

# *Dalewood Baptist Church*



## *Parent's Day Out Handbook*

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## Dalewood Baptist PDO Policies and Procedures

### **Mission Statement**

Dalewood Baptist Church PDO is committed to the developmental growth of each child spiritually, socio-emotionally, intellectually, and physically.

### **Vision Statement**

With this mission statement in mind, our vision for the growth of children who participate in this program is as follows\*:

- Spiritually- Children give thanks to God through prayer and song. Children know of God's love for them through Bible stories and daily interactions with staff. Children model the love of Christ by listening, sharing, following directions, working out problems and conflicts in a peaceful manner, and by being sensitive in what they say and do to others.
- Socio-Emotionally- children are in control of their emotions and express themselves verbally. Children learn to be secure and function independently, not reliant on adults and others in their lives. Children are involved in cooperative play.
- Intellectually (Cognitively) - Children are exposed to basic academic concepts. Children are able to formulate thoughts and express ideas based on these concepts. Children demonstrate the ability to follow directions and attend/ participate in moderate length (20 minutes) group times.
- Physically- Children are able to demonstrate age-appropriate gross motor skills. Children are able to complete small motor skills necessary for prewriting. Children show proficiency at self-help tasks such as toileting, hand washing, and eating.

\*These are the goals we survive for each child to reach before leaving DBC Parents Day Out to be promoted to Kindergarten. PDO experiences provide the child with the foundation for on-going learning and support the child and family to become responsible partners in community life. We plan our program to provide children with opportunities to reach these goals during the time that they are at Dalewood.

## **School Year**

- 1. Beginning and ending dates will be published prior to enrollment.**
- 2. We will observe most of the same holidays and days out as Nashville Metro Davidson County Schools. There are typically a few days different in the calendar year.**
- 3. If Metro Davidson County Schools are closed due to inclement weather does not mean PDO is closed if roads are clear and safe to travel PDO will be open unless otherwise notified by director.**
- 4. We do not have built-in inclement weather days but if possible, missed days will be made up.**

## **Arrival and Dismissal Time:**

- 1. Our Parents Day Out Hours are 9:00am - 2:00pm on Monday and Friday. Please arrive by 9:15am and pick up promptly at 2:00pm.**
- 2. Parents will sign in and out each day on the attendance sheet in the classroom.**
- 3. Please list the person that will be picking up your child in the afternoon on sign-in sheet. Needs to be on child's application/registration form too.**
- 4. If you are involved in a carpool, please notify the teacher.**
- 5. All persons that may pick up a child must be listed on the emergency card (application).**
- 6. Drivers licenses will be checked to verify identity before the child is released with someone other than parents. See Director if you need to add a person not listed on the emergency card.**
- 7. Children will not be released to any person that appears to be impaired in any way. To ensure the child's safety, our staff will call another driver listed on the Emergency Card to transport the child.**
- 8. If you are waiting in the hallway for dismissal and your child's class passes, please wait until all the children are accounted for in the classroom before you pick up your child. We understand your child is excited to see you, but we must safely dismiss from the classroom.**

## **Fees:**

- 1. Tuition is paid monthly and there is a \$15 discount for each additional child.  
Tuition is as follows:  
• One child \$185 a month  
• Two children \$355 a month  
• Three children \$525 a month**
- 2. Your tuition payment is due on the 1st of each month. A late fee of \$10.00 will be added to payments made after the 15th of month. If the 15th of the month falls on a weekend, payments will be accepted on the following Monday. Make checks payable to Dalewood Baptist PDO and make sure name of child(ren) is written on the check.**
- 3. Each child will have to be re-enrolled each year during early enrollment to maintain their spot for the next school year. New students will need to pay a fee to hold a**

spot or go on wait list. Paying is the only way to hold spot and not get bumped. Siblings of currently enrolled families can apply during early enrollment.

Registration/Application Fee are as follows:

- Currently enrolled students and siblings is \$40 per child

- Registration for new students \$50 per child

\*Tuition and Fees are subject to change at anytime during a school year, a notice will be given in advance.

4. If you have accepted a space for your child and decide not to attend, you will be responsible for all the time missed till date of cancellation notification time is complete. If you decide to leave the program, you must give a minimum of 2 weeks' notice (14 days). You are responsible to pay till notice time is finished.
5. Credit is not given for vacation days, days missed due to illness or inclement weather days as our program is non-profit and the anticipated fees are needed to meet our monthly budget.
6. Doors are opened at 9am. Please wait until 9am to drop off your child(ren). If approved, you may wait in entry area until time. Teachers only have 15 or 20 minutes to prepare for the day (making copies, getting supplies, etc.). Therefore, they must leave the classroom. Bringing in your early child makes it harder on the teachers to prepare for the school day.
7. Late fees will be charged after a 5-minute grace period past dismissal time (2:05pm). After the grace period, a \$1.00 will be charged for each additional minute that you are late. These fees are charged for each child in your family and will be added to the next monthly bill. We do understand uncontrollable circumstances like traffic and doctors' appointments running over, etc. If this happens please call the church at 615-227-7000 or Director Cell at 731-607-9026 or use the Remind app
8. Fees must be kept current. If payments are more than 30 days late, a fee payment schedule may be arranged. If this schedule is not arranged, then the child will not be allowed to stay in the program. If the scheduled payments are not made on time, the child will be dismissed from the program.

#### **Pre-enrollment Visit:**

A parent or guardian will perform an on-site visit to view our facility, review our policies and practices, and ask questions prior to enrollment. If tour is not able to happen due to schedule conflict, parent should attend open house/meet the teacher event.

#### **Health Requirements:**

1. A completed application, immunization records or religious exemption form, and health history are required before the child can be dropped off for care.
2. Immunization records must be kept up to date during the school year.
3. Before a child under 30 months (2 and half) is accepted for care, the parent shall also provide proof of a physical examination within three months to admission, signed or stamped by a physician or healthcare provider.

4. If your child is unable to participate in all the daily activities (such as outdoor/ playground time) he/she should be kept home that day. Unless approved by teacher and director.
5. Do NOT send your child to school if he/she exhibits any of the following symptoms:
  - Sore throat
  - Nausea
  - Excessively runny nose (thick, dark yellow or greenish discharge)
  - Diarrhea
  - Non-Allergy related cough
  - Chills
  - Skin rash
  - Inflamed eyes
  - Enlarged glands
  - Earache or headache
  - Temperature over 99.9 or above
6. If your child is sent home for any of the above symptoms, your child must be free of any of the above symptoms for 24 hours before returning to school, without medicine or be on a doctor-prescribed antibiotic for 24 hours before returning to school.
7. If your child is sent home and is found to have a communicable and/or contagious disease, such as; hand, foot and mouth; chicken pox; measles; pink eye; strep throat; flu; Covid-19; etc. notify the school office immediately.
8. Be certain to inform our school if your child has any allergies. Send written instructions if special attention is required. Verbal reminders are appreciated too.

#### **Medication:**

Medications cannot be administered by PDO staff. If your child takes a medication, please administer it before arrival to school. Do not treat a fever and send your child to school. They need to stay out till fever free without medication.

#### **Curriculum:**

We will be sharing with each child the love of Jesus, while preparing them for elementary school. Language and reasoning skills are utilized each day. A wide variety of age-appropriate activities are offered in art, music, movement, fine motor, sensory, blocks, dramatic play, nature, science, math, numbers, and group experiences. Our art activities will be creative. We want the child to enjoy the learn process. Children learn best through discovery and with a variety of hands-on activities. This allows children to experience the world around them through smell, taste, sight, sounds and touch.

#### **Snacks, Lunches and Birthdays**

1. LABEL EVERYTHING!
2. SEND A REFILLABLE child size water bottle/cup that does not leak.
3. Please pack a snack for your child and label snack every day, this should include a drink too. Some teachers may want these to be put in separate area from lunch.
4. PDO does not provide a snack but snack donations to your child's class are welcome.

5. Lunch must be provided by the parent from home. Parents should pack a drink and nutritious lunch for their child. Lunches may contain only item that do not require reheating. Teachers do not have microwaves in rooms. They cannot leave classes unattended to heat up food.

Things to remember –

- Lunch containers should have a freezer pack, no refrigerator in classrooms.
- Lunch containers should be labeled, and lunches should include a napkin and necessary utensils. Please make sure to bring a cup or drink pouch for your child(ren). Always send a refillable bottle for water.
- Please check with teacher before sending food containing peanuts, we must make sure we do not put other children at risk.
- The following items are considered choking hazards by the Health Department and we ask you that you try avoiding these foods:
  - Grapes, (unless cut in half or quarters)
  - Hard candy
  - Hot dogs (should not be served without being warmed up)
  - Nuts or peanuts of any kind
  - Popcorn
  - Raw carrots (unless small or sliced thin)

**Clothing:**

1. Dress your child appropriate for school and for the season. We play outside weather permitting. Always send a jacket or coat in cooler weather.
2. Clothing should be loose, comfortable, and washable. Children may get dirty and messy while playing or doing arts and crafts.
3. Tennis shoes or other rubber soled shoes are a must. No flip flops are allowed.
4. Please bring extra sets of clothes in your child's backpack. If your child is potty training send several sets and specially pants, underwear, socks and shoes.
5. Please bring five diapers or pull-ups per day if your child is not potty trained.
6. All clothing such as coats, jackets, sweaters, and bedding should be labeled with your child's name.

**Discipline:**

One of our goals is to help preschoolers learn self-control. We make every effort to praise and reward children for positive behavior. Our teachers plan interesting activities and consider attention spans and skills so the behavioral expectations are developmentally appropriate.

1. The following four rules apply in all school classrooms:
  - Be Neat
  - Be Safe
  - Be Kind
  - Be Respectful
2. Outcomes when I choose to follow rules:
  - Praise and hugs for all ages
  - Behavior award, special privilege

- Positive message to parent
- 3. Consequences when I choose not to follow rules:
  - Warning
  - Time out from activity so that he/she can regain self-control, but within teacher's view
  - Loss of privilege
  - Sent to the office for counsel with the Director
  - Parental involvement

Corporal punishment is never used. We will not shame a child this way. Redirection and distraction are our first response. We will help children understand that love for them does not change, even when they make mistakes. As a last resort, child may be removed from a group activity so that he/she can regain self-control. The length of time-out shall not exceed one minute per each year of age for the child.

Should difficult behavior occur, we will be in contact with the parent to discuss strategies that can be used to bring about desired behavior. When parental involvement is necessary, parents are notified by way of a "pink slip". This is a pink piece of paper that describes the wrong behavior of the child and has comments by the teacher and/or director on it. If you are notified that your child has made a wrong choice while at school, we expect you to back us up at home. It is important that your child know that the home and school are working together to encourage positive, obedient behavior, and that when they are in trouble at school, they are in trouble at home too.

Dalewood Baptist PDO reserves the right to request a child's withdrawal if he/she is unable to participate in group experiences in a manner which the child and those around him/her. We will not sacrifice an entire class to change the behavior of one child.



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