

Marion Methodist PDO Program

Directors: Pamela Scarbrough & Kristie Stotts

9:00 arrival & free play
9:30 circle time (colors, shapes, etc.)
10:00 snack/restroom
10:30 story time / art
11:00 music/dance/playground
11:30 lunch preparation
11:45 lunch
12:20 clean up and free-play
1:15 review and prepare for dismissal

*PLEASE DO NOT bring your child early. Arrival time is 9am. This is our time to get ready for your precious angels! Please make arrangements to have child picked up before 2:00pm. We are aware that emergencies sometimes happen but, after the first incident, you will be fined a late fee. We clean and reorganize the room before we leave to pick up our own children and this will cause a disturbance for them. Late fees are \$1 dollar per minute after 2pm. This will be applied toward your tuition on the following month.

Tuition and Fees

Tuition is due the first Mon/Thurs of every month. NO EXCEPTIONS! After the 5th day we will apply a \$5 per day late fee.

Monthly tuition is \$90 (1 day per week) and \$165 (2 days per week)

*Please make checks payable to Marion United Methodist Church PDO

**If for some reason you unfortunately have to leave the program, we ask for the courtesy of one month notice to replace your child's spot before departure. This will give us time to replace your child's spot without costing the program to lose money. **

Tuition and Registration fees are non-refundable. Registration fee is \$75 to hold your spot.

Tuition is the same each month regardless to the amount of days in the month, holiday, or sickness.

Snack & Lunch

Snacks are sent from each individual child. We will send home a calendar indicating when it is your child's turn. Approximately every two months your child's name will appear on the calendar. We like to make it that child's special day. We want him/her to bring whatever snack they want to share with us. We appreciate anything...fruit, goldfish, fruit snacks, graham crackers, cookies, apple juice, juice boxes, etc.

****Please NO cupcakes****

- *No peanut butter products please
- *Please notify us if your child has any allergies
- * Please provide a lunch for your child. (please refrain from sending items that have to be warmed or mixed.
- *Please label your child's lunchbox, cup, containers, etc

Behavior

We have a no tolerance policy for biting. Once your child has bitten another child you will be sent a notice /warning. 2nd offense the child will be suspended for 3 days. 3rd offense is automatic dismissal from the program. We feel our one mission is to make our room a safe, fun, and loving place to be!

Sickness

Please don't send you child if he or she are sick

Please do not send them if they have had fever within 24 hours

Please no do not send your child if they are having upset stomach diapers

Social Media

We enjoy sharing pictures of our PDO children in our church newsletter and on the MUMC Facebook page. Please let us know if you would rather us not include your child in this activity.

Calendar

We send home a calendar every month watch for any important updates & notices. Info concerning activities and special days will be listed on calendar. Please notice lessons, colors, and shapes being presented each month. Please try to reinforce activities at home!

We follow WM and Marion school districts for inclement weather conditions. All weather closings will be applied to Marion United Methodist PDO program.

Drop off & Pick up

Please do not block our circular driveway. Our Preschool Program drops off and picks up under the awning. Walk your child in and stay only briefly please. We have found over the years the parents that linger cause a higher anxiety for your child as well as the other children in our class. We will not let your child cry for a long period of time without a phone call. We promise! You are welcome to peep through window and view your child but staying in class is not permitted.

Please sign in each day to provide a contact phone number for that day and indicate if there are any changes in drop off or pick up (example: if someone else is picking up your child). For security purposes, if someone else is picking up your child we will ask to see proof of identification.

Our educational building is a locked facility. We do this for your child's safety. We have a doorbell/pager system if you need in or out. We also welcome any phone calls or text to check on your child throughout the day.

Pamela Scarbrough 870-514-8556

Kristie Stotts 870-733-7762

Church Office 739-3434

I give permission to MUMC PDO staff to share my child's photograph in church newsletters and social media.

Parent's Signature

Date

Child's Name

I, _____, agree to give one month notice if my child has to leave the program and I have read and understand all MUMC PDO Policies and Procedures.