# Parent Handbook

Duke Memorial UMC

504 West Chapel Hill St

Durham, NC 27701

http://www.dukememorial.org/pmo.html

919.683.3467 ext 117

Dear Parents,

Welcome to Duke Memorial United Methodist Church Parents' Morning Out. The mission of Parents' Morning Out is to create a compassionate, safe, and nurturing Christian environment for infants, toddlers, and their parents. Duke Memorial's PMO has been a part of the community for almost 38 years. We truly believe children are a blessing from God and we thank you for sharing your blessings with us.

I encourage you to explore this Parent Handbook and to feel free to ask questions. On behalf of our loving and dedicated teaching staff, I would like to express how excited we are to be with you during this part of your family's journey!

Sincerely,

Julia Browning, PMO Director

julia@dukememorial.org

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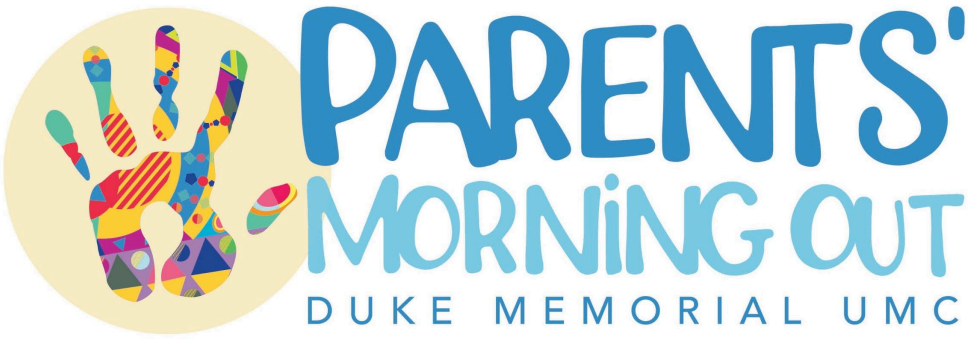


September 8th, 2026- Teacher workday
September 8th, 2026-  Parent Orientation at 7pm
September 9th, 2026- First day of school
November 11, 2026- Closed for Veteran's Day
November 25-27th, 2026- Closed for Thanksgiving Holiday
December 16th, 2026- January 1st, 2027- Closed for Winter Break
January 18th, 2027- Closed for Martin Luther King, Jr. Day
February 15, 2027- 2027-2028 Fall Registration Opens
March 22nd- March 29th 2027- Closed for Easter/Spring Break
May 28th, 2027- Last day of school!

## INTRODUCTION

Welcome to Parents' Morning Out (PMO) at Duke Memorial United Methodist Church. The mission of Parents' Morning Out is to create a compassionate, safe, and nurturing Christian environment for infants, toddlers, and their parents. We are excited that you have chosen our program for your child.

PMO is open September through May from 9:15AM until 12:45PM, Monday through Friday, for children between the ages of 8 months and 3 years. Children may attend up to 5 days of the week depending on availability. PMO offers various Summer Camp options in June and July to children who were enrolled during the previous school year.

## Procedures for Enrollment

1. All applicants must submit an Enrollment Application with a non-refundable application fee of $50.00. The fee must be submitted with the child's application. Checks should be made payable to Duke Memorial United Methodist Church, or you can pay online.
2. Registration Forms for enrollment will be accepted in the following order:
    a. Children of Staff of Duke Memorial UMC and PMO
    b. Church Members
    c. Currently enrolled and New children to PMO

3. If PMO spots are filled at the time of your child's registration, he/she will be placed on a waiting list and you will be notified when a spot becomes available.
4. The immunization form is required for every enrolled child. Forms can be obtained from the Director. Please complete and turn in form within a month of your child starting PMO.
5. Duke Memorial PMO does not discriminate on the basis of race, color, national origin, or religion (except that Duke Memorial Church members' children are given priority for registration) or national origin.
6. Ratios of children to staff are as follows:
    a. Baby Room (8 mos-15 mos) – 7/8 infants to 2 staff
    b. Toddler Rooms (16 mos up to 3 year olds) – 9/10 children to 2 staff

    To best meet the needs of our enrolled families, children's age groupings may vary from year to year based on enrollment demand.

    Ratios are subject to change based on the Director's discretion, within state guidelines.

## Fees and Tuition

1. A non-refundable, one-time application fee of **$50.00** is to be paid when you submit your application. An application can be downloaded from the PMO webpage.
2. Tuition for PMO is: $100/month per each day of PMO. Ex: $100/month for 1 day a week, $200/month for 2 days a week.

3. **Payments are due on the 1st of each month**. After the 10th, a $10.00 late fee will be added. Payments may be mailed, placed on the Director's office desk, or paid online. Tuition is the same each month regardless of holidays or vacations. No deductions are made for absences, and there are no "make up" days. Our Federal Tax ID# is: 83-2007575.
4. **There is a <u>twice</u> a year supply fee of $75 per student due September and January.** We do not collect this fee for the Summer session since it is shorter and enrolled children attend on one side or the other of this semester (or both.) The supply fee covers costs for snacks, wipes, paper towels, tissues, cleaning supplies, and some arts and crafts supplies for the classrooms. It may be included in your first tuition payment of the semester.

5. Payments must be made by cash, check, or through our online payment system. If you would like to make your payments electronically and enroll in our online tuition payment system, please set that up by August 20th. Funds will not be withdrawn for September tuition until September 1st. For the initial payment, you may select "one-time payment" for the $75 supply fee. Monthly tuition payments should be set up as "ongoing" payments from September through May.
6. Please be sure to set an end date of May 2027. If you do not stop your payments after the May 15, 2027 tuition payment, there will be a $25 processing fee to refund any tuition payments withdrawn in June. Also, please keep a record of your Vanco password, as I do not have access to it.
7. Do NOT send payment in your child's school bag. If mailing your tuition payment, use the following address:

Duke Memorial PMO
Attn: Julia Browning
504 W. Chapel Hill Street
Durham, NC 27701

**WITHDRAWAL**: If it becomes necessary to withdraw your child for any reason before the end of the school year, you must give the PMO director a 30-day written notice. Otherwise the following month's tuition will be due as scheduled.

## Arrival and Departure

**HOURS:** The PMO hours are from **9:15 am to 12:45 pm.** Please adhere to these hours. Children in the Baby Room are to be picked up in the classroom. Weather permitting, the toddlers will be picked up on the playground. Remember to leave extra time at pick up time for parking and entering the building in order to get your child by 12:45PM sharp. The teachers appreciate your promptness. **A late pick-up fee of $15.00 after 12:45pm** will be charged if you are late picking up your child. Repeated late charges may result in a child being dropped from the program.

**PARKING:** All PMO parents are asked to park in the paved lot across from the playground on Memorial Street. Please DO NOT park along the sidewalk behind the playground. This is especially important during the regular school year when Duke Memorial Weekday School uses that area as a "buckle up" area for their carpool line. Please remember to hold your child's hand as you cross the street.

**ENTERING THE BUILDING:** The PMO entrance is next to the playground under the red awning. You will need to have a code to enter. This specific code works for PMO hours only. If you or another designated adult do not have the code, please use the intercom to speak with someone in the church office. You will be asked to state what program you are there for and the name(s) of your child's teacher(s). The PMO hall is located on the 2nd floor. The elevator is around the corner to your left or you may take the stairs to your right just after entering and up two flights. Once on the 2nd floor, follow the hallway to your right. PMO classes are at the end of the hallway as you turn the corner.

**SIGN-IN SHEET:** There is a sign-in sheet for each room. Please sign your child in each morning and give us the best contact info for that day. If there are any special instructions for your child (e.g. diaper rash, using the potty, etc.) please write it on the sign in sheet. Notify the teachers if someone other than a parent or regular caretaker is picking up your child and write the name on the sign-in sheet.

**IF YOUR CHILD IS NEW TO PMO OR TRANSITIONING FROM BABY ROOM TO AN OLDER ROOM:** To help make the transition as smooth as possible, all children (both new and returning) will attend for 1½ hours each day during the first week of school. After the first week, returning students will resume their regular schedule. Some children who are new to PMO or new to a Toddler classroom may be asked to continue attending shortened days for a period of time if additional time is needed to adjust. Our staff will work with you to determine when your child is ready to extend their stay.

**TEMPORARY SITUATIONS**: Please notify your child's teachers if you will be out of town, if a family member is hospitalized, or if other emergencies occur. This information enables us to effectively help your child since home disruptions may affect behavior at school.

**WEATHER POLICY:** Duke Memorial PMO may close throughout the year due to weather and road conditions. The director will use DPS closures as a guideline. In general, if Durham Public Schools are closed or delayed, PMO will close or delay as well . However, after consulting with Duke Memorial's Building and Operations Manager along with the director of the Duke Memorial Weekday School, the director will use his or her discretion to decide about a closure. Parents will be informed via email and Remind text alert about weather closures. If Duke Memorial PMO is closed for more than 5 days during the year due to inclement weather, the Advisory Board will adjust the calendar to add make-up days at its discretion.

## DRESS CODE FOR PMO AND WHAT TO BRING

Please dress your child in comfortable clothes. The children get messy at times with food, arts and crafts materials, and on the playground. It is best to dress in layers as the temperature in the building can vary greatly. For older children, please be sure to dress them for the day's outdoor conditions as well. They do go outside daily even on cold days. The playground is shaded and can be cool. Teachers are happy to help children put on hats. Again, please be sure to label these items. For the children who do go outside, it is best to have closed toe, nonslip, durable shoes. Please refrain from sending your child in sandals and crocs as they are not as safe on the playground and the mulch can get in them and hurt little feet.

If your child needs sunscreen and/or insect repellent, please apply it before arrival at PMO.

**What to bring to PMO? Please label everything with your child's name!**

1. A small backpack (for older children) or other bag (for babies). Please attach emergency contact info on the outside of the bag. Emergency tags will be available at Parent Orientation and once school begins. If your child has an allergy you will be given a yellow tag. Please make sure the emergency contact tag stays on your child's bag throughout the school year.
2. 2 diapers labeled with your child's name on the front. A sharpie works well for this.
3. A sippy cup, bottle etc. with milk, juice, water or whatever your child likes to drink. This will be used at snack time and lunchtime.
4. Lunch will need to be provided by you. Lunchtime in all rooms is typically around 11:30. Lunch should include easy to eat finger foods (jarred foods are fine in the baby room.) Please remember that our teachers are watching many children eat at one time. We ask for safety's sake that you cut food into small, manageable pieces and that you refer to the suggested lunch list (attached) to get familiar with items that we ask parents not to provide. In the older room, it is preferable to pack lunch in one divided container rather than multiple containers. **Please label all food containers**. There are refrigerators and microwaves in all rooms for food storage and prep. Snacks are provided by PMO and are generally offered soon after your child arrives in the morning.
5. An extra outfit in a labeled ziplock bag. This outfit will be kept in their bag for the semester. Please change the clothes in the bag to suit the changing weather.
6. Any additional items that will help your child's adjustment. Please be sure to label anything that comes in with your child. This includes blankets, pacifiers, "lovies" etc.

## Classroom Management Guidelines

One of the primary goals of PMO is to help young children grow in their relationships with others. Discipline will focus on positive behaviors that encourage skills such as sharing, taking turns, and cooperation. Simple and clear rules will be established in each classroom. No form of physical or corporal punishment shall ever be administered. Redirection and constructive solution techniques will be used by the staff. All children and staff members will be protected by our use of the Safe Sanctuaries policy as well, you can learn more about that protocol by visiting the church website.

The following behaviors will result in a written incident report being given to the parent(s), as well as being filed:

- Injury
- Allergic Reaction
- Biting

There may be times, however, when a child's behavior affects the atmosphere of the classroom. Behaviors that may be disruptive to a classroom include aggression, defiance, disobedience or disrespect. If these behaviors occur, teachers will assist the child by:

- Helping the child use appropriate words to resolve conflict.
- Praising and/or rewarding kind behavior.
- Providing natural consequences for undesirable behavior.
- Working with the parents to provide consistency both at home and at school.

Should a child's behavior become severe enough to interfere with the overall atmosphere of the classroom, the parents will be called to discuss the behavior. The parents and teacher will work together to come up with recommendations to resolve the issue.

**PMO Potty Training Policy:**

PMO teachers are happy to help with your child's transition from diapers to using the toilet. Children need to wear diapers to school until they have used the toilet successfully (pee and poop) for one full week (excluding night time) at home. We are happy to remind your child to use the bathroom throughout the school day. Remember that toilet training is a transition to independence.

Please help your child be as independent as possible by dressing him/her in "user friendly" clothing (simple, elastic waist, not tight). Please do not send your child to school without underwear. Since we want your child to be successful when using the school toilets, please avoid:

- Onesies
- Belts
- Overalls
- Buttons/snaps
- Very tight leggings

**A potty trained child should be able to perform the following tasks at PMO:**

- Able to indicate the need to use the restroom
- Pull down/up pants and underwear by themselves
- Able to physically get on the potty and sit without help
- Boys (whether sitting or standing) need to be able to "hit the water" in the toilet
- Attend to own hygiene (wiping). This is to protect everyone.
- Flush the toilet

For hygiene reasons, you may not bring in your own potty. If your child is potty trained, he/she needs to wear underwear to school. There are thick, absorbent cotton training pants on the market that are useful during potty training. For sanitation reasons, we reserve the right to require diapers on your child if he/she continuously has accidents at school. PMO only allows disposable diapers, no cloth diapers.

We are always happy to have a conference once your child has entered training.

## HEALTH INFORMATION

We have a 24 hour policy for illness in the PMO program. If your child has any of the following symptoms, you may not bring him/her to PMO until your child is free of these symptoms for 24 hours:

1. 100 degree (+) temperature
2. Vomiting or diarrhea
3. Infected skin rash or impetigo
4. Other contagious or communicable diseases (e.g. hand, foot, and mouth disease, Noro Virus, Roto Virus, scarlet fever, chicken pox, pink eye etc.)
5. Lice- if you determine that your child has lice, notify the director. The child may not return to PMO until they have been treated for 24 hours.

Please let the teacher and the director know if your child has had any of these so that we can alert other parents in the program. To cut down on the spread of illness, we ask that you **PLEASE wash your child's hands each time before entering the PMO rooms.**

**Covid-19:** We follow the guidance put out by the North Carolina Department of Health and Human services when dealing with Covid-19 exposures and illness.

**Emergency illness:** In the event that a child becomes ill at PMO or there is another emergency, we will attempt to contact parents by phone. If parents cannot be reached, the emergency contacts will be called. In the case of extreme emergency, the Director will call 911 and contact parents and pediatrician.

**VACCINE POLICY:** A current immunization record from your child's doctor is required for every year of enrollment. If your child has a legal, medical exemption from any vaccination required by the state of NC, please see the PMO Director. The Director will review the application on a case by case basis, weighing the possible impact and risks of the child's vaccination status on other students, their families, and staff. Duke Memorial Parents' Morning Out does not accept vaccination exemptions based on statements of religious belief or opposition to the immunization requirements.

**ALLERGIES:** Please alert the teachers if your child has any food or environmental allergies. It may be necessary to have a medical plan in our files to protect children from exposure to anything to which they are allergic. Teachers are not allowed to administer any medication to children during PMO. If an Epi-pen is necessary, teachers will need to be provided one to have in their classroom for your child.

**CHILDREN WITH SPECIAL NEEDS:** Duke Memorial PMO has limited capacity to serve children with special needs. If the Director determines that the school is unable to meet the needs of the child appropriately, the child may be asked to withdraw from the program.

**PMO LUNCHES**

To make lunchtime at PMO easier for the teachers and the children, please consider these food suggestions. We realize that your child may be able to handle messier/larger foods at home, but successfully feeding 8 or 9 children in high chairs or around a table demands finger foods.

- Soft crackers (i.e. Club, Ritz)
- Sandwiches cut into bite size pieces
- Cheese cut into bite size pieces (no large chunks or whole cheese sticks)
- Small pasta noodles (no spaghetti)
- Macaroni and cheese
- Meats and lunch meats cut into pieces, **especially hotdogs**. We ask that you quarter hotdogs and cut them into small pieces.
- Soft cooked vegetables ( green beans, small cooked carrots, broccoli cut small etc)
- Raw vegetables should be cut into bite size pieces
- Fruit cups
- Raw fruit cut small
- Yogurt cups (only if child is independent in eating it) **NO yogurt tubes**
- Dry cereal
- Cereal bars

**NO PEANUT BUTTER OR TREE NUT PRODUCTS DUE TO POTENTIAL ALLERGIC REACTIONS.**

Due to recommendations by the American Academy of Pediatrics and other resources on children and choking, the following foods are considered choking hazards and should not be given to children under the age of 3.

- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Popcorn
- Hot Dogs
- Fruit chunks
- Raisins/dried fruit

Please help us assure the safety of your child at lunchtime by not sending the above items and preparing items properly. If a teacher deems any of the lunch contents unsafe, they will choose not to feed it to the child. Teachers will not cut food items as they don't have knives available and doing so would take attention away from the children while they are eating.

Teachers will gladly heat lunch items in the microwave.Please place items that need to be heated in a silicone baking cup or paper towel.