



# Parents Day Out & Preschool

Community Preschool Program

**Parent Handbook**

**2024-2025**

**Union Baptist Church**  
**Parents Day Out & Preschool**

6701 Washington Pike  
Knoxville, TN 37918

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## Welcome

Welcome to Parents Day Out & Preschool @ Union Baptist Church. Our program is a ministry of the church where we provide quality care and learning to preschool aged children. We strive to create a nurturing program that provides growth opportunities through a biblically based curriculum, fun activities, crafts, and more!

## Mission Purpose Statement

Union PDO helps to extend the church's ministry by providing biblically based, age-appropriate care, education, and growth opportunities for each child. Union PDO strives for each child to be enriched with an atmosphere of love, acceptance, and ultimate care as an individual.

Our Biblical teachings are based on the following:

- A.) We believe in the Biblical definition of the marriage as the uniting of one man and one woman in a single, exclusive union for life (Genesis 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe marriage is between one man and one woman for life and that it uniquely reflects Christ's relationship with His Church (Eph 5:21-33). We believe that marriage also serves as the foundational unit of a stable society (1 Cor 7:2). We believe that any form of sexual immorality, as Biblically defined, is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- B.) We believe that mankind is woven together by God in the womb and that they are fearfully and wonderfully made by Him (Psalms 139:13-14). We believe God creates each person as male (man) or female (woman). These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that since each person is made in the image of God, every person has value and must be afforded compassion, love, kindness, respect and dignity (Col. 3:12-14; Luke 6:31).
- C.) We believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, born and unborn. We are therefore called to defend, protect and value all human life (Psalms 139; Jer. 1:5).

*Train up a child in the way he should go and when he is old he will not depart from it. Proverbs 22:6*

**Dear Parents,**

We welcome you and your child to Union PDO & Preschool 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 Union PDO & Preschool, 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 2yrs – to pre-kindergarten. Our program includes daily curriculum, arts and crafts, games, dramatic play, storytelling, music, bible lessons, and more.

We are honored that you have chosen Union PDO & Preschool 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,

Caroline Tourville  
PDO Director

## Admission

Our PDO program has classes to accommodate children from 2 years 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/herself with finger foods, and drink from a sippy cup.

We strive to maintain a student to teacher ratio less than 5:1 for our Young Toddler classes, 8:1 for our Older Toddlers and a student to teacher ratio around 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. We try our best to group them together as a class that follows the Knox Co. schools kindergarten entrance. 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 PDO & Preschool 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 & curriculum fee** is \$80.00 per child/per school year – regardless of the entry month. ALL fees are non-refundable. Registration is not complete, and your child's spot is not secured until receipt of the \$80 fee.

## Tuition

Tuition is for the whole school year. A convenient monthly payment plan is offered. The monthly payment plan offers 10 equal payments over a 10 month period. Monthly **tuition** is \$180.00 for one child attending a two day/week program. Please make check out to Union Weekday Ministries or Union PDO. **PDO now accepts credit/debit card payments. There will be a 2.9% transaction fee added to the tuition payment to cover the cost for this service.** 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). 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 week** tuition is late. Parents will receive one reminder 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. 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 notification of withdrawal (minimum of 2-4 weeks) 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. If no notification is given, any remaining tuition may be forfeited.

## Days And Hours Of Operation

Dates of program: August – May

The PDO school year will be a Tuesday/Thursday program.

An optional summer session may be offered in June. 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**. We do, however, have different beginning/end dates to our school year. Typically, it differs by one week.

Drop off begins at 9:00 a.m. and pick up begins at 2:00 p.m. Please make every effort to pick up your child promptly by this time. A late pick up charge of \$5.00 will added on a daily basis for pickup after 2:15pm.

## Inclement Weather

If Knox County Schools are closed due to snow or other inclement weather, Union PDO will also be closed. If Knox Co. schools are delayed, then PDO will be delayed accordingly.

If there are other closures for various reasons, PDO will make a decision based on staff availability. Reimbursement for excessive snow days will be at the director's discretion.

## 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, lice, green congestion, rash, malaise, 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 or symptoms that you know are not the result of a cold, or is on medication, 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.

Only healthy children will be allowed to attend. We cannot accept children who have or have had any of the following within 24 hours prior to attendance:

- Fever • Diarrhea • Vomiting • Persistent cough • Colored nasal discharge • Skin rash • Head lice • Chicken pox • Fifth disease\* Covid\* other communicable disease

Your child must be symptom free without the help of medication, or cleared by a doctor, 24 hours prior to returning.

## Medication

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

## Lunch/Snacks

Union PDO provides a morning snack which normally consists of water, animal crackers, goldfish, cheerios, etc. On occasion, we serve a special treat, which may be sweet. Please inform us of any dietary concerns.

The parent is responsible for providing their child with a packed lunch. Also pack a refillable water bottle. Please do not send the ones with open lids, as they spill easily. Straw or sippy tops are the best. Please do a test and make sure it doesn't leak when turned upside down. **Clearly label** lunch cups and containers with first and last names. 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 **red drinks** or **glass** containers due to stain and breakage problems. Non-sugary drinks are best at school. We are unable to heat lunches due to time restrictions. Please heat your food at home and send in a thermos.

## Toddler Needs

No juice boxes for this age group. You will need to provide a sippy cup with beverage already poured for their lunch. Please make sure the cup does not leak when turned upside down. Open top items such as drinkable yogurts tend to get messy and spill. 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. Please do not dress your young one in "onesie" style clothing.

## Clothing

A change of clothes including underwear and socks should be brought to PDO. Even though PreK4-PreK5 children are potty trained, please remember to provide a change of clothes due to possible accidents. Simple clothing that is free from complicated fastenings is best. Remember

that they are often in a hurry to get to the bathroom. Belts, overalls, onesie style fashion makes it more difficult during bathroom breaks.

**For those in pull-ups, please bring the kind with velcro.**

Your child should wear sneakers which allow for running and playing. NO flip flops! Even open sandals and crocs allow mulch to get into the shoe. Please use a junior size backpack, as the mini ones are too small for clothing & school items, etc. A folder should be able to fit inside the backpack. **Also, please write your child's name on all items they bring to PDO.**

## 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. We do ask not to bring cupcakes, as they are super messy.

## Parent Involvement

We invite our parents to share any aspects of their occupation or hobbies that would be enjoyed by pre-school children. We welcome parent volunteers to assist with curriculum prep, filing, admin help, etc.

## Discipline

PDO uses time-out for any inappropriate behavior and for repeatedly ignoring a teacher's first request. We generally give 3 chances before a time-out is given. 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 as a group several times throughout the day. Children always have access to a bathroom upon request.

A monthly calendar is provided which include: topics, activities, events, scripture verse, etc.  
**More information about our curriculum will be provided.**

### Drop off/Pick up Car Line

Enter at the east side of the church parking lot where you will join a single line until it rounds the building. A double drop off/pick up car line will then be seen. Please make sure you do not block any entrance traffic that goes to the CEC building in the back.

The main back door will be unlocked during drop-off (9:00 to 9:15) and pick-up (2:00 -2:15) times. If you need to enter after/before these times, use the “call” button on the far end door—if no one can come let you in, please go the office door and use the call button there.

A sign in and out sheet/app is provided and **MUST** be used each day of attendance.

### Important Contact Information:

Caroline Tourville – PDO Director  
865-687-4500      unionpdo@gmail.com

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

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.

Please see the attached two forms that you will need to return to Union PDO.





I have received a copy of the Union PDO & Preschool Parent Handbook,  
I have read, understand, and agree to follow the policies of the  
handbook. I understand that Union PDO& Preschool is exempt, and NOT a state  
licensed program.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

PDO Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## Union PDO & Preschool Photo Release Form

I agree that Union PDO & Preschool may photograph and record my child/dependent's likeness and images during PDO activities. I grant the following rights to Union Baptist Church permission to use and re-use, publish and republish, and modify/alter the image(s) taken. Use of the images for social media, church websites, and on the internet for the purposes stated above.

I waive my right to inspect or approve any editorial text or copy that is used in connection with the images and release and discharge Union PDO & Preschool and Union Baptist Church from any and all claims arising out of the images for the purposes described above, including any claims for libel, invasion of privacy.

I have read and fully understand the contents outlined in this agreement, and confirm my agreement by signing below. I am over the age of 21 and have legal capacity to sign the release.

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Child/Youth's Name (print)

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Parent/Guardian Name (print)

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Parent/Guardian

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Signature Date

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Street Address City, State, Zip

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Email

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Phone number