

Clarendon United Methodist Church **606 N. Irving St. Arlington, VA 22201**

Dear Parents,

September 2011

We are excited to announce that Parent's Night Out (PNO) will resume on **October 1st, 2011!**

As many of you know, PNO has been a popular and successful ministry over the past ten years. We grew leaps and bounds, often registering between 60 and 70 children for a single night. As always, in addition to reaching out to the community in God's love, our goal is to provide safe, affordable childcare for a few hours once a month so you can enjoy uninterrupted time to yourselves. We hire professional caregivers and recruit volunteers from among the church congregation to help make this program a success. It takes almost 20 people over the course of the evening to manage and deliver the activities!

This year, we will be limiting some of our class sizes. We will only accept **3** infants (over 6 months old), **8** one-year-olds, and our groups of older kids will be limited to **14** children in each group. Church members will be accepted into the program first. **If you register for a class which is filled, your check/cash will be mailed back to you with a note about our full capacity.**

As of this writing, the scheduled PNO dates are as follows:

October 1
November 5
December 3

January 7
February 4
March 3

April 7
May 5
June 2

As always, you must register and pay in advance.

Please note that as our program continues to grow, space is becoming extremely limited. Many families have found it beneficial to register in advance for all the nights. Your registration must be received at the CUMC office prior to 5 p.m. on the Tuesday before PNO. As always, you will receive an email confirmation of your registration. **You will only receive one confirmation e-mail which will confirm all of your dates. You will not receive a monthly e-mail reminder.** If it is necessary to cancel, you must notify us prior to **noon** on Friday in order to have the payment credited to that month. Credits will **not** be given for registered participants who do not show up. **A \$2.00 cancellation fee will be imposed for all cancellations.**

Open registration begins for all scheduled PNO evenings on September 15th. Priority registration for church members begins September 1st.

Please let me know if you have any questions about this policy. We enjoy playing, learning, and sharing God's love with your children each month and are committed to providing you with this service.

Joyfully,

Diane Smith
Director, Children and Family Ministries

Parents' Night Out Requirements and Helpful Information

- **Pack a bag dinner for your child. Please do not send peanut butter or any products containing nuts** to avoid endangering children who are allergic to these foods. No matter how attentive our staff and volunteers are, we cannot ensure that participants will not sample each others' food. (Believe it or not, your children do share!) We usually eat at 6 p.m. Babies are fed according to their individual schedule.
- **Please label all of your child's belongings** – his/her back pack, lunch box or bag, bottle, sippy cup, personal item, toy, or game. It makes it easier for the caregivers to keep track of your things.
- If your child has been ill, has a rash or other noticeable condition, please tell your child's caregiver so they are not surprised during the evening. This will help us to avoid calling you unnecessarily. **Please do not bring your child to PNO if he/she is ill, or has run a fever within the last 24 hours.**
- Be sure to leave us an **emergency contact number** on the sign-in sheet. It can be your cell phone number or any other person's number who you feel comfortable handling an emergency situation with your child.
- You may drop your child(ren) off any time after 4 p.m. However, you **must** let us know if you will be dropping off after 5 p.m.
- We are no longer able to honor requests to place siblings/friends in the same group if there is an age difference of more than one year. Although we truly understand the desire for such, it makes it difficult on our staff due to different developmental characteristics and the planned activities.
- We assume that all children age 3 years and older are potty trained. Please advise us in advance if your child needs assistance in this regard.
- Pack diapers and wipes, and a change of clothes if appropriate.
- Feel free to send something that comforts your child, such as a blanket, stuffed animal, or "lovie" that reminds them of home and you. This is especially important if it is your child's first time away from you or at PNO.
- We play active games with the children, sometimes paint and work with messy materials. When the daylight and weather allows, we play outside. Please be sure your child is dressed appropriately.
- If you need to reach us on Saturday evenings, you may call Diane Smith on her cell phone: 703-307-3884. Otherwise, you may call Diane in the church office where she is daily at 703-527-8574.
- **Please be on time to pick up your child. Our program ends promptly at 8 p.m. A late fee will be incurred if you arrive after 8:00.**

Parents' Night Out Registration Form

Please return this form by the registration deadline to:
Clarendon United Methodist Church, Attn: PNO, 606 N. Irving Street, Arlington, VA 22201
703-527-8574 childrensministry@morefaith.org

Parents' Night Out 2010-2011 Schedule

Time: 4 – 8 p.m.

| My Child(ren) Will Attend | Date | Registration Deadline ² |
|------------------------------|------------|---------------------------------------|
| | October 1 | 9/27/11 |
| | November 5 | 10/28 |
| | December 3 | 12/1 |
| | January 7 | 12/31 |
| | February 4 | 1/31 |
| | March 3 | 2/28 |
| | April 7 | 3/28 |
| | May 5 | 5/2 |
| | June 2 | 5/28 |

²Registrations received prior to this deadline are **NOT** guaranteed. We are limited to the number of children we can accept into the program based upon space and staffing. Certain age groups may fill up prior to the deadline. Register early to ensure your spot! We will maintain a waiting list in case of cancellations.

I understand that if I need to cancel, and do so by noon on the Friday immediately preceding the PNO date, my fee for that evening will be credited to the next scheduled PNO. Fees for registrations not canceled by Friday at noon will be forfeited.

My child(ren) will be attending Parents Night Out (PNO) on the dates checked above. I have enclosed a check payable to Clarendon United Methodist Church for \$ _____. **Fee: \$21/child (Max: \$40/family)/ per scheduled PNO evening.**

| Name | Age <small>Children will be placed in groups according to ages. We cannot honor requests to put siblings/ friends in the same groups if there is more than a one year age difference.</small> | Birth Date | Special Needs/ Allergies* <small>Please do not send peanut butter or any products containing nuts with your children.</small> |
|------|--|------------|--|
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| | | | |
| | | | |

Parents' Names: _____

Address, City, State, Zip: _____

Phone Number: _____

Email Address (Required for confirmation) _____

***Special Needs or Requests:**

Clarendon United Methodist Church
 Children and Family Ministries
 Family Information Sheet
 2011-2012
 (To be completed only for the first registration)

Parent's Names: _____
Street Address: _____
City, State, Zip: _____
Home Phone: _____ **Work Phone:** _____
Cell Phone: _____ **Email:** _____

| Child's Name | Date of Birth | Age/Grade | Allergies/Special Needs |
|--------------|---------------|-----------|-------------------------|
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Emergency Contacts

| Name | Address | Phone |
|------|---------|-------|
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Name of anyone other than the parent or emergency contact listed above who is allowed to pick up your children:

| Name | Address | Phone |
|------|---------|-------|
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Comments: