

## Frequently asked questions about the Parent's Day Out program

**Q. When does registration begin for the 2017-2018 school year?**

A. Current student and Calvary church member registration begins on February 27. Community registration begins on March 6.

**Q. How does the registration process work?**

A. Current student registration uses a lottery system. Families will draw a number when turning in their registration forms on February 27 or 28, to determine the order in which we place their children in our classes. Community registration is on a first come, first served basis.

**Q. How do I register my child?**

A. Registration is easy! Just fill out the enrollment packet that is available to download online or pick up in the Learning Academy office. A non-refundable enrollment fee of \$100.00 is required to reserve your place in the program. If you are enrolling a second child, or doing both the preschool and PDO programs, the second registration fee will be only \$75.

If classes are full, children are placed on a waiting list, and called when an opening become available. If you are wait- listed, you do not have to pay the enrollment fee until an opening is available.

**Q. What other documents do you need for registration?**

A. If your child is new to Calvary Learning Academy, you will need to submit their immunization record. If your child has had updated shots since beginning our program, please submit the new record. Everything else you need for registration is included in the registration packet. *All forms must be turned in for your registration to be complete.*

**Q. Will there be openings in your program for the community?**

A. Every year has different birthing patterns. But in the past, we have had openings for the community in almost every class. We will also put students on a waiting list, knowing that changes are made throughout the spring and summer months.

**Q. When will I know if my child can attend the days/times I requested?**

A. Within a week or two of submitting your registration packet, you will be emailed a confirmation letter.

**Q. Can a student start mid-year?**

A. Yes. We access students throughout the year, as long as there is availability in the class.

**Q. What hours does the Parent's Day Out Program operate?**

A. We operate Tuesday through Friday, from 9am-3pm. Children can attend as few as one day a week, or as many as four days a week. Children can also choose to attend a half-day, which is from 9am-1pm.

**Q. Do children participate in both the Preschool and Parent's Day Out Programs?**

A. Yes! Many families use both programs to enhance their child's development, provide care for work situations, or to provide the full day option for their child. Some children attend Parent's Day Out before or after their preschool class, and some come to PDO on the days that they are not scheduled for preschool. Children are transferred between classes by our staff if they do both programs on the same day. Please refer to the preschool tab for more information on this program.

**Q. What months does the Parent's Day Out program run?**

A. We start our school year the middle of August, and continue through the middle of May. We have a fall break, Christmas break, spring break, etc... similar to Brownsburg Schools balanced calendar. Families are

given a calendar at the beginning of the school year, noting all of our days off. You can also access this calendar through our website.

**Q. How does your tuition payments work?**

A. Tuition is prorated throughout the school year and is broken down into 10 equal monthly payments. Payments start in August and run through May. All families are required to enroll in our automatic debit program. Payments will be taken out on the 5<sup>th</sup> of each month. Tuition rates are available on the registration form.

**Q. What age children does the Parent's Day Out serve?**

A. We accept children at a minimum age of 12 month, **and walking steadily**, through those getting ready to enter Kindergarten. Our classes are separated by age, as of August 1. This is consistent with the Brownsburg Schools placement laws.

**Q. Do children eat lunch during the Parent's Day Out session?**

A. Yes. Parents are asked to pack a lunch each day for their child. We have limited refrigerator space, so most children pack a lunch box, including a cold pack.

**Q. What about snack time?**

A. We do have snack time for the children. The teachers will make out a snack schedule, and ask each family to take turns bringing in a healthy snack to share with their classmates, on a rotating schedule.

**Q. What activities do the children participate in?**

A. Our weekly activities are theme based. Teachers may incorporate other songs, stories and activities which are Biblically based. All children participate in a music and Chapel class, on a daily basis. No specific doctrine of belief is being taught, but rather basic principles of Christian living. Children in the 2year old class and younger will participate in activities where they will learn through play. These activities may include talking about shapes, colors, and numbers, and singing the ABC song. However it is not an academically based program. The 3 and 4 year old classes participate in academic activities that will help prepare them for Kindergarten. Keep in mind, that while we offer your child challenging learning experiences through play, we are not as academically structured as a preschool program.

**Q. What qualifications do your teachers have?**

A. All teachers have experience working with children. Most of our teachers started out as Moms with children in our program, then became substitute teachers, and eventually became full time teachers for us. All staff members are required to complete a background check.

**Q. Can we come in for a tour?**

A. Yes! Please call to arrange a tour so the Director can be available to show you around.

Please call (317) 852-2594 for any additional questions.