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### Attendance

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All children attending PDO should have given up their morning nap, as the program does not have room/provisions for sleeping. If you are unable to attend because of illness, vacation, etc., please call before 8:30 a.m. At that point, we will contact families on the "alternate list".

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### Concerned Parents

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If you are concerned about your child while he/she is attending PDO, please feel free to call and ask about your child at 708-352-0730 extension 216.

When we have a child that is sick or inconsolable, we will call a parent or emergency contact to pick up the child.

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### Medications and Illness

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Please do not send any medications with your child in their bags to PDO because they will not be administered.

Children are not to be brought to PDO when they are ill, overly tired, coughing excessively, running a fever (100 degrees), have open lesions, a rash or diarrhea. If a child has been ill prior to coming to PDO, they must be fever and diarrhea free for 24 hours before attending. This protects your child from possibly becoming sick with another illness while their resistance is low and other children from getting sick.

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### Guidance and Discipline

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The key to our disciplinary policy is "Loving Guidance." Children will be guided lovingly to follow the program schedule and cooperate with their peer group. If a child has inappropriate, disruptive behavior, it will be stopped by redirection and positive reinforcement. If a problem continues, the parents will be notified, and a solution will be worked out between the parent, teacher, and if needed, the director.

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### Grace Lutheran Church Mission Statement

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*Our mission: To celebrate in community God's gifts through worship and education inspiring us to be the heart, hands, feet and voice of Christ in the world.*



### Questions

Contact the Parent's Day Out Director,  
Lynne Blatchley at 708-352-0730 ext. 216.

# Parent's Day Out



**Mondays and Thursdays**  
**12:15 p.m. - 3:00 p.m.**  
**October - April**

**Fridays**  
**November, December & January**  
**9:00 a.m. - 1:00 p.m.**  
**Now Registering**

**Grace Lutheran Church**  
200 N. Catherine Ave.  
La Grange, IL 60525  
708-352-0730  
www.gracelutheran-lg.org

**2010 - 2011**

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### Mission Statement

Parent's Day Out (PDO) is an outreach program of Grace Lutheran Church for children ages 2 through 5 (pre-kindergarten) and is staffed by trained experienced teachers.

We offer this program as a playgroup for children and a break time for parents. Children will receive some structured time that is developmentally appropriate for their age including a Bible story, related art activity, songs and games. Gym room activities, outdoor play (weather permitting), and a blessing with snack and lunch are included each day.

Parent's Day Out offers your child a warm, safe and nurturing atmosphere in which to explore, learn and grow while benefiting from a group experience. The program is committed to meeting the needs of parents by offering quality child care in a Christian environment.



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### Session Information

Parent's Day Out will be held on the following days:

#### Monday and Thursday afternoons

October - April 12:15 p.m.- 3:00 p.m.

Bring a snack and drink for your child.

#### Fridays

November, December, January 9:00 a.m. - 1:00 p.m.

Bring a snack, lunch and drink for your child.

Parent's Day Out sessions are listed on the registration form.

We follow the holiday schedule for LaGrange District 102.

Children will not be accepted before 9:00 a.m./12:15 p.m. as teachers need that time for preparation. Please be prompt when picking up your child at 1:00 p.m./3:00 p.m. If you are late, there will be an additional charge of \$5.00 for every 15 minutes. Please use the Ogden Avenue door when dropping off and picking up your child.

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### Drop Off and Pick Up

When dropping off a child, you must "sign in" your time of arrival and where you can be reached during the time your child is at PDO.

The Illinois Child Care Act of 1969 as amended requires all persons picking up a child to record the following:

1. The time the child leaves.
2. The name of the person with whom the child is leaving.

All parents or authorized pick-up person must "sign out" each child. If someone is picking up your child other than you or someone on the approved list, we must be notified in writing ahead of time. Positive (picture) I.D. will be required from the person picking up the child.

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### Birthdays

Birthday treats may be brought in for your child if desired. Donut holes, bite size muffins, crackers and cheese, fun fruits and cookies are good examples of preferred treats. Please no cupcakes.

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### How to Register

Please use the enclosed registration form for Parent's Day Out. A current medical form must be on file before your child attends.

Sign-up is taken on a first-come first-served basis for each session. Payment must be made at the time of registration. Checks should be made payable to Grace Lutheran Church. You may sign up for individual sessions or you may register for one month at a time. **There are no refunds or credits for sessions missed.**

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### Cost

\$25.00 per session – Monday and Thursday PDO

\$35.00 per session – Friday PDO

There is a \$25 one-time registration fee per family.

There is a 10% discount for each additional child. Registrations will be taken until the session is filled. At that point, an "alternate list" will be established.

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### Age Requirements

Preschool children 2-5 years (pre-kindergarten)

- Maximum of 10 children with 2 teachers in the toddler (2's) room
- Maximum of 20 children with 2 teachers in the preschool (3's & 4's) room

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### Supplies

Everything you send with your child must be labeled. Each child should bring a non-perishable snack and lunch, including a drink. Please include all serving items such as cups and spoons.

Please be conscientious when dressing your child for PDO. Comfortable clothing that is easy to remove, whether it is by the child or teacher, is most desirable. Shoes need to be worn while at PDO. Parents should provide appropriate outerwear for outdoor play. Please **send a change of clothing** for emergencies and any comfort item that would enable your child to be more comfortable with us. Information can be indicated on a Comfort Sheet inside the door of the classroom.

