

**Smyrna First United Methodist Church
Parents' Morning Out Program**

2019-2020 Preliminary Calendar

August 18	PMO Parent Orientation; 1:30 pm, Sanctuary
August 19	Classroom Visitation for Mon/Wed Classes; 9:30 - 10:00 am
August 20	Classroom Visitation for Tues/Thurs Classes; 9:30 - 10:00 am
August 21	1 st day of school for Mon/Wed Classes
August 22	1 st day of school for Tues/Thurs Classes
August 21 - September 5	Early Dismissal (Pick up from 10:45 - 11:00 am)
September 13 & 14	Fall KinderMart Consignment Sale
September 23 - 27	NO SCHOOL - Cobb County Schools Fall Break
October 10	Fall Family Playdate for all PMO Classes (Families arrive at 11:00 am - 12:00 pm)
November 5	Election Day - No School
November 25 - 29	NO SCHOOL - Thanksgiving Holidays
December 19 - January 3	NO SCHOOL - Christmas Holidays
January 6	School Starts Back for Mon/Wed Classes
January 7	School Starts Back for Tues/Thurs Classes
January 20	MLK - No School
January 26	2020 - 2021 Open House for Prospective Parents; 1:30 pm, Chapel
February 17 - 21	NO SCHOOL - Cobb County Schools Winter Break
February 28	Spring Family Playdate/Art Show for all PMO classes (Families arrive at 10:00)
March 20 & 21	Spring KinderMart Consignment Sale
April 1	Easter Egg Hunt for Mon/Wed Classes
April 2	Easter Egg Hunt for Tues/Thurs Classes
April 6 - 10	NO SCHOOL - Spring Break
May 13	Last day of PMO for Mon/Wed Classes
May 14	Last day of PMO for Tues/Thurs Classes

2019 - 2020 Parents' Morning Out Handbook



Smyrna FUMC Parents' Morning Out

2019 - 2020 Handbook

Welcome to the Smyrna First United Methodist Church Parents' Morning Out (PMO) Program! We are so pleased that you have chosen our "structured play" program to nurture and love your child for the upcoming 2019- 2020 school year! This handbook is designed to provide you with general information regarding our program and our church community.

It is our mission is to provide a Christ-centered, loving, and safe environment for all of God's children, where they are encouraged to explore in developmentally appropriate ways. Our goal is not to rush early academics. Rather, it is our goal to foster within these young learners—whom we call our Early Explorers—a sense that school can be a safe and fun place, that there can be trusted adults outside of primary caregivers. We hope to teach—and model—to our students the very things that all good citizens of the world should know: to share, to love the person in front of you, to leave things better than you found them, to have courage and be kind, and, above all else, to know that you are loved by God. We love our school and hope you and your child will feel that love.

Our program affords students of any race, color, national, and ethnic origin all the rights, privileges, programs, and activities provided or made available to students at the school. Our program does not discriminate on any basis in the administration of its educational policies, admission policies, scholarships and loan programs, or any other school administered programs.

We are looking forward to a successful and rewarding year with your child.

Blessings & thanks,

Julia Shod

Director of Nursery Ministries
Smyrna First United Methodist Church
1315 Concord Road
Smyrna, GA 30080
(770) 436-4108 ext. 260
Jshod@smyrnafumc.org

ALLERGIES

Life-threatening allergies to certain food products such as peanuts and dairy items pose a dilemma for programs that serve large numbers of children. We have designed our allergy policy to be flexible and hopefully meet the needs of all children attending the program.

Severe allergies - those which require the use of epi-pens or antihistamine products - present a special challenge that we try to address on a case-by-case basis. Because PMO is located in "shared" space, we cannot guarantee that products that pose life-threatening risk such as peanuts, dairy products, etc. have not been in the classrooms while they are not in use by PMO staff and participants outside of . PMO hours. However, we make every effort to minimize such risks with appropriate cleaning practices, limiting access to the classroom space, and establishing standardized guidelines for all church activities. Further, PMO reserves the right to limit the use of allergen products in the classroom in the event that a child with severe allergies is part of the group. With appropriate documentation from the affected child's physician, we simply request in writing that those products not be part of that class.

We have found that parents are more than willing to make adjustments for the health and safety of their child's classmates.

If your child has an allergy to certain foods, insect bites, etc. which necessitates the use of an antihistamine medication or an epi-pen, please send in a medical form completed by your child's physician and return it to Smyrna FUMC PMO to be kept on record in both the classroom and the PMO office.

CLOTHING

Please allow your child to wear loose, comfortable, washable clothing. Please include an additional set of clothing in your child's bag in the event of spills, accidents, etc.: All removable clothing; (sweaters, coats, hats, gloves, bows or anything a child may take off) SHOULD BE MARKED WITH THE CHILD'S NAME.

Weather permitting, your child will be going outside to play or taking a ride in the stroller buggies.

Well-fitting tennis shoes are REQUIRED. No boots, flip-flops, jellies, Crocs, sandals, dress-up shoes, or any slip-on shoe of any type or design is allowed as they may cause accidents and injuries in the classroom or on the playground equipment. Please ask if you need further clarification or have any questions. *Children with inappropriate footwear will not be allowed to play on the playground due to safety regulations.

BIRTHDAYS

Please feel free to give special attention to your child's birthday! Decorated cookies or another special treat such as mini muffins or munchkins are wonderful to share with your child's classmates. (We are a NUT –FREE facility, however.) **We ask that all treats be store-bought and sealed in the original package until time to share. This will enable the teachers to check ingredients for any potential allergens.** Please let your child's teachers know ahead of time if you plan on bringing in a treat so that they can have plates, napkins, etc. ready. We ask that NO goodie bags or balloons be given to the class.

HEALTH AND SAFETY ISSUES

A child should not attend school if any of the following symptoms are present or have been exhibited within the previous 24 hours:

- Temperature of 100 degrees or above;
- Diarrhea;
- Vomiting
- Pinkeye;
- Severe, runny nose;
- Persistent, heavy coughing;
- Extreme congestion;
- or other obvious signs of illness.

If a child develops these symptoms during the school day, the child will be isolated and parents will be contacted and requested to pick up the child. In the event that a parent cannot be contacted, the emergency contact listed on the registration form will be called.

NOTE: PMO reserves the right to send your child home if the teacher(s), or Director feels that the child's health poses a potential for exposing other children in the classroom.

INCLEMENT WEATHER POLICY

Smyrna FUMC PMO follows the Cobb County School System's decisions in the event of inclement weather. If Cobb County schools are closed due to snow, ice or other disruptive events, our program will also be closed. Please check with media outlets for school closure announcements.

REASONS FOR DISMISSAL

Non-payment of fees can result in dismissal. Any account as much as 30 days in arrears will make the child subject to suspension until payment is made. Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents and a trial period can be arranged. Repeated tardiness in arrival or picking up a child can result in dismissal from the program.

Smyrna FUMC PMO Policies and Guidelines

Smyrna FUMC PMO is open Monday thru Thursday beginning in August and continues through May (see Calendar at end of handbook for specific dates). Smyrna FUMC PMO follows the Cobb County School calendar, meaning we are closed for the same holidays and teacher work days.

HEALTH CERTIFICATES

A health certificate with a certified record of immunizations (GA DHR Form 3231) MUST on file no later than September 1, 2019. No child may remain in school after this time without an immunization certificate. This is a STATE LAW. You will be notified if your child's certificate is not up-to-date. You may have your pediatrician's office fax these forms to the school at 770-436-6100.

BIRTH CERTIFICATES

All newly enrolled students must have a photocopy of a certified copy of their birth certificate on file in the school office.

SCHOOL HOURS

All classes meet from 9:00 am to 12:00 pm. Teachers will begin to take children out of cars from the carpool line at 8:45 am and will begin dismissing at 11:45 am. Teachers will expect the people picking up at the end of the day are on your child's authorized pick up sheet and will have our personalized school carpool tags. If another person will be picking up your child, this person's name must be listed on the application form and the person must present a valid identification that includes a photo. **No child will be released to a person not authorized for pick up by a parent in writing. There will be no exceptions to this policy.** Teachers will ask for a picture ID if they do not recognize the person picking up. This is for the safety and security of your child!

Please be on time to pick up your child. It is upsetting to your child to be the last child in the room, and they become anxious. A late pick-up fee of \$1.00 per minute after 12:10 pm will be assessed with a maximum of \$50.00 per late pick-up. Habitual tardiness in picking up your child is cause for dismissal from the program.

A NOTE ABOUT NOTES/BAG MAIL

Please send a written note if your child is riding home with someone else. If your home phone number, work phone number, or emergency number should change, please notify us immediately in writing. We will not send home any solicitations other than those that come directly from the weekday ministries or Smyrna First United Methodist Church.

Information from the school or your child's teacher will be sent home in a school folder within your school bag. Please be sure to check your child's folder daily.

Parents' Morning Out Staff

PMO DIRECTOR

Julia Shod, 770-436-4108 ext. 260
jshod@smyrnafumc.org

PMO STAFF

There are at least two adult teachers in each classroom. Teachers are placed based on their individual strengths, aptitude, preference, and experience in working with children of different ages. Our qualified teachers are truly a blessing and the backbone of our program.

All staff personnel are CPR and FirstAid certified and have received United Methodist "Safe Sanctuaries" training. In addition, they attend a yearly training and professional development conference. Our top requirement is that the staff has a personal relationship with Jesus Christ and are willing to share His love with and for the children!

SAFE SANCTUARIES

Smyrna First United Methodist Church is a *Safe Sanctuary* for children! As a Christian community of faith and a United Methodist congregation, we

- Screen all of our workers;
- Implement prudent operational procedures in all programs and events;
- Train workers regarding policies and methods, report suspected incidents of child abuse, and respond appropriately to both victim and the accused, as well as to media inquiries if an incident occurs.

All teachers and staff are screened through a reference procedure and through criminal background checks with appropriate law enforcement agencies. PMO staff must attend a required training on reducing the risk of child abuse and sign a Covenant Statement pledging to follow all procedures and policies.

Discipline training is offered to all teachers concerning the use of positive statements, establishing rules and behavior expectations, when to call in the PMO Director and/or parents, and what to do in a threatening behavior situation.

If you have any questions or concerns about *Safe Sanctuary* policies, please feel free to contact the Director for further information.

CLASSES & TUITION

<i>Class</i>	<i>Ages</i>	<i>Days/Week</i>	<i>Student/ Teacher Ratio</i>	<i>Reg Fee</i>	<i>Annual Tuition</i>	<i>Payment Plan (3)</i>
Baby <i>Bee</i> Cruisers Class	2 months - 7 months	Monday/Wednesday	6:2	\$300	\$1,800	\$600
Baby <i>Bee</i> Movers Class	8 months - 12 months	Tuesday/Thursday	6:2	\$300	\$1,800	\$600
Younger Toddler <i>Birdie</i> Class	13 months - 17 months	Monday/Wednesday or Tuesday/Thursday	8:2	\$300	\$1,650	\$550
Older Toddler <i>Owl</i> Class	18 months - 23 months	Monday/Wednesday or Tuesday/Thursday	10:2	\$300	\$1,575	\$525

A non-refundable registration fee of \$300 is due to secure child's placement. Payments are due May 31, 2019, August 31, 2019, and November 30, 2019. Registration fee is separate from annual tuition. The age breakdown for PMO classes are based on the child's age on September 1, 2019.

If you choose to make payments online, please visit our church website at www.smyrnafumc.org, and follow the instructions below:

- Click on the "Give" tab at the top of the page.
- Select "Online Giving".
- Click "Quick Give" (or "First Time" if you want to create an account).
- Indicate that you are making a PMO payment by using the dropdown feature and select Parents' Morning Out.

To mail or bag mail your check to Smyrna FUMC PMO, place your check in a sealed envelope and place in your child's folder. Please try to avoid placing your check inside of your child's bag. This will help prevent your payment from getting overlooked. Payments made in cash should be hand-delivered by an adult to the PMO Director's office, and a written receipt will be issued.

If you chose to mail your payment, please make checks payable to SFUMC PMO and mail your payment to

Smyrna First United Methodist Church
Attn: Julia Shod PMO
1315 Concord Road
Smyrna, GA 30080

Any tuition payment as much as 30 days late arrears will make the child subject to suspension until payment is made. If a financial problem should arise, please contact our office. We are happy to work with you if there are difficulties associated with meeting your financial obligation. However, if we are not made aware of extenuating circumstances, we can't help, so please call us.

DISCIPLINARY PROCEDURES FOR STUDENTS

We try to structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. However, when discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Then redirection is used with the teacher offering an alternate activity to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this “time out” within the classroom does not affect the behavior, the child is removed from the classroom and taken to the Director’s office. A parent may be called at this point if the Director feels the need for input or assistance in determining the most effective way to handle the behavior.

Any behavior that a teacher deems dangerous to either the child exhibiting the behavior or to other children in the classroom will be cause for the child to be immediately removed from the classroom. We will make every reasonable effort to cooperate with the parents and the child, but extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from the program.

BITING POLICY

It is the school’s experience that biting by toddlers and young two year olds is usually an expression of frustration because the child does not have sufficient command of language to explain why they are upset. Biting can result from toys being taken away, being hungry or tired, or any number of issues where the child feels helpless or upset but can’t explain it to another child or the teachers. Teachers make every effort to avert these situations from happening and to try to redirect or address the child’s issues if at all possible. However, repeated biting cannot be tolerated because of the health and safety of all the children in the classroom. Our policy is as follows:

ONE BITE: Child is separated in the classroom from other children and given an opportunity to rejoin activities within a reasonable amount of time. Parents are notified.

SECOND BITE: Child is taken to director’s office and parents are called.

THIRD BITE: Child is suspended from the program for one month. A subsequent bite after returning from a suspension would be an automatic dismissal from the program.

CLASSROOM ADMITTANCE

For the safety and welfare of all of our children, we have a strict policy of limiting the classroom area to teachers and children, except on scheduled events. Parents are not allowed in the classroom. Please know that this policy is not only for the safety of the children, but also smooths the transition of being dropped off for the child.

WHAT TO BRING WITH YOUR CHILD

PMO will provide each child with a labeled school tote bag. Please send the following items in their school bag each day your child attends PMO:

- A **weather appropriate** change of clothes, including underwear and socks for those children who are potty-trained;
- At least three **labeled** diapers for those who are not potty trained;
- Babies needing a bottle should bring in a **labeled** bottle and formula with instructions for the teacher (when to feed and how much);
- Toddlers should bring in a **labeled** sippy cup with water in it to drink; if needed, **labeled** comfort items such as blankets, pacifiers, special toys, etc.

SNACKS

Smyrna FUMC PMO provides a snack for toddler classes at mid-morning. This snack, usually Goldfish, Pirates Booty, Graham Crackers or Veggie Straws, will be provided unless allergy restrictions prohibit your child from eating the snack or you specifically request in writing that the snack not be given.

Parents of baby classes should provide their own snacks and have all necessary implements included, such as spoons, bottles, formula, baby food, etc. Please do not send foods that need to be refrigerated or cooked – PMO does not have the capacity to provide these needs.

POTTY TRAINING

PMO staff is delighted to support your home efforts to potty train your child. If you are in the process of potty training, please make sure your child’s teachers are aware of your decision to initiate this major milestone. Typically, potty training occurs in our older toddler class in January. The teachers will make every effort to follow similar guidelines you have implemented at home. However, please be aware that you are potty training one child; the teachers will need to also be caring for and instructing other children. Therefore, certain guidelines are necessary:

Pull-ups are required until your child is fully potty trained. Pull-ups must use the resealable tabs so that your child’s teacher can change the pull-up on the changing table. This is for sanitary reasons and for the cleanliness of our facility. Several changes of clothing, including socks, should be included in the bag in the event of an accident. Please do not bring your child in cloth underwear your child is mostly free of accidents and an tell you they need to use the restroom on a regular basis.

ROOM PARENT

Room Parents play a crucial role in our Parents’ Morning Out by facilitating out-of-class social engagements and helping to foster a strong sense of community among our PMO families. Becoming one of the room parents in your child’s class is a great way to get involved. For more information on being a Room Parent, ask your child’s teachers, and we will provide some additional information.

CAR POOL ARRIVAL AND DISMISSAL GENERAL POLICIES

Children should arrive at school between 8:45 - 9:00 am. At 9:00 am, or when the last car in line has been unloaded, all doors will be locked. Parents arriving after this time should walk their child to the double doors and knock on the door. A staff member will come to the door and walk your child to his or her classroom. **Please know that habitual tardiness is unfair to your child and an imposition on the staff.**

Dismissal loading will begin at 11:45 am and continue until 12:00 pm. If you are delayed on your way to pick up your child, please call the church at 770-436-4108 extension 260 so that we will know. **An overtime fee will be assessed for late pick up (see School Hours).**

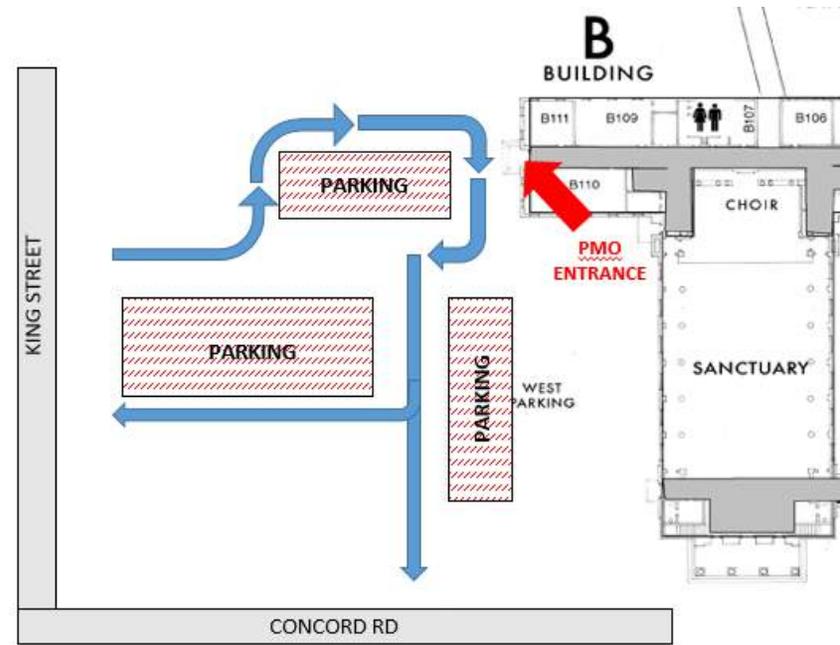
Each parent will be given a carpool tag to be hung on the rearview mirror of your car at pick up and drop off. These signs enable the teachers to load and unload the children more efficiently, so it is very important that they are placed so that they are readily visible. Please draw an arrow pointing in the direction that your child's car seat is in on so the teachers know what side your child is on. Each family is given 2 car pool signs, additional car pool signs can be requested by emailing the PMO director. If an authorized person is picking up your child on an occasional basis, it is most helpful if you give your car sign to that person.

It is imperative that all parents drive with extreme caution in our parking lot. **Please use courtesy and extreme caution!** The safety of our children is of utmost importance. **Speeding and reckless conduct in the parking lot will not be tolerated.** Children must remain buckled in their car seats until a teacher opens the car door for unloading. Although cars are moving very slowly, they are still moving, and we cannot take any chances with the safety of our children!

The use of cell phones while your child is being loaded or unloaded is strictly prohibited. This should be a time for greeting your child or saying good-bye for the day, rather than a time for conducting personal business. This is also a safety issue, as cell phone usage can be a distraction from careful driving in the parking lot.

Children are to be properly restrained in vehicles before leaving the parking lot. Teachers will buckle in the children, **but all parents should pull over and be sure that their children are PROPERLY BUCKLED before leaving the premises.** We hope that you are constantly vigilant to the safety of your child when they are a passenger in your own car or van. SFUMC takes no responsibility for the fashion in which children are restrained in your vehicle.

Parents of children PMO should enter the West Parking Lot from King Street and proceed as indicated on the attached map. Parents should remain in the car at all times. Exit the parking lot by the King Street or Concord Road exit. See enclosed map.



SOCIAL MEDIA POLICY

The SFUMC PMO policy applies to all parents and caregivers of children attending Smyrna First United Methodist Parents' Morning Out, as well as staff. This policy includes ALL social networking and sharing sites, such as Facebook, Instagram, Twitter, blogs, forums, You Tube, etc. As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We therefore require that.

- With the exception of your own child, no photographs taken within the PMO settings or at a PMO special event are to be posted for viewing on personal social media accounts. This includes children visible in the background of photos. Parents are advised that they do not have the right to upload photos of anyone else's child to their personal accounts if the picture was taken at PMO or at a PMO sponsored event.
- All photographs (taken at PMO or at PMO events) containing children other than your own may be shared via the private classroom Shutterfly share-site or via personal e-mail or text.
- You may NOT tag the children/parents in these photos.
- Staff should not accept parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at PMO. Staff should avoid personal communication, including on social networking sites, with the parents and caregivers with whom they act in a professional capacity.
- Any concerns or breaches of this policy should be reported to the Parents' Morning Out Director.