



ESCAPE
PARENTS DAY OUT
at Clear Springs Baptist

PARENT HANDBOOK

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WELCOME

Welcome to ESCAPE Parents Day Out! Our program is a ministry of Clear Springs Baptist Church in Corryton, Tennessee. 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.

This booklet was prepared to help you understand the purposes and goals of our program, and to acquaint you in advance with our policies and to promote a good understanding between our program and your home. Our prayer is that through our working together we can begin to build a solid foundation for your child for years to come.

What a comforting thought it is to know that your child is in the care of loving teachers, learning about Jesus' love while you are away for the day. We take seriously the opportunity God has entrusted us with as we contribute to their early education of your child. Our Parents Day Out (PDO) staff appreciates your sharing this part of your child's life with us and does not take this great responsibility lightly.

Our Parents Day Out Ministry was designed to be a ministry for our church and our community.



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Enrollment Checklist

- Receive and read this Parent Handbook**
- Complete and sign required paperwork completely**
 - Policy and Procedures Acknowledgment and Agreement (Page 13)
 - Enrollment Information (Page 14-17)
- Submit copy of child's immunizations records and medical forms**
- Submit first payment**
- Get my LITTLE ONE started!**



MISSION

Our mission is to partner with parents and caregivers of preschool aged children to provide a Christ centered environment in which children can grow spiritually, mentally, emotionally and socially. Our aim is to provide a positive learning environment that is both, safe and secure.

At Clear Springs Baptist Church, we believe that children are a heritage from the Lord and 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.

We are using the word E.S.C.A.P.E. as an acrostic to share with you a simple way to know what our focus will be at Parents Day Out:

E - Exciting Environment

S - Spiritual Focus

C - Caring Staff

A - Affordable Pricing

P - Protective Atmosphere

E - Educational Emphasis

E - Exciting Environment

Outdoor play is an important part of each day and will be included except during extreme weather conditions. In this case, we will designate a play area inside of the building where children can safely enjoy a time socially interacting with their peers.

Each classroom will follow a daily routine schedule. Daily activities vary on schedule, but will include Bible Stories, music, art, physical activities, science/nature, crafts, nap time and more.

S - Spiritual Focus

Our Parents Day Out desires to make a spiritual impact in the life of every kid that is a part of our program. We will teach your child about God's Word through Bible lessons and songs every time they come to Parents Day Out. Our prayer is that you children have an even greater love for the Lord and for serving others from being a part of our Parents Day Out program. We are committed to having a spiritual focus in everything we do.

C - Caring Staff

Our Parents Day Out seeks to employ teachers and staff who are Christian and regularly attend church. In addition, our staff has a genuine love for and experience in working with toddlers and preschoolers. All staff members will obtain CPR and First Aid Certification. In addition, they will also have passed a national and local criminal background check.

A - Affordable Pricing

Enrollment

When your child has been accepted to our Parents Day Out, A onetime registration fee of \$50 for new students is payable upon enrollment and is non- refundable. You may enroll your child by completing a pre-enrollment form and returning it along with the \$50 fee to Parents Day Out. The director will contact you to confirm your child's enrollment. Any additional children from the same family will pay a \$25 enrollment fee for the additional participants.

Complete registration includes general information, emergency numbers, up-to-date vaccination records, medical and media release, and agreement to abide by all policies and procedures outlined in this handbook. Parents' Day Out does not discriminate in its admissions or administration of policies on the basis or race, color, creed, national or ethnic origin.

Tuition and Fees

Registration Fee (one time) \$50
Supply Fee (one time per year) \$25
Tuition (per month) 6 - 17 months \$205
Tuition (per month) 18 months - 5 year \$155

* Supply fee is accessed to purchase nap mats, craft supplies, and other program materials.

** Multiple child discounts will be given, please contact church office for pricing at (865) 688-7674.

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, a late fee of \$10 will be charged. Failure to pay by the first day of the following month will result in forfeiture of your child's space in the program. All registration fees are non-refundable.

Clear Springs Baptist Church Parents Day Out accepts personal/business checks, money orders, debit, or electronic payments. A \$20 penalty will be charged for any check returned for non-sufficient funds. Checks may be payable to Clear Springs Parents Day Out

P - Protective Atmosphere

Security Procedure

The safety of your child is of our highest and primary concern. With this in mind, we must insist that all parents respect and follow the following security procedures.

An adult must escort every child to the classroom door and check their child in. Complete information must be given, including a phone number at which the parent can be reached. Children will be released ONLY to persons whose names are listed on the registration form. NO EXCEPTIONS.

The person picking up the child must be listed on the pick-up form. If there is any doubt as to the identity of a person requesting to pick up a child, identification will be required and verified by the DIRECTOR.

We lock our exterior doors during the day for the protection of the children. Our doors remain locked all day and you must use the intercom at the door to notify our office that you are outside. If you have a need during the day, please contact the director by phone or by using the main entrance and we will be happy to assist you.

Accidents

The PDO teachers have been instructed to notify you of minor bumps, abrasions, etc., that can happen when children are at play. The teachers will fill out an accident report and it will be sent home with your child.

In case of an emergency, a parent will be called. If a parent cannot be reached, the secondary list of contacts will be called.

If a serious accident occurs a child may be taken to the hospital and his/her parents will be notified immediately. Remember, your child's health and safety are our primary concern.

Health / Illness

The Parents Day Out Program assumes that responsible parents will not send a child to school if he/she shows any signs of illness. This includes fever, diarrhea, vomiting or a green/yellow runny nose, persistence hacking cough, and any unidentifiable rashes. This policy is for the protection of your child, and for the protection of the other children and teachers. Sick children will not be accepted and if symptoms of illness are

observed the child will be sent home. Please be aware that the Parents Day Out Director and the classroom teachers are responsible for making the decision to accept or turn away children due to illness. Children must be fever and symptom free for 24 hours prior to attending school.

E - Educational Emphasis

Curriculum

We do not want you to think of our Parents Day Out as a daycare. We exist to help your child grow mentally and spiritually. Therefore, our curriculum consists of every experience your child has from the time he enters the classroom until the time he leaves for home at the end of the day. Our goal is to utilize every moment possible to enrich your child's experience. Each classroom will engage in age appropriate learning activities. We will use Abeka book curriculum for Bible, letters and numbers in each class beginning with the 18-24 month children.

Eligibility

Clear Springs Parents Day Out serves children 6 months to 5 years old. Enrollment is first opened to church members and then open enrollment with a priority given to sibling 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.

Teacher/Student Classroom Ratios

<u>Class</u>	<u>Childs Age</u> (As of August 11)	<u>Child to Teacher Ratio</u>
Baby Class*	6-17 Months	1/4
Toddlers	18-24 Months	1/5
2 Year Olds	24-36 Months	1/8
3 Year Olds	3 years old	1/8
4 Year Olds	4 Years Old	1/12
5 year Olds	5 Year Old	1/12

* Baby classes will be only scheduled based on needs.

Days of Operation

Parents Day Out will operate on Tuesday and Thursday’s. We follow the Knox County School District calendar. Our Fall start date and Spring end dates will be set by the Director upon planning each calendar year. We will observe the same holidays as the school. We will, however, remain open on Knox County in-service days.

If Knox County Schools are closed due to bad weather, Parents Day Out will also be canceled. Advance notice will be given for holidays and other days for which Parents Day Out will be closed.

Arrival and Departure

Our doors open at 8:30am. We cannot take children until that time. Children will not be accepted after 9:00am unless the PDO director has approved it.

Children are to be picked up promptly by 2:00pm. Please arrange to pick up your child on time. Our staff has other obligations.

A \$5.00 late pick up fee for each child picked up “after” 2:05pm will be charged. At 2:10pm that charge will be \$10.00. (a dollar fee per minute late until picked up) No child will be released to a person not authorized to pick up the child.

What Your Child Will Need

What to send with your child: Please clearly label every item your child brings to PDO.

1. Lunches

No food will be served to babies except as designated by parents. *If an infant's class is in place then parents should bring enough bottles for the day. Refrigeration is available in baby and toddler rooms.

A nutritious lunch should be brought from home made up of finger foods that can be served with little assistance. There will be no access to microwaves, so please send food that does not need to be heated. Water will be made available for the children who do not bring a drink. Please be sure your child's name is on his/her lunchbox, cups, bottles and all containers. NO CARBONATED DRINKS.

You may send a snack in with your child (separately from lunch) Some classes will have an am snack. We ask that you provide a reusable water bottle that each 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 or things you prefer them not to have.

2. Rest Time

In the early afternoon following story time a recording of quiet music is played while the children rest. After a busy day, preschoolers need this time. You will need to bring a blanket or sleeping bag from home. Please label all items. Babies in cribs will need to bring a blanket.

3. Personal Toys

We ask that you DO NOT send toys with your child, as they tend to cause problems. We cannot be responsible for toys brought to Parents Day Out. If a doll or stuffed animal is necessary for rest time, please be advised that they cannot be disinfected and will be used only at rest time.

4. Clothing

Dress your child comfortably for active play. Keep in mind when selecting clothing that we encourage self-sufficiency in toileting. Though we will generally use washable items, your child needs to be able to paint and glue without worry of ruining good clothes. 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. Accidents do happen! Please be sure children's jackets, coats, hats, sweaters, gloves or mittens, etc., are clearly labeled with your child's name.

Special Notes

Birthdays

The child's birthday may be recognized at school. Celebrations will be limited to snack time. Parents may bring refreshments as arranged with the child's teacher. Please contact the teacher and director of your involvement on your child's birthday as we like to coordinate with you and require notification of outside parents in classrooms. Gifts may not be presented to the child at school. We kindly ask that invitations should not be distributed for private parties unless all the children in the class are invited.

Holidays

These are special times at Parents Day Out. Children love to celebrate, and we will have occasional holiday parties. Teacher may ask or parents to sign up and help with special foods and supplies as we commemorate the day.

Parking

Please be considerate of others as you enter and exit. You are welcome to park in the loop along the sidewalk as long as you drop off in a timely manner. If you feel that your stop will be prolonged, we ask you to park in a spot and come in. The speed limit for the parking lot is 5 miles per hour. Please refrain from being on the cell phone while dropping off and picking up your children as safety of all children are most important!

Absences

Your child's success in the PDO program depends largely on his/her consistent attendance. Every effort should be made to be present and arrive on time. Some separation anxiety is to be expected. You can best minimize this by reassuring your child that you will return and by leaving promptly. You will be notified if your child does not settle in after a prolonged amount of time.

You are billed for the number of days the Parents Day Out is open. If the need arises for your child to be absent, the fee for that day or days is not refundable. We hope you understand our need for financial stability, and we greatly appreciate your cooperation in the matter.

Immunizations Policy

All students enrolled in CSBC Parents Day Out must be immunized in accordance with the guidelines of Knox County and the state of Tennessee. We do not accept waivers for Immunizations. Immunization records need to be submitted and filed.

Medicines

Medications can only be administered with a written consent from a parent or guardian. A medication form must be filled out with written instructions of amounts and times. All medications must be in their original container and taken home at the end of the day.

Head Lice

In the case of head lice, parents/guardian will be notified of the occurrence. The affected child or children will remain anonymous and not be revealed. The classroom and commonly used areas will be treated by the PDO staff. We ask that you treat this matter with diligence. We adhere to a "no nit" policy before a child can re-enter the classroom.

Behavior/Discipline

A Christian atmosphere shall preside in the preschool at all times. The focus of discipline shall be on positive reinforcement of desired behavior. Reasoning or re-direction will be utilized if a child's behavior requires attention. If further action is needed, a period of time-out shall be instituted, as a last course of action. No action will ever be taken that would scare, hurt, or embarrass a child. Any and all physical punishment is absolutely prohibited.

PDO strictly prohibits the use of corporal punishment, including verbal abuse. We always try to work with any child and parent when a problem arises, but we also must consider what is best for the classroom as a whole.

Crying – some children will experience sadness when separated from Mom/Dad/caretaker, but most will calm down after a few weeks. If the crying continues, we will ask you to ease your child into the program by bringing the child for short periods of time. We will do this until the classroom teachers feel the child is ready for a full day.

Biting, scratching, hitting – if this occurs the child is told no, placed in a time-out setting so as not to injure any other children, and the parent is notified by a note or a phone call. If this occurs again, the parent may be asked to come and pick up the child immediately or come and stay with the child for the day to discipline the child and support the teacher. If this behavior continues, the child will be released from the PDO program. This is for the safety of the other children in the program. We will never release the name of the child who is biting, scratching, or hitting.

Disciplinary problems – are handled on an individual basis. We will attempt to work with the child and parent, but safety is always or first concern. When physical violence or inappropriate conduct occurs in the extreme, a 2-day suspension could be authorized. Parents will be financially responsible for any days missed due to behavior. Dismissal from the PDO program is at the discretion of the PDO director.

Withdrawal

If you withdraw your child, you must fill out a withdrawal form, giving a two-week paid notification (your child may continue to come during that two-week period). Space has been made available for your child in his/her class. Your fees are used to pay the salaries of the teachers hired based upon the teacher/child ratio of each class. "Verbal notice will not be accepted."

Communication

Correspondence may be sent home from your child's classroom teachers. Correspondence will also be sent home monthly to inform you about activities at school. This will include a newsletter from the Director with important dates and school events to remember. Also be on the lookout for emails from your child's teacher sharing information about their day, any concerns, or accomplishments! We believe parent-teacher communication is essential!

Teacher-Parent meetings will be held as deemed necessary to help you understand your child and our program better. Please do not discuss your child in front of him/her. Please do not come into the classroom when you deliver your child and expect to have a conference with the teachers. The teachers' first responsibility is to their classroom. Please feel free to contact the teachers or director and schedule a time to discuss any concerns you may have.

Please keep forms updated and make sure that emergency contacts are aware they will be called and expected to pick up your child in case of emergency or illness.

Special Needs

Children with special needs will be considered for placement in the PDO program with the welfare of the classroom as a whole in mind. Factors considered may include age, ability of the child, behavior, toileting, space requirements, and equipment available and input from parents, teacher and director. While children with special needs are near and dear to us, we also understand our limitations in meeting some of their needs.

Enrolling for Next School Year

If you are enrolled in the current PDO school year, you are given priority in enrolling for the next school year. If you withdraw your child before the next year's enrollment period, or drop before the end of the school year, you are considered not in the program and do not get priority enrollment.

Confidentiality

Our confidentiality policy says that we will not answer any developmental or personal questions about any child, except your own.

Grievance Policy

Should you at any time disagree with something, you should contact the director to discuss your concerns. All complaints or concerns need to be addressed with administration and a peaceful resolution will be sought.



Child's Last Name

Child's First Name

POLICY AND PROCEDURES ACKNOWLEDGMENT AND AGREEMENT

I have received a copy Clear Springs Baptist Church Parents Day Out handbook. I have read, understand, and in agreement to follow the outlined policies and procedures.

Parents Name (Printed)

Date

Parents Signature

FOR OFFICE USE ONLY

Parents Day Out Director

Date



ENROLLMENT INFORMATION

Enrollment fee, immunizations records, and Medical forms are to be submitted for enrollment to be complete.

CHILD INFORMATION:

Enrollment for: Summer Fall/Spring Year: _____ Withdrawal Date: _____

Child's Full Name: _____ Child's Birthday: _____

Home Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Has child attended Parents' Day Out or day care in the past? Yes No

If yes, list the name of the school: _____

FATHER'S INFORMATION:

Name: _____ DL #: _____

Address (if different from above): _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Name of Employer: _____ Business Phone: _____

MOTHER'S INFORMATION:

Name: _____ DL #: _____

Address (if different from above): _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Name of Employer: _____ Business Phone: _____

FAMILY INFORMATION:

Parents' Marital Status: Married Separated Divorced Widowed

Custody of Child Is With: _____

OTHER CHILDREN IN THE FAMILY:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

CHURCH AFFILIATION:

Father is a Christian: Yes No

Church Father belongs to: _____

Mother is a Christian: Yes No

Church Mother belongs to: _____

EMERGENCY INFORMATION:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

RELEASE INFORMATION:

Other than parent/guardian listed, I hereby authorize PDO to allow my child to leave ONLY with the following persons:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

MEDICAL INFORMATION:

Existing Illness:

Medication Detail (please give exact amounts and times):

Food Allergies

Medicine Allergies :

DOCTOR INFORMATION:

In case of an emergency call:

Doctor: _____

Doctor's Phone #: _____

PARENTAL AUTHORIZATION FOR MEDICAL CARE

In the case medical attention is needed for my child and neither parent nor emergency contacts can be reached by phone. I authorize Clear Springs Baptist Parents Day Out staff to take whatever emergency medical measures deemed necessary for the protection of my child while he/she is in their care. I understand that this authorization may include calling the physician named above, implementing his/her instructions, and transporting my child to a hospital or clinic without first obtaining my consent. I will not hold the staff liable for any accident or injury to the child while he/she is in Clear Springs Baptist Churches Parents Day Out care, provided any such accident or injury is not caused by the staff's willful act.

Signature of Parent/Legal Guardian

Printed Name/Relationship to Child

Date

FALL/SPRING FINANCIAL INFORMATION:

1. Tuition payments are due the FIRST DAY Parents Day Out is in session of the month. Monthly tuition charges are:
 - \$155 (per month) 18 months - 5 year
 - \$205 (per month) 6 - 17 months* Multiple child discounts will be given, please contact church office for pricing at (865) 688-7674.
2. An annual Registration Fee of \$50.00 and Supply Fee of \$25.00 must be paid at the time of enrollment/re-enrollment. This one payment covers both Fall and Spring sessions.
3. LATE TUITION FEE: A late fee of \$10.00 per child will be charged to your account if tuition payments are not made on the FIRST DAY PDO is in session of the month.
4. LATE PICK UP FEE: There is an initial charge of \$5.00 beginning at 2:05pm, and then \$10.00 late fee will be assessed beginning at 2:10pm. I understand this this will be applied to my bill.
5. YOU ARE OBLIGATED TO PAY, EVEN WHEN YOUR CHILD IS ABSENT. CLEAR SPRINGS PDO reserves the right to adjust tuition as may be required by operational expenses. If your account is not paid in full by the 15 the month, your child may not attend PDO until the account has been paid in full. Late accounts must be paid in full by the close of the month, or your child will be dropped from the PDO program. To re-enroll, you will be required to pay a new enrollment fee and all past due amounts. If space is not available, your child will be put on the waiting list.

FALL/SPRING PAYMENT AND ENROLLMENT AGREEMENT

Enrollment and re-enrollment requires a written enrollment form and fees. In order to ensure your child’s spot in the program, the full amount of the enrollment fee is due when the enrollment form is turned in.

LATE TUITION and INSUFFICIENT FUND FEES

A late fee of \$10.00 per child will be assessed to your account if tuition payments are not made on the FIRST TUESDAY LCBC PDO is in session of that month. A \$20.00 insufficient fund fee will be charged to your account for any insufficient checks written to Clear Springs PDO.

By signing below, I acknowledge that I have read and understand the Clear Springs PDO policies and will abide by all policies stated in the Clear Springs PDO Parent Handbook & Enrollment Packet. I also acknowledge that all information provided is true and accurate. I agree to pay Clear Springs PDO in advance on a MONTHLY BASIS. I understand that if my child’s account becomes past due, it may result in dismissal from the LCBC PDO program.

Signature of Parent/Legal Guardian

Printed Name/Relationship to Child

Date

FOR OFFICE USE ONLY

Parents Day Out Director

Date

