



Sharon Baptist Church Parent Handbook 2026 - 2027

**"Let the little children come to Me...for of such is the kingdom of God."
Mark 10:14**

Welcome to Sharon Baptist Church Parent's Day Out Program. We are so thankful you have chosen our program to care for and love your child and family.

Our Mission:

The Parent's Day Out Program is a ministry of Sharon Baptist Church that strives to positively impact the community by providing children with excellent care in a safe, secure, and loving Christian environment.

Our Goals:

- Developing children's concepts of Christian living and Christ's love for them
- Becoming secure and developing trust in their relationships with new adults and other children while away from home
- Developing a feeling of independence and self-worth
- Developing a love for learning
- Teaching all areas of child development: cognitive, social, emotional, fine motor, gross motor, speech, and language
- Learning to share and take care of others.
- Developing the ability to express their emotions in constructive ways.

SCHOOL YEAR: AUGUST 2026 – MAY 2027

ADMISSION

Our PDO program has classes to accommodate children from 4 Months Old to Pre-Kindergarten. Children can attend PDO until they turn 6 years old and have NOT attended Kindergarten. The following milestones must be reached for consideration for certain classes:

<u>Class</u>	<u>Ratio</u>	<u>Milestone</u>
Duck Class	2: 6	At least 4 Months Old
Butterfly Class	2: 8	At least 12 Months/Mobile
Caterpillar Class	2: 10	18 months - 2 years old
Ladybug Class	2: 12	at least 2.5 years old 8/26 (Potty Training)
Bumblebee Class	2: 16	at least 3 years old by 8/26 (Potty Trained)
Pre-K 1 Class	2: 18	Attending K Fall 2028
Pre-K 2 Class	2: 20	Attending K Fall 2027

Children will be grouped according to their chronological age. Classes may vary based on enrollment needs of the program. However, there may be occasions when a child will be placed out of his/her age group (for enrollment or developmental reasons). These decisions will be made by the director, teachers, and child's parents and always in the best interest of the child.

SCHOOL YEAR AUGUST 2026 – MAY 2027

Choice of Monday/ Wednesday* or Tuesday/ Thursday*

*Based on availability.

9:00 a.m. – 2:00 p.m.

Annual Registration Fee (**Non-Refundable**) \$75.00 upon enrollment
\$55.00 for each additional child

Duck, Butterfly, Caterpillar, Ladybug: 2 Days per week/Monthly Tuition = \$198.00

Bumblebee, Pre-K 1, Pre-K 2: 2 Days per week/Monthly Tuition = \$185.00
Pre-K 2- additional supply list*

*Each additional sibling receives a \$15.00 discount on monthly tuition.

*PDO will provide baby wipes, nap mats and sheets.

Tuition is charged on the 8th of each month, due by the 15th of each month. Payment is considered late by the last day of the month. **A \$25.00 late charge will be added to your account, if you have not spoken with the Director prior to the end of the month. For each additional week, an additional \$25.00 charge may be added.** Parents will receive reminders through the Brightwheel app if tuition is not paid. PDO reserves the right to drop or pause attendance from the program if tuition is delinquent for more than 6 weeks past due. If a child is absent due to sickness, vacation, etc., **parents are still responsible for payment.** If your child has excessive absence due to illness, credit days may be given at the Director's discretion. There will be a \$20.00 returned check fee for any NSF check. A second returned check will result in another \$20.00 fee and a CASH ONLY terms accepted for the remainder of the school year.

FEES

There is an **annual non-refundable** enrollment fee of \$75.00 per child (\$55.00 for each additional child). This fee guarantees your child's enrollment in the classroom and is used to purchase school supplies for the school year. Fees are due with any new enrollment, regardless of the month enrolled, along with the current month's tuition.

LICENSING

Sharon PDO is a part-time childcare and is not required to be licensed in the state of Tennessee by section 71-3-503 of the DHS rules and regulations. PDO follows DHS rules and regulations for childcare centers.

BRIGHTWHEEL

We currently use a childcare management app called Brightwheel. This is a free app that is downloaded to your phone once you have been enrolled into the program. We use this app for check-in/out, daily communication and tuition payments. You will be assigned a 4-digit code for your child once you enroll, through the app. This is the main communication tool PDO uses to get important information to you so make sure your turn on the “notification” tab.

CHECK-IN/OUT:

Please be sure to check-in/out upon arrival/dismissal each day with your child’s 4-digit code provided by Brightwheel. We use this check-in /out system in the event of an emergency to determine how many students are in the building at any given time. Checking out when you pick up your child gives us a record of the time your child left the building and who picked up your child for our state required records.

DAYS AND HOURS OF OPERATION

PDO is open Monday & Wednesday or Tuesday & Thursday. Tennessee State law for PDO programs allows children to be in care for no more than 2 days for up to 12 hours per week. Parents must choose either Monday/Wednesday or Tuesday/Thursday for enrollment. Children may enter their classrooms at **9:00 a.m.** and should be picked up promptly by **2:00 p.m.** Please make every effort to pick up your child by this time. If you are late picking up your child, you will be charged \$1.00 per minute you are late. **Children must be dropped off by 10:00 a.m. to attend PDO for the day. PDO is only 5 hours each day and the early morning is crucial classroom learning time that they don’t want to miss.**

Our PDO program follows the Knox County Schools schedule. We reserve the right to change and operate as Sharon Baptist PDO feels is in the best interest of our program. Parents will be notified of any changes to the calendar in advance. We observe all holidays and breaks, including in-service days, weather closings and illness days. If Knox County Schools are closed or delayed due to snow or other inclement weather, PDO will be closed/delayed for that day as well. If more than 2 days per month are missed due to snow/weather, there could be reimbursement for excessive snow days and will be at the Director’s discretion.

ILLNESS POLICY

We clean and disinfect the work and play areas daily, but of course the spread of some germs and diseases is inevitable among children. **Please do not bring your child to PDO if he/she has/had a fever over 100, diarrhea, or vomiting within 24 hours of our school day, green runny nose, skin rash, red eyes with mucus or an active, wet, steady cough.** If any of these symptoms are present, a doctor’s note will be required for your child to attend PDO that day and/or must be symptom free for 24 hours. Make sure that emergency contact numbers are correct and current so that you may be reached in the event your child becomes sick or injured while in our care. **If a child has a fever of over 100 degrees, two episodes of diarrhea or vomiting while at PDO, the child will be required to go home, as soon as possible.** We want to ensure the health and wellbeing of the other children and teachers in the classroom. If your child is diagnosed with **any communicable disease**, you must make the Director aware of the diagnosis, as soon as possible, so we can notify their classmates.

ILLNESS PREVENTION PROCEDURES:

Sharon PDO follows the guidelines for childcare centers published by the CDC. There will be scheduled times for children/staff to use soap/water for hand washing throughout the day, as well as hand sanitizer at any time. Staff have a scheduled cleaning protocol that is posted in each room. They must adhere to these procedures before, during and after the PDO day. Toys and equipment will be sanitized regularly with Clorox/Water solution, Lysol spray and/or antibacterial wipes.

MEDICATION:

If your child requires medication while at PDO, please ask the Director for a digital medication form. The Director will administer all medications per parent's written instructions and keep the medication secured in the office. All medication will be in the original container with the child's name written clearly on the label. **NO medication will be applied by the teacher or administered to a child without written permission from a parent or other authorized person, including diaper cream and sunscreen. Please do not leave any type of medication in diaper bags or backpacks, at any time.**

HEAD LICE:

Head Lice is very common among groups of small children. To protect other children and the possible spread of lice, any child with nits or lice will be excluded from PDO. The child may return after the hair is treated and it is determined the hair is lice/nit free. PDO will clean the facility and notify parents in the event there is a need.

ALLERGIES/FOOD/LUNCHES

Send your child a snack/lunch of simple foods that do NOT need to be heated and a drink in a spill-proof cup each day. LABEL EVERYTHING with your child's name!! PDO is a completely **peanut/ tree nut free environment**. Please do not send any food items containing peanuts or tree nuts in your child's lunch or snacks. Notify the Director, teachers and update your child's Brightwheel profile of any dietary issues your child may have. We have birthday and holiday celebrations so having Brightwheel updated is crucial to ensure we are aware of any potential food dangers for your child. **Please be specific about the allergy. Ex. Eggs...can they have things with cooked eggs like cake, cupcakes? Milk...just liquid milk or all items cooked with milk.**

BITING/BEHAVIORS

Parents must make staff aware of any behavioral or developmental issues with their child. This must take place **PRIOR** to enrollment to determine if PDO is able to adequately care for the child. When caring for groups of children, there can be instances of biting or harmful behaviors. If a child has a continued behavioral issue or is biting consistently, Sharon Baptist PDO reserves the right to pause or drop a child from enrollment. (If considered a danger to themselves, the other children, or staff). Only redirection and age-appropriate time-outs will be used for discipline with all ages.

WITHDRAWAL

A minimum of two (2) weeks' notification of withdrawal is required in writing and should be submitted to the Director. If notice is not received, your account will continue to be charged monthly tuition until notice is submitted. This time is necessary to invite new applicants into the

program and adjust staffing, if necessary. If a student is absent for more than 2 weeks, without explanation, the child may be dropped from enrollment and no longer be guaranteed a space in the classroom.

EMERGENCIES

PDO has emergency procedures in place for medical issues, fire, evacuation, tornado/inclement weather, and an active shooter. Teachers are trained in the procedures and know what to do in the event anything happens while at PDO. Teachers are trained in First Aid and CPR. In the event of an emergency, you will be contacted as soon as possible, after the children are safe and secure. In a medical emergency, the Director will determine the course of action needed for your child. If an ambulance is needed, we will call 911 and transport your child to the nearest ER, contacting parents to meet at the designated hospital.

NAPTIME

Children 4 months – Ladybugs will have a nap time based on their classroom schedule. If most of the children in the classroom do not nap, we may discontinue nap time in the class. PDO will provide a nap mat and sheet for each child. Sheets are washed each day after use. You may send a blanket and/or a stuffed animal for your child.

POTTY TRAINING

PDO will assist in potty training your child. There are bathrooms in each classroom to aid in the process. A potty plan will be created between the parent and teacher based on the child's personal needs and the schedule in the classroom. Inevitably there will be accidents during the process. Please bring ample clothing changes, just in case. PDO policy is that after 2 accidents, the child will need to be placed in a pull-up. Teachers will still encourage the child to follow their potty schedule. This will ensure we keep the classroom environment as hygienic as possible for the other children and staff.

MEDIA RELEASE

We have a PRIVATE PDO Facebook page (Sharon Baptist PDO) for teachers to share daily classroom pictures and to share important information. When enrolling, you agree for your child to be included in pictures that we share on this private page. If you do not agree, you must let us know upon enrollment in writing and we will place an emoji over your child's face or we will not post photos with your child's face visible.

SUMMER PROGRAM

PDO offers a summer program each year in June and July. Dates are determined each year based on the needs of Sharon Baptist Church. Currently enrolled families will have priority for all summer spaces for each classroom. Summer enrollment begins in March each year.

FAQs

- **What should my child bring with him/her to PDO?**
 - **Labeled backpack with a complete change of clothes**, including socks and underwear. Weather appropriate! Bring a jacket or coat during cool/cold months because we will go outside if weather permits.

- Adequate supply of disposable diapers, if child is not yet potty trained.
- Nut free Lunch and snack (including beverage in a spill-proof cup, napkin, and utensils). Please avoid items that must be heated.
- A favorite blanket or stuffed animal for nap time (2 and under)
- **DO NOT BRING toys from home.** We have plenty of engaging toys and we don't want to break or lose our favorite toy.
- **What will my child be doing each day?**
Our curriculum is packed with activities that will nurture your child's growth physically, emotionally, mentally, and spiritually! The students will be involved in creative play, story time, art projects, outside play (weather permitting!), music/drama...just to name a few. We will keep them busy!
- **What if my child cries when I leave?**
Most children will cry when being dropped off for the first time in a new classroom, with new teachers. This is normal. Try not to linger in the classroom; the longer you stay, the harder it will be on you and your child. Reassure your child that they will have a good time and that you will return soon to get them. If your child continues to cry or is upset for longer than 30 minutes, the Director will contact you. We want this to be a positive experience for all concerned and we will not allow your child to be upset all day without contacting you!
- **Who may pick up my child?**
Children may only be picked up by those adults listed on the registration form as emergency contacts. PDO reserves the right to ask for identification of any unfamiliar adult attempting to pick up a child. Please update Brightwheel and the Director with any custody papers that may be relevant to whom is allowed/not allowed to pick up a child. Keep your pick-up list updated on the Brightwheel app.

Sharon Baptist PDO is so blessed that you have chosen to become a part of our family!

We look forward to getting to know and love your family. If you ever have any questions or concerns, PLEASE let someone know. We can only try to correct things that we know about, so please let us know! We want this to be a positive experience for everyone involved. Welcome!

Sincerely,

Konnie Evans

PDO Director

konnie@sharonknoxville.com

Church Office - (865) 938-7075

Sharon Baptist Church

Parent's Day Out

2026 – 2027 School Calendar

<u>August 17th & 18th (Monday & Tuesday)</u>	First Day for Students
<u>September 7th (Monday)</u>	PDO Closed (Labor Day)
<u>September 16th (Wednesday)</u>	PDO Closed (KC ½ Day)
<u>October 5th – 8th</u>	PDO Closed (Fall Break)
<u>November 3rd (Tuesday)</u>	PDO Closed (KC In-Service)
<u>November 18th (Wednesday)</u>	PDO Closed (KC ½ Day)
<u>November 25th & 26th (Wed.& Thurs)</u>	PDO Closed (Thanksgiving Holidays)
<u>Dec. 21st - Jan. 4th</u>	PDO Closed (Christmas Break)
<u>January 5th (Tuesday)</u>	Students Return from Christmas Break
<u>January 18th (Monday)</u>	PDO Closed (MLK Day)
<u>January 27th (Wednesday)</u>	PDO Closed (KC ½ Day)
<u>February 15th (Monday)</u>	PDO Closed- (KC In-Service)
<u>March 8th – 11th</u>	PDO Closed (Spring Break)
<u>March 24th (Wednesday)</u>	PDO Closed (KC ½ Day)
<u>March 29th (Monday)</u>	PDO Closed (KC Holiday)
<u>May 6th (Thursday)</u>	Last Regular Day of PDO
<u>May 7th (Friday)</u>	Pre-K Program/Graduation

*Days indicated in **blue** may be open/closed pending staffing on those days.