

# **2019-2020 CHILDREN'S DAY OUT POLICIES**

**First Presbyterian Church**

**404 North Alamo**

**San Antonio, Texas 78205**

## **DAYS AND HOURS OF OPERATION**

Opening day is Thursday, September 5, 2019 with the last session of the year on May 14, 2020. We will be open every Tuesday & Thursday except Thanksgiving week (November 26<sup>th</sup> & 28<sup>th</sup>), Christmas Vacation (December 13<sup>th</sup> – January 6<sup>th</sup>), and Spring Break (March 10<sup>th</sup> & 12<sup>th</sup>).

CDO opens in the morning no earlier than 9:00 a.m., and the children should be picked up no later than 1:00 p.m.

## **LATE FEE**

Late pick-up will be discouraged by a charge of \$5.00 for any part of the first ten (10) minutes and \$1.00 for each additional minute. Exceptions may be made in emergency situations at the Director's discretion.

## **TUITION**

Tuition of \$225 is due the first of each month and is the same each month regardless of the number of class days. In addition, a \$100 supply fee is due at the beginning of each semester. There are no deductions for absences due to illness, your own vacation time, or cancellation of school due to some natural disaster (like snow in San Antonio!) Please make checks payable to First Presbyterian Church and indicate in the lower left corner it is for the CDO program. If you are able to pay for the semester in advance, it would be appreciated. **PLEASE NOTE: the \$225 tuition for September and the fall supply fee of \$100 are due by August 1<sup>st</sup>.**

## **MEDICAL INFORMATION**

Please mail the completed emergency card to the church with your payment due August 1<sup>st</sup>.

The Children's Day Out medical form is required for each child. Each child must have had a physical checkup within the past year and immunizations must be up to date. Please fill out as much as you can on the form and mail it to your pediatrician to complete. Please send a stamped envelope addressed to: Children's Day Out, First Presbyterian Church, 404 N. Alamo, San Antonio, TX 78205 so that your pediatrician's office can mail the form directly to the church.

Please keep your child at home if she/he is ill. Your child must be free of symptoms of illness (such as an elevated temperature, diarrhea or vomiting) for 24 hours after an illness before attendance at Children's Day Out.

We will not dispense any medication except epipens. Please report any contagious disease to the Director.

## **ARRIVAL AND PICK UP**

The parking lot at Avenue E next to the porte-cochere entrance to the church is reserved primarily for those with handicapped or FPC's special parking permits who attend the Thursday Bible Study. On Thursdays please park across the street in the church's designated area and walk with your child(ren) to the church. On Tuesdays you may use the small lot. Please bring your child into the classroom at 9:00 a.m. and make sure the teacher meets your child. For pick-up, park in the small lot by the Avenue E entrance and please get your child from the classroom by 1:00 p.m. You will need to provide a large bag/backpack for your child to transport her/his belongings back and forth each day.

(OVER )

**MEALS**

A nutritious morning snack will be served. Please pack a nutritious lunch for your child that *does not need refrigeration*.

**CLOTHING**

Each child needs a change of clothing to be kept in their bag. Please include underpants, pants, shirt, and socks and put them inside a zipper-lock bag with your child's name clearly marked. If your child needs these clothes and wears them home, please return them the next class day. If your child uses diapers, please be sure to bring a supply of diapers for each day.

Play clothes, including tennis shoes, are recommended. Please label all clothing.

**OUTDOOR PLAY**

Short of heavy rain, the children will play outdoors every day. Whether it be for the heat, drizzle or cold, make plans to dress your child appropriately for all kinds of weather. Please remember to clearly label all outer clothing, including sweaters, with your child's name.

**FIELD TRIPS**

The older children will take several field trips during the year. You will be notified in advance of all scheduled field trips.

**BIRTHDAYS**

You are invited to celebrate your child's birthday at school by providing a snack on this special day. Rather than sweets, please bring a nutritious food that is a favorite of your child's. Please discuss the details with your child's teacher.

**TREASURES**

Children may bring treasures from home, such as books and nature objects to share with the class. Please avoid toy guns, money, candy, gum, expensive jewelry, or toys.

**DISMISSAL**

CDO reserves the right to dismiss children for nonpayment of tuition, or if a child seems unable to successfully participate in the program.