



Parents' Day Out

Community Preschool Program

Parent Handbook

2018-2019

Union Baptist Church
Parents' Day Out
6701 Washington Pike
Knoxville, TN 37918
687-4500 / discoverunion.org

Mission Purpose Statement:

To extend the Church's ministry by providing biblically-based age appropriate care, education, and growth opportunities for each child enrolled and to provide a program of outreach to the families of the children enrolled. The weekday program is an important ministry of the Church – it is an extension of the Church in the community.

Dear Parents,

We welcome you and your child to the Union Baptist Church Parents' Day Out program and hope the learning experiences here will be happy, wholesome ones. Our program is a ministry of Union Baptist Church, where we provide preschoolers positive social and learning experiences within a Christian environment. Children can learn best in an environment where they can actively participate.

At Parents' Day Out, our teachers and staff work as a team. We work together to provide a loving and trusting place where children are nurtured, socially and spiritually, through age-appropriate activities. Teachers create experiences for success in a family atmosphere filled with love and respect. We provide safe, quality care for children age 18 months – to pre-kindergarten. Our program includes daily curriculum, arts and crafts, games, dramatic play, storytelling, music, bible lessons and more.

We will begin each day for the older children in the Sanctuary with pledges to the American and Christian flags, pledge to the Bible, memory verse, prayer and recognizing any children with birthdays.

We are honored that you have chosen Union Baptist Church's Parents' Day Out for you and your child. We believe that we serve as a very important link in the long chain of a child's education. We continually seek to improve and keep our link strong. Thank you for entrusting your child to us.

Love in Christ,

Amy Cass – PDO Director
Kathy Stoutt –
Weekday Ministries Director

Admission

Our PDO program has classes to accommodate children from 18 months old to pre-kindergarten. The following milestones must be reached for consideration in starting the program: walking (unless medically/physically unable) and can feed his/her self with finger foods and drink from a “sippie” cup. If these milestones have been met before the age of 18 mo., we will consider welcoming your child to be a part of PDO early. This will be on an individual basis.

We strive to maintain a student to teacher ratio less than 5:1 for our Young Toddler classes, 7:1 for our Older Toddlers and a student to teacher ratio of no more than 10:1 for our Pre-K classes. In order to maintain that ratio, we may have a waiting list for those interested in joining our program. Vacancies that occur during the school year will be filled from the waiting list in the order the names are received as space becomes available in the appropriate class for the child.

Children will be grouped according to their chronological age. There may, however, be occasions when a child will be placed out of his/her age group. These decisions will be made by the director, teachers and child’s parent(s). The decision is always in the best interest of the child.

Union Baptist Church Parents’ Day Out is a non-profit organization. **We are not required to be licensed by the State of Tennessee as a child care agency.**

§ T.C.A. 71-3-503 (B)(7). However, we will follow State safety guidelines and TN Baptist Association Pre-school Division suggestions for making sure our program is of highest quality and professional in every way. We will strive to always meet the children’s needs in a “safety-first” environment.

Enrollment/Registration Fee

Enrollment is confirmed upon receipt of the registration fee and completed application.

Registration fee is \$50.00 per family / per school year – regardless of the month entered into the program. ALL fees are non-refundable. Please make checks payable to Union Weekday Ministries.

Tuition

Monthly tuition is \$155.00 for one child attending a two day/week program. **A check can be made out to “Union Weekday Ministries” or you can now pay online using our new Procure-Tuition Express at myprocare.com.**

Monthly tuition is \$80.00 for one child attending one day/week. A sibling discount of \$15 off each month’s tuition for second child attending will apply. (This discount is only available for two day/week attendees.) The fees will be the same for each month. We are using as much funding as

possible for building a great program so that your child will have wonderful opportunities for learning and growing.

Tuition is to be paid at the **beginning of each month**. Late fees will be enforced. If payment has not been received by the **7th day** of the month (except Jan. fee will be due the week after Winter Break), a \$5.00 late charge may be added to your account. For each additional week, another \$5.00 charge will be added. Parents will receive reminders if tuition is not paid. PDO reserves the right to drop a child from the program if tuition is not paid in a timely manner. If a child is absent due to sickness, vacation, etc. Parents are still responsible for payment as it covers your child's enrollment spot in the program. (Exception is during the Summer Session where optional payment fees apply) There will be a \$10.00 returned check fee for any NSF check. A second returned check will result in another \$10.00 fee and CASH ONLY payment for the remainder of the school year.

Withdrawal

A minimum of one calendar month notification of withdrawal is required and should be submitted to the director. This time period is necessary to invite new applicants into the program and adjust staffing if necessary.

Days And Hours Of Operation

Dates of Program: August – May (see attached school calendar/schedule)

We are a Tuesday/Thursday Program.

An optional Summer Session is available June-July. Details of the Summer Program will be provided to those enrolled.

Our PDO program follows the Knox County Schools schedule for all **breaks and holidays**. Children may enter their classrooms beginning at 9:00 a.m. and should be picked up by 2:00 p.m. Please make every effort to pick up your child promptly by this time.

Inclement Weather

If Knox County Schools are closed due to snow or other inclement weather, PDO will be closed for that day. Reimbursement for excessive snow days will be at the director's discretion.

If Knox County Schools open one hour late we will open one hour late (10:00 a.m.). If they open two hours late we will open two hours late (11:00 a.m.).

Illness Policy

We clean and disinfect the work and play areas daily, but of course the spread of germs and diseases is inevitable. Please do not bring your child to PDO if he/she has fever, diarrhea, or vomiting within 24 hours of our school day. Children with any of these symptoms will be sent

home for the day. If your child has allergies and symptoms that you know are not the result of a cold, please let the director know before bringing your child to PDO. Make sure that the emergency contact numbers are correct and current so that you may be reached if your child should become sick or injured while in our care. **CPR training is provided for PDO staff.**

Medication

If your child requires medication while at PDO, please ask the Director for a medical form.

Lunch/Snacks

PDO provides a morning snack which normally consists of water, graham crackers, gold fish, vanilla wafers, etc. On occasion, we serve a special holiday treat, which may be sweet. Please inform us of any dietary concerns that you may have. We ask that your child not bring food or drinks into their classroom in the morning.

The parent is responsible for providing their child with a sack lunch. Clearly label lunch cups and containers with first and last names. Please remember that "less is best"! Finger foods are great. If sending fruits and vegetables, please have these cut and manageable for your child to eat. We ask that you not send **glass** containers due to breakage problems. We are unable to heat lunches due to time restrictions. Please heat your foods at home and send in a thermos.

Toddler Needs

No juice boxes for this age group. You will need to provide a sippie cup with beverage already poured for their lunch. Finger foods are best. Diapers may be brought daily or left in the child's cubby. Send one package of baby wipes every **three** months. Please label and bring anything else special your child may need.

Clothing

A change of clothes including underwear and socks should be brought to PDO. Simple clothing that is free from complicated fastenings is best. Remember that they are often in a hurry to get to the bathroom. For toddlers, please bring pull-ups with Velcro. Your child should wear sneakers which allow for running and playing in the gym. NO flip flops! Also, please write your child's name on all items they bring to PDO. Cubby space, for our younger children, is provided for a change of clothes and diapers. Older children should bring a backpack each day with necessary items.

Personal Items

Please have your child leave all personal toys at home. Sharing a favorite toy is not an easy task. If your child has something special he/she would like to share with the teachers, we invite them to do so, but will then give it back to Mommy or Daddy to take home for safekeeping. We will designate certain days for Show and Tell and your child may bring one item to share on that day.

Birthdays

Please tell us ahead of time if you would like to celebrate a birthday at PDO. We encourage you to bring a special snack for the entire class to share.

Parent Involvement

We invite our parents to share any aspects of their occupation or hobbies that would be enjoyed by pre-school children.

Discipline

PDO uses “time out” for any inappropriate behavior and for repeatedly ignoring a teacher’s first request. You will be informed at the end of the day if your child has been in time-out so that parent and teacher can work together in correcting a negative behavior. Positive reinforcement is used frequently to build long term good behavior habits.

Other Misc. Information

Bathroom breaks are given throughout the day.

A tablet for signing children in/out is provided and **MUST** be used each day of attendance.

A monthly calendar is provided which includes: topics, activities, events, scripture verse, etc.

More information about our Curriculum will be provided.

Parking and Entering

Enter at the East side of the Church where the small covered entrance is. Please park in a designated vehicle space instead of near the covered area. This is for the safety of the children so that everyone can be seen as they are entering to and from the Church. The door will be unlocked during drop-off (9:00 to 9:30) and pick-up (1:45 to 2:00) times. If you need to enter after/before these times, use the “call” button on the intercom first – if no one can come let you in, you will have to go the office door and use the intercom there. (The older children and teachers will be in the Sanctuary with the director for Morning Assembly after 9:30 every morning.)

ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATIONS

Smoothing the transition:

Attending PDO is an exciting experience for a young child. Whatever the personality of the child, there will be a moment when the child suddenly realizes that you are not staying the entire day also. The apprehension that accompanies this realization is a normal reaction. We offer some suggestions to help ease the tension:

The Journey -Encourage your child to walk with you to his/her room.

Don't Linger -Reassure your child that you will be back. Give a big hug, or "I love you and I'll be back." Then EXIT. At this point, it does no good to stay until they settle down. They will not calm down as long as you remain. The child interprets your reluctance to leave as meaning that you are not sure about this place and perhaps do not trust these people. Your presence now only intensifies your child's reaction and that of the entire class.

Tears Will Pass -Realize that there may be tears at first, but they pass quickly. If your child remains upset, we WILL call you.

Checking Back -Parents are discouraged from coming back to PDO to check on the child because when the child sees a parent, the child thinks it is time to leave and is immediately ready to go. We are happy for you to call and check on your child at any time during the day.

Going Home -Pick your child up on time. It can be scary for a child when all other children have left the classroom. **Also, the teachers are busy making preparations for the next day in the classrooms after 2:00 and may have other family commitments to get to after they leave at 2:30.**

Please make sure you have completed the signature page of the Registration Form. This is your acknowledgement that you have received, read, and will follow the policies in this Parent Handbook.

Important Contact Information:

Union Baptist Church Office: (865-687-4500) office@discoverunion.org

Kathy Stoutt - Union Weekday Ministries Director: kathy@discoverunion.org

Amy Cass – PDO Director: amy@discoverunion.org

Union Baptist Church Parents' Day Out

2018-2019 School Year Calendar

August 9 - Monday	PDO Open House 5-6:30
August 14	First day for 2018-2019 Session!
October 9-11	No PDO - Fall Break
November 6	No PDO – Knox Co. In-service
November 22	No PDO (Thanksgiving holiday)
December *TBA	*Christmas program TBA
December 20	Happy Birthday Jesus Party
December 25 – January 3	No PDO - Winter holiday
January 8	PDO Open !! (Students Return)
March 19-21	No PDO - Spring Break
May *TBA	*Spring Program/Graduation
May 16 or 21 *TBA	*Last Day of PDO “School Year”
June *TBA	*Summer Session begins