



PARENT'S DAY OUT

A WEEKDAY MINISTRY OF LCBC

2026-2027 PARENT HANDBOOK

Longbranch Community Baptist Church
200 Longbranch Road
Midlothian, Texas 76065
Phone: 972-723-6527

pdo@longbranch.church

Welcome to Longbranch Community Baptist Church Parents Day Out.

Dear Parents and Families,

Welcome to LCBC PDO, a ministry of Longbranch Community Baptist Church. We are so glad you are here and honored that you have entrusted us with the care of your child. Our goal is to provide a safe, nurturing, and loving environment where every child feels valued.

Throughout the day, children participate in many engaging activities designed to support their development. These include Bible time, music, art, crafts, and hands-on learning experiences that spark curiosity and joy. We strive to create a positive atmosphere where children can learn, explore, and build meaningful relationships with their peers and teachers.

We look forward to partnering with you to make this a wonderful and enriching experience for your child and family.

Leadership Team

Director	Stephanie Ramirez	stephanie@longbranch.church
Curriculum Coordinator	Courtney Poroda	courtney@longbranch.church
Chapel Coordinator	Opal Bacon	opal@longbranch.church
LCBC Pastor	Brent McNeal	brent@longbranch.church

LCBC PDO Policies

Hours of Operation

Tuesdays and Thursdays 8:45 am- 2:15 pm

Early Bird (optional for additional fee) 7:45 am-8:45 am

Calendar and Inclement Weather

LCBC PDO follows the Midlothian ISD (MISD) school holidays and closings. In addition, we 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, we will do the same (for example, if MISD opens on a 2 hour delay, PDO will open at 10:45AM) Discounts in tuition are NOT given for bad weather days.

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.

Classes start at 9:00 a.m. Arriving on time ensures students join lessons smoothly and prevents interruptions for their classmates.

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.

Tuition Reimbursement for Unforeseen Closures

In the event of an unforeseen closure due to natural disaster, severe weather, facility damage, or any other circumstance that renders the building unusable, tuition reimbursement or credit considerations will be reviewed by LCBC PDO leadership. Decisions regarding refunds, credits, or adjustments will be made on a case-by-case basis, taking into account the nature and duration of the closure as well as the overall impact on program operations. Families will be notified of any decisions and next steps as information becomes available.

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 no later than 9:15 AM for drop off. If you arrive after this time, someone will meet you at the front 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 the person picking up to have their 4 digit PIN assigned to them in Procure.

Enrollment

LCBC PDO enrolls children ages 1–5. To be eligible, a child must be within this age range on or before September 1 of the current academic year.

No child shall be discriminated against 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.

Our program does accept children with special needs, but we do not have any staff members who are licensed, certified, or trained in caring for children with special needs. If your child currently receives ECI services we will make every attempt to provide the specialist or provider with requested classroom space to provide services. Our center will attempt reasonable accommodations in the classroom, but the accommodations must not require additional equipment, additional staff, or violate minimum standards in order to provide care. We do ask our teachers to document classroom behaviors and academic concerns and communicate any concerns to the director. The director will provide parent conferences as needed. If the parent is provided documented concerns and does not follow up with a physician, therapist, or diagnostician in a timely manner to address the concerns, we may ask you to seek alternative care for your child.

Tuition and Fees

A **nonrefundable** enrollment fee of \$100 and **refundable** supply fee of \$50 per child is due at the time of enrollment.

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

	ANNUAL	MONTHLY
Toddler Classes	\$2550	\$255
First Child (2yr-4yr)	\$2450	\$245
Additional Child (2yr-4yr)	\$2300	\$230
LCBC Active Members	\$1750	\$175
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. Tuition is considered late if not paid by the 10th 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.

After two late (after the 15th) tuition payments, you will be required to enroll in the AutoPay in Procure.

Payments may be made through Procure (bank account or credit card) or by check, money order or cash. We prefer parents to use ACH bank payment when paying tuition.

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 \$50/month. Early Bird Charges will appear with your monthly tuition each month. You must enroll your child(ren) in our Early Bird classes in order 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.

Methods and Materials

Daily chapel is an important component of our program. Chapel lessons are guided by *The Gospel Project* curriculum, which provides structured biblical teaching for children.

LCBC PDO has adopted Thompson's Scope & Sequence to enhance our teachers' ability to incorporate intentional teaching and assessment of young children. Thompson's Scope and Sequence is a tool designed to assist teachers with implementing a developmentally appropriate curriculum that is purposeful and effective.

The Scope and Sequence is organized using discipline areas (Language Arts, Math, Social Studies, Science, Fine Motor, Gross Motor, and Music) and months of a school year (September - May). The sequential order of developmental milestones is a guide for teachers to ensure children are fully grasping the skills and concepts embedded within each month before moving forward. There are 8 age levels to the Scope & Sequence ("scope"), ranging from 12 months to kindergarten. The age brackets are 12-16 months, 17-23 months, 24-29 months, 2 1/2 - 3 years, 3 1/2's (which can be

used for all 3's), pre-kindergarten (4's), and kindergarten. Since there is a wide range in children's development, teachers can use more than one scope.

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. Medication 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 the doctor.

Illness

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

- Oral temperature of 100.0 degrees or higher during the past 24 hours. Student must be fever free for 24 hours without medication.
- Undetermined rash over any part of the body accompanied by a fever
- Nausea, vomiting or diarrhea. Student must be symptom free for 24 hours without medication before re-entry.
- Red, draining eyes
- Diarrhea and/or two or more vomiting episodes in a 24 hour period
- If lice are detected, your child may not return to school until appropriate treatment has been administered.

Diaper Changing and Toilet Training

Parents are asked to provide diapers rather than pull-ups for their children unless the child is actively potty training. Pull-ups require additional steps for teachers, and using diapers helps ensure that teachers can spend more of their time and attention focused on the classroom.

Children who are 4 years old 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 Policy

Our goal is to guide children toward positive behavior while maintaining a safe and supportive classroom environment. Teachers use praise, encouragement, and positive redirection to help children develop self-control and appropriate behavior.

When inappropriate behavior occurs, the following steps will typically be followed:

1. **Verbal Warning and Redirection** – The teacher will calmly explain the expected behavior and redirect the child.
2. **Time-Out** – If the behavior continues, the child may be given a time-out. Time-outs are age-appropriate (generally one minute per year of age) and take place in a designated area away from the group.
3. **Director Involvement** – The child may be brought to the director to discuss the behavior.
4. **Parent Notification** – Parents may be contacted to discuss the situation and develop a behavior plan if needed.
5. **Parent Conference** – If concerns continue, a conference with the parents, teacher, and director may be scheduled.

Depending on the severity of the behavior (such as biting, hitting, or major classroom disruptions), parents may be contacted immediately. Staff may adjust these steps as needed to ensure the safety and well-being of all children and staff.

Dismissal from the Program

If ongoing behavioral concerns cannot be resolved and it is determined that the program cannot adequately meet the child's needs, parents will be notified that the child may no longer be able to remain enrolled.

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.

Complaint/Concerns Procedure

If you have a concern or complaint, please communicate it promptly and clearly with the appropriate person. When possible, it may be helpful to discuss concerns outside of school hours so the teacher can give the matter their full attention.

Concerns related to classroom activities or your child's experience should first be directed to the teacher. Questions or concerns regarding LCBC PDO policies should be directed to the Director. If, after speaking with the teacher, you feel the issue has not been satisfactorily resolved, please contact the Director for further assistance.