



**PARENT'S DAY OUT**  
A WEEKDAY MINISTRY OF LCBC

# 2024-2025

# Parent Handbook

Longbranch Community Baptist Church  
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## Welcome to Longbranch Community Baptist Church Parents Day Out.

Longbranch Community Baptist Church Parent's Day Out (LCBC PDO) is an intentional ministry of KidBranch, our children's ministry, at Longbranch Community Baptist Church (LCBC). LCBC PDO provides a safe, nurturing environment that promotes physical, social, cognitive and spiritual development of young children in a christian environment.

Children will participate in many types of activities, including Bible stories, music, art, crafts, finger plays, games, and other experiences to stimulate all types of learning. Children will experience free and structured play, group and individual experiences, quiet and active times, and indoor and outdoor activities.

Our desire is that each child will become an enthusiastic learner. We will encourage children to imagine, to explore, to be curious, and to express themselves in positive ways.

We encourage teamwork between our staff and parents. It is our hope that your family will experience love and joy as you encounter all aspects of our program.

We're looking forward to getting to know you!

### Leadership Team

Director  
Assistant Director  
Assistant Director

Stephanie Ramirez  
Opal Bacon  
Courtney Poroda

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[opal@longbranch.church](mailto:opal@longbranch.church)  
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LCBC Pastor  
LCBC KidBranch Director

Brent McNeal  
Darlene Holland

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# **LCBC PDO Policies**

## **Hours of Operation**

### **Tuesdays and Thursdays 8:45- 2 pm**

LCBC PDO follows the Midlothian ISD (MISD) school holidays and closings, as well as inclement weather days. In addition, LCBC PDO may close for inclement weather if the director deems necessary due to safety concerns. If MISD schedules an early release day on a Tuesday or Thursday, LCBC PDO will end early, typically at 12 pm. If MISD closes early or starts 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.

Doors to hallways open at 8:45. If you need to drop your child off earlier than 8:45 there is an additional fee.

LCBC PDO offers Early Bird Arrival from 7:45-8:45 for an additional fee. See Early Bird Arrival below.

Class will begin at 9 am. Your child and their classmates will benefit by them being in class by the time learning begins.

Pick up is at 2 pm. LCBC PDO closes its doors at 2:15. If you are later than 2:15 pm, a late fee of \$20 will be added to your account. You will be charged \$1 per minute after 2:20 pm. The fees incurred will be added to your invoice the next month.

### **Drop Off & Pick Up**

Parents are required to sign their children in on the Procure app and walk with their child to his or her classroom each day. No adults are permitted into classrooms.

Children will be released ONLY to properly identified persons who have been listed in the Additional Authorized Pickup section on Procure. We will check the driver's license of the person picking up your child.

### **Enrollment**

LCBC PDO serves children 9 months – 5 years old. No child shall be discriminated on based on race, color, religious belief, or gender. If your child has any special care needs, please note that in detail on your child's enrollment paperwork.

**Tuition**

Enrollment Fee is \$100.00 per child. Enrollment fees are nonrefundable and will not be applied to tuition. Enrollment online through Procure must be completed and enrollment fee must be paid prior to your child entering LCBC PDO program.

Tuition fees may be paid in full at the time of enrollment or broken down into 5 monthly installments.

	Tuition Per Semester	Tuition 5 Monthly Installments Due on 10th of each month
First Child	\$1150 per semester	\$230 per month August-December January-May
Additional Children from same family	\$1075 per semester	\$215 per month August-December January-May
Children of Active LCBC Members	\$775 per semester	\$155 per month August-December January-May No sibling discount

If paying in monthly installments, tuition must be paid by the 10th of each month. If tuition is not paid by the 10th 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 end of the month, your child will be dismissed from the LCBC PDO program. This will require the child to re-enroll and pay a new enrollment fee and be put on the waitlist if there is one for that particular room.

When your child is enrolled in LCBC PDO, you are obligated to pay for the entire month, even if your child is absent. Credit will not be given for any days missed.

No credit will be given for bad weather days.

Payments may be made through Procure (bank account or credit card) or by check, money order or cash.

There is a \$15.00 fee for returned checks. The amount of the insufficient check and the insufficient check fee of \$15.00 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.

**Late Fees**

A late fee of \$20 will be charged if tuition is not received by the 10th of each month.

## **Early Bird**

Early Bird Arrival is 7:45-8:45 am.

Early Bird arrival is available for \$10/day or \$50/month. Early Bird daily charges will appear on your next month's invoice.

## **Withdrawal**

Please give 30 days written notice if you plan to withdraw your child from LCBC PDO. Until written notice is received, you will be responsible for full tuition. No partial refunds or credit will be given.

## **Personal Items**

Each child is to bring:

1. A snack, lunch, and a drink. Snack and lunch should be finger foods or easy to eat items that do not need to be refrigerated or microwaved. Please include an ice pack if needed.
2. Nap mat for 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. 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. 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:

- Oral temperature of 100.4 degrees or higher during the past 24 hours
- Armpit temperature of 99.4 degrees or higher during the past 24 hours
- 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.

## **Toilet Training**

Children who are 4 years by September 1, 2024, need to be fully potty trained to be enrolled in LCBC PDO. Our expectations of being fully potty trained are as follows:

- Able to complete the school day in underwear/panties. No pull ups.
- Complete the act of toileting independently. Teachers are available to assist if needed.

**Discipline**

No form of corporal punishment is allowed at LCBC PDO. We believe that inappropriate behavior can often be handled by providing interesting play or craft time, proper supervision, and alternative choices.

If problem behavior continues, we will use redirection and logical consequences. If these actions are not helpful to stop the undesirable behavior, the parents will be called and a meeting scheduled. If we cannot find a solution to the inappropriate behavior, your child will be dismissed from the PDO program.

**Emergency Drills**

LCBC PDO will participate in fire drills and 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. Parents are responsible for all medical costs incurred.