



*Play, Love, Learn, and Grow!*

*"The child grew and became strong, filled with wisdom;  
and the favor of God was upon him." Luke 2:40*

## **PARENT HANDBOOK**

### **Second Baptist Church**

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Dear Families:

Welcome to Second Baptist Church Parents' Day Out Ministry! Thank you for choosing our program for your child. Our mission is to provide exceptional, loving care and age-appropriate educational experiences in a faith-based ministry environment.

We have purposely chosen to provide a ministry-based program for your child. Each child will be cared for with loving kindness that comes from God. Our goal is for each child to play, love, learn, and grow:

- Play as children of God experiencing social and spiritual growth;
- Love as Jesus teaches us to love, unconditionally;
- Learn age-appropriate skills, develop mentally; and,
- Grow as children of God in wisdom and stature.

It is our hope that each child flourish in this ministry environment, and we will witness God's favor in their lives and the lives of their families.

Each family is provided with a curriculum guide at the time of enrollment. As a part of our educational curriculum, we offer:

- **KINDERMUSIK**
- **CHAPEL TIME**
- **ART/SCIENCE/LIBRARY**

This Parent Handbook includes detailed policies and procedures for our Parents' Day Out Ministry. Please sign the last page, indicating you have read the handbook and agree to its policies, return that page to the director, and keep the booklet for future reference. We look forward to partnering with each family and child!

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## WEEKS IN SESSION

Parents' Day Out operates on a thirty-eight-week school year session August–May. Our summer session is seven weeks in June and July.

## HOURS IN SESSION

**Tuesdays and Thursdays from 9:30 a.m.–2:30 p.m.**

A child may enroll for one or two days a week based on availability. Drop-off is at 9:30 a.m. each day. Pick-up is at 2:30 p.m.

After 2:35 p.m., children will be sent to After Care in room 207. You will be charged the full amount of \$15 for After Care which will be due that day. Early Care is available from 8:30 till 9:30 a.m. in room 209.

## PARKING FOR DROP-OFF AND PICK-UP

When parking in our parking lot, please exercise caution for the safety of our little ones. We ask that you park in a designated parking space. **Do not park along the curb or fire lane for drop-off or pick up.** Please never leave children unattended or valuables in your vehicle. You may enter and exit the building at the front office entrance ONLY.

## CHECKING YOUR CHILD IN AND OUT

Each day your child attends PDO, he/she must be checked in at the check-in kiosk located at the preschool check-in desk. Both you and your child will receive a matching security label. The child's label will be attached to his/her clothing, and **the parent will be required to present the matching label at the time of pick-up.** Children will only be released to parents/guardians and approved caregivers (who have been approved in writing). Any person picking up your child may also be required to show proper identification.

## ENROLLMENT REQUIREMENTS & FEES

A *Student Enrollment Form* must be completed at the time of enrollment for each child ages 5 months to 5 years. Enrollment will be granted on a space available, first-come, first-served basis. Families with children already enrolled receive priority.

For your child to be enrolled, the following items are required:

1. Completed Student Enrollment Form
2. Current Tennessee Immunization Form
3. Enrollment Fee (\$75, non-refundable)
4. Activity Fee (\$65)

*Need-based scholarships applications are available for a reduced rate of 25%. Applications are available from the PDO Director and should be completed with enrollment. Need-based scholarship awards are given solely at the discretion of the PDO Director and the minister of children and families and as funds are available.*

### **School Year Activity Fee**

A one-time activity fee is charged per child/family each school year. This flat fee is the same for children who attend one or two days a week. The activity fee is due with tuition on the first day of the session.

*One Child: \$65.00*

*Two Children: \$100.00*

*Three+ Children: \$125.00*

A non-refundable enrollment fee is required for your child to be considered for a place in the PDO program. Priority enrollment for current students begins late January prior to the fall session. Open enrollment for new students begins early February prior to the fall session.

### **SUMMER ENROLLMENT REQUIREMENTS & FEES**

*One–Two Children: \$25 each*

*Three+ Children: \$75 for the family*

#### **Summer Activity Fee**

*One or More Children: \$25 per child*

### **TUITION**

Tuition payments are due on the 1st day of the month. A \$25 late fee will be applied to tuition received after the 5th of the month. Children will be removed from the class roll if tuition is not paid by the 15th of the month. Tuition may be paid online, or in person by check, cash or credit card. Tuition and fees should be given to the PDO director or assistant director. Teachers cannot accept tuition payments.

Monthly tuition is a “flat fee structure,” meaning that the number of weeks in a session is divided into equal monthly payments. Tuition will not be discounted for shorter months or holidays. Tuition reserves a permanent spot for your child on the days in which they are enrolled. If your child is absent, tuition will not be refunded. Withdrawal from the program must be given in writing to the director two weeks prior to withdrawal date and no refunds will be given for partial months.

### **EARLY AND AFTER CARE**

Early and After Care is available for your child. Early Care is 8:30-9:30 a.m. After Care is 2:30-4:00 p.m. Early and After Care is available for a flat fee which is to be paid the day of services. You do not have to have a reservation to use Early or After Care. Payments are made to the early and after care PDO staff at the time of service.

If you know you will be using aftercare, please let us know when you drop off or send us an e-mail or call if you decide to use it after you do drop-off.

## **CLASS PLACEMENT**

Children are placed in classrooms according to same state guidelines that are used by Shelby County Schools. Children must meet the age requirement of turning the “class age” by August 15, 2022. For example, to be enrolled in the Fours class, the child must be four years old by August 15, 2022. Requests for a class outside of a child’s age range will not be accepted because we believe that children learn best in age-appropriate classrooms.

## **WHAT TO WEAR**

Your child should be dressed in comfortable, washable, play clothes. Any one-piece outfit must unsnap/unbutton for ease in diapering and restroom needs. Children should wear shoes that cover their toes and have a back so that they can walk, run, and play with ease. Children should bring jackets and hats during cold weather for playing outside.

## **SUPPLIES FOR THE CLASSROOM**

Each child should bring the following supplies at the beginning of the school year in August and turn in to their teachers:

1. 2 packages of wipes
2. 1 box of tissues
3. 2 rolls paper towels

## **WHAT TO BRING EACH DAY**

Children should bring a labeled diaper bag or backpack each day to school. Their bag should contain (see below for supply list by classes):

### **INFANT CLASS 1 | INFANT CLASS 2 | INFANT CLASS 3**

Diaper bag  
Diapers  
Wipes  
Change of clothes in large zip bag (*label bag*)  
Lunch (*including drink*) in a separate lunch box  
Bottles (*already mixed or you may send formula*)  
Blanket for nap time  
Comfort item (*blankie, paci er, lovie*)

### **TODDLER/TURNING TWOS**

Diaper bag/backpack  
Diapers  
Wipes  
Change of Clothes in a large ziplock bag (*please label bag*)  
Lunch in a separate lunch box including drink  
Send lunch in a divided container  
Nap mat & blanket  
Comfort item (*blankie, paci er, lovie...*)

## WHAT TO BRING EACH DAY, CONTINUED

### TWOS

Diaper bag or backpack with:

- Diapers/pull-ups
- Small bag of wipes

Change of clothes:

- In a large Ziploc bag
- All clothing items labeled
  
- Include a drink
- Send lunch in a divided container

Lunch in a separate lunch box:

Nap mat or blanket

Comfort item (*blanket, pacifier, etc.*)

### THREES/FOURS/FIVES

Backpack

Change of underclothes:

- In a large Ziploc bag
- All clothing items labeled

Lunch in a separate lunch box:

- Include a drink
- Send lunch in a divided container

Nap mat or blanket

Comfort item (*blanket, pacifier, etc.*)

### ADDITIONAL REMINDERS

Please send a note explaining anything you feel the teachers might benefit from knowing about your child.

### INCLEMENT WEATHER

We follow the Shelby County Schools (SCS) Inclement Weather policy.

If SCS closes due to weather, Second Baptist PDO will close as well.

No refunds will be given for weather related closings.

### SAFETY & SECURITY

For the safety of each child in our PDO program, we follow the Emergency Procedures of Second Baptist Church. Our Emergency Procedures are posted in each classroom and teachers are trained in following these procedures. Drills will be held two times a year with all PDO classrooms participating. In the event of a tornado warning/watch, children will not be released to

parents without signed release. Children will not be released to parents during lock-downs for any reason.

Each teacher employed by the PDO Ministry will undergo a thorough interview and vetting process which includes a criminal background check. Safety Team Teachers are trained in CPR and First Aid.

## **ALLERGIES**

If your child has food allergies, please make sure that is listed on his/her enrollment form and that you speak to the teachers about the allergy.

Please make us aware of any allergies in writing, including but not limited to, food allergies that your child has. While we are not a nut-free facility, we make every accommodation to provide a safe environment for those with allergies to specific foods, including making that classroom allergen-free.

## **HEALTH AND ILLNESS**

We can only accept well children into the program each day. Please keep your child at home if he/she is exhibiting any of the following symptoms:

- Runny nose with green or yellow mucus
- Above normal temperature (over 99 degrees) within 24 hours
- Irritating cough that has persisted more than 48 hours
- Drainage in the eyes, conjunctivas, or pink eye
- Irritability and fever due to immunizations in the last 24 hours
- Undiagnosed rashes or eruptions of unknown origins
- Diarrhea or vomiting within 24 hours
- Irritability or pulling at ears
- Parasites such as lice or ringworm

We will not dispense medication to your child for any reason. All children in our program must be fully immunized and submit a state of Tennessee Department of Health Immunization form at enrollment. No exceptions.

If your child is injured while in our care, proper medical attention will be given and the injury documented. An injury report shall include time of injury, de-scription of event, and a detailed description of treatment/ attention given. A copy will be given to the parent or guardian and one copy will be kept on file.

## **POTTY TRAINING**

We will support potty training during the PDO day. Active potty training is strongly encouraged for children in our two year old classes. Children entering our three-year-old classes must be potty trained. Three year old classrooms are not equipped with diaper changing stations.



## **BITING**

Biting is a part of normal developmental stage for young children who are teething and are still developing their language skills. It is usually a temporary condition which is most common between 13 and 24 months of age. However, because of the danger this behavior presents to other children, repeated biting in a group childcare setting cannot be allowed and requires positive intervention on the part of both the staff and the parents.

### **Our Aim as Staff**

The staff will maintain close and constant supervision of the children at all times but, due to the speed and randomness with which biting incidents often occur, it is not always possible to prevent these from happening. We will work with each child who bites on resolving conflict or frustration in an appropriate manner. In an effort to prevent further biting behavior, we will look at the context of each biting incident to see if a pattern can be identified. If a child bites more than once, a member of staff will shadow them for as long as is felt appropriate both to protect other children and to try to understand why the biting is happening. The confidentiality of all children involved will be maintained.

### **In the event that a child bites, the following steps will be taken:**

#### **For the child who was bitten:**

- The bitten child will be comforted immediately.
- Appropriate first aid/cleaning of the affected area will be given.
- Parents will be notified immediately.

#### **For the child that bit:**

- Child is told “No biting!”
- Child is placed in age appropriate time out (*1 minute for each year of age*)
- Teacher discusses with child why biting is not appropriate.
- Child is then redirected to another play area away from the child who was bitten.
- Parents are notified immediately.

In cases of three biting incidences in a two-month time frame, the parents of the child who bit will be asked for their child to remain home for two weeks in an attempt to break the biting cycle. If biting continues after a two week “time out” from the program, the parents may be asked to withdraw their child permanently from the program. Tuition will not be re-funded. If a parent chooses to withdraw a child due to biting issues (whether from biting themselves or being bitten) tuition will not be refunded.

## GUIDING APPROPRIATE BEHAVIOR

We will promote positive and spiritually healthy behavior in our PDO program. Teachers will build self-esteem and self-worth by encouraging children to behave appropriately and by giving them their full attention. We will expect children to obey and will help them do so by providing clear communication about rules and expectations. Children will always be treated with respect. If a child demonstrates an inappropriate behavior, we will redirect them and offer the better choice. If consequences are necessary, they will be given at age-appropriate levels. For example: a three-year-old may need a calm down time of three minutes. After a consequence is given, teachers will follow up with the child about how they can make better choices and make sure that the child continues to feel the teachers' love and respect. We will always keep in mind that our goal is for each child to achieve self-discipline.

The following guidelines will be followed by children and adults in our program:

### ***How Do We Obey God at Church?***

- We respect our church: we walk inside (we run outside), we clean up, we take care of our building.
- We respect each other: we show kindness and help each other, we speak quietly inside and use kind words, we listen to and obey our teachers.

*“If you love me, you will do what I have said, and my Father will love you.”*

– John 14:21a

### ***What Happens When We Do Not Obey God at Church (Consequences)?***

- We need to ask for forgiveness and say we are sorry.
- We need to try again to obey God.
- We may have to meet with our parents and the PDO Director to make a plan for how we will obey.
- We will remember that God will always love us, no matter what!

*“I will also love you and show you what I am like.”* – John 14:21b

## **Come Worship With Us!**

**Sunday School Classes For All Ages**

9:00 a.m.

**Sunday Worship**

10:30 a.m.



**SECOND BAPTIST CHURCH**

**Gathered to Worship**

**Scattered to Serve**

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