



Parent's Day Out

Student Handbook

2025-2026

Immanuel Baptist Church
3100 Tate's Creek Road | Lexington, KY 40502
(859)685-3200

CHECKLIST

Your child's student file must be complete before Parents' Day Out begins in September. Please use the checklist below to ensure you have provided us with all the required information.

- Completed Student Information Packet
- Signed Parent Program Agreement
- Signed Food Allergy Statement
- Signed Contract for Release from Liability
- Signed Hand Sanitizer Authorization Form
- Signed Permission to Photo, Video, and/or Record
- Signed Student Handbook Signature Form

Welcome to Immanuel Baptist Church Parents' Day Out (PDO) Program!

The Parents' Day Out program is a ministry of Immanuel Baptist Church. While the PDO program's mission, vision, and philosophy of education support Immanuel Baptist Church, we feel it is important for you to be aware of that mission and vision.

Immanuel Baptist Church's mission is leading people to Jesus and nurturing them in their faith.

The vision of Immanuel is to Gather, Grow, and Serve.

We gather people to celebrate Jesus and encounter biblical worship and also for fellowship. We pray that relationships with God will be energized and the desire for more knowledge and understanding of Him will grow in each of us.

We grow together in Bible Study and fellowship opportunities. We believe that "iron sharpens iron" (Proverbs 27:17), and we provide resources and encouragement to help people grow. As we grow, our prayer is that we would look beyond our walls, outside of our preferences, to humbly serve others.

We serve using the gifts and talents God has given to us to invest in the lives of others. We serve, not for personal gain, but expecting nothing in return. We serve in our church, our community, and our world. We believe that the ultimate and greatest goal of a follower of Christ is to be a servant. As we serve, our prayer is that we will love God and others more, and so fulfill the greatest commandments of God.

Thank you for enrolling your children in the Parents' Day Out program. Please know that Immanuel Baptist Church, the ministers, and the staff are available to minister, serve, and grow with you and your family.

Parents' Day Out

A Ministry of Immanuel Baptist Church

Welcome to the Immanuel Baptist Church Parents' Day Out Program. We aim to provide parents with a scheduled block of time away from their children to meet personal and family needs. We hope that by providing this service, parents will be refreshed, rested, encouraged, and able to pour from a full cup.

Our goals for this program are to:

- Provide quality care in a safe, Christian environment
- Allow opportunities for toddlers to enjoy social play and learning by Christian leaders
- Prepare and deliver activities that are developmentally appropriate for the physical, emotional, social, and spiritual needs of toddlers
- Support parents in their task of raising children
- Equip parents and children in their callings to be passionate Jesus followers
- Minister to parents and families to create disciples

Schedule

Parents' Day Out serves families on Tuesdays and Thursdays from 9:00 am until 2:00 pm. Parents may bring and pick up their child any time between those hours. With that said, it is our experience that children who arrive on time, as everyone else arrives, adjust more easily to mom and dad leaving. Children who arrive late may miss out on morning crafts or circle time which most children enjoy.

The Gathering Place entrance (Door 1) is only open in the morning from 9:00 am - 9:15 am and 1:45 pm - 2:15 pm.

One of the important developmental opportunities offered in a group experience is relationships with other children. Toddlers move from playing alone, to side-by-side play, to playing cooperatively. Consistent attendance allows children to go through these stages together with their peers. It also allows them to feel comfortable and well-acquainted with other children and their teachers.

Please note that monthly charges are a flat rate regardless of your child's attendance.

Nap Times

Itty Bitties

Nap on demand, or at parent's request.

Buzzy Bees, Laughing Ladybugs, Cuddly Caterpillars

Nap from 1PM to 2PM

Yellow Hoppers, Red Hoppers, Blue Hoppers

Do not nap

Please work with your little ones prior to the start of the school year on this nap schedule. We will not be able to accommodate individualized nap times and aim to ensure a safe and enjoyable class environment for all. Over tired kiddos tend to require more one on one attention that cannot always be provided.

Arrival and Dismissal

You will enter the church through Door 1 (Gathering Place Entrance). Please sign your child in by using the iPads located in the Preschool Welcome area. To sign your child in, enter your 4-digit Procure code into the iPads and sign your name. Both teachers and you will receive an email stating when and to whom your child was signed in. Before taking your child to the classroom, please take him/her to the bathroom to wash their hands before entering the classroom. Please be sure they have a dry diaper or have used the bathroom before entering the classroom.

Once you arrive, please put their snack and lunch in the appropriate bin. The teachers are ready to receive the children in their rooms at 9:00 am. Please do not bring your child to the room prior to 9:00 am. Please allow the teachers to come to the door and greet your child. For safety reasons, parents will not be allowed in the classroom at drop off or pick up. Allowing only teachers and children in the classroom provides a safer and sanitary environment for each child. It is best to hug, kiss, and leave promptly. Most children will stop crying within a few minutes. Our teachers are thoroughly qualified to love and care for your children. Your child is very safe and will have a great time with the teachers and the other children!

Dismissal is promptly at 2:00 pm. You will enter through Door 1 and go directly to your child's classroom and sign your child out there. Young children can become very anxious as other children leave, so it is in the best interest of your child for you to be on time. If your child's teacher(s) does not know you or someone else picking up your child, they will ask to see a valid photo ID and they will verify that the person picking up is on the "Authorized Additional Pickup Person" form on Procure. If a person is not on the "Authorized Additional Pickup Person" list and you have not notified the teachers or Parents' Day Out Director, your child will not be released to that person.

In the event that an emergency prevents you from picking up your child by 2:00 pm, please message the teachers and Director via Procure as soon as possible. If you do not notify us that you will be late, a late fee of \$10.00 for every 15 minutes or a portion thereof will be charged. If we have not heard from you by 2:15 pm, we will begin calling persons on your emergency pick-up form. If by 2:30 pm all attempts to reach parents or emergency pick-up persons have failed, we must consider that the child has been abandoned and will call the authorities.

Tuition and Fees

Your child is enrolled for the 2025-2026 school year, September 2nd, 2025, and ending May 21, 2026. Tuition is payable by the 10th of each month beginning September 2025, and ending May 2026. Tuition is a flat \$260 per child per month. An invoice with the tuition amount will be sent by email and via the Procure app each month. A late fee of \$15.00 must be added to any payment after the 10th of each month. Delinquent accounts result in the loss of the child's classroom enrollment. Re-entry requires full payment of all past tuition payments and late fees and is subject to availability. If you have extenuating circumstances, please speak to the PDO Director.

Turn in your payment through the Procure app.

*Everything will be billed via Procure. When you sign up for Procure it will ask you to input your credit card/debit/banking information. You may choose whichever of these works best for you and your family. Your account will be set to an automatic withdrawal when billed each month. It is strongly recommended that you set up via banking information vs Credit Card to avoid processing fees.

In the event that you need to withdraw your child from Parents' Day Out, we ask that you notify the Parents' Day Out Director as soon as possible and indicate the date you intend to leave the program. If you withdraw mid-month, without notifying the PDO director prior, the remainder of your tuition payment will be considered a donation to the PDO program.

What to Bring Each Day

It is the parents' responsibility to make sure that all the following items are provided each day your child is in attendance. Please have everything in a backpack or tote bag that is clearly labeled on the outside with your child's name. Please label all sippy cups, wipe boxes, clothing, blankets, pacifiers, etc.

- Please send a complete change of clothes. This includes a shirt, pants, and socks. An extra pair of shoes would be nice. We have had children get their shoes soaked when they have potty accidents.
- At least 3 diapers and wipes and/or 2 pairs of underwear. If your child is potty training, please send underwear and pull-ups. **If your child requires any diaper rash ointment, you must complete a Medication Administration Form available from your child's teachers.
- Babies, 1's and 2's bring a fitted crib sheet, blanket and small pillow for nap time. Please put all items in a separate bag that is clearly marked with your child's name. Nap items will go home every Thursday to be washed and brought back the following Tuesday. We have cots for each child to take a nap on.
- Morning Snack and Drink. Please put a snack in a brown paper bag with your child's name on the outside. Please send a sippy cup instead of a juice box or bottled drink.
- Lunch and Drink. Please send food that children can easily handle by themselves. Food cannot be heated, so please do not pack any microwave meals. Food will not be refrigerated, so please put an ice block in their lunch box.

Many children have food allergies. You will be made aware of any food allergies in your child's room. If there are any severe allergies, such as peanut butter, it will not be allowed in the room.

Please do not send whole grapes, nuts, popcorn, or whole hotdogs. These items are choking hazards among young children. Please do not send sodas.

If you forget a snack or lunch we will contact you and ask you to bring it to your child. If you cannot bring it or we cannot reach you, we will provide a snack and/or lunch for your child. The first time, there will be no charge. The second time, there will be a charge of \$5 for this service.

Playtime and Teaching Methods

The work of a child is to play! Our Parents Day Out Program is designed to help your child develop socially, emotionally, physically, mentally, and spiritually. Our lessons focus on the following concepts: God, Jesus, the Bible, the natural world, self, family, and others. Children learn while they participate in playing, first-hand experiences, sensory experiences, repetition, imitation, and new relationships.

Our PDO teachers use Bible stories, books, puzzles, art, music, home living materials, nature, and large and small motor activities as they teach. Our goal is for your child to learn while in a safe, fun, nurturing environment. Our teachers will use positive guidance to help the children learn appropriate behavior. Preschoolers feel secure when appropriate boundaries are enforced. No child will be allowed to endanger himself or another child. We feel our environment promotes positive physical, emotional, social, and spiritual growth opportunities for your child.

- Play provides freedom to explore, manipulate, and make choices.
- First-hand experiences promote learning as a child experiments with objects and new situations.
- Sensory experiences provide chances to touch, taste, smell, hear, and see.
- Repetition and imitation help a child develop self-confidence and self-help skills.
- Relationships with caring adults provide encouragement, positive experiences, and good examples that influence a child's behavior and development.

Potty Training

Potty training is an important step in helping your child become independent! This is a major step in the life of your child and our teachers are more than happy to help your child reach this next independent stage! Our teachers will help by asking your child if they need to go potty and physically take them after snack, lunch, and whenever verbally prompted by your child. Due to our child to teacher ratio, expecting teachers to take your child to the bathroom every 20-30 minutes is realistically impossible. Please do not ask your child's teacher to do so. Due to the number of children in each classroom, after two accidents, your child will be placed in a pull-up or diaper for the remainder of the day. If your child is continually having accidents at PDO (3 consecutive days or 5 or more days in a month), we will continue to work with him/her on potty training but will ask that you send your child to PDO in a pull-up until he or she has had more practice at home.

If your child uses the potty, please take your child to the potty before dropping them off in the classroom each day.

Health

For the protection of your child, other children in our program, and the staff, we can only accept well children into our classrooms. We use the following guidelines of the American Academy of Pediatrics to determine if a child requires exclusion from the classroom. The following criteria are used to determine if a child requires exclusion from school:

- A child appears to be severely ill
- A child cannot participate in activities comfortably
- A child's needs require greater care than the staff can provide without compromising the care of other children.
- An illness poses a risk of spreading disease to others
- Fever greater than 100°F or higher and associated with behavior changes and/or
- unexplained rash in the past 24 hours.
- Vomiting or diarrhea in the past 24 hours. If your child vomits or has diarrhea one time while at PDO, you will be called immediately.
- Abdominal pain continuing for more than 2 hours or intermittent pain associated with fever or other signs and symptoms.
- Head lice or nits (Children may return when they are nit free with a doctor's note)
- Pink or red conjunctiva (whites of eyes) accompanied by white or yellow drainage (Children may return with a doctor's note)
- Impetigo (Children may return with a doctor's note)
- Strep throat * Children must be on antibiotics at least 24 hours before they come back.
- Scabies, Chickenpox, Mumps, Measles, Pertussis or Hepatitis A (Children may return after seeking medical attention and must have a doctor's note.)
- A child who becomes ill during the day will be isolated from the rest of the children in a supervised area and made comfortable. Parents or guardians will be contacted and asked to take the child home immediately.

REDUCING A FEVER WITH MEDICATION DOES NOT MEAN YOUR STUDENT IS FEVER-FREE. CHILDREN MUST BE FEVER-FREE WITHOUT MEDICATION FOR 24 HOURS BEFORE RETURNING TO PDO.

Medication

Licensing standards state that prescription medication may not be administered to children in a childcare setting except as authorized by a licensed physician and with daily written consent from a parent or guardian. Nonprescription medication, including diaper rash cream, may be administered only with daily written consent from the parent or guardian. Medication must be in its original container, not be past the expiration date, and administered according to the instructions on the label. Prescription medication must have the child's name on the original container. All teachers have the Permission to Administer Medication Form in their classrooms. If you have any questions regarding this matter, please speak to the PDO Director.

If your child has a prescription for emergency medication such as an Epi-Pen or an asthma inhaler, we must have a doctor's statement with specific instructions, including why the medication is needed, the dosage, and in what circumstances it needs to be administered. You will need to educate the staff on signs and symptoms to look for and the proper way to administer the medication to your child. In the event that our staff administers an emergency medication, you will be notified immediately. You will need to sign a medication form at that time acknowledging that the emergency medication was given.

Biting

Biting is an age-appropriate behavior that sometimes occurs in this age group. Some children bite out of frustration because they are lacking verbal skills and others because they are sensory seeking. With that said, we have to protect all the children from excessive behaviors such as this. If a child bites another child, an Accident/Incident Report will be given to the child's parent who bit and the child's parent who was bitten. If a child bites three times, he/she will be asked to not return to our program for two weeks. We will reduce tuition due to the two-week suspension. We feel this is an appropriate amount of time for the parents to work with the child at home to improve this behavior. Once the child returns to our program, if he/she bites one time, the child will be dismissed from our program.

**Immanuel Baptist Church PDO
Student Handbook Signature Form
2025-2026**

I, _____, the parent/guardian of _____
acknowledge that I have read and agree to the guidelines and procedures in this
handbook.

Parent Signature

Date of Signature

All rights reserved.

All rights are the property of the Immanuel Baptist Church Parents' Day Out Program. Immanuel Baptist Church Parents' Day Out Program admits students of any race, religion, color, and national and ethnic origin to all rights, privileges, and programs available to students at our campus.

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