



PARENTS DAY OUT (PDO) & PRESCHOOL

A MINISTRY OF CALVARY BAPTIST CHURCH

PARENT HANDBOOK

2025-2026

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<https://calvarybaptistchurch.com/preschool-parents-day-out/>

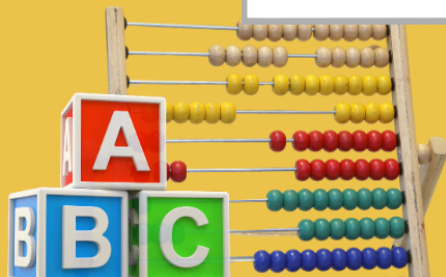
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Carrie Beth Tonks, Minister to Families with Children

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Calvary Baptist Church Parent's Day Out & Preschool

Welcome to our Parent's Day Out & Preschool Program. We are excited to share our love, talents, and energy with your child during the school year. We look forward to many fun-filled days and know your child will also.

We appreciate your family being a part of our PDO/Preschool program this year and look forward to a good year ahead with your children. Remember, we will all need to work together with trust, open communication, flexibility, and grace.

Ministry Objectives

We want to provide:

- a safe, happy, and Christian environment for children each time they are at Calvary PDO & Preschool.
- opportunities to meet physical, mental, emotional, social, and spiritual needs of our children.

We want to give experiences that will allow your child to:

- ❖ Learn to develop an interest and joy of learning
- ❖ Develop a feeling of self-expression & creativity
- ❖ Develop self-control & success
- ❖ Make a successful transition from home (please be patient with this process)
- ❖ Develop a secure feeling through trusting relationships

Communication

We value communication between families, teachers and our director. In an effort to have clear communication the director will send weekly emails to families. Tuesday Tidbits emails will be sent to the email address(es) you specify on your read receipt form. You will have the opportunity to specify who you would like the weekly emails sent to. The director will provide monthly calendars and newsletters in hard copy form sent home with your child at the beginning of each month. Each classroom will provide a monthly newsletter sharing information about happenings in their classrooms. Each classroom will also display a "What We Did Today" form outside the classroom door each day. If you have any questions, concerns or recommendations, please contact the director by email, phone or text (contact information is on the front cover of Parent Handbook). Email and text are the preferred methods of contact with the director.

Classroom Placement:

Children are placed in classes based on their date of birth. On rare occasion exceptions are made based on ability level, but every effort is made to keep children with their same aged peers.

We do not have a toilet training policy. We support each child as s/he begins to use the toilet and we will NOT set a deadline. Attendance and placement is not dependent upon being potty trained.

Curriculum

Curriculum is the framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did-"in wisdom and stature, and in favor with God and man" (Luke 2:52). A child's growth and development is viewed as a process, not an event. Development begins when the child is conceived and continues throughout life. Spiritual, physical, mental, emotional, and social development are equally important. (LifeWay Resources, 2007).

Our planning is theme based, and teachers have access to a variety of curriculum resources and programs, including the WEE curriculum. Our program is activity based, provides choices, allows for physical activity, with biblical truths weaved throughout. Classrooms will base activities on the age and developmental levels of the children. Weekly themes will be shared with you in the Tuesday Tidbits emails and included in each monthly calendar.

Our teachers have access to additional materials published by various early childhood education companies. We provide ongoing training throughout the year.

Themes for our upcoming school year

Welcome to School	Farm	All About Me
Friends	Polar Animals	I Love to Read
Kentucky Derby	Valentines	Weather
I am Thankful for...	Spring	Fall
Christmas	Easter	Winter
Community Helpers	Nursery Rhymes/Fairy Tales	Transportation

Teachers work to plan activities, arts/crafts, music time, story times, and more that are theme based. Outside the classroom door you will find a *What We Did Today* form with information about what your child did during that day's PDO session.

Health and Safety

We will make every effort to provide a clean and healthy classroom for your child. Please remember that we must have your cooperation in order to achieve this.

In order to ensure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before coming to Calvary's Parent's Day Out/Preschool program.

Upon the recommendation from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:

- Fever (temperature of 100.4 or greater) within the last 24 hours
- Vomiting and/or diarrhea (within the last 24 hours)
- Any symptoms of childhood diseases
- Common cold - free of all symptoms
- Sore throat & Cough (not caused by seasonal allergies)
- Headache
- Unexplained rash
- Any skin infection, and
- Pink eye or other eye infection
- Exposure to someone who has COVID-19 during a 48 hour period before the onset of symptoms until meeting the criteria for discontinuing home isolation

*A child with a clear runny nose, without additional symptoms, is welcome to attend.

When in doubt, please apply the Golden Rule.

If a child exhibits any other symptoms of illness or is injured the program will contact the parent and make them aware of the situation and possibly ask the parent to come pickup the child or check on the child. If your child has a temperature greater than 100.0 degrees you will be asked to pick them up. The child will wait in the Director's office with a staff member until a parent arrives. **PDO/Preschool staff is not allowed to administer medication.**

In case of emergency, parents will be contacted immediately. If the child is in need of immediate medical care the program will call Emergency Medical Services. Should your child be transported, a member of the program's staff will accompany the child. Each child has a medical release on file and this will be used if necessary. We will not accept a child unless we have all forms completed. It is very important to keep your emergency information up to date, as this is where we will get our information. If your emergency information (contact information, phone numbers, insurance numbers, etc.) changes please notify us immediately.

Cleaning and Disinfecting

A cleaning and sanitizing process will be done at the end of each day to ready the room for the next use. Surfaces and high touch areas will be cleaned throughout the day by teachers. The plan for the cleaning of toys, bathrooms and classrooms will be determined with the help of the custodians.

Mouthed toys will be set aside in a separate marked container until they can be washed by gloved hands.

Crib sheets are provided by the program, put on cribs each Tuesday. Each child's bedding will be stored in individually labeled cubbies, then put back on their crib on Thursday. At the end of Thursday sheets will be laundered by PDO/Calvary staff. We encourage parents to take home all of their children's belongings (i.e. nap items, etc.) weekly and wash them.

Handwashing is extremely important to prevent the spread of COVID-19 as well as other illnesses. Staff and children will be encouraged to wash their hands frequently throughout the day as well as using hand sanitizer as needed.

Arrival and Pickup

Our hours are from 9:30 – 2:00 Tuesdays and Thursdays. The exterior door will remain locked until 9:25. We encourage everyone to be dropped off on time so classrooms can begin their day promptly. Late drop offs can also disrupt children who are adjusting to their new environment. When picking up or dropping off please do not enter your child's room; say your goodbyes in the hallway and send your child into their classroom. At the time of drop off please complete the sign in/sign out sheet outside the classroom door letting teachers know who dropped off, the best phone number for the day, and who will be picking up the child that day. Parents will sign out their child each day as well.

Please be prompt in picking up your child. Parents are assessed a late fee of \$5.00 cash for every 5 minute period after 2:05. If an emergency should arise, a text to the director (859-806-3637) is expected. You are welcome to pick up your child early if needed. Please let the director and your child's teachers know that morning if your child will be leaving early. Please notify the director when your child will be absent from school.

What to Pack

Infants and Toddlers (Purple Room/Room 100 & Blue Room/Room 102):

- Diaper bag (with plenty of diapers, wipes, change of clothes, pacifier, sleep sack, lovey, etc)

- Bottles and/or food (Snacks and lunch)

Ones and Up (Green Room/Room 103, Yellow Room/Room 105, Orange Room/Room 104, & Red Room/Room 106):

- Lunch *See nutritional information below

- Change of clothes (Diapers, wipes, and/or pull-ups as needed)

- Blanket or beach towel for rest time (Rooms 103, 105, & 104 at the beginning of the school year)

- Water bottle/cup/thermos

- Backpack big enough for a folder (provided)

LABEL all of your child's belongings such as cups, dishes, clothes, bags, coats, towels/blankets, etc. When dressing your child for the day at school please be aware that all classrooms do engage in art and sometimes messy learning activities as well as some amount of active play either on the playground or in the gym facility. Please have your child dressed in closed toe

shoes suitable for play. Apply sunscreen in the morning if needed. Sunscreen is important however, teachers will NOT apply sunscreen due to the potential of allergic reaction.

Unless it is for security reasons (comfort items such as a stuffed animal or blanket), **parents are encouraged not to allow children to bring toys from home.** Developmentally appropriate toys and equipment are provided and many times toys get lost/damaged or are a problem for other children.

Daily Schedule

All classrooms follow similar schedules. Children will have learning activity time (for classrooms where it is age-appropriate), playtime, and lunch.

Babies through Twos will go down for nap time with lights out and quiet music. If your child does not sleep they will be encouraged to rest quietly. **Staff will not keep a child awake due to a special request.** Feel free to pick up your child early if you do not wish for them to nap.

Schedule for Babies & Toddlers/Young Ones (Purple Room/Rooms 100 & Blue Room/Room 102) will be determined based on an individual basis.

Our One Year Old and Two Year Old Classrooms (Green Room/Room 103 & Yellow Room/Room 105) allow children to have free play time as they arrive, snack by 10:00, guided play and activities that center around the weekly theme, large motor play (playground or gym), lunch and nap time.

Three and Four Year Old Preschool Classes (Red Room/Room 106 & Orange Room/Room 104) will include centers, whole group story time, calendar and chapel (twice per month). The Three Year Old (Orange Room/Room 104) will have a brief rest time each day, at the beginning of the school year. Please send a small blanket or a beach towel for this short rest time; depending on the needs of the class, the rest time may or may not be necessary after fall break. Changes in classroom schedules will be communicated as they arise.

Tuition and Fees

Tuition is due the first day of the month. If tuition is not received by the seventh day of the month, a \$10 late fee will be added. Supply/snack fee is due January 1st in the amount of \$50. Tuition is due regardless of the number of days or hours your child attends during the month. Our tuition pays our teachers, and teachers have to be paid even if your child is ill or traveling; therefore we do not have a vacation or holiday policy. You are paying for your child's spot in our program. All payments should be made by check or paid online through the Calvary website. When paying online, please include your child's name and PDO in the notes when making your payment. Please indicate the child's name on the check and leave the check in the payment box on the director's desk. If the program is closed due to weather or illness; the amount of tuition will be prorated for the month of May if we miss more than 1 day. The first day we miss due to weather or illness is a day of grace and will be a donation to the program.

Refunds cannot be given for registration fees or supply/snack fees. We require a 2 week paid notice if you withdraw your child(ren) from our program.

Calendar

Our program operates on the same schedule as Fayette County Public Schools with the exception of the first and last day of school. When Fayette County schools are closed for breaks or holidays, so are we. We also follow Fayette County Public Schools policy for inclement weather. Each family will receive a copy of our yearly calendar, including days we are not in session, tuition due dates, special events, etc.

Discipline Policy

Our goal as childcare providers is to help children to learn to live comfortably with themselves and others. In order to achieve this, children need to learn to develop self-control and to be responsible for their actions. There are many things we, as teachers, can do to help children recognize alternatives and consequences which affect them as well as others. Discipline helps to guide children to this more mature behavior.

Our staff will work to recognize and meet the age-level characteristics and needs of children. We will give appropriate choices, arrange the classroom to be developmentally appropriate, clearly define limits and expectations, give children positive suggestions and directions, and redirect children to help them make good behavior choices.

In the event a child is having problems with behavior, staff will offer redirection, verbal warnings, and/or possible removal from the situation. If the problem persists or is severe the child will spend a time-out in the classroom or in the director's office. If further action is needed based on severity or persistence of behavioral issues a parent conference with the director may be required.

Nutrition

Each child is to pack an individual lunch. Please do not send foods that need to be refrigerated or that you would expect staff members to microwave. Staff members can not leave the classroom during the busy lunchtime to retrieve or heat foods. If there are any children with severe food allergies in your child's classroom you will be notified in advance. Please do not pack foods that may be dangerous to other children in the room or cause a choking hazard to preschoolers such as whole grapes, uncut hot dogs, and hard foods including raw vegetables. Please do not send soft drinks in your child's lunch.

Snack will be provided by the program. (Families in Purple Room/Room 100 & Blue Room/Room 102, please communicate what foods have been introduced and foods your child is allowed to have). We promote good choices for our children and want to provide them with the best possible foods for snack. Below is a list of foods that may be in our classrooms.

- ❖ Fruits (Fresh or dried)

- ❖ Granola Bars or Fruit Bars
- ❖ Yogurt
- ❖ Cheerios (or other healthy low-sugar cereals)
- ❖ Whole grain crackers
- ❖ Cut up veggies
- ❖ Applesauce
- ❖ Trail mix
- ❖ Chex mix
- ❖ Goldfish crackers
- ❖ Pretzels
- ❖ Cheese

Please note any allergies your child may have. You will be notified if there is a food allergy in your child's classroom.

If you would like to bring in a special snack for your child's birthday please let the teachers know ahead of time. Please plan to bring individual treats.

Occasionally classrooms plan special luncheons for students based on the theme of the week. Teachers will post a sign-up sheet outside the classroom for items they wish to be brought in for the luncheon. Occasionally we will have a pizza lunch where we will collect money to cover the cost of pizza and provide fruit/sides for lunch.

Calvary Baptist Church
Parent's Day Out and Preschool Program
Parent Handbook Receipt

1. I have read my copy of the 2025-2026 Parent's Day Out (PDO)/ Preschool Parent Handbook.

2. I agree to comply with **all** of the policies and guidelines as they are outlined in the handbook.

3. I will take any questions and/or concerns directly to the PDO/ Preschool Director.

4. I understand that Calvary PDO/Preschool will follow the schedule of Fayette County Public Schools (FCPS) (with the exception of the first & last day of school) and that any variance of this schedule will be communicated via email.

Child's Name _____

Signed _____ Date _____

Parent/Guardian

Email addresses that you want weekly emails (Tuesday Tidbits) sent to:
