

PARENT'S DAY OUT

Dear Parents,

August 1, 2014

It is our pleasure to be a part of your family's life this year through Parent's Day Out (PDO). PDO is a place for your child(ren) to play, learn and be loved as Christ loves. We follow the Weekday Early Education curriculum and expand on this by adding the alphabet, shapes and related themes. Attached, please find the 2014 – 2015 calendar. Please note there are six "Party Days." These days are open for ALL students to attend the entire day, and parents may choose to attend during the one hour "party" time. Parents are asked to help with the party by bringing a special snack, party favors and various other items as needed. The sign-up sheet will be posted at each classroom at least two weeks prior to the party. More information about each party will come out in the Monthly Newsletter.

The Monthly Newsletter will be posted online at www.fbcnorman.org under the Children's Ministries tab and sent home as well. Please take time to read this publication. Each newsletter will have information for the coming month and news about the previous month.

Our first day is **Wednesday, August 20, 2014**. Our workers this year include: Barbara & Nazia – Toddler's/One's; Amanda & Tehmina – Ones; Azam & Larissa, Margie & Teri – Two's; Ada, Nancy & Kubra – Three's and Four's; Pary – Ada's Assistant and Vicki as our substitute. Your PDO family is looking forward to a great year.

We would also like to remind you of a few minor details. We hope this will help you to have a wonderful fun and Spirit filled year. **Please bring or fax a copy of your shot records so we have a new copy for our files.** If your child should get sick during the year, they will need to be fever free, without medication, for 24 hours before returning to PDO. NO MEDICATION will be administered by PDO staff. If someone has medication that must be administered, they will need to see Marlene Hoyt, Executive Director or Ada Sewell, Program Director.

Payments are due by the 1st of each month starting in September. **(See the Parent's Handbook online for late payment fee details.)** All fees should already be paid on or before the first day of PDO. The monthly fees are \$80 for one day a week, and \$150 for two days a week. You can drop your payment in the payment boxes located in the preschool hallway, the FLC Lobby, or in the slot in Marlene's office door. PDO is open every Monday and Wednesday that Norman Public Schools are open. We also follow their snow day and emergency close procedures. Attached is a list of items that you will need to send with your child every day to PDO.

There will be a weekly post including the theme for the month, letter or shape for the week, Bible Story and snack. The snack is served with water and all are provided by PDO. We try to be aware of allergies. If your child requires a certain dietary need, please help us by providing an alternative snack for your child. We are able to keep these at PDO throughout the year.

Please remember to bring your Access Card each time you drop off or pick up your child. Access Cards are provided for your child's protection. You will need to report to the church office in the event you do not have your card with you and show proper identification. Additional Access Cards are available for \$5.00. Please see Marlene Hoyt for an additional card. All Access Cards will be collected at the end of the year. Lost cards will be charged to you in the amount of \$10.

Our rooms are located in the North Nursery and the Preschool area of FBC Norman. Your child's name will be posted next to their assigned classroom. Each day, there is a sign-in sheet at each classroom for attendance and "daily" emergency numbers. Arrival is any time after 9:00 am and pick up is any time before 2:00 pm. Please be prompt and consistent for your child's sake. If emergencies arise or if someone new is picking up your child, please call and notify the staff. If you need to call during our hours of operation, you may call Ada Sewell at 642-1970. You may also call Marlene Hoyt at 321-1753 ext. 301. Her office hours are Monday – Friday, 8:00 am – 5:00 pm.

Your PDO Family,

Ada Sewell, *Director of PDO*

Crystal Byrd, *Minister to Children*

Marlene Hoyt, *Executive Director of Fee Based Programs*

Amanda, Azam, Barbara, Kubra, Larissa, Margie, Nazia, Pary, Tehmina, Nancy, Teri and Vicki, *PDO Teachers*

DAILY SUPPLY LIST

1. Sack Lunch with a drink (NO refrigeration or re-heating required)
2. Baby Bottles (CAN be refrigerated and re-heated)
3. Dress in play clothes and closed toed shoes
4. Backpack
5. Diapers, Pullups (Cloth Diapers are OK)
6. Change of clothes (Potty training children may need more than one set of clothes)
7. Blanket, stuffed toy or a favorite "quiet time" item used from 12:45 – 2:00 pm
8. **Please label ALL items brought from home with first and last name**