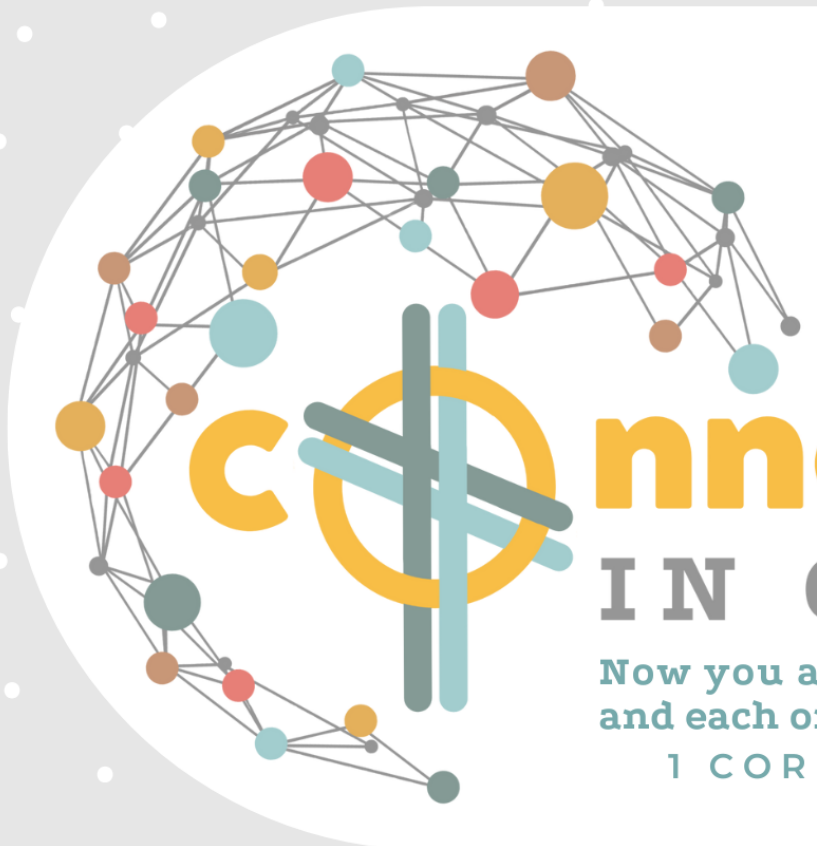




2023 - 2024

ST. PAUL'S LUTHERAN



connected IN CHRIST

Now you are the body of Christ,
and each one of you is a part of it.
1 CORINTHIANS 12:27



Train up the child in the way he should go; and when he is old, he will not depart from it. Proverbs 22:6

Welcome to St. Paul's Parents' Day Out

We welcome you and your child to the St. Paul's family. We wish you a year filled with happy times of learning, growing, exploring, creating, and discovering. We look forward to working with you to help your child develop into the unique person God intended him or her to be. We strive to offer all children a caring environment that stresses God's love.

We encourage your active participation. You are extremely important to your child and to us. Please feel free to contact us at any time about any concerns.

St. Paul's Parents' Day Out Program operates in accordance with the attached statement of Core Beliefs of St. Paul's Lutheran Church and School approved by the Elders of St. Paul's Lutheran Church in January 2023.

May God bless our year together!

12345 Manchester Rd.
Des Peres, MO 63131
314-822-0347

www.stpaulsdesperes.org
<https://www.stplutherschool.org/parents-day-out/>

Updated August 2023

Jesus expressed His love and care for children in Mark 10:14-16:

“Let the children come to me; do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it. And He took the children in His arms and blessed them.”

- **About our Program**

St. Paul's Parents' Day Out Program is a nine-month part-time childcare and enrichment program focused on providing a fun, loving, and engaging environment for the littlest of God's children to grow and develop socially, emotionally, mentally, and spiritually. We follow St. Paul's Lutheran K-8 school schedule for major holidays, school breaks and weather-related closures. As a "school year" program, we will accept enrollment applications for our August start until classrooms are full. While we do not hold spots for a start date other than our August start, families interested in a later start date (i.e., January start) will have the opportunity to be added to the wait list and will be contacted if a spot is available at the time of their need.

We have a qualified loving Christian staff including some with teaching backgrounds and others with degrees in other fields. Most are mothers, some are grandmothers, and all have lots of love to share.

- **Days and Hours**

PDO operates on Mondays, Tuesdays, Wednesdays, and Fridays from 8:30 AM – 12:30 PM during the school year. Early drop off beginning at 8 AM and is available every day of operation for an extra charge. You do not have to sign up or notify us that you plan to use this service; you simply arrive at 8 AM and sign your child(ren) in for before PDO care with their classroom teaching staff. We are in session from late August to late May annually. We also offer several summer camp sessions in June or July annually.

- **Days Closed**

The PDO Calendar includes all planned days of closure for the year. As previously noted, we follow St. Paul's Lutheran's K-8 School schedule for major holidays, school breaks, and closing due to inclement weather during the school year. We typically do not participate in the K-8 School's early dismissal days for parent-teacher conferences, school fundraisers, closures for teacher association conferences or in-service days not aligned with a major holiday.

- **Authorization for Others to Pick Up a Child**

We must have written permission from the parent(s) for any other person other than parents to pick up a child. We reserve the right to check the identification of any adult picking up a child.

- **Communication**

Open communication between parents and staff is crucial. Parents are encouraged to express their needs, suggestions, and concerns with the Director and/or Lead Teacher. It is important that the staff and parents regularly exchange information concerning the care of the child. The Director and the School Board members reserve the right to dismiss any child from the program if a problem persists or increases in severity.

- **Discipline**

Early childhood educators consider discipline as a teaching opportunity, not a punishment. The staff of PDO is asked to:

- Interact with the children in accordance with the teaching and principles of Christ.
- Develop a learning environment that keeps children engaged.
- To redirect behaviors when necessary.
- Stop any behaviors that interfere with learning activities.
- Assist children in making positive choices with others.

If the teacher is unable to get the child to cooperate, the staff will confer with the Director. Parents are kept informed of any discipline concerns throughout the year.

- **Clothing**

Dress your child in comfortable play clothes for PDO. We will do some messy crafts and will use outdoor and indoor play equipment regularly. Tennis shoes or shoes with soft soles and closed toes are highly recommended for your child's safety. We prefer no flip flops, sandals, or open toed shoes of any kind. We also prefer no rain boots as your child's only pair of shoes for the day.

We request you provide a season appropriate change of clothes in a labeled large Ziploc bag for any emergency such as a blowout diaper, potty accident when in underwear or spill while eating or doing an activity with water or crafting. This change of clothes will be kept in your child's classroom cubby for easy access by the teacher. We recommend a top (shirt), bottom (pants/shorts), underwear if applicable and socks.

If an accident occurs, the teacher will send the soiled clothes home in the labeled Ziploc bag and will request a replacement set be returned to their cubby ASAP.

You will be reminded to check and exchange your child's change of clothes with the change of the seasons.

- **Snacks and Lunch**

We provide age-appropriate snacks for all classes between 9-9:30 AM each PDO day and ask that you send a lunch for your child to be served to them between 11:00 - 11:30 AM each day. Snacks include items such as Cheerios, melts, and puffs for the infants and mini and regular Goldfish, graham crackers, vanilla wafers, pretzels, Fruit Loops or Cheerios for the Toddler and Preschool children. We take all food allergies documented across all classes into consideration when we purchase snacks/brands for the program. However, if your child has a food allergy, you are welcome to send a personal snack daily for them to eat instead of the snack we provide. Please communicate your plan to the Director and their Lead Teacher.

We greatly appreciate the use of the Bentgo® Bento style boxes or soft lunchboxes, especially in the two older classes. We don't have refrigerator space for every child's lunch, so we recommend using cooling packs if you want your child's lunch to stay chilled until they eat it. There is a small refrigerator for bottles near the nursery. We only serve water at PDO in the Toddler and Preschool classes and request that you don't send juice boxes/pouch drinks or put other drinks besides water in their cups/water bottles for snack and lunch. We also request that you deep clean their lunch boxes and water bottles/cups on a regular basis.

- **Food for Holidays and Birthday Celebrations**

We allow families to send in special treats for class holiday and/or their child's birthday celebration if desired and are asked to plan with the Lead Teacher. We request that these items be store bought and individually pre-packaged with ingredients clearly identifiable or baked in a commercial bakery that will share ingredients on their labels. If your child has a food allergy, you are welcome to send some special treats for them in a Ziploc bag with their name on it for their Lead Teacher to have on hand to give them on a day when someone brings in a snack for a celebration.

- **Toys**

To keep children from being disappointed by a broken or lost toy, we prefer that they use the toys provided by the PDO program. Please leave all toys at home except for a small, quiet, soft toy/lovely for naptime (Infants) or a toy to share on special occasions such as "Show and Tell" days.

- **Accidents or Injuries**

All accidents or injuries to a child will be recorded on an Accident Form. A parent will be asked to sign a copy of the Accident Form. The original signed form will remain at school on file and a photocopy of the signed form will be sent home. In the case of serious injury or any injury to the head, the parents will be notified immediately.

- **Illness Policy**

We wish to provide the healthiest environment for all children and need each family's cooperation regarding the illness policy. The following rules concerning childhood illness are from the Department of Health Licensing Rules for Child Care Centers:

Each child shall be observed for contagious diseases and signs of illness throughout the day. Parents shall be notified immediately when any contagious disease occurs in the facility. In the event of illness, parents or other contacts listed on the child's emergency form will be called. It is important that sick children be picked up within a reasonable timeframe. A child exhibiting any of the following symptoms will be sent home:

- More than one abnormally loose stool
- Severe coughing
- Difficult or rapid breathing
- Yellowish skins or eyes
- Redness of eyelid lining or irritation of eye
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Vomiting
- Anything but clear mucus from nose
- **Fever over 100 degrees Fahrenheit under the arm (100.5 for infants under 1 year of age)**

A child may return to PDO after a physician has evaluated a contagious illness, medication has been prescribed and any period of contagiousness has passed as determined by a licensed physician.

PLEASE NOTE: Children must be FEVER FREE/SYMPTOM FREE for 24 hours WITHOUT the aid of medication before they can return to PDO.

- **Emergency Procedures**

We will care for your children in times of crisis situations. Please follow these instructions in the event of an emergency (tornado, fire, earthquake, etc.)

No children will be dismissed from the building unless parents or individuals indicated on the emergency release form come for them. Children will not be released to a relative, babysitter, or neighbor unless that person is on the release form. Parents can update the release form at anytime.

In case of building evacuation, the children will be taken to a safe location near the center. Parents will be contacted either before or after we have reached that location, depending on the emergency.

- **Absences/Additional Days/Vacation Days**

THERE WILL BE NO REFUND FOR ABSENCES DUE TO ILLNESS OR CHANGE OF PLANS AND WE DO NOT ALLOW MAKE-UP DAYS IF MISSED.

If an additional day is needed on a permanent basis once the school year begins, please contact the Director to check availability. Additional days will be subject to availability based on student to teacher ratios and Director approval. Once confirmed and scheduled, they become part of your committed days subject to no refund for absences due to illness or change of plans and no make-up days.

If an additional day is needed on an emergency basis, please contact the Director ASAP. We will make every effort to help you in your time of need, but we can only do so if there is space available based on our teacher to student ratios in your child's class on the given day.

Please notify the Director in writing at least TWO weeks in advance of a planned absence (noted as vacation) from class. Given your written notification is received two weeks in advance of the planned absence, your fees for these days off will be waived. You will receive an email from the Director confirming approval of your vacation request serving as documentation that your fees will be waived.

Please note, written advance notification of your planned absence/vacation assists the Director in managing staffing needs and providing an opportunity to meet an emergency need of another family.

- **Enrollment/Registration Process, Wait Listing and Monthly Billing**

As a "school year" program, we will accept registrations for our August start until classrooms are full. Priority registration for the following school year will be accepted in January during the first week from those children/families already participating in our program and St. Paul's church members. If there are still spots available, families from St. Paul's ECC and participants in St. Paul's MOPS program can register during the second week of priority registration. Registration will be open to the community beginning in mid-January if there are spots available until classes are filled.

Children are placed in their classes based on their age on August 1 before the late August start of each school year.

If a given class reaches capacity, then a waitlist for that class will be created by the Director. As a "school year" program, our wait list is for the current school year only. If a child doesn't get into our program by the end of December of the current year, they will remain on the wait list for the balance of the current school year in case a spot becomes available. However, to participate in PDO during the next school year, you will need to go through the Open Enrollment process that begins following priority enrollment.

An annual registration fee is required at the time of application. **This payment is nonrefundable.**

Our program bills for services after they have been rendered; therefore, you will receive your monthly tuition bill including any charges for extra services used such as early drop off at the beginning of the next month. With our program starting in late August, you will receive your first PDO bill in early September.

All checks are to be made payable to St. Paul's PDO and may be left with your child's Lead Teacher or given directly to the Director.

We do also accept online payments; below are the steps to pay online:

1. Go to <http://www.stplutherschool.org/>
2. Click on menu in upper right corner and click on Parent Portal
3. Click on Online Donations
4. Find Parents' Day Out by typing the program name in the search bar or scrolling down the page of the list of designations for funds.
5. Enter the amount being paid per your invoice.
6. Select the frequency of payment as Once.
7. Enter the invoice number/your child's first and last name in the notes box.
8. Follow instructions via the website to complete your payment.

FINANCIAL PAYMENT POLICY

Non-payment of fees will result in the following:

- Payment not received within 30 days of due date will result in contact from the Director.
- Payment not received within 60 days of due date will result in a formal letter from the Director.
- Payment not received within 90 days of due date will result in removal of child's enrollment. Re-enrollment once payment is received will be subject to space availability.
- Payments are due by the last business day of the month.
- Families are urged to contact the Director regarding financial payment difficulty within the first fifteen days of the month.

- Summer Camp Registration and Cancellation Policy

Registration for Summer Camp Sessions, when offered, will be accepted in March from members of St. Paul's and from those children already participating in our program. After the allotted time, registration will be open to the community until all Camp Sessions are filled.

Camp Session fees are required at the time of registration. **This payment is nonrefundable if cancellation is necessary.**

- Enrollment and Health Forms

Along with this handbook, each family will receive the following forms required by the Missouri Department of Health and St. Paul's Lutheran Church and School. These forms and information requested must be completed and returned to our staff by your child's first day at PDO:

- Enrollment Form: This form included family information and emergency contacts.
- Immunization Records: A copy of each child's up-to-date immunizations must be submitted at the start of the school year for our files; if immunizations are given during the school year, a replacement copy is required following the doctor's visit.
- Emergency Form: This form lists all contact information in case of an emergency, any known allergies and includes contact information including names *and* phone numbers of any individuals you authorized to pick up your child. **This form will be kept in the individual classrooms, so you will need to fill out separate forms for each child attending our program.**
- Photo/Video and Family Directory Release Form

- Late Pick Up Fee

Prompt pick up and departure is necessary. The Director should be informed of any possible late arrivals of parent/authorized person by phone or email. **Frequent tardiness will result in a \$10 charge for every five-minute increment that one is late.** It will be show up on your next monthly bill.

Policy Exceptions

We understand that at times it will become necessary to make exceptions to written policies. These exceptions may include, but are not limited to the following:

- When the safety or well being of a child is at risk
- When an emergency makes an exception necessary

These may be implemented at the discretion of the Director.

- Contact Information

- PDO office (direct line)
314-822-0347
- Church Office
314-822-0447, x205 (Director's phone extension)
- St. Paul's Lutheran K-8 School
314-822-2771
- Websites
<https://stpaulsdesperes.org/>
<https://www.stplutherschool.org/>
- Follow Our Facebook Page*:
- Parents' Day Out St. Paul's Lutheran Church Des Peres
- Join our Private Facebook Group*: St. Paul's Lutheran of Des Peres PDO Club House

***Photo/Video Release must be signed for your child's photo to be posted**

Core Beliefs

We at St. Paul's Lutheran Church and School confess the Christian faith in the words of the three ancient Christian creeds – the Apostles Creed, the Nicene Creed, and the Athanasian Creed.

We believe that there is only one God Who has revealed Himself to be three "Persons": Father, Son, and Holy Spirit (called the *Holy Trinity*) (Gen. 1:1-2, 26-27; Psalm 19:1; Matthew 28:19-20; John 1:1-3, 14; 3:16; II Peter 3:9).

We believe that sin is anything that is displeasing to God and contrary to His will. All people are conceived and born with *original sin*, a condition which separates them from God. Sin entered the world through the disobedience of the first man and woman. It continues today in the thoughts, words, and actions of all people. No matter how hard people try, they cannot free themselves from sin and its penalty, death. Every person has an essential need for a Savior (Genesis 3:1-15; Psalm 51:1-5; Romans 3:23; Romans 6:23).

We believe that Jesus Christ, the second person of the Holy Trinity, is the Savior of all people. He came to this earth and took on human flesh with one purpose in mind – to give His life willingly and voluntarily as the all-sufficient payment for all sin and all evil (John 1:1-14; John 3:16; 2 Cor. 5:18-19; 1 John 4:14).

We believe we are saved by the grace of God (His unmerited, undeserved love) alone -- not by anything we do or do not do (Ephesians 2:8-9; Roman 3:23-26).

We believe that forgiveness of sin and salvation come through faith in Jesus Christ alone -- a God-given trust in Jesus and His life, death, and resurrection to bring forgiveness of sin and eternal life in the presence of God to all people (John 5:24; John 14:6; Romans 1:17).

We believe that God desires all people to be saved through faith in Jesus Christ and that He desires that we share the good news of forgiveness and eternal life through Jesus Christ (Ezekiel 33:11; 1 Tim. 2:4; 2 Peter 3:9).

We believe that the Bible is the inspired, inerrant, infallible Word of God and, as such, is the only norm for faith and life -- the only true standard by which all teachings and doctrines are to be judged (2 Tim. 3:16-17; 2 Peter 1:21).

We believe that God works through Baptism to take away sin, give the gift of the Holy Spirit, and grant eternal life (Acts 2:38-39; Romans 6:23; Galatians 3:26-27; 1 Peter 3:21).

We believe that God works in Holy Communion to give each communicant not only unleavened bread and wine, but also the body and blood of Christ and the forgiveness of sin (Matt. 26:26-29; 1 Cor. 10:16).

We believe that God created the heavens and the earth in seven, twenty-four hour days (Gen. 1-2).

We believe that God wonderfully and immutably creates each person at conception as male or female (Gen. 1:26-27).

We believe that God's gift of life begins at conception and that all life is to be protected, from conception to natural death (Psalm 139:13; Jeremiah 1:4-5; Isaiah 44:24).

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25, Matt. 19:4-6; Eph. 5:31-32). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6; 7:2-5; Heb. 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

For additional information, see the *Book of Concord*.

This statement of Core Beliefs was approved by the Elders of St. Paul's Lutheran Church on Saturday, January 28, 2023.