionally incorporate and facilitate lots of play, music & dance, and arts & crafts in our daily schedule. We provide excellent care and education for students to effectively learn and grow spiritually, mentally, socially, emotionally, and physically. We are equipping the next generation to know God, grow together, discover purpose, and make a difference in order to help them thrive in life.

- Ages: 2-4 years old (Children can turn 5 in the program.)
- Location: King's Park International Church
 - Address: 1305 Odyssey Drive, Durham, NC 27713
 - Entrance to building: Upon entering the church parking lot, please drive around the right side of the building and park in front of the red playground. You will see a Parent's Morning Out sign next to the sidewalk. Walk on that sidewalk towards the church building. Just before you get to the church building, turn left, and go through the playground gate door. Once you enter through the playground gate, you will see the door to our classroom on your right. You may drop off and pick up at this door.
 - Classroom: Room number 121
- Days and Times: Monday-Friday 9:00am-1:00pm
 - Children may attend a minimum of 2 days per week up to 5 days per week. Families can choose which days they would like their children to attend, but these days must be consistent. If you need to switch days, we may not be able to guarantee you a spot for different days if we are at full capacity.
 - Our calendar is similar to (but not the same as) the Durham Public School traditional calendar. We will communicate any school cancellations in a timely manner.
- Teacher to Student Ratio: We aim to keep a 1:6 teacher to student ratio, and we always require at least 2 teachers in the classroom.

Contact Us

Marybeth Jorge

PMO Director

Office: 919-544-6304

Cell: 317-504-4311

parentsmorningout@kingspark.org

King's Park International Church

1305 Odyssey Drive

Durham, NC 27713

<https://kingspark.org/pmo>

Calendar

- Weekly Schedule
 - Monday-Friday 9:00am-1:00pm
- Important Dates
 - **First Day of School**- Monday, August 22, 2022
 - **Labor Day**- No school Monday, September 5, 2022
 - **Veteran’s Day**- No school Friday, November 11, 2022
 - **Thanksgiving Break**- No school Monday, November 21 – Friday, November 25, 2022
 - **Last Day of Semester**- Friday, December 16, 2022
 - **Christmas Break**- No school Monday, December 19 – Friday, December 30, 2022
 - **First Day of Semester**- Monday, January 2, 2023
 - **Martin Luther King Jr. Day**- No school Monday, January 16, 2023
 - **Spring Break**- No school Monday, March 27 – Friday, March 31, 2023
 - **Good Friday**- No school Friday, April 7, 2023
 - **Memorial Day**- No school Monday, May 29, 2023
 - **Last Day of School**- Friday, June 9, 2023

Daily Schedule

9:00am-9:30am	Arrival
9:30am-10:00am	Free play
10:00am-10:10am	Diaper change and bathroom break
10:10am-10:30am	Circle time (Prayer, learning songs, classroom rules, calendar, weather, Gospel)
10:30am-10:50am	Snack and Gospel Project© Bible lesson
10:50am-11:10am	Music and dance or arts and crafts
11:10am-11:30am	Mother Goose Time© academic curriculum lesson and activity (i.e., Reading and writing or math and manipulatives)
11:30am-12:00pm	Lunch
12:00pm-12:10pm	Diaper change and bathroom break
12:10pm-12:40pm	Outside playground play or inside play
12:40pm-1:00pm	Clean up and departure

***Schedule is subject to change to best fit the needs of the children in the class.**

Enrollment, Tuition, and Fees

- Non-refundable Registration Fee: \$100
- Monthly Tuition Costs:
 - 10 equal payments August-May
 - Minimum: **\$160** for 2 days/week
 - **\$240** for 3 days/week
 - **\$320** for 4 days/week
 - Maximum: **\$400** for 5 days/week
- Required Completed Forms:
 - Registration Application
 - PMO Handbook

Registration: We are very excited to welcome you and your children to our program! We welcome all children without regard to race, color, national origin, ethnic origin, or religious affiliation. We will accept new children throughout the school year until we have reached full capacity. Your child's enrollment is confirmed upon receipt of the registration fee and the completed registration application. We will send you an email confirmation to notify you of your child's acceptance into the program.

Waiting List: If there are no openings available for your child, you may choose to place your child on the waiting list at no cost. You will be contacted as soon as a spot becomes available. A non-refundable application fee will be due at the time that you accept a position off of the waiting list.

Tuition: We will charge for tuition each month from August to May. The first month's tuition is due on your child's first day of school. From September to May, tuition will be due on the 15th of each month. Payments may be submitted via cash, check, or debit/credit card online. Online tuition can be paid at kingspark.org/PMOtuition. Please make checks out to "King's Park". On the memo line, please put "PMO" and your child's name.

Late Fees: There will be a \$15 late fee for payments received after the due date. There will also be a \$30 fee for any returned check. If the tuition and late fee are not paid by the end of each month, parents will need to discuss the situation with the PMO director and the spot may be forfeited.

Attendance: Please contact the director if your child will be absent. If your child is unable to attend for any reason, you will still be responsible for paying for those missed days.

Withdrawal: Families are required to give two weeks' written notice to withdraw from the program. If two weeks' notice is not given, the parent is still financially obligated to pay for that month.

Drop Off and Pick Up

- Drop Off Time: 9:00am-9:30am
- Pick Up Time: 12:40pm-1:00pm

The classroom will open to children at 9:00am, and we ask that you please drop off your child by 9:30am. **Please pick up your children no later than 1:00pm.** We cannot legally keep the children under our care for longer than 4 hours. **If you pick up your child after 1:00pm, you will be billed \$10.** The late fee is due the next time your child attends PMO.

Students will only be released to adults who have been authorized by parents and listed on the student's information form. Picture identification will be required before release of your child to anyone other than a parent or guardian that a teacher is not familiar with listed on your pick-up form. Persons not on the list you give us will not be permitted to pick up your child. If you need to have someone pick up your child that is not on your list, you must text or email the PMO director and inform us of who will be picking up your child. That person must be prepared to show ID.

What to Bring

- A change of clothing (top, bottoms, underwear, socks) in a labeled, resealable, gallon-size plastic bag
- Snack
- Lunch
- Filled water bottle
- Pack of diapers and pack of wipes if necessary

Personal Items: Clothing for your child should be simple, comfortable, washable, and easy for your child to manage. All clothing, hats, coats, gloves, lunch boxes, and backpacks should be clearly labeled with your child's name. An extra set of labeled clothing, including underwear, should be kept in your child's backpack for emergencies. Each school day, children who are not potty trained need to have at least 4 disposable diapers and a package of wipes in their bag. Children will play outside daily if weather permits, so appropriate outerwear such as hats, gloves, and warm coats should be sent with your child. Please always send your child to school prepared to play outside with appropriate shoes. We ask that you please leave all toys and unnecessary personal items at home.

Food: Please pack a healthy snack and lunch for your child each day. We ask that you provide plenty of nutritious foods that your child enjoys eating and that are easy for your child to eat on their own. Food should be cut into the appropriate size bites ahead of time. Please do not bring food that needs to be refrigerated or heated. We recommend that you provide a lunch box with an ice pack or thermos that will keep items cool or warm if necessary. Please label all food and drink containers with your child's name.

Health and Safety

Cleanliness: Our staff strives to maintain the highest standards of cleanliness. Our classrooms are cleaned and sanitized each school day. All classroom toys and surfaces are disinfected daily. We also frequently wash hands throughout the day. All diaper changes are done on a changing table, and the staff member is required to wear disposable gloves. We follow CDC and NC guidelines and procedures for child care centers. **For our COVID-19 policies and procedures, please read the document, "PMO COVID Policies and Procedures".**

Illness: Please keep your child at home if they are sick and have any of the following: fever, diarrhea, vomiting, Pink Eye, persistent cough, sore throat, head lice, skin rash, colored nasal discharge, or any communicable disease. Your child should be free of symptoms of illness for at least 24 hours prior to returning to PMO. If your child develops any of the above symptoms during the day, a parent will be contacted and asked to pick up your child immediately.

Medications: Staff members are not permitted to dispense any medications. The only exception for this is in the case of an allergic reaction where an epi-pen is necessary. Please make the necessary arrangements for your child to take medications before or after school hours. If your child has an epi-pen, please make arrangements to show classroom teachers the proper procedure for administering it should it be needed for an allergic reaction.

Emergencies: If necessary, we will call 911 and an ambulance will take your child to your preferred hospital. In the case of serious injury, we will make every attempt to contact a parent. If a parent cannot be reached, we will contact persons listed on your emergency contact form. Please notify us with any changes to emergency contact numbers.

Potty Training

Please take your child to the restroom before entering class. Teachers are willing to work with your child as he or she is potty training. Please dress your child in clothing that will allow for as much independence as possible. Your child is required to bring a complete change of clothes every day. Please send additional underwear or pull-ups as well. We will deal with accidents in a calm manner. In the case of multiple accidents in regular underwear, we will put your child in a pull-up for the rest of the day. We will continue to take your child to the bathroom, but he or she will be changed into a pull-up for continuing accidents. Children will not be forced to use the bathroom at any time.

Discipline

We work hard to provide a caring environment that encourages love and respect for others as well as growth in self-control. There will be absolutely no physical or harsh punishment. Discipline is individualized and consistent for each child and appropriate to the child's level of understanding. A caregiver may only use positive methods of discipline and guidance that encourage acceptable behavior and self-control, which include:

- Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation, or time out, from the group when appropriate for the child's age and development.

If we feel that a child is exhibiting consistently disruptive behaviors that need further intervention, we will discuss this with the parents in seeking solutions to deal with the child's behaviors. If disruptive behavior persists, we may ask that the child be removed from the program.

Staff

Our qualified staff is committed to sharing in the heart of this ministry to love and care for our children and their families. All of our staff have passed criminal background checks and have been given program specific training. Our director is First Aid and CPR certified.

Photographs

We will take photos of the children as they participate in the PMO program throughout the year. We like to highlight our activities and events for our parents, church, and program advertising. These photographs may also be posted on our ClassDojo. We might also use your child's image on our website. If you **do not** want your child photographed, please indicate this on your registration application. We respect your decision regarding this topic.

Operating Policies

PMO reserves the right to change or add any policy as deemed necessary to provide the most appropriate environment for children, families, and staff. We will communicate all necessary changes within a timely manner.

By signing this form, I acknowledge that I have read, understand, and will adhere to these policies outlined in the Parent's Morning Out Handbook.

Name of Child

Name of Parent/Guardian

Parent Signature

Date