

Westminster
Parents Morning Out

Parent Handbook
2010-2011



*A Ministry of Westminster Presbyterian Church
1320 India Hook Road, Rock Hill, S.C. 29732
803.366.3107*

*"Train up a child
in the way he should go,
even when he is old
he will not depart from it."
Proverbs 22:6*

Dear Parents,

It is a pleasure to welcome you and your little one to Westminster Parents Morning Out. As a ministry of Westminster Presbyterian Church, our program is designed to share the love of Christ with each child and family. I genuinely hope you will feel the enthusiasm and commitment our staff has to this ministry—and you'll be pleasantly surprised with our structure and planned activities for your child. Year after year we hear parents say, "They're really learning a lot at PMO!"

This handbook is designed to anticipate and answer most of your questions, so **please read carefully the following information and policies.**

We value the trust you've placed in us and thank you for supporting Westminster PMO.

Yours truly, in Christ,

Michelle Vastag
PMO Director
366-3107
mlkv@wpcgo.com

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Statement of Purpose

Westminster Presbyterian Church Parents Morning Out Program has been developed to serve the members of the congregation and surrounding community. While parents enjoy a break from parenting responsibilities, children are provided a safe, secure and loving environment with opportunities to learn and socialize with others of a similar developmental age. Our goal is to demonstrate the love of Christ to children and their families on a daily basis.

Enrollment Policy

Children are placed in classes according to the 9/1/10 entrance age. Infants must be 6 weeks old to begin PMO. Children who turn three prior to 9/1/10 are eligible for enrollment at Westminster Catawba Christian School. You should note that PMO is affiliated with Westminster Presbyterian Church, and enrollment does not guarantee future placement at Westminster Catawba Christian School.

Our teacher-to-child ratio shall not exceed: **1 to 3** for infants; **1 to 5** for ones; and **1 to 6** for twos

PMO Fees

Registration: \$45 per year, non-refundable

Registration is considered complete upon receipt of your check and application.

Materials Fee: Due in August. Fee is determined by number of days enrolled.

(*Materials fee for Infants is \$15 regardless of number of days enrolled.)

	Materials fee	Tuition	Tuition with Early Arrival
2 days/week	\$15	\$80/month	\$100/month
3 days/week	\$20	\$110/month	\$140/month
4 days/week	\$25	\$140/month	\$170/month
5 days/week	\$30	\$170/month	\$220/month

Multiple child discount: Siblings pay full registration and supply fees. The younger sibling will receive a 10% discount on monthly tuition.

Tuition is due the first day of each month. Make checks payable to Westminster PMO. Please do not leave checks in backpacks /diaper bags. We cannot be responsible for misplaced payments. Payments may be placed in the PMO Tuition box (outside room 4) or mailed to:

WPC
Attention:PMO
1320 India Hook Road
Rock Hill, SC 29732

Tuition represents the average monthly cost of running our program. Tuition has been divided into monthly payments for your convenience. Fees are not discounted for holidays, absences or illnesses. Tuition is based on enrollment—not attendance—and full payment is expected each month. Your child’s spot is not guaranteed if tuition is not paid in full.

Withdrawal

Thirty days notice is required should you decide to withdraw your child from PMO; if adequate notice is not provided, a full month’s tuition must be paid.

Families who withdraw without proper notice and fail to compensate the program as indicated above, must pay first and last month’s tuition in advance should they wish to re-enroll in the future.

Arrivals and Departures

- Early Arrival begins at **8:10 in Room 11**
- PMO begins at **9:00**
- PMO ends at **11:45 for infants and ones** and **12:00 for twos**

Please respect your child's teachers by being prompt when bringing and picking up your child.

Late pick-ups cannot be tolerated and may be charged a minimum of **\$3.00** per offense for the first five minutes and **\$1** per minute thereafter.

Please notify us in writing if someone else will pick up your child. We will not release your child to anyone other than you unless we've been notified.

Drop-In Policy

Class

If space is available, your child may "drop in" on a day other than their enrolled days. [Please check with the Director or your child's teachers in advance to find out if space is available.](#)

Drop-in fee: \$10
\$13 w/early arrival

Early Arrival

If you are not enrolled for early arrival, but occasionally have need for your child to come prior to 9:00, the **early arrival drop-in fee is \$3** per occurrence.

What to Bring

Daily:

1. Diaper bag or backpack **labeled** with your child's name
2. Diapers, bottles, bibs, pacifiers – all labeled with your child's name.
3. Please keep a complete change of clothes in your child's bag. Children need to be dressed in play clothes—**nothing dressy!** Due to the hands-on nature of PMO—crafts, activities and snack—accidents can happen.

Please do not allow your child to bring toys or personal items unless needed for security or separation anxiety.

	<u>August Supplies</u>	<u>January Supplies</u>
Ones & Twos	box of tissues box of diaper wipes large box of snacks 64 oz. bottle of 100% juice	box of diapers wipes 64 oz bottle of 100% juice
Infants	box of tissues box of diaper wipes	box of diapers wipes large box of snacks

Curriculum

The cornerstone of Westminster PMO is a Bible-based curriculum by Group Publishing. A hands-on approach to learning a simple Biblical concept (i.e., God made animals) is employed, allowing the child to learn by interaction, not lecture. The Bible theme is complemented by non-religious, topical units (i.e., colors, shapes, etc.) Crafts, activities, songs and finger plays are driven by both.

PMO is a playschool, not a preschool, and we seek to encourage learning by socialization, story time, music, finger plays, crafts and snack time. We will allow your child to do as much for himself as possible, while creating an environment in which pride in accomplishment will be evident to you as your child matures and learns new things.

Sick Policy

For the protection of your child and others, parents should not bring a child who appears ill. The recommendation of the *Committee on Control of Infectious Diseases of the American Academy of Pediatrics* is that a child **should not be taken from the home when any of these condition have existed during the past **24 hours**:**

Fever	Vomiting	Croup
Diarrhea	Pink eye	Sore throat

Symptoms of childhood diseases (scarlet fever, chicken pox, etc.)

Unexplained rashes

Any skin infection (boils, ringworm, impetigo)

Heavy nasal discharge

WHEN IN DOUBT, PLEASE KEEP YOUR CHILD AT HOME!!!! If your child arrives at PMO and displays any symptoms of illness, you will be called to return and pick him/her up.

**Caregivers are not allowed to give medication to any child.

Discipline Policy

Recurrent disciplinary problems will be dealt with by placing children in “time out”. The child will be removed from current activities and asked to sit quietly for a number of minutes corresponding to his age. “Time out” will always be located in the same room as our current activity with a caregiver present. In the case of continued disobedience or disruptive behavior, we will consult with the parents. If the problem continues, the child may have to withdraw from PMO. **No physical punishment is permitted.**

Crying Policy

We recognize most children require a period of time to adjust to a new routine. For some, PMO will be the first opportunity to learn to spend time away from mom or dad, and we anticipate many tears to be shed through this learning process. However, in order to enable our caregivers to provide quality care for all the children in the program, persistent crying will be brought to the attention of the parents. This will be dealt with compassionately on an individual basis, taking into consideration the special needs of each child.

Calendar, Closings and Absences

The PMO calendar is set up as much as possible to coincide with Westminster Catawba Christian School and the Rock Hill District Three public schools. The PMO calendar of holidays and closings is linked on the PMO web page.

PMO closings due to inclement weather will correspond with Westminster Catawba Christian School. In general, if WCCS opens on a **one** hour delay (9:00), PMO will open at 9:00. (There will be no early arrival.) If WCCS opens on a **two** hour delay (10:00), PMO will not open that day.

If your child will be out due to sickness or vacation, notify your child's teachers as soon as possible

*“Let the little children come to me,
and do not hinder them,
for the kingdom of God belongs to such as these.”
Mark 10: 14*

