

# Children's Day Out



**Covenant Presbyterian Church**  
**Office Phone: 614-451-6677**  
**website: [covenantpcusa.org](http://covenantpcusa.org)**

**Tammy Becker**  
**(teacher)**

**208-6625 (cell)**  
**[becker2754@sbcglobal.net](mailto:becker2754@sbcglobal.net)**

**Colleen Davis**  
**(teacher)**

**766-4871 (home)**  
**[colleenjd@aol.com](mailto:colleenjd@aol.com)**

**Erin Wise**  
**(Director of Children's Ministry)**

**614-451-6677 (church)**  
**[erinwise2@yahoo.com](mailto:erinwise2@yahoo.com)**

**Caroline McGeoch**  
**(Director of Covenant Children's Center)**

**614-451-6677 x23**  
**[childcenter@covenantpcusa.org](mailto:childcenter@covenantpcusa.org)**

**Katie Kinnison**  
**(Assoc. Pastor for Spiritual Formation)**

**614-451-6677 x12      625-1335 (cell)**  
**[katherinekinnison@covenantpcusa.org](mailto:katherinekinnison@covenantpcusa.org)**

**Children's Day Out** is a one day a week program for children from 18 months through 3 years of age, for children who have not yet begun preschool. **Children play, laugh, dance, run, learn, create, share and explore together.** Two gifted and loving teachers offer care to

**eight children per session.** We offer a safe and nurturing place for children to practice being independent and to socialize with other children, while their grown ups have some necessary time alone.

Classes are available Monday, Tuesday, Wednesday or Thursday, and students may only attend one day a week. **The cost is \$20 per session, paid at the beginning of each month for the number of sessions scheduled in that month.** Families pay the entire amount, regardless of how many sessions they actually attend, because we continue to pay the teachers and work to keep costs low for all our families. Classes run from September through May.

Classes are from **9:30 to 12:30** each week. We provide a snack for the children, and each child brings his or her packed lunch. Water is available to them at all times. At this age, children often play independently. They also make friends and play in groups of two or three. Periodically throughout the morning, we invite all children to participate in particular group activities, though they are not required to do everything. A typical day looks something like this:

9:30 arrival and free play  
 10:00 snack and reading aloud  
 10:30 active play, music in the Fellowship Hall, Lounge or playground  
 11:00 craft, art, science exploration  
 11:30 lunch and reading aloud  
 12:00 free play  
 12:30 dismissal

For snack and lunch, we all gather at the table together, and this is a wonderful opportunity to practice please and thank you and to be kind to one another. We do not make the children stay at the table, but any child who is eating must be seated at the table with the others.

## What to Bring

\*Family Picture that we can post on the wall so that we have our families “with us”

\*A letter about your child, if you wish, that includes what you would like us to know

Change of clothes, including socks, underwear (if needed), pants and shirt

Diapers (we provide wipes)

Packed lunch, labeled with your child’s name

Backpack or other kind of cloth bag to hold your child’s possessions, labeled with name

\*First Day Only

## Snack

We provide a snack and water each morning around 10:00. Snacks may include cheerios, Goldfish crackers, pretzels, fruit snacks or other choices. We provide each child with a sippy cup of water that is washed after each morning, and is always available to your child. Please let us know if there are foods your child does not tolerate/is allergic to.

**Lunch**

Please send a lunch for your child each day. You can provide a lunch box, bag or container for your child's lunch, and we will help them open the contents at lunch time, usually between 11:30 and noon. Please label your child's lunch container. You can send a drink with your child if you like. We will provide them with a cup of water at lunchtime. **Because of a growing concern over food allergies, if we have a child in your child's class with a peanut or tree nut allergy, we will ask you not to send anything made with peanuts, tree nuts or peanut/nut butters. Thank you for your consideration in this matter.**

**Play Clothes**

Please send your child in clothes you will not mind getting dirty or stained. We play with playdough, paint, play in the sandbox outside and do other "messy" activities. We also play actively each day, so please send your child in shoes he or she can run, kick balls and dance in. We are happy to help your child change into appropriate shoes when needed.

**Fees/Tuition**

There is a one-time supply fee of \$25 due at registration. Tuition is \$20 a session, paid in monthly intervals. There is no charge for days we are not in session: Martin Luther King Day, the week of Spring break, Labor Day, the Wednesday and Thursday of Thanksgiving break, two weeks at Christmas time. We also do not charge tuition for days we are not in session due to inclement weather ("snow days"). If CDO is cancelled, please credit yourself for that session when you pay the next month's tuition. Families pay for the days we are in session, whether your child attends or not. Checks should be made payable to Covenant Presbyterian Church and can be mailed (Covenant Presbyterian Church, 2070 Ridgecliff Road, Columbus, Ohio 43221) or given to your child's teachers, who will make sure the checks are given to the Christian Education Director.

**Weather Related School Closing**

We are closed if either the Upper Arlington or the Hilliard city schools have a two-hour delay or are closed *due to inclement weather*. **We will send out an email to you** well before class time, or you can check school closings on your local Columbus news station.

**Drop Off and Pick Up Procedures**

Children must be taken directly to the classroom, and should be picked up promptly at dismissal time. Please make sure that the teacher responsible for your child knows that the child has arrived and that the child is leaving with an authorized person. Children will only be released to persons whom the parents have authorized in writing. Exceptions will be made if a parent contacts the teacher and the teacher is assured that the person authorizing any changes in picking up his/her child is the parent.

If you know your child will not be attending class because of an illness or other reason, we appreciate it if you call and leave a phone message at 451-6677 or send an email message to [colleenjd@aol.com](mailto:colleenjd@aol.com) or [becker2754@sbcglobal.net](mailto:becker2754@sbcglobal.net)

Picking up a child late often upsets the child (who worries where you are) and inconveniences the teacher who has other responsibilities to attend to once class is over. If you know you are going to be more than a few minutes late picking up your child, please call the church office at 451-6677 and ask the receptionist to let the teachers know that you are on your way but are going to be late. This enables the teacher to reassure the child that you are on the way, and relieves the teacher from the task of trying to locate you to find out what has happened.

### **Health**

As children enter the group each day they will be observed for signs of communicable disease such as abnormal temperature, skin rash, diarrhea or vomiting. Please do not send your child if he/she is not feeling well enough to be part of the group. If your child has been ill, he/she may be readmitted to the program if he/she maintains a normal temperature for 24 hours without the aid of a pain reliever/fever reducer and is free of signs of communicable disease. If your child is injured or becomes ill at school, the parent will be contacted. If the parent cannot be reached, the alternate emergency contact will be called.

### **Toilet training:**

We are happy to assist you and your child with toilet training when you are working on this at home. Please dress your child in clothing that he/she can manage independently when using the toilet. Avoid belts, buckles or snaps that may be difficult to unfasten, and send several changes of clothing, including socks. It would also be helpful for us to know what vocabulary you use when communicating with your child about this.

### **Visitation**

Parents/guardians are welcome to visit our class at any time. We are always happy to talk with you when the children don't need our attention.

**For the first several weeks of school, some children may experience difficulty separating. For this reason, we ask that you not linger in the classroom during drop off. We will have refreshments available in the staff kitchen if you would like to wait and see how your child is adjusting.**

### **Phone Calls/Email**

If you have questions, concerns or information to pass on to us, please email or call one of the teachers on their cell phone or at home, or leave a message at the church office, and they will return your call or reply to your email as soon as possible.

If you know your child will not be attending class because of an illness or some other reason, we appreciate it if you call and leave a message at the church office or email the teachers directly. If you need to contact us in an emergency, please let the office staff know and they will contact us immediately, giving us the message or forwarding your call to us in the classroom.

**Email**

We try to contact you weekly to tell you about your child's experiences at CDO, including planned activities, books we read and announcements. **Please feel free to email us with questions.** If we don't know the answer we will check and get back to you.

**Relationship to the Church**

Your family is not required to have any official connection to Covenant Presbyterian Church. That being said, please know that you are welcome to attend any event the church offers. Children's Day Out is a ministry of the church because we believe that families need and deserve loving support. If there is anything we can do to offer better hospitality or be of assistance, please do not hesitate to contact Katie Kinnison, Associate Pastor of Spiritual Formation, or any of the other church staff.

Periodically we will have flyers available to let you know of activities you may be interested in attending, and, again, **you are always welcome to anything the church offers.** (This includes the use of the playground at any time. We love to have the children playing here!)

There are a few programs specifically to support families that may be of interest to you. **Parents Night Out** is the second Friday of each month from 6-8:30 p.m. Parents drop off their children, and we feed them and play with them until you get back. There is no fee for this; donations are gratefully accepted.

**Joy Gym** is Friday mornings from 9:30-11:00. We open up our playground and Fellowship Hall for young children to play and run around no matter what the weather while their parents or caregivers have a chance to talk with each other while they watch their children. This is free.

**Covenant Children's Center**, newly launched this year, offers Preschool, Kindergarten Enrichment and After School care. Please contact Caroline McGeoch for information about these programs.