

O'Fallon First United Methodist Church

The Learning Tree

Parents Morning Out



New Family Information

Parents' Morning Out

Policies & Procedures from A to Z

Providing quality, flexible childcare in a safe, caring, Christian environment

Activities: We will provide age-appropriate activities to occupy and engage your child while he/she is at PMO. We will sing songs, make crafts, read stories, have snack, etc. If you have ideas of activities your child would really enjoy, please share.

Availability: Children may attend weekday Children's programming at O'Fallon First UMC (Preschool and/or PMO) for a maximum of 10 hours per week each. Our classrooms follow DCFS adult/child ratios:

Infants (6 weeks through 14 months): 1 to 4

Toddlers (15 through 23 months): 1 to 5

Two years: 1 to 8

Three years: 1 to 10

Four years: 1 to 10

Five years: 1 to 20

If a session is full, you may add your child to the waiting list. You will be emailed, should a space become available.

Babies: Our program welcomes infants as young as 6 weeks old. Being that little ones change so quickly, please be sure to communicate with us regularly about your child's milestones. Sleep schedules/changes, feeding schedules/changes, likes and dislikes are all good bits of information for us to have.

Cancellations & Fees: We understand that illness happens and plans change. Please help us accommodate as many children as possible by canceling unneeded visits through our website at least 24 hours prior to your child's scheduled attendance. Within 24 hrs, cancellations must be made by email (thelearningtree@offumc.org) or phone (618-632-2354).

Church: Learning Tree families are an important part of the O'Fallon First United Methodist Church congregation. You are always welcome to participate in worship and activities within the life of the church. Please contact us if we can help your family find its niche.

Contact Info: O'Fallon First United Methodist Church; 504 E. Hwy 50; O'Fallon, IL 62269; 618-632-2354; thelearningtree@offumc.org.

Discipline: The Learning Tree follows "1, 2, 3 Magic" a three-step plan to redirect undesirable behaviors with calmness, kindness, and predictability. To learn more visit 123magic.com.

Dress Code: We intend to have fun and get a little messy! Please dress your child appropriately in play clothes and provide an extra set of clothes in a labeled backpack/diaper bag in case of spills or accidents. We plan to visit the playground as the weather allows, so send a jacket on chilly mornings. Tennis shoes are best for running and climbing.

Drop off: Doors open at 9:00 am. Children may be dropped off any time thereafter.

Emergencies: Please ensure an emergency contact number is on file at all times.

Food: Children are offered a simple snack in the morning. No nuts are allowed in any classroom.

Hours: During the District 90 school year, PMO meets Tuesday through Thursday, 9 am – 12 pm. Any closures can be seen on the [PMO Calendar](#).

Illness: We want PMO to be a safe place for your child to be. That includes protecting them from illness. Please keep your child home if he/she:

- Has a fever above 100.5 within the past 24 hours
- Has vomited within the past 24 hours
- Has had diarrhea within the past 24 hours
- Has pink eye
- Has head lice
- Has strep throat

To prevent the spread of illness in PMO, we will:

- Wash/Sanitize the children's hands before eating, after sneezing or coughing, and after using the bathroom,
- Clean the changing table and wash our hands after each diaper change,
- Disinfect toys, tables, and door knobs with Lysol after each session.

Thank you for your cooperation. If your child has any additional health concerns or allergies, please inform us verbally and in writing.

Labeling: Please label your child's name on any items that come with him/her to PMO. We want to be sure pacifiers, sippee cups, bottles, etc. are used only by their rightful owner.

Payment & Fees: The cost of PMO is \$25 per child per day. Payment may be made in person at time of drop-off. Exact cash, check, or card are accepted. Please make checks payable to O'Fallon First UMC with PMO and your child's name marked in the memo line.

Pick-up: Children must be picked up promptly at 12:00 PM. If a child is not picked up by 12:05, additional charges will be applied at the rate of \$1 per minute. Consistently late pick-ups will result in removal from the program. Children will only be released to the adult who dropped him/her off or another authorized adult.

Pictures: Your children are adorable, and we want to show you how much fun they have at PMO. If you do not wish to have your child photographed, please indicate so on the registration form.

Playground: We have your child's safety at the forefront of our thought when we take them outside. The playground is rated for ages 2-5 and meets all national safety standards, so it is a safe, age-appropriate

structure for the majority of our kids. For the littler ones in our group, balls, bubbles and other outside toys will be available. This playground is for YOU, too! Please enjoy it anytime you would like.

Potty Training: If your child is potty training, please dress him/her in a pull-up. Even as things start to go more smoothly, be sure to provide an extra set of clothes, in case accidents happen. We will provide frequent reminders and encouragement during this exciting time of development.

Reservations: To schedule your child's visit, follow the "Reservation" tab on the PMO website www.gopmo.org/reservations. Reservations can be made until 9 pm the night prior to a PMO session, given availability. Children may attend up to 10 hours per week.

Registration: There is no registration fee. Please complete the registration form on our website at www.gopmo.org/registration.

Schedule: The Learning Tree PMO will follow the O'Fallon District 90 school schedule. PMO will not meet on O'Fallon 90 school holidays, early dismissal, or weather cancellation days.

Security: The front doors of First UMC are locked between drop-off and pick-up times. Please ring the doorbell to the right side of the doors if you arrive at another time.

Separation Anxiety: PMO may be your child's first experience being away from you, so it's only natural that he/she may be a little hesitant. We're willing to work with you and will provide your child with distractions and comfort to help him/her adjust to the new surroundings. It is more difficult for some children than others when they have to say good-bye to their parents. To ease the transition for you and your child, please make your "see you soon" happy, positive and brief. If he/she is having a really rough time on any given day, don't worry, we'll go ahead and give you a call.

Special Needs: The Learning Tree strives to be as inclusive as possible to children of varying abilities. We will make accommodations to our classrooms and routines in an attempt to meet the needs of all our students. For the safety and well-being of all our students, we will communicate with families if we feel our program does not have the resources necessary to meet the needs of a child. Please alert us to any health concerns / special accommodations your child may require in writing before his/her attendance.