

Spring City Methodist Church

Parent's Day Out Program

2025-2026 Application

Spring City Methodist Church Member _____

Church Child Attends _____

2 year old class _____

3 year old class _____

4 year old class _____

Child's Full Name _____

Date of Birth _____ Sex _____

Address _____ City _____ Zip _____

Phone _____

Parent or Guardian Information

Mother's Name _____

Address _____ City _____ Zip _____

Place of Employment _____ Work # _____

Cell # _____ Email _____

Father's Name _____

Address _____ City _____ Zip _____

Place of Employment _____ Work # _____

Cell # _____ Email _____

Guardian's Name _____

Address _____ City _____ Zip _____

Place of Employment _____ Work # _____

Cell # _____ Email _____

Our Parent's Day Out Program pays substitute teachers \$45 per day. Are you willing to be on our list?

For your child's class only _____

For any class _____

Name and Relationship to child _____

Permission for Health Care

This form must be notarized. This can be done at most banks in our area.

Child's Name _____ Birthday _____

Child's Doctor _____ Phone _____

Child's Dentist _____ Phone _____

Known Allergies/Conditions? _____

In the event of an emergency, please indicate your name, number and another authorized person.

Father's Name _____ Phone _____ WK _____

Mother's Name _____ Phone _____ WK _____

Another Person _____ Phone _____ WK _____

Another Person _____ Phone _____ WK _____

First Aid

In case of an emergency, I authorize the staff to provide any first aid care deemed necessary for my child.

Emergency Care

In the event of an emergency in which I cannot be reached, the physician listed above and the local hospital are hereby authorized to provide any emergency care deemed necessary for my child. I also give permission for my child to be taken by private vehicle if necessary. If an ambulance needs to be called, they will only transport the child to Roane or Rhea Hospitals.

Permission for Treatment

I/We, the undersigned, do hereby release, remise, and forever discharge all sponsors and the Spring City Methodist Church of Spring City, TN from any and all claims, demands, action, past present, or future arising out of my damage or injury while participating in the event.

Parent/Guardian Signature

Date

Notary Public Signature

Spring City Methodist Church Parent's Day Out

Policies for 2025-2026

Welcome to Spring City Methodist Church Parent's Day Out Program. We are delighted to have your child enrolled.

General Information

Parent's Day Out is sponsored and administered by Spring City Methodist Church. The program was established as a community outreach to allow parents and children ages two to five, a day out at a minimum fee. The church provides all facilities free of charge; therefore, this program will be made available first to church members.

Philosophy

It's the goal of PDO to provide a Christian atmosphere. The good news of God's love is the central message of any church-related program. The caring teachers of PDO will provide positive experiences to help the children grow in understanding of God's love. As Christians, we, as teachers believe that each child is a child of God, and should be given every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to his/her fullest potential. The children will be guided in experiences that will build self-image, foster creativity, teach appreciation for the world, and develop an awareness of all persons as God's children.

Classes

Classes will be based on age. Age grouping is determined by the child's age on September 30th.

Activities

The two/three-year olds will participate in physical activities, learning activities, crafts, and music. The four/five year olds will participate in the former and also begin working on social and academic skills through activities.

Hours

PDO hours are from 8:30 a.m. until 2:30 p.m. Please do not bring your child before 8:20 a.m. and be prompt in picking up your child at the end of the day. There is a \$10 charge for each 10 minutes after 2:30 p.m.

Admission Policies

There will be two waiting lists for PDO:

1. Church-related (first priority)
2. Non-church related

Fees

The cost is \$20.00 per day per child. Program participation is on a monthly basis and payment is due on the first class day of the month. You must pay for the entire month whether your child attends or not to hold his/her place in the program. Please make checks payable to SCMC PDO. There is a \$5.00 late fee (per week) for payments made after the first class day of the month. In addition to monthly charges, there is an annual supply fee (non-refundable) of \$60.00. This fee is due at Orientation. There is a \$20.00 charge for returned checks.

Registration Forms

A registration form must be completed for each child at the time of enrollment. Please keep information current. Only persons listed on the registration form may pick up your child. A picture ID will be required for persons picking up your child.

Withdrawal

A minimum notice of one calendar month is required if you desire to withdraw your child from the program. If proper notice is not received, you will be charged for the next month. This one calendar month allows the enrollment committee to find a replacement for your child.

What to Bring

Each child will need to bring a picnic-style lunch (that doesn't need to be heated) in a lunch box. Younger children need a sippy cup and finger food. Older children may find a straw useful. Each child should bring extra clothes, a kinder mat (not cloth), box of wipes and Kleenex, extra diapers if not potty trained, old t-shirt for cover while painting, and a small bedtime toy and/or blanket for a rest time.

Illness

Please do not bring a sick child or one with any of the following: diarrhea, vomiting, or fever within the last 24 hours. If any contagious disease occurs, please notify the child's teacher immediately. If lice occurs the child must be nit-free to return to PDO. Teachers do not dispense medication other than what is in the PDO first aid kit. The only exceptions are for children who need life-sustaining antidotes in emergencies. A written and signed statement from a parent authorizing the teacher to administer such and proper training by the parent must be received. If your child becomes sick during the day, it will be necessary for him/her to be picked up. In case of an emergency—if the PDO staff deems it necessary—your child will be taken to the medical center designated on your registration form. If you suspect that your child is ill, please think of the other children before bringing him/her to PDO.

Holidays/Snow Days/Vacations

PDO will follow the Rhea County School Calendar. If the County School System is closed, the PDO program closes also. No refunds can be given for unexpected closed days or family vacations.