



# Parent Handbook

2025/2026

## WELCOME

Welcome to Loveland Baptist Church Parents' 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 appreciates 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, grow, 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 self-confidence, curiosity, problem solving, creativity, language, motor skills, and social and emotional skills

## REGISTRATION AND SUPPLY FEES

Loveland Kids PDO serves children ages 6 months to 5 years. When our program is full and space is not available, your child can be placed on a waiting list. Children on the waiting list will be placed as space becomes available, based on their registration date.

There is a yearly, non-refundable \$50 registration fee (this does not include Summer PDO), which is due upon initial enrollment and again at the beginning of the school year in August. For families enrolling two or more children, each additional child from the same family will pay a \$25 registration fee. The registration fee for Summer PDO is \$30 per child. This fee helps cover administrative costs, snacks throughout the year, and special activities or events.

To help maintain the quality of care and learning in our PDO program, a non-refundable supply fee is also due upon enrollment or at the start of the school year. This fee covers the cost of classroom supplies your child will use during the year, including craft materials, paper goods, cleaning supplies, and other day-to-day needs.

- Littles through 3-year-olds: \$15
- Pre-K: \$25- *This helps offset the cost of age-appropriate curriculum materials such as workbooks, learning tools, and other educational resources used in daily instruction.*

The same fees apply to Summer PDO.

## MONTHLY TUITION & CLASSROOM RATIOS

<u>CLASSROOM</u>	<u>MONTHLY TUITION</u>	<u>CHILD/TEACHER RATIO</u>
Littles (6-15 months)	\$220.00*	2:1
Toddlers (16-24 months)	\$180.00*	5:1
Twos	\$180.00*	6:1
Threes	\$180.00*	10:1
Pre-K (Fours/Fives)	\$180.00*	12:1

## SIBLING DISCOUNT RATES

\*Families with multiple children enrolled in Loveland Kids PDO will receive the following discounted monthly rates:

2<sup>nd</sup> Child:

- Littles (6-15 months): **\$200/month**
- Toddlers to Pre-K (ages 2-5): **\$165/month**

3<sup>rd</sup> Child and Beyond: **Please speak with director to confirm sibling discount that apply to your family. (Discounts only apply to full-time enrollment)**

## TUITION POLICIES & ACCEPTED PAYMENT METHODS

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, cash payments, and digital payments.

Cash payments must be the exact amount.

Checks are to be payable to **Loveland Baptist Church PDO**. \* Returned checks will result in a \$35 returned check fee, and repeated occurrences may require future payments in cash or money order only.

Please put your child's name in the memo or notes section of any payment.

\*We are happy to offer the convenience of digital payments for your family. To offset the processing fees charged by Square, PayPal, and Venmo, a 3% convenience fee will be added to all digital transactions. This helps ensure that 100% of your tuition goes directly toward the care and support of your child and classroom.

**Please note:** We kindly ask that you provide 60 day advance notice if you plan to withdraw your child from the Loveland Kids PDO program.

## DAYS OF OPERATION

LOVELAND KIDS PDO will operate every Tuesday and Thursday from 8:30am – 2:30pm.

<i><b>Loveland Kids PDO 2025-2026 Schedule</b></i>	
<b>2025/2026 PDO School Year Start Date</b>	August 5 <sup>th</sup> , 2025
<b>CLOSED / Knox Co. Schools Fall Break</b>	October 6-10, 2025
<b>CLOSED / Knox Co. Schools Winter Break</b>	December 23, 2025 – January 5, 2026
<b>CLOSED / Knox Co. Schools Spring Break</b>	March 9-13, 2026
<b>2025/2026 PDO School Year End Date</b>	May 21, 2026
<b>CLOSED / Memorial Day Week</b>	May 26 & 28, 2026
<b>2026 Summer PDO Start Date</b>	June 2, 2026
<b>2026 Summer PDO End Date</b>	July 23, 2026
<b>CLOSED / Prepare for new year</b>	July 28 & 30, 2026

LOVELAND KIDS PDO follows Knox County Schools for all weather-related closures and delays. If Knox County Schools are closed, we will also be closed. In the event of a delay, PDO will operate on a modified schedule. Families will be notified via text.

**Tuition payments WILL NOT be adjusted for breaks or weather days/delays.**

## ARRIVAL & DISMISSAL POLICY

Please understand that our start time is **8:30 a.m.**, and children **may not be dropped off or left in the building before that time**. Children are expected to arrive **before 9:00 a.m.** If you know your child will be late, please inform their teacher.

Drop-off Tips:

- Give your child a hug and kiss.
- Tell your child you will be back at **2:30 p.m.**
- Then, leave promptly. Staying in your child's classroom may prolong their discomfort and could impact the other children in the class. Crying is a natural reaction for many preschoolers when separated from a parent, but they will quickly learn that you always come back.

Children are to be picked up by **2:30 p.m.** A **late fee will be charged** for any child picked up after that time.

The **safety of your child is our top priority**. During enrollment, you will be asked to list **all approved individuals** who may pick up your child. The person picking up your child **must be listed on the approved pickup form**. If there are any questions at pickup, **photo identification will be required**.

## **DAILY SCHEDULE AND CURRICULUM**

Each individual classroom will have its 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 focused on colors and shapes. Twos and Threes review colors and shapes and begin letter and number recognition. We incorporate the Abeka curriculum in our Pre-K classes, along with chapel sessions.

## **MEALS**

Please send a **packed lunch** with your child each day. 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 during snack time and recess. **Do not send carbonated drinks**.

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

Notify your child's teacher of **any food allergies** your child may have.

## **CLOTHING**

Please dress your child comfortably. When selecting clothing, keep in mind that we encourage self-sufficiency when using the potty. Children should be prepared for outdoor play with outerwear appropriate for the weather. Shoes should be suitable for the playground—**tennis shoes are required** for both safety and participation in outside and inside activities.

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

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

## WHAT YOUR CHILD NEEDS EACH DAY (BY CLASS)

- Littles / Toddlers / Twos

Diapers or pull-ups, wipes, change of clothes, lunchbox and cup, crib sheet, and blanket.

*Please label all your child's items.*

- Threes

Pull-ups (if needed), change of clothes, lunchbox, and cup.

*Please label each item.*

- Fours / Fives

Change of clothes, water bottle, and lunchbox.

*Please label each item.*

**Please do not send toys from home.**

We are not responsible for any toys that are brought to school and are misplaced or lost.

## 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's disease

Your child must be **symptom-free without the aid of medication, or cleared by a doctor, for 24 hours prior to returning.** (See guidelines for contagious diseases at the end of handbook)

It is important that parents keep the **LOVELAND KIDS PDO office updated** on all current work numbers and emergency contact information. If your child becomes ill or is injured at LOVELAND KIDS PDO, we will isolate them as much as possible, and the parent or guardian will be notified. If we are unable to reach a parent or guardian, we will contact 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 understand that children have both good days and bad days. However, if a child continues to behave 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 concerns. If the behavior is not corrected, LOVELAND KIDS PDO reserves the right to dismiss the child from the program.

## COMMUNICATION

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

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 and important dates at LOVELAND KIDS PDO.

## PHOTO & VIDEO POLICY

At LOVELAND KIDS PDO, we occasionally take photos and videos of children participating in daily activities, special events, and classroom projects. These images may be used for educational purposes, classroom displays, promotional materials, or on our private class Facebook pages.

To respect your family's privacy, **we require a signed media release form** from parents or guardians granting permission to photograph or video your child. Without a signed release, your child's image will not be used in any public or internal materials.

If you have any questions or concerns about this policy, please contact the director.

Please return the signed media release and handbook acknowledgment forms included at the end of this handbook.



## EMERGENCY PROCEDURES

At LOVELAND KIDS PDO, the safety of your child is our highest priority. We have established procedures to handle emergencies such as fire drills, lockdowns, severe weather, and other urgent situations.

**Fire Drills:** Fire drills are conducted regularly to ensure that children and staff know how to exit the building quickly and safely.

**Lockdowns:** In the event of a security threat, our staff will follow lockdown procedures to keep children safe and secure inside the building.

**Severe Weather:** During severe weather, children will be moved to designated safe areas within the facility.

**Medical Emergencies:** If a child requires immediate medical attention, staff will administer first aid and contact emergency services. Parents or guardians will be notified as soon as possible.

We regularly train our staff on all emergency protocols to maintain a safe and prepared environment.

If you have any questions about our emergency procedures, please feel free to contact the director.

## CONTACT INFORMATION

For questions, concerns, or emergencies related to LOVELAND KIDS PDO, please contact:

**Missy Banks**

PDO Director

Phone: 865-525-7002 (Loveland Baptist Church main number)

We are here to assist you and ensure your child's experience is safe and positive. Please don't hesitate to reach out.

## 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 free and mouth sores/rash have started to heal, and your child can eat and drink comfortably.

**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.



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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.

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Parent Signature

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Date

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PDO Director Signature

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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