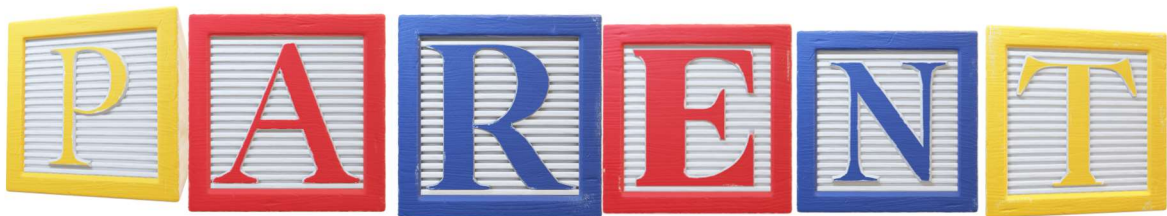




Parents Day Out



handbook

April, 2021

WELCOME

Welcome to Loveland Baptist Church Parent's Day Out program. Our program is a ministry of Loveland Baptist Church. Our purpose is to provide quality care and instruction in a Christian environment in which a child may develop spiritually, mentally, physically, emotionally, and socially. We strive to create a nurturing atmosphere that will minister to the individual needs of every child. Our prayer is that through our mutual cooperation we can begin to build a solid foundation for your child for years to come. We want you to be able to take comfort in knowing that your child is in the care of loving teachers, learning about Jesus and His love while you are away for the day. Our Parents Day Out (LOVELAND KIDS PDO) staff appreciates your sharing this part of your child's life with us and does not take this great responsibility lightly. Our LOVELAND KIDS PDO Ministry was designed to be a ministry for our church and our community.

MISSION

At Loveland Baptist Church, we believe that children are a heritage from the Lord and that parents have a sacred responsibility to raise children to know and glorify God. The heart of our mission is to assist parents in fulfilling their mission.

It is our belief that for optimal developmental experiences the cooperation of LOVELAND KIDS PDO staff, LOVELAND KIDS PDO administration, and parents is required. Working together we facilitate learning and foster self-worth and respect for others.

In support of our mission, LOVELAND KIDS PDO has set the following goals:

- L** – learning environments where children develop a Biblical sense of self, to grow, and gain inner discipline and discover the meaning of Jesus' love.
- O** – opportunities to grow spiritually, emotionally and socially.
- V** – visual learning opportunities in which each child will have hands-on learning experiences that encourage him/her to explore and learn.
- E** – experiences that will foster the well-being of your child to the best of our ability.
- L** – loving atmosphere as we minister to parents and children.
- A** – affordable pricing for parents/guardians.
- N** – nurturing environment for your child's growth.
- D** – developmental activities to promote the self-confidence, curiosity, problem solving, creativity, language, motor skills, social and emotional skills of your child.

REGISTRATION AND MONTHLY FEES

LOVELAND KIDS PDO serves children 18 months to 5 years old. Enrollment is first opened to church members and then open enrollment with a priority given to siblings of already enrolled children.

When our program is full and space is not available, your child can be placed on a waiting list. Those on the waiting list will be placed when there is availability based on their registration date.

LOVELAND KIDS PDO has a yearly non-refundable \$50.00 registration fee which is due upon initial enrollment and every August. For families that are enrolling two (or more) children, additional children from the same family will pay a \$25 enrollment fee for each additional participant.

Registration for Summer only is \$30.00.

For Toddlers, Two's and Three's there is a \$15.00 mat fee due at time of registration and will be used for "rest time" for the duration of your child's enrollment.

The fee schedule is as follows:

<u>CLASSROOM</u>	<u>MONTHLY AMOUNT</u>	<u>CHILD/TEACHER RATIO</u>
Toddlers (18-24mths)	\$150.00*	5-1
Twos	\$150.00*	6-1
Threes	\$150.00*	10-1
Fours/Fives	\$150.00*	12-1

*We do offer a 10% discount if you have two or more children enrolled in the program.

Tuition for the entire month is due on the first class day of the month. Tuition is required regardless of illness or days missed.

If payment is not made by the 10th day of the month, a late fee of \$15 will be charged.

LOVELAND KIDS PDO accepts personal/business checks, money orders and cash payments. Cash payments must be the exact amount.

Checks are to be payable to Loveland Baptist Church PDO.

Receipts are available upon request.

Please note: We would appreciate an advance notice if you plan on removing your child from the LOVELAND KIDS PDO.

DAYS OF OPERATION

LOVELAND KIDS PDO will operate on **Tuesday's and Thursday's from 8:30am – 2:30pm**. Our Fall start date and Spring end dates will be set by the Director upon planning each calendar year.

LOVELAND KIDS PDO will follow Knox County Schools weather and delays. If Knox County Schools are closed due to bad weather, LOVELAND KIDS PDO will also be canceled. Tuition payments will not be adjusted on these days.

LOVELAND KIDS PDO will be closed on any major holiday that falls on a Tuesday or Thursday.

ARRIVAL AND DEPARTURE

Please understand that our start time is **8:30am** and that you cannot drop off or leave your child until that time. Upon arrival the parent/guardian must check in their child via our check-in/check-out system.

Children are expected to arrive before **9:00am**. If you know your child will be late, please let their teacher know.

When arriving to pick up your child, you must check them out via our check-in/check-out system and pick up your child from the Children's Worship Center.

Children are to be picked up by **2:30pm**. A late fee will be charged for children picked up after 2:30pm.

Safety of your child is our number one priority. During enrollment you will be asked to list any and all approved persons who may at some time pick up your child. The person picking up your child must be on the list to pick-up. If there is any question, identification will be required.

DAILY SCHEDULE AND CURRICULUM

Each individual classroom will have their own daily schedule. A copy of the schedule will be provided. LOVELAND KIDS PDO uses the Abeka curriculum. We also integrate Bible curriculum into our daily routine.

MEALS

A nutritious lunch should be brought from home comprised of finger foods that can be served with little assistance. There will be no access to microwaves.

Please make sure to label your child's lunchbox, cups, bottles and all containers.

NO CARBONATED DRINKS.

A morning snack is provided each day.

We ask that you provide a labeled reusable water bottle that your child can use throughout the day; especially for snack time and following recess.

Be sure to notify your child's teacher of any food allergies.

CLOTHING

Dress your child comfortably. Keep in mind when selecting clothing that we encourage self-sufficiency in toileting. We will be doing many 'hands on' activities.

Children should be prepared for outdoor play with outerwear appropriate for the weather conditions. Children need to wear comfortable shoes. This is for their safety for outside and inside activities.

All children need to bring one change of clothes. This includes threes, fours, and fives.

Children who are learning bathroom skills should have three to four changes of clothing during this time. Accidents do happen! If your child has an accident and they do not have extra clothes here at LOVELAND KIDS PDO, then a parent/guardian will be called to bring your child a change of clothing.

WHAT YOUR CHILD NEEDS EACH DAY

- Toddlers/Twos – diapers or pullups, wipes, change of clothes, lunchbox, cup, crib sheet, blanket and a 'lovey' if needed for rest time
- Three's – pull ups if needed, crib sheet and blanket, change of clothes and lunchbox.
- Four's/Five's – change of clothes, water bottle or cup, and lunchbox.

We discourage bringing toys from home. Children may bring a book to share with the class during story time.

HEALTH

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

- fever
- diarrhea
- vomiting
- persistent cough
- colored nasal discharge
- skin rash
- head lice
- chicken pox
- fifth disease

Your child must be symptom free, or cleared by a doctor, 24 hours prior to returning.

If a child has tested positive for COVID-19 they must wait 10 days before returning to the building. If someone in the child's household has tested positive, the child must remain out for the 20 days as recommended by the Knox County Health Department – unless two negative tests are confirmed before the expiration of the 20 day period.

It is important that parents keep the LOVELAND KIDS PDO office current on all work numbers and emergency contacts. In the event that your child becomes ill or has an injury at LOVELAND KIDS PDO, we will isolate them as much as possible and the parents/guardians will be notified. If we cannot reach a parent/guardian, we will call the emergency contact listed, so the child can be picked up.

Medications can only be administered with a written consent from a parent or guardian.

DISCIPLINARY POLICY

Any and all physical punishment is absolutely prohibited. LOVELAND KIDS PDO strictly prohibits the use of corporal punishment, including verbal abuse. Therefore, corporal punishment will not be used under any circumstances at LOVELAND KIDS PDO. Positive reinforcement is used in disciplining preschool aged children. If the child goes past the limits of what is permitted, the time-out principles will be used. If the problem persists, the teacher will consult the parent/guardian on how to best deal with the situation.

LOVELAND KIDS PDO program reserves the right to dismiss the child from the program if the above steps fail.

COMMUNICATION

Communication is essential. Teachers can be available via text, email or phone. Each class will have a private FaceBook page to share information and pictures.

Correspondence will be sent home to inform you about special activities or important dates at LOVELAND KIDS PDO.



Printed Name(s) of Child/Children

I have received a copy of the LOVELAND KIDS PDO Parent Handbook, I have read, understand, and agree to follow the policies of the handbook. I understand that Loveland Kids PDO is NOT a state licensed program.

Parent Signature

Date

PDO Director Signature

Date

Guidelines for Contagious Diseases

Chicken Pox - Your child will be allowed to return to the center after all pox are crusted over. (5-10 days)

Conjunctivitis (Pink Eye) - Your child will be allowed to return to the center 24 hours after proper medication is administered.

COVID-19 – Your child will be allowed to return to the center after he/she has completed their time in quarantine (20 days) or as prescribed by the health professionals.

German Measles (Rubella) - Your child may return to the center seven days after the rash begins.

Giardia, Salmonella, Shigella, and Campylobacter - Your child will not be allowed to the center until there is documentation of two negative stool cultures after treatment.

Hand, foot and mouth - Your child will not be allowed to return to the center until one week after they are fever and open blister free.

Head lice - Your child may return to the center the day after treatment begins.

Hepatitis A - Your child may return to the center one week after the illness has started and he/she are free of fever.

Herpes Simplex Infections - Your child may return to the center when he/she is well and also has completed a four day course of Rifampin.

Impetigo - Your child may return the day after treatment begins.

Measles (Rubeola) - Your child may return to the center four days after the appearance of the rash.

Meningococcal Disease (Neisseria Meningitis) - Your child may return to the center when he/she is well and also has completed a two day course of Rifampin.

Mumps - Your child may return to the center nine days after the swelling appears.

Pinworms - Your child may return to the center the day after treatment begins.

Ringworm - Your child may return to the center the day after treatment begins.

Roseola - Your child may return to the center when he/she are rash free and fever free.

Rotavirus - Your child may return to the center when the diarrhea is gone and he/she is fever free.

Scabies - Your child may return to the center the day after treatment begins.

Shingles - Your child may return to the center when all sores are crusted.

Strep Throat/ Scarlet Fever - Your child must be on an antibiotic 48 hours and be free of fever before returning to the center.

Tuberculosis - A child diagnosed with active TB disease must be excluded from the center. Children with TB disease may return after they have been treated and the doctor states they are not contagious. A doctor's note must be in their file.

If a child develops any of these symptoms while at the center, the parents will be notified to pick up their child. Please do not bring your child to the center with any unidentifiable symptoms. Please report any contagious diseases immediately to the LOVELAND KIDS PDO Director. All families will be contacted when a contagious disease is circulating among the children.