



**COMMUNITY PRESBYTERIAN CHURCH**  
**PARENTS' DAY OUT PROGRAMS**  
**407 N. MAIN ST.**  
**MOUNT PROSPECT, IL 60056**  
 847-253-2592  
[PDO@CPCHURCH.ORG](mailto:PDO@CPCHURCH.ORG)  
[Jessica Munao, Director](#)

Welcome to Discovery Kids PDO and Schoolhouse Adventures Preschool. In the enclosed handbook, we hope to provide you with all the information you will need to have a wonderful experience for you and your child this year. If you have any questions or would like any other additional information, please call 847-253-2592 or email at [PDO@CPCHURCH.ORG](mailto:PDO@CPCHURCH.ORG) . If you need to reach me before/after hours, or there is an emergency, please call me on my cell, Jessica Munao, PDO/Preschool Director, at 847-845-2491. Our days off/holiday schedule/weather closings are the same as District 57.

**P.D.O. Calendar**  
**2025-2026**

First Day of Classes	Tuesday, September 2, 2025	
Non-Attendance Day	Thursday, October 2, 2025	No Classes
Thanksgiving Break	November 24-28, 2025	No Classes
Winter Celebrations		All are welcome!
4-Year-olds	Thursday, December 18, 2025	12:15 in church
3-Year-olds	Friday, December 19, 2025	12:15 in church
Winter Break	December 22 - January 5, 2025 (Classes Resume Tuesday, January 6th)	No Classes
Spring Break	March 23-27, 2026 (Classes Resume Tuesday, March 31st)	No Classes
Non-Attendance Day	April 3rd, 2026	No Classes
4-Year-old Graduation	Thursday, May 21, 2026	All are welcome! 12:15 in church
3-Year-old End of the Year Celebration (Last day of school for all)	Friday, May 22 <sup>nd</sup> , 2026	12:15 in church All are welcome!

## Tuition

The price of tuition for Schoolhouse Adventures and Discovery Kids PDO is \$150 per month for one day, \$260 a month for two days per week and \$380 a month for 3 days per week. The days of attendance are Tuesday-Friday, and the hours are 9:00-1:00. There is also a one-time \$125 non-refundable registration fee per family at the time of registration. **All tuition checks must be made payable to CPC PDO.** You may place your check in the tuition box, located outside the classrooms. If you are mailing in your tuition, please send it to CPC PDO, Attn. Jessica Munao, 407 N. Main St., Mount Prospect, IL 60056. Your first tuition payment is due September 1<sup>st</sup> or the first day of class for your child. Tuition will then be due on the 1<sup>st</sup> of each month or the first day of the month that your child attends class. If tuition is not received by the 10<sup>th</sup> of the month a \$25.00 late fee may be assessed to your account. There will be a \$35.00 charge for any returned checks. There may also be fees assessed if you are consistently late in picking up your child. If you would like a monthly statement or a year end statement sent home, please call 1-847-253-2592 to request either.

## Illness

For the well-being of all the children, we ask that if your child has had any of the following, that you please keep your child at home until they are symptom free for 24 hours without the help of medication.

- \*FEVER
- \*VOMITING
- \*DIARRHEA - (FOR ANY REASON)
- \*PERSISTENT COUGH
- \*EXCESSIVE RUNNY NOSE
- \*RASH
- \*PINK EYE
- \*SORE THROAT

If your child has a contagious illness such as COVID, strep throat, chicken pox, RSV, etc. please let the teachers know so we can notify the parents of the other children in their class.

If your child experiences fever, diarrhea/vomiting (for any reason) or becomes ill at school you will be called to pick him/her up. If you will not be able to pick up your child within 15 minutes of being called, you need to make sure one of your emergency contacts will be available to do so.

If your child has a medical condition that may require the immediate administering of any medication, please have the medication release form completed by your child's doctor. We cannot administer any medication without this form returned.

### **Discipline**

This will be a year of growing and learning for your child. We will be encouraging them to respect and share with others. If issues do arise, we will use the following forms of discipline:

- Redirecting the behavior
- Offering choices
- Reminding of expected behavior
- Quiet time
- Contact parent

### **SECURITY**

The entrance to the church will be locked except during arrival and pick-up time. If you need to come early or late, please ring the bell and you will be let in. All parents or caregivers must sign children in and out of the building. Please do not leave children unattended in the church or in your car. This is for the safety of your children.

### **Emergency School Closing**

In the event of inclement weather, we follow **District 57 school closings**. Please watch your local news to see if District 57 is closed. If District 57 is closed, we will automatically be closed. You will not be called or notified directly by PDO. If it is necessary to close for another reason, we will attempt to notify you no later than 8:00 by text and/or email. If this time is not convenient for you, please let a staff member know so that a different arrangement can be made. Unfortunately, there is no tuition reimbursement for any emergency closings.

### **CLOTHING**

We do many different activities during the day so please send your child in clothes that may get dirty. Clothing should be comfortable and casual. Dress your child for active indoor/outdoor play. Play clothes and gym shoes are suggested for safe fun play. Please also dress your child appropriately for the weather when it becomes cooler outside.

Each child is required to keep a complete change of clothes in their backpacks. You should include a shirt, a pair of pants, socks and underwear for any accident that may occur. Please label the clothes and put them in a bag. Please be sure to send your child his/her backpack each day.

## **WHAT TO BRING**

### **Discovery Kids PDO**

Every child should bring a regular size backpack. Please pack inside your lunch, drinks, snacks, plenty of diapers and wipes if necessary and a complete change of clothing in case of an accident or illness. **All items should be labeled using a permanent marker with first name and last initial.**

### **Schoolhouse Adventures**

Every child should come to school with a regular size backpack each day. Please send a change of clothes in a bag marked with your child's name in case of any type of accident. **Please be sure all items are labeled using a permanent marker with first name and last initial.**

### **Snacks/Lunch -**

#### **Schoolhouse Adventures/Discovery Kids PDO**

Your child should come with a snack & drink and lunch & drink every day. Please place your child's lunch, snack, and drink in your child's cubby at drop off time. If you would like to label what your child should have for a snack you may. Some examples of snacks to bring are crackers, pretzels, fruit, vegetables, and cheese. It is best to send a variety of choices for your child to choose from. Any food that your child does not eat will be sent home. **Please label any containers and cups with your child's name.** Any food or drink allergies should be brought to the teacher's attention. Occasionally, a special treat will be provided throughout the year - if you would prefer that your child not to receive these special treats, please be sure to let his/her teacher know at the beginning of the year.

### **Bathroom Policy**

#### **Schoolhouse Adventures**

One of the requirements of Schoolhouse Adventures is that your child be toilet trained or in the process of being toilet trained. We understand that accidents may occur so please make sure that they have at least 1 or 2 extra outfits if they are in the process of toilet training. If accidents become an issue, we will address this on an individual basis. We take the children as a group to the bathroom twice per day. If your child needs to go to the bathroom in addition to that, they can let the teacher know. We will then gladly take them to the bathroom.

## **Discovery Kids PDO (Toilet Training)**

We are happy to help you and your child with toilet training. If they use the toilet regularly, please use a pull-up or underwear. Please no one-piece outfits or overalls. These items deter from the training process. We will do our best to work with your child and let you know how they are doing each day.

## **Birthday Celebrations**

### **Schoolhouse Adventures**

We love celebrating birthdays at school! You may bring a birthday snack to share with the class. If your child's birthday falls during the summer when school is not in session, we will celebrate his/her half birthday. **Birthday snacks must be store bought with the ingredient label on the package.** If you would prefer your child not to have birthday snacks, please let the teacher know ahead of time.

## **Discovery Kids PDO**

We love celebrating birthdays! If you would like to bring in a special treat, please let the teachers know ahead of time. The treat must be store bought with the ingredient label on it. Examples of recommended treats are mini cupcakes or muffins, cookies, fruit snacks. If you do not want your child to participate in birthday celebrations, please be sure to let the teacher know.

## **Drop off/Pick up**

### **Schoolhouse Adventures**

Classroom doors will open at 8:50 am and we will begin circle time shortly after 9:40 am. When you arrive, please sign your child in, have them hang up their coat and backpack on their hook, place their lunch in their cubby and go to the bathroom if necessary. Please then say your goodbyes at the door and send them into the classroom. If your child is having a difficult time saying goodbye, we will be happy to assist. It is usually easiest for your child if it is done quickly. Long goodbyes are usually harder on them. Most often your child will be happily involved in something by the time you reach your car.

Unfortunately, children are not allowed to bring toys from home into the classroom. We ask that if your child wants to bring something with them, that you have him/her leave it in their backpack. If they would like to share something with the class, they will have a chance to do so on our show and tell day, which are the last Thursday and Friday of every month.

Pick up will begin at 1:00. Please sign your child out at 1:00 and we will dismiss the children individually according to the sign out sheet. We realize on some days this takes a few extra minutes, but we ask that you be patient. Pick up is done this way for the safety of your children. If someone who is not listed on your pickup sheet will be

picking up your child, please let the teacher know ahead of time. Please complete the attached form with the names of the people who are allowed to pick up your child. Please let them know that if we do not recognize them, we will ask to see identification. If you are going to be late picking up your child, please call and let us know at 1-847-253-2592. You can also call Jessica Munao directly at 847-845-2491 or email [pdo@cpchurch.org](mailto:pdo@cpchurch.org). If you would like to pick your child up early, please let us know.

### **Discovery Kids PDO**

Classroom doors will open at 8:50 am. Parents should drop off their child at the gate and sign them in. A teacher will be there to walk them into the classroom. Our pick-up time is at 1:00 pm; a teacher will bring your child to you at the gate where the sign-out sheet will be available for you. Parents are not allowed in the hallway or classrooms for the safety of the children during drop off and pick up. If you are going to be late picking up your child, please notify the office immediately at 1-847-253-2592 or you can call/text Jessica directly at 847-845-2491. You can also email [pdo@cpchurch.org](mailto:pdo@cpchurch.org) to let us know. If you need to pick up your child early or if someone who is not on your pick-up form will be picking up your child, please notify the teacher. They will need to show an ID if we do not recognize them.

### **Fundraising**

Discovery PDO and Schoolhouse Adventures hold two fundraisers during each school year. We hold one in the fall and one in the spring. We rely on the success of these fundraisers to continually improve our programs. We greatly appreciate and count on the participation of each family although it is not required.

### **Photography**

During the year, we will be taking photos of the children. The pictures will be used for various art projects, room decorations, etc. If you would not like your child to be photographed, please fill out the permission form that is attached.

### **Scholastic Books**

Throughout the year we will be offering the opportunity to order Scholastic Books. This is a great way for us to get free books and classroom materials as well as an opportunity for your children to receive great books. There is no obligation to order.

### **Homework** - Schoolhouse Adventures

We will be sending home a worksheet each day for your child to complete that is stamped "Homework". This is optional. We have a homework wall with a sticker chart for each child. Your child will receive a sticker on their chart for any homework returned. If your child completes 5 homework sheets, they earn a trip to our treasure box or candy jar. You may encourage your child to return their homework so they may go to the treasure box/candy jar along with their friends.

## Discovery Kids PDO

Please keep in mind that this will be a year filled with learning how to interact with new friends. They will be working on sharing, taking turns, and communicating with each other. It is best to please be sure to keep your child's fingernails trimmed to help prevent them from scratching themselves and/or others during this learning process.

I am so excited to get our 2025-2026 school year started and cannot wait to see all the children's smiling faces in September. If you have any questions or concerns, please talk to either your teacher or you can come upstairs and talk to me at any time. If you would rather call, my cell phone is 847-845-2491. Thanks so much and we can't wait to see everyone!

Jessica Munao  
Director PDO/Preschool



## SUPPLY LISTS

DISCOVERY KIDS

### Discovery Kids

- 1 Box Quart sized Baggies
- 2 Large Clorox Wipes
- 2 Rolls Paper Towels
- 6 Packs Baby Wipes
- 2 Large Glue Sticks

PLEASE USE FULL-SIZED BACK PACKS

### Schoolhouse Adventures

Schoolhouse Adventures

- 2 Large Clorox Wipes
- 3 Container Baby Wipes
- 2 Rolls Paper Towels
- 2 Large glue Sticks
- Washable paints

PLEASE USE FULL-SIZED BACK PACKS

Thank you so much for helping our classroom.  
We are looking forward to a great year!!!