



Parent Handbook

August - 2023

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 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 appreciate you 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 encourages 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 6 months to 5 years old. 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. There is a yearly non-refundable \$50.00 registration fee, which is due upon initial enrollment and again in August at the beginning of each school year. 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. The registration fee for those attending summer only is \$30.00 per child. For Littles, Toddlers and Two'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>
Littles (6-15months)	\$210.00*	4-1
Toddlers (16-24mths)	\$160.00*	5-1
Twos	\$160.00*	6-1
Threes	\$160.00*	10-1
Pre-K (Fours/Fives)	\$160.00*	12-1

*Sibling discount rate:

Littles: \$190 for 2nd child

Toddlers - Pre-K \$145 for 2nd child

See director for rates if more than 2 children.

Full tuition is due regardless of the number of days attended during the month.

Tuition is due on the first school day of each month and the full month's 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.**

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

DAYS OF OPERATION

LOVELAND KIDS PDO will operate every **Tuesday and Thursday from 8:30 a.m.–2:30 p.m.**

2023/24 Schedule:

2023/24 School Year Start Date: August 8th

Closed for Knox County Schools Fall Break- October 9th -13th

Closed for Knox County Schools Winter Break- December 21st -January 2nd

Closed For Knox County Schools Spring Break- March 11th -15th

2023/24 School Year End Date: May 23rd

Closed May 28th and May 30th

2024 Summer Start Date: June 4th

2024 Summer End Date: July 25th

Closed July 30th and August 1st

We also follow Knox County Schools weather days/delays. If Knox County Schools are closed due to bad weather, LOVELAND KIDS PDO will also be canceled.

Tuition payments will not be adjusted for breaks or weather days/delays.

ARRIVAL AND DEPARTURE

Please understand that our start time is **8:30 a.m.** and that you cannot drop off or leave your child until that time. **Children are expected to arrive before 9:00 a.m.** If you know your child will be late, please let their teacher know.

Drop-off Tips:

- Give your child a hug and kiss.
- Tell your child you will be back at 2:30.
- Then, LEAVE. Staying in your child's classroom will only prolong your child's unhappiness and could impact the other children in the class. Crying is natural for most preschool children when they are left intentionally, but they will quickly learn that you will come back for them.

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

The safety of your child is our number one priority. During enrollment you will be asked to list 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 are any questions at pickup, identification will be required.

DAILY SCHEDULE AND CURRICULUM

Each individual classroom will have their own curriculum and daily schedule. A copy of the schedule will be provided by your child's teacher. Our Littles and Toddlers learn a simple curriculum of colors and shapes. Twos and Threes review colors/shapes and begin letter/number recognition. We incorporate the Abeka curriculum in our Pre-K classes and chapel sessions.

MEALS

Please send a packed lunch daily with your child. Do not send any food that requires heating. We ask that you provide a non-spill/refillable water bottle that your child can use throughout the day, especially for snack time and recess. Do not send carbonated drinks.

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

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 when using the potty. Children should be prepared for outdoor play with outerwear appropriate for the weather conditions. Children need to wear shoes that are appropriate for the playground (tennis shoes). This is for their safety for outside and inside activities.

All children need to bring one change of clothes in the event of an accident or spill. This includes **ALL** classes. Please label all clothing. 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

- Littles/Toddlers/Twos – diapers or pullups, wipes, change of clothes, lunchbox/cup, crib sheet & blanket.
- Threes– pull ups if needed, change of clothes and lunchbox/cup.
- Four's/Five's – change of clothes, water bottle or cup, and lunchbox.

PLEASE DO NOT SEND TOYS FROM HOME. We will not be responsible for any toys that are brought to school and are misplaced. **PLEASE LABEL ALL ITEMS!**

HEALTH

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

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

It is important that parents keep the LOVELAND KIDS PDO office current on all work numbers and emergency contacts. If 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 written consent from a parent or guardian.

DISCIPLINARY POLICY

We know that children have good days and bad days. However, if a child continues to act inappropriately after being asked to refrain from a particular behavior, time-out principles will be implemented. The parent will be notified by the child's teacher of any specific behavior issues. If the behavior is not corrected, LOVELAND KIDS PDO reserves the right to dismiss the child from our program.

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. Please return our media release form included in this handbook.

Each teacher will send home important information throughout the school year regarding your child's classroom expectations and events. Additional correspondence will be sent home to inform you about special activities or important dates at LOVELAND KIDS PDO.

Guidelines for Contagious Diseases

Chicken Pox - Your child will be allowed to return to the center after all the 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 (5 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 is free of fever.

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

Molluscum Contagiosum – Your child may return once the lesions are healed.

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 is 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 for 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.



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

Loveland PDO's (Parent's Day Out) Photo Release Form

I agree that Loveland PDO may photograph and record my child/dependent's likeness and images during PDO (Parent's Day Out) activities. I grant the following rights to Loveland Baptist Church permission to use and re-use, publish and re-publish, and modify/alter the image(s) taken. Use of the images for social media, church website 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 Loveland 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 apapcity to sign the release.

_____	_____
Child/Youth's Name (print)	Parent/Guardian Name (print)
_____	_____
Parent/Guardian Signature	Date
_____	_____
Street Address	City, State, Zip
_____	_____
Parent/Guardian Email	Phone