

## ST. LUKE'S PARENT'S DAY OUT CHILD INFORMATION

Child's Last Name		First Name	
Boy ___ Girl ___	Date of Birth	Age (on Sept. 1 of school year)	
Child's Address	City	Zip	Best Phone Number:
Child lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only    Other:			
Siblings and their ages:			
List any special problems or needs your child may have, including <u>allergies</u> , existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, medication prescribed for long-term continuous use. <b>Food Allergies require an emergency plan signed by your doctor on file in the office.</b> If none, please check NONE <input type="checkbox"/>			
List any developmental concerns or things you would like the teacher to know about your child and any services the child is receiving such as speech or OT.			

Yes ___ No ___ I understand and will comply with the financial policies of St. Luke's Parent's Day Out.
Yes ___ No ___ I grant permission for my child to be transported by the St. Luke's staff for emergency care.
Yes ___ No ___ I acknowledge receipt of "St. Luke's Operational Policies" including those for discipline and guidance. (see attached booklet)
Yes ___ No ___ I grant permission for my child to use all of the play equipment & participate in all of the activities of the school.
Yes ___ No ___ I grant permission for use of diaper rash ointment.
Yes ___ No ___ I grant permission for my child to be included in pictures and videos connected with the school and church programs.
Yes ___ No ___ I grant permission for use of sunscreen, if outside for extended period.
Yes ___ No ___ I grant permission for photos which include my child to be posted on the school Facebook page and/or the church website. (No child will be identified by name.)

\_\_\_\_\_  
Signature - Parent or Legal Guardian

\_\_\_\_\_  
Date

<p>My child will be attending (please check):</p> <p><b>All Day:</b>          ___ Wednesday/Friday    ___ Tuesday/Thursday</p> <p><b>Morning Only:</b>          ___ Wednesday/Friday    ___ Tuesday/ Thursday</p> <p><b>Afternoon Preschool:</b>          ___ Wednesday/Friday</p>
--

## ST. LUKE'S PARENT'S DAY OUT FAMILY ADMISSION FORM

Father or Guardian Last Name	First Name	Cell Phone	Home Phone
Address		City	Zip
Employed By	Work Address	Work Phone	
Mother or Guardian Last Name	First Name	Cell Phone	Home Phone
Address		City	Zip
Employed By	Work Address	Work Phone	
Family E-Mail Address			
Name of Church			

<b>AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:</b>		
In the event I cannot be reached to make arrangements for emergency medical care, and emergency treatment is deemed necessary by the St. Luke's staff, I authorize the St. Luke's staff to take my child to:		
Name of Physician	Address	Phone
Name of Preferred Hospital	Address	Phone
I give consent for the facility to secure any and all necessary emergency medical care for my child. _____		
Signature of Parent or Legal Guardian		

<b>IN CASE OF AN EMERGENCY IN WHICH THE PARENTS CANNOT BE REACHED, PLEASE CALL: (local person)</b>			
Name	Relationship to Child	Address	Phone
Name	Relationship to Child	Address	Phone
<b>PERSONS (other than parents) AUTHORIZED TO PICK UP CHILD:</b>			
My emergency contacts are also authorized to pick up my child. ___ Yes ___ No			
Name	Relationship to Child	Phone	
Sign if I do <b>NOT</b> authorize anyone to pick up my child _____			

## OPERATIONAL POLICIES

St. Luke's Parent's Day Out is a Christian outreach of St. Luke's United Methodist Church. Loving God's little children is our utmost goal. Through play, hands-on activities, and successful, positive experiences, we strive to help children grow spiritually, mentally, physically, emotionally, socially, and creatively.

Families enrolled in St. Luke's Parent's Day Out are considered members of the St. Luke's United Methodist Church extended family. Please feel welcome to attend any services or events at St. Luke's. The entire church staff is available to help with any needs you might have.

St. Luke's admits students of any faith, race, color, and national or ethnic origin.

### CLASSES OFFERED:

Two months to 4 years-old

All Day

Mornings Only

Afternoon Preschool

### CAMPUSES:

Central (45<sup>th</sup> & Memphis) Wed & Fri

Southwest (98<sup>th</sup> & Frankford) Tues & Thurs

### HOURS:

9:00 a.m. - 2:45 p.m.

A late pick-up fee will be assessed after one late pick-up.

### CALENDAR:

Parent's Day Out is in session from September through May.

A yearly calendar, as well as more detailed monthly calendars, will be furnished to parents.

### ENROLLMENT PROCEDURES:

Family and child registration forms must be fully completed. Enrollment fee must be paid.

### DROP-OFF AND RELEASE PROCEDURES:

Children will only be released to a parent or a person designated by the parent. A photo ID is required to verify the identity of a person authorized to pick up a child, but not known by the staff. All children must be accompanied by an adult to their classroom or designated door and picked up by an adult at their classroom or designated door. The

adult bringing or picking up a child is responsible for signing in and out on the log posted by the classroom door, and being sure the teacher is aware of the child's arrival or departure. Please turn off your vehicle, lock it, and take your purse/valuables with you when you come to drop off or pick up your child. An unattended child should NEVER be left in the vehicle. Please be respectful of our teacher's time by arriving on time for pick up. Late pick up fees will be assessed.

### PARENTAL NOTIFICATIONS:

School information and policy changes will be communicated in several ways.

- Operational policies-received at time of enrollment
- Parent orientation-held at the beginning of the school year
- Yearly calendar-received at the beginning of the school year
- Monthly calendars
- Occasional newsletters and notes-sent home with each child
- Information may also be communicated through an online platform.

### ILLNESS:

- A child should remain home if he has had fever, diarrhea, or vomiting within the last 24 hours.
- A student with conjunctivitis (pinkeye) must be excluded until written permission is issued by a health care professional.
- A child must remain at home if experiencing lethargy, abnormal breathing, mouth sores with drooling, or behavior changes.
- A child with a rash may attend school only if the condition has been cleared by a health-care professional.
- A child receiving antibiotic medication may return to school, providing he feels well and has been fever-free for 24 hours.
- If a child becomes ill at school, he will be isolated from his classmates and parents will be asked to pick up the child immediately. He will be lovingly cared for by the staff!

St. Luke's will follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease.

**MEDICATION:**

The school will not administer medication. A parent may come to his child's room and give medication if necessary. Parents of children with inhalers to treat asthma or epi-pens for severe allergies should see the director.

**SPECIAL CARE NEEDS:**

If a child requires special care, parents must furnish a copy of accommodations from the child's health care professional or other qualified professional.

**MEDICAL EMERGENCIES:**

If the staff feels that your child needs immediate medical attention, we will call for an ambulance, call your child's physician, or take your child to your designated emergency room or clinic. Parents will be contacted immediately.

**SNACKS:**

Water and individual disposable cups are always available in the classrooms. A snack and water will be served every day. Special foods deemed medically necessary for individual children should be provided by the parent. If your child has a food allergy, the office must have a copy of your child's food allergy emergency plan signed by a health professional on file before the first day of school. If desired, parents may schedule a day to bring a special birthday treat. We prefer no cake or cupcakes, please. If a child wishes to have something sugary, such as cookies, please send something nutritious with it.

**PARENT/SCHOOL COMMUNICATION:**

Parents are welcome to make an appointment with the director at any time to discuss questions or concerns about the policies and procedures of St. Luke's Parent's Day Out.

**CHILD ABUSE/NEGLECT**

It is the legal and moral responsibility of each staff member to report any suspected child abuse or neglect. Each staff member will receive annual training in recognition of symptoms of abuse and neglect, abuse and neglect prevention techniques, and the procedure for reporting suspected abuse and neglect. Written information on the warning signs of child abuse or neglect, as well as prevention techniques, will be distributed to both parents and staff.

In order to obtain assistance and intervention, the parent of a child who is a victim of abuse or neglect may call the DFPS Abuse Hotline at 1-800-252-5400 or make a report at [www.txabusehotline.org](http://www.txabusehotline.org).

**SAFETY:**

If you need access outside of normal drop off and pick up times, please come to door and use the intercom or call the PDO office for someone to assist you. All doors will be locked during the school day. For additional security, a video camera system monitors entrances, the playground, and the parking lot always.

**DISMISSAL FROM THE PROGRAM:**

Serious discipline problems, irresponsibility, failure to pay fees, and/or disregard for school regulations constitute grounds for dismissal of a child from the program.

**SEVERE WEATHER:**

When severe weather occurs, if LISD has school, we will also have classes. If LISD starts one or two hours late, we will start at 10:00. The "early room" will not be available if school starts late. Notices will also be posted on our online platform and the local television stations will be notified of any emergency /weather schedule.

**EMERGENCY PREPAREDNESS PLAN:**

The staff at St. Luke's has a plan in place to anticipate events that might occur due to natural or human-caused emergencies and to ensure that all necessary steps are taken to protect students, teachers, and staff. In the event of an emergency, parents will be notified by phone and on the online system. Regular fire and storm drills are conducted, and the staff has been informed of all emergency procedures.

**TOYS:**

St. Luke's Parent's Day Out provides toys and equipment for the enjoyment of all the children. Children should not bring toys to school except when requested by the teacher for show and tell. Any type of toy weapon is prohibited.

**BACKPACKS:**

Children may bring a backpack to carry material and information to and from school. It should be large enough to hold school projects and notices. Please label the backpack with your child's name and check it daily for school information.

**PEST CONTROL:**

A licensed applicator will treat the facility bi-monthly for pests. No pesticide use will occur during hours children are present.

#### SUNSCREEN AND INSECT REPELLANT:

Sunscreen and insect repellent will not be administered by St. Luke's Staff. Please use these products on your children before they arrive at school.

#### ACTIVE PLAY & CLOTHING:

Indoor and outdoor active play enhances fitness and general health and supports creativity, learning, and development. Active play opportunities are offered throughout the day. Children will receive 20 minutes of unstructured active playtime daily either outside on our playground or in our fellowship hall depending on the weather. Structured active play times will occur in music class and during some circle times in the classroom.

Children should wear comfortable play clothes that are easily washed. No flip-flops, please!

Weather permitting, we will play outside as long as the temperature is between 40-92 degrees and high wind, or precipitation is not present. Always send a coat or jacket for outdoor play, marked with your child's name.

Choose clothes for your children which they can fasten and unfasten themselves. Although children must be completely toilet trained to participate in the program, the school does have clothing in case of an accident at school. We simply ask that you please wash and return these extra clothes as soon as possible.

#### DISCIPLINE AND GUIDANCE POLICY:

Teachers will use conscious discipline and redirection in the classroom. These programs use problems in the classroom as a learning experience for your child to help them grow and better communicate with adults and other students. We will also follow all guidelines by child care licensing listed below.

Discipline must be: Individualized and consistent for each child; Appropriate to the child's level of understanding; and Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; Reminding a child of behavior expectations daily by using clear, positive statements; Redirecting behavior using positive statements; and

Using brief supervised separation from the group, when appropriate, limited to no more than one minute per year of the child's age. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: Corporal punishment or threats of corporal punishment; Punishment associated with food, naps, or toilet training; Grabbing or pulling a child; Placing a child in a restrictive device for time out; Putting anything in or on a child's mouth; Humiliating, ridiculing, rejecting, or yelling at a child; Subjecting a child to harsh, abusive, or profane language; Placing a child in a locked or dark room, bathroom, or closet with the door closed; Withholding active play; and Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Ministering to your family is a privilege we cherish and a responsibility we accept with enthusiasm. Thank you for sending your child to St. Luke's!

The St. Luke's Parent's Day Out Staff