

Duke Memorial Parents' Morning Out



Parent Handbook

Duke Memorial UMC
504 West Chapel Hill St
Durham, NC 27701

<http://www.dukememorial.org/pmo.html>

919.683.3467 ext 117

Dear Parents,

Welcome to Duke Memorial United Methodist Church Parents' Morning Out. The mission of Parents' Morning Out is to create a compassionate, safe, and nurturing Christian environment for infants, toddlers, and their parents. Duke Memorial's PMO has been a part of the community for almost 25 years. We truly believe children are a blessing from God and we thank you for sharing your blessings with us.

I encourage you to explore this Parent Handbook and to feel free to ask questions. On behalf of our loving and dedicated teaching staff, I wish to express how excited we are to be with you during this part of your family's wondrous journey!

Sincerely,

Harriet Putman, PMO Director
harrietputman@dukememorial.org

TABLE OF CONTENTS

PMO Calendar.....	Page 4
Introduction & Procedures for Enrollment.....	Page 5
Fees and Tuition.....	Page 6
Arrival and Departure Information.....	Page 7
Dress Code and What to Bring.....	Page 9
Classroom Management Guidelines.....	Page 10
Health Information.....	Page 11
PMO Lunches.....	Page 12
Contact Information for PMO Staff.....	Page 13

PARENTS' MORNING OUT CALENDAR

2011-2012

FALL SESSION

Wednesday, August 31st – Teacher Workday

Thursday, September 1st – PMO Orientation 7:00pm in Whitford Hall

Tuesday, September 6th – First day of Fall PMO

Friday, November 11th – NO PMO – Veteran's Day Holiday

Wednesday, November 23rd - Friday, November 25th – NO PMO – Thanksgiving

Monday, December 19th- Monday, January 2nd – NO PMO – Winter Holiday

SPRING SESSION

Tuesday, January 3rd – First Day of Spring PMO

Monday, January 16th – NO PMO – Martin Luther King Jr. Holiday

Teacher Workday

Monday, February 6th – PMO Lottery for Weekday School slots

Wednesday, February 8th – Weekday School Lottery

Monday, February 20th – NO PMO – President's Day Holiday

Monday, April 9th – Friday, April 13th – NO PMO Spring Break

Friday, May 25th – Last Day Spring PMO

AGE OUT REMINDERS

1. If your child turns 3 before August 31st in the Fall, he/she is ineligible to enroll in the Fall semester.
2. If your child turns 3 before May 31st in the Summer, he/she is ineligible to enroll in the Summer semester.

INTRODUCTION

Welcome to Parents' Morning Out (PMO) at Duke Memorial United Methodist Church. The mission of Parents' Morning Out is to create a compassionate, safe, and nurturing Christian environment for infants, toddlers, and their parents. We are excited that you have chosen our PMO for your child.

PMO is open year-round (except for the month of August) from 9:15AM until 1:00PM Monday through Friday, for children between the ages of 8 months and 3 years. Children may attend one or two days per week depending on available spaces in the program.

Procedures for Enrollment

- 1) Children who are new to PMO must submit an Application for Registration along with a non-refundable registration fee of \$30.00. The fee must be submitted at the time of registration. Checks should be made payable to Duke Memorial United Methodist Church.
- 2) Registration Forms for enrollment will be accepted in the following order:
 - Currently enrolled PMO children and their siblings
 - Children of Duke Memorial UMC members and staff
 - New children to Duke Memorial PMOIf PMO spots are filled at the time of your child's registration, he/she will be placed on a waiting list and you will be notified when a spot becomes available.
- 3) The immunization form is required for every enrolled child. Forms can be obtained from the Director as well as downloaded from <http://www.dukememorial.org/pmo.html> Please complete and turn in form within a month of your child starting PMO.
- 4) Towards the end of each semester, Preference Forms are given to parents of currently enrolled children to indicate their preferences for the next semester. Parents will indicate on this form if their child is continuing in PMO for the next semester, if the child is aging out (see bottom of PMO Calendar), or if the parent wants to change/add days to the child's enrollment.
- 5) Duke Memorial PMO does not discriminate on the basis of race, color, national origin, or religion (except that Duke Memorial Church members' children are given priority for registration) or national origin.
- 6) Parents may list special requests in writing on the registration form, but these requests cannot be guaranteed.
- 7) Ratios of children to staff are as follows:
 - Baby Room (8 mos-18 mos) – 7 infants to 2 staff
 - Older Rooms (18 mos up to 3 year olds) – 9 children to 2 staff

Ratios are subject to change based on the Director's discretion, within state guidelines.

Fees and Tuition

- 1) A non-refundable, one time registration fee of **\$30.00** is to be paid at the time of registration for each child.
- 2) Tuition for the 2010-2011 school year is:
 - 1 Day a week: \$70.00/month
 - 2 Days a week: \$140.00/month

Payments are due no later than the 15th of each month. After the 15th, a \$10.00 late fee will be added. Payments may be mailed, placed in the payment box at the end of the PMO hallway, or placed in the box on the Director's office door. Tuition is the same each month regardless of holidays or vacations. No deductions are made for absences, and there are no "make up" days. Our Federal Tax ID# is: **56-0685370**.
- 3) In the Fall and Spring semester, each family is assessed a supply fee of **\$25**. We do not collect this fee for the Summer session since it is shorter and enrolled children attend on one side or the other of this semester (or both.) The supply fee covers costs for snacks, wipes, paper towels, tissues, cleaning supplies, and some arts and crafts supplies for the classrooms. It may be included in your first tuition payment of the semester. You will not need to supply these necessities. However, sometimes teachers will post "wish lists" outside of their rooms for items they would like to include in the classroom or use for craft activities. These are optional but appreciated!
- 4) Duke Memorial PMO is unable to accept credit cards or other electronic transfers at this time. All payments must be made by cash or check. If mailing your tuition payment, use the following address:

Duke Memorial PMO
504 West Chapel Hill St.
Durham, NC 27701

CHECKS PAYABLE TO: Duke Memorial UMC
Do not send payments with your child or in his/her bag.

WITHDRAWAL: If it becomes necessary to withdraw your child for any reason before the end of the semester, please give a two weeks written notice to the PMO Director. If two weeks' notice is not provided, tuition will be charged on a prorated basis to the day of the withdrawal for that month.

Arrival and Departure

HOURS: The PMO hours are from **9:15 am to 1 pm**. Please adhere to these hours. We cannot legally have children under our supervision for longer than four continuous hours a day, so please wait until 9:15 to drop your child off in the classroom. Children in the Baby Room are to be picked up in the classroom. Weather permitting, the older children will be picked up on the playground. Remember to leave extra time at pick up time for parking and entering the building in order to get your child by 1:00PM. The teachers are not paid past 1PM and appreciate your promptness. **A late pick-up fee of \$5.00 after 1:00pm** will be charged if you are late picking up your child. Repeated late charges may result in a child being dropped from the program.

PARKING: All PMO parents are asked to park in the paved lot across from the playground on Memorial Street. **Please DO NOT park along the sidewalk behind the playground.** This is especially important during the regular school year when the Weekday School uses that area as a “buckle up” area for their carpool line.

ENTERING THE BUILDING: The PMO entrance is next to the playground under the red awning. You will need to have a code to enter. This specific code works for PMO hours only. If you or another designated adult does not have the code, please use the intercom. You will be asked to state what program you are there for and the name(s) of your child’s teacher(s).

The PMO hall is located on the 2nd floor once you have entered the building on the Ground Floor. The elevator is around the corner to your left or you may take the stairs to your right just after entering and up two flights. Once on the 2nd floor, follow the hallway to your right. PMO classes are at the end of the hallway as you turn the corner..

Once on the PMO hall, please wash your child’s hands before entering the classroom. The bathroom is on the left as you enter the PMO hall.

SIGN-IN SHEET: There is a blue sign-in sheet for each room. The baby room sheet hangs outside the door; the others are in the classrooms. We ask that you sign your child in each morning and give us the best contact info for that day. If there are any special instructions for your child (e.g. diaper rash, using the potty etc.) please note it on the sign in sheet. Please notify the teachers if someone other than a parent or regular caretaker is picking up your child and write the name on the blue sign-in sheet.

IF YOUR CHILD IS NEW TO PMO OR TRANSITIONING FROM BABY ROOM TO AN OLDER ROOM: To make his/her adjustment as easy as possible, we ask that for the first few times you plan to bring him/her for 1 ½ hours. The staff will assist you in lengthening your child’s stay. Shortened days (beyond the first week) for children new to PMO may be needed for those children having a difficult time separating from their parents.

ALTERNATES: Each parent is asked to sign up as an alternate for **each day** that your child attends. For example, if your child attends on Tuesdays and Thursdays, you are asked to sign up for one Tuesday and one Thursday for that semester. In the longer semesters (Fall and Spring), you are asked also to sign up once as the 1st alternate and once as the 2nd alternate. In the summer you are only required to sign up for one spot for your child's day(s). Alternates are used in the event that a teacher is running late unexpectedly or if the Director is unable to secure a substitute for the day. The alternate will then act as the substitute for the day. The alternates need to check in on their assigned day no later than 9:15, making sure all classrooms are staffed with two teachers before leaving. Please take this duty seriously and avoid making appointments or having other obligations on your assigned day. This is important so that we can always have two adults in every classroom. Alternate sign -up sheets will be available at Orientation and the first week of the semester. If you would like to sign up in advance, please email the Director (harrietputman@dukememorial.org) your preference for dates and include a second preference in case your first choice has been taken.

TEMPORARY SITUATIONS: Please notify your child's teachers if you will be out of town, if a family member is hospitalized, or if other emergencies occur. This information enables us to effectively help your child since home disruptions may affect behavior at school.

WEATHER POLICY: When the Durham Public Schools are closed, Duke Memorial PMO will also be closed. When the public schools are delayed, PMO will be closed. If Duke Memorial PMO is closed for more than five days during the year due to inclement weather, the Advisory Board will adjust the calendar to add makeup days at its discretion. Please listen to WTVD news for weather closings or check the Durham Public School's website at: www.dpsnc.net

DRESS CODE FOR PMO AND WHAT TO BRING

Please dress your child in comfortable clothes that are not their best outfits. The children get messy at times with food, arts and crafts materials, and on the playground and we don't want to see anyone's best clothes ruined. It is best to dress in layers as the temperature in the building can vary greatly. For older children, please be sure to dress them for the day's outdoor conditions as well. They do go outside daily even on the chillier days. The playground is shaded and can be cool. Teachers are happy to help children put on hats, mittens etc. Again, please be sure to label these items. For the children who do go outside, it is best to have closed toe, nonslip, durable shoes. Please refrain from sending your child in sandals and crocs as they are not as safe on the playground and the mulch can get in them and hurt little feet.

If your child needs sunscreen and/or insect repellent, please apply it before arrival at PMO.

WHAT TO BRING TO PMO: All items should be **clearly labeled** with your child's name!!!

1. A small backpack (for older children) or other bag (for babies). Please attach emergency contact info on the outside of the bag. We have emergency contact cards at PMO for this purpose. They fit well in a laminated luggage tag (these may be purchased at Staples, Office Depot etc.)
2. 2 diapers labeled with your child's name on the front. A sharpie works well for this.
3. A sippy cup, bottle etc. with milk, juice, water or whatever your child likes to drink best. This will be used at snack time and lunchtime. If your child is in the older room, a 2nd sippy cup of water should be provided in the summer and on warmer days for them to have on the playground. If your child tends to drink a lot or will only drink a certain beverage, please provide accordingly.
4. Lunch, if your child stays the entire time, will need to be provided. Lunchtime in all rooms is typically around 11:30. Lunch should include easy to eat finger foods (jarred foods are fine in the baby room.) Please remember that our teachers are watching many children eat at one time. We ask for safety's sake that you cut food into small, manageable pieces and that you refer to the suggested lunch list (attached) to get familiar with items that we ask parents not to provide. In the older room, it is preferable to pack lunch in one divided container rather than multiple containers. **Please label all food containers.** There are refrigerators and microwaves in all rooms for food storage and prep. Snacks are provided by PMO and are generally offered soon after your child arrives in the morning.
5. An extra outfit in a labeled ziploc bag. This outfit will be kept in their bag for the semester. Please change the clothes in the bag to suit the changing weather.
6. Any additional items that will help your child's adjustment. Please be sure to label anything that comes in with your child. This includes blankets, pacifiers, "lovies" etc.

Classroom Management Guidelines

One of the primary goals of PMO is to help young children grow in their relationships with others. Discipline will focus on positive behaviors that encourage skills such as sharing, taking turns, and cooperation. Simple and clear rules will be established in each classroom. No form of physical or corporal punishment shall ever be administered. Redirection and constructive solution techniques will be used by the staff. All children and staff members will be protected by our use of the Safe Sanctuaries policy as well (posted on PMO Hall).

The following behaviors will result in a written incident report being given to the parent(s), as well as being filed:

- Injury
- Allergic Reaction
- Biting

There may be times, however, when a child's behavior affects the atmosphere of the classroom. Behaviors that may be disruptive to a classroom include aggression, defiance, disobedience or disrespect. If these behaviors occur, teachers will assist the child by:

- Helping the child use appropriate words to resolve conflict.
- Praising and/or rewarding kind behavior.
- Providing natural consequences for undesirable behavior.
- Working with the parents to provide consistency both at home and at school.

Should a child's behavior become severe enough to interfere with the overall atmosphere of the classroom, the parents will be called to discuss the behavior. The parents and teacher will work together to come up with recommendations to resolve the issue.

HEALTH INFORMATION

We have a 24 hour policy for illness in the PMO program. If your child has any of the following symptoms, we ask that you please do not bring him/her to PMO until your child is free of these symptoms for 24 hours:

- 100 degree (+) temperature
- Vomiting or diarrhea
- Infected skin rash or impetigo
- Other contagious or communicable disease (e.g. hand, foot, and mouth disease, scarlet fever, chicken pox, pink eye etc.)

Please let the teacher and the director know if your child has had any of these so that we can alert other parents in the program. To cut down on the spread of illness, we ask that you PLEASE wash your child's hands each time before entering the PMO rooms.

If you determine that your child has lice, you must notify your child's teacher and PMO Director immediately. The infected child may not return to school until the child has been treated for 24 hours.

In the event that a child becomes ill at PMO or there is another emergency, we will attempt to contact parents by phone. If parents cannot be reached, the emergency contacts will be called. In the case of extreme emergency, the Director will call 911 and contact parents and pediatrician.

ALLERGIES: Please alert the teachers if your child has any food or environmental allergies. It may be necessary to have a medical plan in our files to protect children from exposure to anything to which they are allergic. Teachers are not allowed to administer any medication to children during PMO. If an Epi-pen is necessary, teachers will need to be provided one to have in their classroom for your child.

CHILDREN WITH SPECIAL NEEDS

Duke Memorial PMO has limited capacity to serve children with special needs. If the Director determines that the school is unable to meet the needs of the child appropriately, the child may be asked to withdraw from the program.

PMO LUNCHESES

To make lunchtime at PMO easier for the teachers and the children, please consider these food suggestions. We realize that your child may be able to handle messier/larger foods at home, but successfully feeding 8 or 9 children in high chairs or around a table demands finger foods.

- Soft crackers (i.e. Club, Ritz)
- Sandwiches cut into bite size pieces
- Cheese cut into bite size pieces (no large chunks or whole cheese sticks)
- Small pasta noodles (no spaghetti)
- Macaroni and cheese
- Meats and lunchmeats cut into pieces, **especially hotdogs**. We ask that you quarter hotdogs and cut into small pieces.
- Soft cooked vegetables (peas, green beans, small cooked carrots, broccoli cut small etc)
- Raw vegetables should be cut into bite size pieces
- Fruit cups
- Raw fruit cut small
- Yogurt cups (only if child is independent in eating it) **NO yogurt tubes**
- Dry cereal
- Cereal bars

NO PEANUT BUTTER OR PEANUT PRODUCTS DUE TO POTENTIAL ALLERGIC REACTIONS.

Due to recommendations by the American Academy of Pediatrics and other resources on children and choking, the following foods are considered choking hazards and should not be given to children under the age of 3.

- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Popcorn
- Hot Dogs
- Fruit chunks
- Raisins/dried fruit

Please help us assure the safety of your child at lunchtime by not sending the above items and preparing items properly. If a teacher deems any of the lunch contents unsafe, they will choose not to feed it to the child. Teachers will not cut food items as they don't have knives available and doing so would take attention away from the children while they are eating.

Teachers will gladly heat lunch items in the microwave. Please indicate items that should be heated and for what length of time.

CONTACT INFORMATION FOR PMO STAFF

Director:

Harriet Putman
3104 Doubleday Place
Durham, NC 27705
237.1536

harrietputman@dukememorial.org

TEACHER DIRECTORY:

Donna Bingen
21 Pedestal Rock Lane
Durham, NC 27712
471.1625
dbingen@nc.rr.com

Julia Browning
117 Canter Place
Durham, NC 27712
309.1040
Juliapbrowning@yahoo.com

Maria Cairns
3905 Springstop Ln.
Durham, NC 27705
401.2016
dcairns@ieee.org

Marcia Grogan
2712 Saddle Drive
Durham, NC 27712
383-6924
mmgroggy@yahoo.com

Mary Harper
2010 Brass Ct
Franklinton NC 27525
528.7419
Jharper18@nc.rr.com

Jeanne Minervini
15 Governors Place
Durham, NC 27705
309-0256
Minnonuts5@aol.com

Mary Lee Bailey
602 Flagstone Way
Durham, NC 27712

Lisa Pearson
5201 Fortune Ridge Drive
Durham, NC 27713
403.5269
jhmpearson@yahoo.com

Amber Rikard
1603 Eagle Lodge Lane
Durham, NC 27703
806.5420
ahrikard@yahoo.com

Jennifer Bullock
6220 Cabin Branch Dr
Durham, NC 27712
Jmashby2000@hotmail.com

Patsy Wiggins
1100 Mason Road
Durham, NC 27722
Clotsie1@aol.com

Carrie Currie
1402 Copper Creek Dr
Durham, NC 27713
carrie_neil@yahoo.com

Linda Supernaw
2205 Anthony Drive
Durham NC 27705
683.3171
Tinkpot56@yahoo.com

Malvika Trivedi
5 Laurel Leaf Court Durham, NC 27703

596.1957
HMCK54@yahoo.com

Co-Pastors of Duke Memorial:

Ginger Thomas (gingerthomas@dukememorial.org)

Roger Owens (rogerowens@dukememorial.org)