



**PARENT'S DAY OUT**

A WEEKDAY MINISTRY OF LCBC

# **PARENT HANDBOOK**

**Fall/Spring 2024 - 2025**

August 14, 2024 - May 22, 2025

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# Policies of LCBC PDO

## Purpose

Our purpose here at Longbranch Community Baptist Church Parent's Day Out (LCBC PDO) is to provide a safe, nurturing environment that promotes physical, social, cognitive and spiritual development of young children in a Christian environment.

## Curriculum

LCBC PDO seeks to provide an environment that emphasizes Christian values and the principles of faith as the foundation for spiritual growth. The curriculum provides opportunities for the children to learn about God, Jesus, the Bible, the church, family, self, friends and the whole world around them.

## Drop Off and Pick Up Procedures

Parents are required to walk their child to his/her classroom, release the child to the responsible teacher. Children will be released ONLY to properly identified persons who have been listed in the child release section in the Enrollment Forms. The names of individuals who are allowed to pick up children is to be kept current by the parents. Children will NOT be released to siblings of any age. Children are to be signed out each day by the person picking up your child.

## General Schedule

7:45 - 8:45 Optional Early Bird program (additional fee)  
8:45 Normal Opening  
2:15 Closing

Below is an example of a typical day (each class varies and has an age appropriate schedule):

8:45 - 11:15 Arrival/Activities  
11:15 - 11:45 Lunch  
11:45 - 12:00 Clean Up  
12:00 - 2:00 Nap/Rest Time  
2:00 - 2:15 Departure

## Enrollment

LCBC PDO serves children ages 6 weeks through the age of 5 years old. No child shall be discriminated on based on race, color, religious belief, or gender. Children with special needs including mental/physical handicaps and serious disciplinary problems will be individually assessed. Enrollment online through PROCARE must be completed and enrollment fee must be paid prior to your child entering LCBC PDO program.

## Payment Methods

LCBC PDO accepts personal/business checks, money orders or cash for payments. Payments through PROCARE are also accepted. If paying through PROCARE, we prefer you use your bank account. If a credit card is used a fee may be incurred. There is a \$12.00 fee for any insufficient checks. The amount of the insufficient check and the insufficient check fee of \$12.00 must be paid in cash as soon as you are notified of the returned check. If a second check is returned, we will ask from there on, that you pay by cash. If your account is not paid in full by the 15<sup>th</sup> of the month, your child will not be able to attend LCBC PDO until your account has been paid in full. If your account has not been paid in full by the close of the month, your child will be dropped from the LCBC PDO program.

## FALL/SPRING Operation Times - Tuesday and Thursday

7:45 – 8:45 Early Bird program (additional fee)  
8:45 - 2:15 pm

Fall/Spring Session will follow the Midlothian ISD calendar.

When MISD releases early, we will release early also, typically at 12:00.

## FALL/SPRING LATE PICK UP FEE

LCBC PDO closes promptly at 2:15 pm. If you are later than 2:15 pm, a **late fee** will be added to your account. There is an initial charge of \$5.00 and then \$1.00 per minute thereafter.

*“For this child I have prayed.” 1 Samuel 1:27 (NASB)*

**FALL/SPRING Enrollment Fee & Tuition** - Enrollment Fee: \$100.00 per child. **Enrollments fees are nonrefundable & will not be applied to tuition fees.**

**Tuition:** \$230.00 per month for the FIRST child, \$215.00 per month for each additional child and \$155.00 per month for active LCBC members.

Payment is due on the 10<sup>th</sup> day of the month, **NO EXCEPTIONS!** LCBC PDO will send home a payment schedule for each month for your convenience. **Credit will not be given for any days missed.** When your child is enrolled in LCBC PDO, you are obligated to pay for the entire month, even if your child is absent. Any situation in which a parent does not pay the FULL monthly tuition will result in the child being dropped from the LCBC PDO program. This will require the child to re-enroll and pay a new enrollment and be put on the waiting list if there is one for that particular room.

### **FALL/SPRING LATE TUITION FEE**

A late fee of **\$10.00 per child** will be charged to your account if tuition payments are not made BY THE 10<sup>TH</sup> DAY LCBC PDO is in session of the month.

### **EARLY BIRD**

Early bird is between the hours of 7:45 AM – 8:45 AM. **Early Bird is \$5 a day or \$25 for the month.**

### **Withdraw**

We ask that you provide us with a one week written notice should you wish to withdraw your child from LCBC PDO program. Until proper notice is given, you are responsible for all tuition fees. NO refunds of partial payments will be given.

### **End of Year Tax Statements**

Tax statements can be pulled from PROCARE at any time during the year.

### **Inclement Weather**

Should Midlothian Independent School District close or start late due to inclement weather conditions, LCBC PDO will do the same. Discounts in tuition are NOT given for bad weather days. **LCBC PDO is not required to provide bad weather make-up days.** If MISD starts two hours late, we will open two hours late at 10:45 am. Early bird will open at 9:45 am on late opening days.

### **Holidays**

The following holidays will be observed by LCBC PDO:

Thanksgiving Break	Spring Break
Christmas Break	Memorial Day
New Years Day	Independence Day
Good Friday	Labor Day

### **Personal Items**

Each child is to bring:

1. A sack lunch (that does not need to be heated) and a drink,
2. A blanket/pillow or nap mat for nap/rest time,
3. At least ONE change of clothing in case of accidents,
4. For children in diapers/pull-ups, please provide enough for the day with the child's name on each one, along with baby wipes and ointment if needed.

Please have all personal items clearly marked with your child's name on it. If your child's name is not on it, we will put it on there for you with a permanent marker. This includes: bottles, sippy cups, lunches, blankets, clothing, and pacifiers.

### **Medication**

If your child requires medication, please notify the LCBC PDO Director and complete a medication dispensing form. ONLY the Director or person in charge will be allowed to dispense medicine. Teachers will NOT administer medicine.

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**Please do not place any medicine in a child's sippy cup or bottle.**

Medicine will be kept in the office at all times. Medicine must be in the original container.

**Illness**

Please do not bring your child to LCBC PDO if they have any of the following signs of illness:

1. Oral temperature of 100.4 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.
2. Rectal temperature of 101.4 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.
3. Armpit temperature of 99.4 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.

Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, two or more vomiting episodes in a 24 hour period, rash with fever, mouth sores with drooling, behavior changes, or other signs that may be severely ill including, but not limited to coughing, sneezing, runny nose, red or matted eyes.

If lice are detected, your child may not return to school until appropriate treatment has been administered.

**Biting**

While biting is a very serious matter, it is anticipated with children. The Director and staff will at all times work with the children and the family to stop this behavior by explaining that it hurts their friends. Time outs will be utilized, and the child will be kept apart from the other children after the biting incident occurs. If biting continues, a child may be subject to dismissal from the LCBC PDO program.

**Fighting/Inappropriate Behavior or Language**

If a child is caught fighting, he/she will be sent to the LCBC PDO Office and the parents/guardian will be notified. If a child hits or kicks a teacher, the parents/guardian will be notified and will be asked to pick up the child. Continued occurrences will result in dismissal from the LCBC PDO program.

**Discipline**

Discipline consists of positive encouragement. Physical punishment is never allowed. LCBC PDO uses time out and guidance from the Director.

**Emergency Drills**

LCBC PDO will participate in monthly fire drills and quarterly tornado drills. This is acquainting your child of what to do in case of an emergency.

**Emergency/Injury**

Parents will be contacted immediately in the event of an injury or illness. If the parents cannot be reached, the person(s) listed as the emergency contact on PROCARE will be contacted. In the event of a severe injury, medical attention will be summoned via ambulance. For less serious matters that may need medical attention, the Director or person in charge will take the child to the child's personal physician or the most accessible Emergency Room in Waxahachie or Midlothian. Parents are responsible for all medical costs incurred.

**Compliant/Concerns Procedure**

If you have a complaint:

1. Pray about it. Ask that God will help you make the complaint in such a way that it will result in the betterment of the LCBC PDO program.
2. Express your concern promptly and clearly.
3. Concerns about LCBC PDO policy should be directed to the Director and concerns regarding the classroom should be directed to the teacher. After the discussion with the child's teacher, if you feel that the results were not satisfactory, please contact the Director.

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