



PARENT'S DAY OUT

A WEEKDAY MINISTRY OF LCBC

2025-2026 PARENT HANDBOOK

Longbranch Community Baptist Church
200 Longbranch Road
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Phone: 972-723-6527

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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, 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	Stephanie Ramirez	stephanie@longbranch.church
Assistant Director	Opal Bacon	opal@longbranch.church
Assistant Director	Courtney Poroda	courtney@longbranch.church
LCBC Pastor	Brent McNeal	brent@longbranch.church

LCBC PDO Policies

Hours of Operation

Tuesdays and Thursdays 8:45- 2 pm

LCBC PDO follows the Midlothian ISD (MISD) school holidays and closings. 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 not have school. 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.

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

Doors to hallways open at 8:45. If you need to drop your child off earlier than 8:45 there is an additional Early Bird tuition of \$50 per month once signed up.

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 \$5 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 walk with their child to his or her classroom and sign them into each day. No adults are permitted into classrooms. Please drop your child off and pick your child up at the door each day. Please arrive by 9:15AM for drop off. If you arrive after this time, someone will meet you at the door to take your child to class to minimize classroom disruption.

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. It is also beneficial for person picking up to have their 4 digit pin assigned to them in Procure.

Enrollment

LCBC PDO serves children 1 year – 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. If your child receives early intervention services or special education services during the school day, a space will be provided for these services to be rendered.

Enrollment and Tuition

A **nonrefundable** fee of \$125 per child is due at the time of enrollment. You will be invoiced once your application has been reviewed and your child enrolled into the program.

Tuition is set as an annual rate and may be paid in 10 monthly payments.

	ANNUAL	MONTHLY
12mo-24mo	\$2450	\$245
First Child (2yr-4yr)	\$2350	\$235
Additional Child (2yr-4yr)	\$2200	\$220
LCBC Active Members	\$1550	\$155
Early Bird Drop Off	\$500	\$50

You will be invoiced on the 20th of the prior month and payment is due by the 1st of the month. LCBD PDO reserves the right to adjust tuition as may be required by operational expenses. If your account is not paid in full by the 15th of the month, your child(ren) may not attend PDO until the account is paid in full. If your account is not paid in full by the end of the month, your child(ren) will be dropped from the program. To reenroll, you will be required to pay the enrollment fee and all past due amounts. If space is not available, your child(ren) will be placed on a waitlist.

YOU ARE OBLIGATED TO PAY, EVEN WHEN YOU CHILD IS ABSENT

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

PDO opens doors to the parents at 8:45. If you need to drop your child off earlier, there is an Early Bird Program that opens at 7:45 at an additional charge. The \$50 fee will be invoiced monthly with tuition.

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

Early Bird arrival is available for \$50/month. Early Bird Charges will appear with your monthly tuition each month. You must notify PDO Leadership of desire to bring your child to Early Bird, so that we can have appropriate staffing. This is a monthly fee and commitment regardless of how often your child attends. If you no longer need Early Bird, please provide written notice.

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. Refrigeration is not available for lunches. 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, please provide enough for the day with the child's name on each one, along with baby wipes.

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 document in Procure the name and dosage of the medication. 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. If prescription medication is required, please provide a copy of the prescription from doctor.

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

We ask parents to use only diapers for their children unless they are no longer having accidents during the school day. Pull ups require many extra steps for teachers and we want their time and attention in the classroom as much as possible.

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.

See PDO Director if there are special challenges that delay potty training.

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 (biting, hitting, defiance of teacher, etc.) continues, we will use redirection and logical consequences including taking a 'break' from an activity. If the problem still persists, the child may be taken to the PDO director for a 'breaktime at the desk'. 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 Procure 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.

Compliant/Concerns Procedure

If you have a complaint:

- Express your concern promptly and clearly to person. It may be helpful to find time outside of school hours, so that teacher has time and focus to respond appropriately.
- 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.