



WEST PARK



PARENT'S DAY OUT

Parent's Day Out Handbook 2023-2024

A weekday ministry of West Park Baptist Church

8833 Middlebrook Pike, Knoxville, TN 37923

Phone 865-690-0031

Dear Families,

Welcome to West Park's Parent's Day Out Program. This is our 24th year offering a Parent's Day Out program at West Park Baptist Church. We are a nonprofit Christian program and a ministry of West Park Baptist Church. We exist to serve our church families and other families throughout the community. We desire to glorify God by telling children from the earliest age about Jesus and teaching them the truths of God's Word. Our goal is to educate children spiritually, socially, emotionally, and physically—through a curriculum of age appropriate activities.

God has given parents the responsibility of nurturing and teaching the children that He has blessed them with. It is our desire to partner with your family during this very important stage of their life. A Bible lesson will be included each day and is enhanced with songs and verses. Since children learn primarily through play until the age of 6, we provide them with lots of interesting activities that will aid in social, fine and gross motor skills. Our curriculum offers nurturing in all areas of growth and it is our prayer that God will be glorified in all that is taught.

We are eager to promote an exciting learning adventure for your child. The following information contains the policies and procedures of our program. These policies closely, if not completely, comply with the State of Tennessee Department of Human Services laws and West Park Baptist Church policies. We are considered a Parent's Day Out Program and are not required to be licensed by the Department of Human Services.

The teacher ratio is determined by state licensing requirements and lowered according to our policies.

Relax and enjoy your day while we love, learn, and grow with your child.

Working Together for Him,

Parent's Day Out Staff

2023 Summer Program Info

Days & Dates:

Tuesdays and Thursdays June 6 – July 27

Hours:

9:00am - 1:30pm each day

Fees:

Enrollment-\$50 *per family*, due at enrollment, non-refundable

Tuition:

\$450

2023-2024 School Year Program Info

Days & Dates:

Monday and Wednesday Fall -Spring Aug 14, 2023-May 15, 2024
-or-
Tuesday and Thursday Fall-Spring Aug 15, 2023-May 16, 2024

Hours:

9:00am - 1:30pm each day

Fees:

Enrollment-\$125 *per family*, due at enrollment, non-refundable
Activity Fee-\$60 per child, due by Sept. 1st all students are required to pay this.

Tuition:

Monday and Wednesday \$2,050.00 per year or \$205.00 per month
There are 65 Instructional Days for M/W Classes

Tuesday and Thursday \$2,100.00 per year or \$210.00 per month
There are 67 Instructional Days for Tu/Th Classes

August 2023 tuition and May 2024 tuition is due on the first day of school.

The total is: **\$410.00 for Monday/Wednesday**

\$420.00for Tuesday/Thursday

If you would like to pay the entire year's tuition upfront you will receive a \$100 discount if paid by August 30th. Discounts cannot be combined together.

Please make all payments to West Park Baptist Church and note your child's name.
(Example: Daniel Smith-TT-2s)

If you must withdraw early, you will be refunded May's tuition providing you give us a two-week notice. Or, May's tuition can be applied to the last month your child attends.

2023-2024 SCHOOL YEAR CALENDAR

Mondays/Wednesdays August 14-May 15 9:00am-1:30pm

Tuesdays/Thursdays August 15-May 16 9:00am-1:30pm

Calendar dates as of 1/11/23

DAY OF WEEK	DATE	EVENT
Wednesday	Aug 9	Open House, 9:00-11:00am M/W Students (Drop-In)
Thursday	Aug 10	Open House, 9:00-11:00am Tu/Th Students (Drop-In)
Monday	Aug 14	First Day, M/W Students
Tuesday	Aug 15	First Day, Tu/Th Students
Tuesday	Aug.29	No School– Inservice
Monday	Sept 4	No School - Labor Day
Mon-Thur	Oct 9-13	No School - Fall Break
Tuesday	Nov 7	No School - Election
Wed-Thur	Nov 22-24	No School - Thanksgiving Break
Wed-Sun	Dec 20-Jan 7	No School - Christmas Break
Monday	Jan 8	Back to school M/W Students
Tuesday	Jan 9	Back to school Tu/Th Students
Monday	Jan 15	No School - MLKing Day
Monday	Feb 19	No School - President’s Day
Tuesday	March 5th	Election Presidential
Mon-Thur	Mar 11-15	No School - Spring Break
Monday	April 1	No School - Easter Monday
Wednesday	May 1	Spring Program, 9-10am (M/W Students)
Thursday	May 2	Spring Program, 9-10am (Tu/Th Students)
Wednesday	May 15	Last Day of M/W Classes
Thursday	May 16	Last Day of Tu/Th Classes

West Park Parent's Day Out Program Policies and Procedures

Admission

Our non-refundable Enrollment Fee reserves a place in class from initial enrollment day until your first day of school. We will accept any child regardless of race, color, religion or nationality. We do not discriminate in our administration of policies.

Teacher:

<u>Class Availability</u>	<u>Child</u>	<u>Ratio</u>	<u>Class</u>	<u>Size</u>	<u>Age</u>
<u>Requirements</u>					
Baby Room		1:3		6	4 mo.-11 mo.
One-year old		1:4		8	1 yrs. old
Two-year old		1:6		11	2 yrs. old
Three-year olds		1:7		13	3 yrs. old
Four/Five-year olds		1:9		9 or 15	4 yrs. old

**There are occasional exceptions to these Age Requirements at the Director's discretion.
*Age on or before August 15th, 2023**

Teacher: Child Ratios

As shown about, the number of children per class depends on the age of the children in the classroom. However, two teachers will be assigned to each class at all times with a five-year-old class being the exception. This class usually has eight or nine children with one teacher.

Special Needs

It is our privilege to accept children with special needs as long as they can function within an average classroom setting.

Classroom Curriculum

We use a variety of curriculum in the classroom. The Gospel Project and Abeka are used. All children will have a weekly theme lesson and Bible lesson that correspond. Our older classes will be introduced to number and letter recognition, phonics, and kindergarten readiness skills. We also use various resources in the planning and implementation of our curriculum. Two-year-old classes will attend Music once each week. Three and up classes will attend Music and The Gathering once a week.

Licensing

A Parent's Day Out program is not required by law to be licensed by the State of Tennessee.

Payments

Tuition is due by the 10th of each month. Payment is considered late after the 10th and a \$25.00 late fee is assessed. Delinquent accounts can result in dismissal from the program. Please make all payments to West Park Baptist Church and note your child's name. (Example: Daniel Smith-TT-2s) We email monthly reminders concerning tuition. A black box is located at the Welcome Desk in the lobby of the Children's Center. Please place all tuition in the box on or before the 10th of each month. Please see the director or assistant if you are paying in cash.

EZ EFT (electronic funds transfer) - set-up re-occurring tuition payments with your credit/debit card or checking/savings account. EFTs will be processed on the 10th.

Activity Fee

The Activity Fee is \$60. This fee covers extra activity expenses we have throughout the year. These activities are enjoyed by all students.

Includes: Harvest Party-1 Pumpkin per child & fall party;
Thanksgiving Feast-full meal
Pizza Days, crafts
Happy Birthday Jesus Party-cupcake
Ice Cream Party after Spring Program-Ice Cream, toppings, etc.;
Open House Events-August, School Year Kick-off, February Registration, & other activities throughout the year that include all children or families.

Discounts

Our discount is offered in our Enrollment Fee. This fee is per family and not per child. Discounts cannot be combined together with other discounts.

Financial Assistance

It is our desire to help any family with if the funds are available. A scholarship/financial aid form must be filled out and reviewed by the director. All aid is kept confidential.

Insufficient Funds

The first time your check/card/draft is returned/declined we will run it again. If your check/card/draft is returned/declined a second time, a fee of \$20 will be assessed & subsequent tuition must be paid in cash or money order.

Late Pick-Up Fees

Our program ends at 1:30pm. If you are more than 10 minutes late, a \$10 late fee will be added to your next month's tuition. You will be allowed one time of being late before being assessed a late fee.

Withdrawal from Program

We require a two week notice in writing if you leave the program for any reason. If you give a two-week notice, we will gladly refund May's tuition to you..

Arrival

Teachers will receive children at 9:00 a.m. each day. The teachers need every minute before then to prepare for your child's day. The hall or classroom doors will open at 9:00 to welcome children. You will need to sign your child in along with emergency numbers where you can be reached during the day. Please have your child here as close to 9:00 as possible. Children miss out on class time when they arrive late.

Dismissal

Our program ends at 1:30. Please present your child's security card and sign your child out. Children are to remain with the parents through the hallway and all the way out to the car for safety reasons. To help us avoid any potentially dangerous situations, please bring any younger siblings into the building with you when picking up your child. We do not provide supervision in the parking lot.

Class Security

Each teacher will have a sheet for you to daily sign your child in and out. In addition, you will be issued 2 security cards with your child's name on them. You must present your card every time you pick up your child. If someone else, such as spouse or friend, will be picking up your child, they must present a security card and sign your child out. We will not allow your child to leave with anyone who does not have a security card for that child. We would rather inconvenience someone than allow your child to leave with anyone for whom you have not given permission. In case of emergency, the director or assistant can authorize with verbal consent from the parent.

Parental Responsibilities During Arrival and Departure

Please plan to have your children remain with you when entering and exiting the building. There is a Conference Room at the entrance of the Children's Center and several offices in the Children's area, therefore, we ask that children be kept with you or an authorized adult at all times.

Please observe the following:

- Watch for small children in the parking lot.
- Do not leave children locked in cars unattended.
- Do not park in handicapped spaces.
- Do not leave purses, etc. in cars.
- Do not leave cars running.

Termination

We strive to work with each child to succeed in the classroom. Any one of the following reasons will necessitate removal of a child from the classroom:

- excessive disruptive behavior where the safety of others is at stake (ex. habitual biting, hitting, etc).
- a child requiring constant one-on-one attention from the teacher, taking attention from the other children in teachers care.
- a two-week unexplained absence when the teacher and/or director is unable to reach the family and tuition is over-due.
- tuition is over a month past-due
- Any gossip by parents about the program or families in the program. Our desire is to maintain a Christ honoring atmosphere in the program.

Schedule

As a general rule, we follow the Knox County school schedule. There may be a few exceptions, but they will always be given to you in writing or you will receive a phone call, text or email from your child's teacher or the program director.

Snow Closings, Delays, Early Dismissals

<u>Knox County</u>		<u>West Park PDO</u>
Closed	=	Closed
1-hour delay	=	begins @ 10am
2-hour delay	=	begins @ 11am

(Dismissal/Pick-up time is always 1:30, even on delayed start days.)

In the case of an Early Dismissal, we will dismiss 1 hour prior to the announced dismissal. In this case, you will receive communication from your child's teacher.

Illness Closings

If the program closes due to a contagious illness, your child's teacher will notify you as soon as possible. If Knox County schools close for any illnesses, we will only close if we need to.

Make-Up Days

We have two days, per program, built into the schedule. Any days missed after that will be made up on an alternate day - probably a Friday or at the end of the school year. If for some reason we cannot make up days missed tuition discounts will be given.

Sick/Absent/Vacation Days

Since we pay our teachers whether your child attends or not, we do not allocate sick, absence or vacation days for your child. Please plan to pay the full amount each month. Even if your family is taking an extended vacation, full tuition payment is expected.

Immunization forms

All immunization records must be on file in the office before a child may attend school. A doctor must sign the records. All records should be on the immunization form provided by your physician or the health department.

These can be e-mailed to us from your doctor's office,

Pdo@westparkbaptist.org

Please speak with the director if you are following a delayed immunization schedule or do not immunize for any reason.

Illnesses

For your child to progress he/she needs to attend regularly. Unfortunately, there will be times when your child will need alternate care.

Please keep your child home if they are experiencing any of these conditions:

- Fever, listlessness, sore throat, upset stomach, vomiting, diarrhea (more than once in an hour), rash, bad cough, green or yellow discharge from the nose, or any communicable disease.
- If your child has a yucky nose, he must be on antibiotic for 24 hours before returning to school and a note from the doctor stating he's not contagious.
- If your child has allergies, we must have a doctor's note stating that condition and that your child is not contagious. Remember, if you have taken your child to the doctor and he is prescribed antibiotics, he must take them for a full 24 hours before returning.
- During Flu Season - Please be diligent to keep your children home if anyone in your house has the flu. They may be a carrier and have not exhibited any symptoms yet.
- **All children must be fever free for 24 hours before returning to school.**

Medication

We will not give your child any medication while in our care unless it is an emergency. Some examples include: asthma, severe allergy, prescribed ADHD drug, or seizure meds. We must have written permission and directions from the doctor to administer this medication. Medication must also be in the original bottle. Antibiotics, antihistamines, cough medicines, fever or pain reducers cannot be given out by us at any time for any reason.

All medications must be kept in the PDO office.

Do not leave medication in your child's backpack.

AND, please do not put liquid medicine in your child's cup, sippy cup or bottle. We are as diligent as possible about making sure the kids don't drink after each other, but accidents happen.

Allergies

If your child has an allergy to a certain food or food group, please let the teacher know immediately. For example, we can make a room "Nut Free" or "Peanut Free" if needed.

Discipline

Our objective is to provide consistent positive reinforcement, encouragement and praise as a way to manage classroom behavior. Disruptive classroom situations such as biting, kicking, etc., are unacceptable. Redirecting a child is the first method used in the classroom. Then, we will explain to the child why this behavior is inappropriate. If the behavior continues, the child will be given a different activity or moved to a different area. If the child does not respond positively to these methods, they will have an age appropriate time out (1 minute per each year of age) in the 'quiet chair' or the 'quiet area'. After several instances of misbehavior, a visit to the director's office is required. Parents will be notified if persistent, negative behavior continues.

Biting Policy

While children bite for many reasons and it is normal for young children, continual biting is not allowed in the program. If a child bites three times in one month (4-week period), the parent will be asked to attend school with their child or the child will be asked to take a break for two weeks. If the child continues to bite, the child will be asked to sit out for one month. The last step is removal from the program at the director's discretion.

Potty Training

Potty training is a big step in the life of a child and parent. We want to partner with you to make this transition as smooth as possible. We will do all we can to help your child develop independence and self-confidence in the bathroom, but we need your help, as well. Listed below are few requests we have of each parent with a potty-training child:

- Please be working with your child at home for at least **two weeks** before sending them to school in "big kid" pants.
- Please put your child in side released pull-ups when you begin to potty train.
- Please send a full set of clothes in your child's backpack each day. This includes socks and shoes. If your child is just beginning potty training, more than one set may be needed.
- If your child continues to have accidents over a long period of time, you may be asked to place the child back in pull-ups for school. This is not something we desire to do but may be necessary for a while.

Parent/Teacher Communication

You can expect a monthly newsletter from your child's teacher as well as from the director. Please read it thoroughly to note upcoming events or any changes in schedule.

Parent/Teacher Conferences

We offer at least one conference each year for 4 and 5-year old. Evaluation forms are sent home bi-annually for twos and above. Teachers are happy to call you after school or schedule a conference for any occurrence that happened during school. The teacher will be focused on the children and are instructed not to discuss the children during drop-off and pick-up. It's okay to discuss general questions, etc., but no in-depth discussions should occur at the door.

Impaired Parents

If a parent or guardian arrives to pick up a child and is impaired (due to alcohol or substance abuse), we will keep the child with us until arrangements can be made for someone else to pick up the child.

Verbal or Physical Abuse

Any verbal or physical abuse, by parents or children, directed toward staff will not be tolerated.

Security

For the safety of your children, the Children's Center doors will only be unlocked from 8:45 to 9:15 and from 1:15-1:45 each day. If you arrive at any other time, you will need to enter through the Welcome Center entrance. Parents are welcome to observe their child during the day. If a parent is in the classroom, a visitor badge will be issued. As a security precaution, parents are not allowed to assume duties of the teacher while in the classroom.

Child or Emergency Information

If your personal or emergency information changes during the year please pick up an application to update, fill it out, and turn it in to the office.

Lunches

Pack a lunch with anything your child likes to eat that does not have to be refrigerated or heated. Finger foods are best. DO NOT SEND carbonated beverages, hard candy or gum to school. Please send spoons when needed. If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a hot meal, as this will make for a room full of unhappy children, smelling a treat that is not for them.

Snack

Please bring a healthy snack for your child each day.

Birthdays

If you would like to celebrate your child's birthday at school, please notify your child's teacher in advance. Any food for the party must be store-bought. If you are having a party somewhere else, please mail your invitations unless you plan to invite the whole class. Parties are to be held with or after lunch. Only mylar balloons are allowed in the classroom for children under four.

Personal toys

We strongly discourage bringing personal toys to school. It is hard to share toys with the other children. If your child needs a toy or item for security, we understand. We will keep it in a safe place until you return. Please leave toys such as guns, holsters, bullets, knives, ghosts, beasts, war toys, and such at home. These toys don't do well in a big group setting, as they tend to invite aggressive behavior.

Appropriate dress

We encourage you to dress your child in washable play clothes. A change of clothes including underwear, socks and shoes needs to come to school each day. We strive to play outside anytime the weather is above 45 degrees and not raining. Keep that in mind when dressing your child for the day. Layers are good since it is easier to take off something rather than put on something you don't have. Rubber soled shoes are required as we play in the gym on cold or rainy days. Remove all drawstrings from jackets for safety reasons. LABEL ALL ITEMS THAT COME TO SCHOOL.

Hints for Success

1. Talk to your child about attending school.
2. Accompany your child to the classroom and reassure them with a hug or kiss. Then please leave. Your reluctance to leave shows the child you are unsure of the environment in which you are leaving him.
3. Realize tears and fears are normal in children. If your child does not settle down and join group play, the teacher will call you.
4. You may call to check on your child or peek in the classroom at any time. Just don't let them see you.
5. DON'T BE LATE at pick up time. It is scary to be the only child left in the room.

One Final Word

We realize that there are many wonderful programs in the area, and we are honored that you are considering West Park's Parent's Day Out Program to be your child's early learning establishment. We take our responsibility to love, nurture and teach your child seriously. We want to honor our Lord by serving your family. We will be teaching children about God's love for us, and we hope that your child will come to know Jesus as his or her Savior at a young age.

We invite you to visit our church and would welcome the opportunity to minister to your family at West Park Baptist Church. Thank you in advance for interest in our program. We hope you find this to be a caring and nurturing environment for your child.