



Parent Handbook

2025-2026 School Year

Monday & Wednesday or Tuesday & Thursday

August – May

9:00 A.M. – 2:00 P.M.

Our mission is to provide a loving and Christ-centered environment for preschool children in order that they may feel safe and secure while learning and growing physically, mentally, relationally, and spiritually. Our curriculum is based on the values and beliefs of First Baptist Church Gallatin and learning activities that are developmentally appropriate for each age group.

Age

The Parent's Day Out program provides classes for babies at least eight months old (as of August 15, 2025) through Pre-Kindergarten five-year-old children.

Schedule

- School hours are 9:00 a.m. – 2:00 p.m.
- Children enrolled will attend either Monday/Wednesday classes OR Tuesday/Thursday classes.
- Classrooms open no earlier than 9:00 a.m. with pick up **promptly by 2:00 p.m.**
- **The Parent's Day Out Program follows the calendar for Sumner County Schools.** If SCS are closed for holidays, conferences, breaks, weather, etc., PDO will also be closed. If SCS opens one hour late, PDO will open at 10:00 a.m. If SCS opens two hours late, PDO will open at 11:00 a.m.

Tuition and Fees

Late Pick-up Fee:	\$1.00 per minute after 2:00 p.m. will be added to tuition.
Registration/Materials Fee:	\$75.00 per child (non-refundable and due at registration)
Monthly Tuition:	
One child	\$2,000 per year (\$200.00 per month x 10 months)
Two children	\$3,900 per year (\$390.00 per month x 10 months)
Three children	\$5,800 per year (\$580.00 per month x 10 months)
Late Payment Fee:	\$10.00 (applied after the 10 th of the month)
Bank Returned Check Fee:	\$20.00

- Failure to comply with the tuition regulations within 60 days of the due date will necessitate removal of your child from the program.
- **There are no refunds for absences/illnesses/vacations.**
- Inclement weather days will be credited to your account toward the May tuition at a rate of \$20.00 per day, excluding two days that have been built-in. Late arrival days will not be included. Other days cancelled by the school system during the year (not already on the calendar) will also apply to this rate.
- A two-week notice given to the director via a note or email is required if a child will no longer be participating in our program. If a notice is not received, tuition will still be charged.
- Registration is on a first-come, first-serve basis. Once registration is full, there will be a waiting list. You will be contacted if a space becomes available.
- Online tuition payment is preferred through ProCare. If you need to pay a different way let the directors know.
- You will be able to access your records of your payments in ProCare, for tax purposes in January 2026.
- First Baptist Church Gallatin and the Parent's Day Out Program have the right to deny or terminate admission to anyone whose behavior is not in accordance with the policies set forth in this handbook.

Parent's Day Out Staff

All teachers at our Parent's Day Out program have been selected following an application and interview process. Background checks are completed for all staff, and references are also given. All teachers and staff must be over the age of 18 to be employed by our program. Please note that there may be times when your child has a substitute teacher in his/her classroom. Substitute teachers have gone through the same process to be hired. Only in extreme circumstances with the classroom teacher (i.e. a teacher will be gone for an extended period of time) will you be notified of your child having a substitute teacher.

Security

- Keeping your child safe is a priority at our First Baptist Parent's Day Out program. The parent or guardian who will bring the child to Parent's Day Out will be assigned an access card which will allow entrance into the building during drop-off and pick-up times. **Please swipe your card or fob each time you enter the building.** If you do not have your card, you will be asked to sign in at the front desk.
- Children will need to be signed in at their classroom using the classroom iPad as they arrive each day. For the safety of all children, **parents must remain outside the classroom door.** Please drop off quickly to help with a smooth and happy transition for all children.
- Please notify the teacher and director if a person other than the one(s) listed for pick-up will be coming to get your child. This person will also be requested to show identification.
- No person under the age of 18 will be permitted to receive a child at pick-up.
- All doors to the church will remain locked throughout the day and visitors are only admitted via intercom.
- If there are address, phone number, or email changes, etc. during the school year, please change in ProCare so that our information is accurate.

Health and Illness Policy

Parents should NOT bring their child to Parent's Day Out when any of the following exist:

- Fever, vomiting, and/or diarrhea
- Symptoms of childhood diseases (scarlet fever, measles, etc.)
- Common cold symptoms—onset until mucus is clear
- Thick and/or colored mucus discharge from nose
- Sore throat
- Croup or uncontrollable cough
- Unexplained rash or skin infection
- Conjunctivitis (pink eye) or other eye infections

Children should be free of all symptoms for 24 hours before returning to school (without fever/pain reducing medicines). If any of these symptoms develop during the day at Parent's Day Out, your child will be isolated and parents will be notified immediately to be taken home. Parents must have your child picked up promptly if called. Teachers/staff cannot give or apply any medications to your child.

Potty-Training Procedures and Policies

All children should have a seasonal change of clothes (or two) in their backpack. Please include socks, shoes and underwear/panties.

Babies, Toddlers, and Two-Year-Old Classes:

- Children must always wear underwear, diapers, or pull-ups.
- Always send **Velcro closing** pull-ups or diapers until fully potty trained.
- Please remember that potty training a large number of children at school is different than potty training one child at home. Please communicate clearly with your child's teachers, and they will do their best to assist in potty-training efforts.

Three-Year-Old Classes and Pre-K Classes:

- **All children in these classes must be potty-trained and self-sufficient in the restroom by the start of school.**
 - Able to tell the teacher they need to go to the restroom.
 - Able to use the restroom when taken.
 - Can pull down undergarments without assistance and need minimal assistance to pull clothes back up (zip, snap, etc.).
 - Able to wipe independently (teachers will not help with wiping at school).
 - Child is wearing underwear/panties.
- If an accident occurs, children should be able to change their clothes independently with minimal teacher assistance. Parents will be called to change and/or pick up their child if the accident is unable to be managed by the child independently.
- If three or more accidents occur during a three-week period, the child will be asked to take a leave of absence until he/she is fully potty trained. The child's place may be held during this time if parents continue paying tuition.

Other Important Information

- All children (except in the baby class and PreK classes) should have a sleeping mat or sleeping bag and a lightweight blanket for rest time. Please provide some kind of covering for their mat (king-size pillowcase or a handmade cover) if it has a plastic lining.
- Mats are kept in the classroom daily and sent home for washing periodically throughout the year.
- Children should wear play clothes and preferably closed-toes shoes for the playground. Weather permitting, children two years old and up should be prepared to go outside for play. Please always send a jacket or coat in cooler temperatures.
- Each child should bring a lunch and drink. Lunches that require refrigeration or heating should not be sent. Please pack a healthy lunch for your child. No carbonated beverages or Go-Gurts, please.
- All of your child's belongings (backpacks, lunch boxes, jackets, etc.) should be labeled with his/her name.
- Toys from home are not permitted at school.
- Items such as blankets, stuffed animals, etc. needed for rest time are allowed.

Disruptive Behavior Policy

Our desire at Parent's Day Out is for all children to have a positive experience and feel nurtured, loved, safe, and secure in their environment. We are not equipped to provide one-on-one care for a child; therefore, if a child requires ongoing individual attention as a result of behavior, the following plan of action will go into effect:

1. The child's parents will be contacted by the Director in an email/Procure and/or note to further explain the details of the child's disruptive behavior and ask for more involved parent support at home. If parents would like to further discuss the situation by phone with the director, arrangements will be made.
2. A meeting will be scheduled with the child's parents, classroom teacher(s), PDO Director, and possibly another church pastor to determine strategies that may be helpful in improving classroom behavior for the child.
3. After four more days of classroom attendance, a follow-up contact will be made to determine whether or not the strategies have been effective in supporting the success of the child. If so, these strategies will continue throughout the PDO school day. If not, the child will be dismissed from the PDO program for the remainder of the school year.

Disruptive behavior may consist of, but is not limited to: biting, hitting, kicking, pushing, scratching, hair pulling, throwing objects, bullying, disrespect, elopement, etc.

Third Party Services & Addition Considerations

Discontinuation of Outside Services During PDO Hours:

Please note that, effective August 1, 2025, our PDO program will no longer allow any outside services for children during our hours of operation. Outside services include, but are not limited to, therapy, tutoring, and any other third-party service for the development of a child.

Additional Considerations:

At First Baptist Church Parent's Day Out Program, we are a private institution and have the right to refuse or dismiss a child if we determine that our program is not the best fit for their needs. We have a limited number of staff and are unable to provide individualized care or one-on-one services. Additionally, our team is not equipped or trained to implement individualized plans developed by external consultants. If we are unable to accommodate the needs of your child, we will schedule a meeting to discuss the situation. This meeting will include the classroom teacher(s), PDO director(s), and, if necessary, a church pastor. In cases where a child's needs exceed the level of support we can provide, a child may be dismissed from the program.

Amy Raymer & Whitney Armstrong
PDO Program Directors

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