



WEST PARK BAPTIST CHURCH

**Parent's Day Out  
Program  
Handbook  
2024-2025**

**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 25th 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 critical stage of their life. A Bible lesson will be included daily and enhanced with songs and verses. Since children learn primarily through play until the age of 6, we provide them with lots of exciting activities that will aid in social, refined, 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

## 2024 Summer Program Info

**Days & Dates:**

Tuesdays and Thursdays          June 4 – July 25

**Hours:**

9:00am - 1:30pm each day

**Fees:**

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

**Tuition:**

\$500

## 2024-2025 School Year Program Info

**Days & Dates:**

Monday and Wednesday	Fall-Spring	Aug 12, 2024-May 14, 2025
<small>-or-</small> Tuesday and Thursday	Fall-Spring	Aug 13, 2024-May 15, 2025

**Hours:**

9:00am - 1:30pm each day

**Fees:**

Enrollment-\$125 *per family*, due at enrollment, non-refundable  
Activity Fee-\$75 per child, due by Sept. 1<sup>st</sup> all students are required to pay this.

**Tuition:**

Monday and Wednesday \$2,200.00 per year or \$220.00 per month  
There are 66 Instructional Days for M/W Classes

Tuesday and Thursday \$2,250.00 per year or \$225.00 per month  
There are 70 Instructional Days for Tu/Th Classes

**August 2024 tuition and May 2025 tuition is due on the first day of school.**

The total is    **\$440.00 for Monday/Wednesday**

**\$450.00 for Tuesday/Thursday**

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

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, provided you give us two weeks' notice. Or May's tuition can be applied to the last month your child attends.

## **2024-2025 SCHOOL YEAR CALENDAR**

Mondays/Wednesdays August 12-May 14 9:00am-1:30pm

Tuesdays/Thursdays August 13-May 15 9:00am-1:30pm

*Calendar dates as of 1/11/24*

DAY OF WEEK	DATE	EVENT
Wednesday	Aug 7	Open House, 9:00-11:00am M/W Students (Drop-In)
Thursday	Aug 08	Open House, 9:00-11:00am Tu/Th Students (Drop-In)
Monday	Aug 12	First Day, M/W Students
Tuesday	Aug 13	First Day, Tu/Th Students
Monday	Sept 2	No School - Labor Day
Mon-Thur.	Oct 7-11	No School - Fall Break
Tuesday	Nov 5	No School - Election
Wed-Thur.	Nov 27-29	No School - Thanksgiving Break
Wed-Sun	Dec 23-Jan 5	No School - Christmas Break
Monday	Jan 6	Back to school M/W Students
Tuesday	Jan 7	Back to school Tu/Th Students
Monday	Jan 20	No School - MLKing Day
Monday	Feb 17	No School - President's Day
Mon-Thur.	Mar 17-21	No School - Spring Break
Monday	April 21	No School - Easter Monday
Wednesday	April 30	Spring Program, 9-10am (M/W Students)
Thursday	May 1	Spring Program, 9-10am (Tu/Th Students)
Wednesday	May 14	Last Day of M/W Classes
Thursday	May 15	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.

<u>Class Availability</u>	<u>Child</u>	<u>Teacher:</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 15<sup>th</sup>, 2024\**

### Teacher: Child Ratios

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

### 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. Classes three and up 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 10<sup>th</sup>, and a \$25.00 late fee is assessed. Delinquent accounts can result in dismissal from the program. If paying by check, 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 at the Welcome Desk in the Children's Center lobby. Please place all tuition in the box on or before the 10<sup>th</sup> 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 10<sup>th</sup>.

## **Activity Fee**

The Activity Fee is \$75.00. 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 with other discounts.

## **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. Children must be picked up no later than 1:40. Starting at 1:41 you will be charged \$1.00 per every minute you are late this will be added to your next month's tuition.

## **Withdrawal from Program**

We require two weeks' 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 and out each day. Please have your child here as close to 9:00 a.m. 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 sign your child in and out daily. In addition, you will be issued two 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 a 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 directors 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.

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 school:

- 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 the teacher's 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 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 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 4 days for M/W and 4 days for Tu/Th, built into the program 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.



**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 an hour), rash, bad cough, pink eye, flu, COVID, green or yellow discharge from the nose, or any infectious disease.
- If your child has a yucky nose, they must be on antibiotics for 24 hours before returning to school and a note from the doctor stating they are 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 they are prescribed antibiotics, they must take them for a full 24 hours before returning.
- **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 ensuring the kids do not 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**

We aim to provide consistent positive reinforcement, encouragement, and praise 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 year) 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 a few requests we have from each parent with a potty-training child:

- Please work with your child at home for at least **two weeks** before sending them to school in "big kid" pants.
- Please put your child in a 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 has repeated accidents, you may be asked to place them back in pull-ups for school. We do not desire to do this, but it may be necessary for a while. Teachers are allowed to put a pull-up on your child after 2 accidents in one day.
- Four- and five-year-old classes do require your child to be fully potty trained.

### **Parent/Teacher Communication**

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

### **Parent/Teacher Conferences**

We offer at least one conference each year for 4- and 5-year-olds. 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 during school. The teacher will be focused on the children and is instructed not to discuss the children during drop-off and pick-up. It is 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 must 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 by the PDO Office. 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 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 do not do well in a large 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 do not 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 them.
3. Realize tears and fears are normal in children. If your child does not settle down and joins in 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 do not 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 instruct your child seriously. We want to honor our Lord by serving your family. We will be teaching children about God's love for us, our sin condition, and Jesus' sacrifice for us, our prayer is that your child will come to know Jesus as his or her Savior at an early 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 your interest in our program. We hope you find this to be a caring and nurturing environment for your child.