

Dear Parents,

We want to welcome you and your family to the Hearts of Moore Parents Day Out (PDO).

We are reminded daily of the awesome responsibility and privilege it is when we welcome your child into a classroom each morning!

Our developmentally appropriate program is designed for children twelve months of age through five years old. Our goal is to provide a safe and loving space for young children to thrive as they grow emotionally, socially, physically, cognitively, and spiritually.

This handbook shares our policies and familiarizes families with our program, as we work together to help your child through a successful year. We will be available to you to discuss any concerns you may have.

If you are not involved in a local church, we want to invite you to visit Moore First United Methodist Church. We have wonderful child care and activities for all ages and you can visit our website at moorechurch.com any time or ask our staff if you would like to know more.

Any time you have prayer requests for your family or for others, please feel free to bring them to the attention of our staff.

Sincerely,
Hearts of Moore PDO

Our Mission

Our mission is to provide a safe and loving space for each child to learn and grow. As a ministry of Moore 1st United Methodist Church, we want to imitate God's love and to help each child to grow in understanding and love for God, themselves, their families, and others in their world.

ENROLLMENT PROCEDURES

The following is required at the time of enrollment

1. Completed Enrollment Form
2. Current Immunization Record
3. \$60 Non-Refundable Enrollment Fee

HOURS OF OPERATION

With few exceptions, Hearts of Moore PDO will follow the Moore Public Schools calendar. Hearts of Moore PDO is open from 9:00a.m. until 2:00p.m. every Monday, Tuesday, and Wednesday. You may choose for your child to attend one, two, or three days per week. A yearly calendar will be distributed each September.

DROP OFF/PICK UP PROCEDURES

The staff of Hearts of Moore PDO will arrive before children to prepare for the day, This is necessary planning time. The person who brings your child must stay until the child has been checked into the class. Please do not drop your child off before 9:00a.m. It is also essential that your child be picked up on time at 2:00p.m.

If someone other than an authorized person from your child's enrollment form is picking up your child, please notify the Director before pick up time. If the staff have not previously met the authorized person, a Driver's License or Military ID will be required for pick up.

CURRICULUM

Hearts of Moore PDO works to provide the highest quality of care for your children. We strive to provide a developmentally appropriate environment in which children can grow mentally, physically, socially, spiritually, and emotionally. Children will learn about themselves, each other, and the world around them.

We encourage learning by offering both Christian education and a variety of experiences, including options that target gross motor and fine motor skills, exploration, group activities, and individual free choice activities. All classes will have nap/rest time after lunch.

TUITION/FEEES AND PAYMENT PROCEDURES

3 Days a Week = \$295 per Month

2 Days a Week = \$200 per Month

1 Day a Week = \$100 per Month

Parents will be given two months notice of any tuition increases. The tuition amount is the same for each month, regardless of whether a holiday week or extra days occur.

Families with more than one child receive a discount. For children attending two or three days a week, the discount is \$20 less per month for the second and subsequent children. For children attending one day a week, the discount is \$10 less per month for the second and subsequent children.

Tuition payments are to hold a spot for your child, not based on attendance. The monthly tuition rate is the same, whether or not your child attends or is absent for any reason, including exposure to Covid. Tuition is due on the 1st of the month. Payments can be made in cash or check.

Checks can be made payable to Hearts of Moore PDO. In special circumstances, tuition can be broken into two payments, one on the 1st and one on the 15th of the month. In extreme circumstances, a leave of absence may be approved by the director.

A non-refundable enrollment fee of \$60 per family is expected on or before the first day of attendance.

HEALTH POLICES

For COVID related issues or questions please contact us directly

In an effort to keep our students and staff healthy, please keep your child at home if they have had vomiting, diarrhea, an eye infection, a rash, ringworm, scabies, or any other contagious illness within the last 24 hours.

Hearts of Moore PDO also requires that children be fever-free (lower than 100.4 degrees) for 24 hours, without the use of medications, before returning. Children's temperatures are checked and recorded upon arrival.

Hearts of Moore follows CDC and Cleveland County Health Department Guidelines in our best effort to keep children healthy.

Hearts of Moore PDO reserves the right to require a doctor's note clearing your child to return after being ill. In the case of head lice, a note from the Health Department stating that the child is nit free will be required to return to class.

HEALTH POLICES (cont.)

With the exception of lifesaving medication (ex EpiPen/inhalers), the Hearts of Moore PDO staff will NOT administer any medication to the children. EpiPens and Inhalers must be stored in the Director's office with a completed medication authorization form.

Your online enrollment will include an authorization for medical treatment. In an emergency, children may be taken by ambulance to seek emergency care. The nearest hospital is Norman Regional, Moore location, at 700 S. Telephone Road.

If your child requires medication during program hours, a parent is required to come administer it. If symptoms of illness are observed, your child will be sent home. We do appreciate a text when your child is going to be absent. If your child is diagnosed with an illness that began within 24 hours of being in the classroom, please notify the director.

SUPPLIES

- * Complete change of clothes (should be switched when the weather begins to change)
- * Bedding for napping (to be sent home weekly to be washed)
- * Insulated water' sippy cup (to be sent home daily to be washed)
- * Diapers
- * Wipes

EVERYTHING YOU SEND WITH YOUR CHILD SHOULD BE LABELED WITH HIS/HER NAME PLEASE

LUNCHES AND SNACKS

Please provide a lunch each day that contains foods that can be easily eaten without a lot of help from the teachers. Hearts of Moore PDO does not provide refrigeration or heating of lunches. Please put an ice pack in your child's lunch if it needs to stay cold. Snacks will be provided for your child each day. It is a parent's responsibility to alert us of any food allergies.

POTTY TRAINING

If your child is potty training, please communicate with your child's teacher regarding your schedule at home. This will help us work with your child in a consistent manner. Please send plenty of changes of clothes during this time.

If your child has more than one accident per day, we require your child to remain in pull-ups. Because each child develops at their own rate, children are not required to be potty trained by a certain age to participate in the Hearts of Moore PDO program.

APPROPRIATE ATTIRE

Please dress your child in clothes appropriate to play. Our program includes activities that may get messy. Our program includes outdoor play when the weather permits. Please send the appropriate coat or jacket for the weather, labeled with your child's name. Shoes are required for children who walk. Please put sunscreen on your child when you deem it necessary.

GUIDANCE

At Hearts of Moore PDO, we will encourage and model positive behavior. When guidance is necessary, we will use redirection and "Time Away." "Time Away" is a developmentally appropriate approach whereby a child is given a cooling off period with the teacher's assistance.

BEHAVIOR ISSUES

In the event that your child has behavior issues, bites, or is unusually rough with another child or staff member, our staff will guide the child to more appropriate behavior.

PHOTOGRAPHING OF CHILDREN

We will take pictures of the children periodically in their daily activities. A video/photo consent form is included in the online enrollment process.

SCHOOL CLOSINGS FOR INCLEMENT WEATHER

Hearts of Moore PDO will be closed when Moore Public Schools are closed for inclement weather. Please check the Moore Public School website on inclement weather days to see if they are closed. There will be no refunds issued for days that are missed due to weather.

In the event of a tornado, Hearts of Moore PDO tornado precautions include sheltering students in the safest way available. The primary tornado plan is to move children to the reinforced bathrooms located in the Christian Living Center (CLC). Parents are always permitted and encouraged to pick up their child early if a tornado is predicted.

ACCIDENT/INCIDENT REPORTS

If your child becomes injured while at Hearts of Moore PDO, you will be given an incident report. If necessary, the Director will contact you by phone.

EMERGENCY PLANS & DRILLS

Hearts of Moore PDO will periodically conduct emergency drills, such as fire and tornado drills. Feel free to ask the Director if you have any questions about these procedures.

WITHDRAWAL OF A CHILD

You are required to give the Director two-week's notice before withdrawing your child. If you decide to withdraw your child without prior notice, you will be charged for the entire month. Our goal is to not dismiss a child from our program.

We are here to teach children, and with that assignment comes patience and consistency in our teaching. However, if the child consistently harms classmates, teachers, or themselves, we reserve the right to ask for your child to be dismissed.

ABUSE/NEGLECT REPORTING

It is our legal requirement to report any suspicion of abuse or neglect to the Department of Human Services Child Abuse Hotline 1-800-522-3511.

By signing this form, I understand and will adhere to the policies outlined within the Hearts of Moore Handbook.

Parent/Guardian _____ Date _____