



**CENTRAL**  
baptistCHURCH

# Parent's Day Out



**Parent Handbook 2025**



Dear Parents,

Welcome to our Parent's Day Out ministry at Central Baptist Church. We consider it a privilege and honor that you have chosen our program for your childcare needs.

At CBC, our desire though our PDO ministry is that your child will grow just like Jesus did...in wisdom, stature, and in favor with God and man (Luke 2:52). At Central Baptist Church we believe that the Holy Bible is the inspired, infallible, inerrant Word of God and is the basis of our faith. Our church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000, as well as the Nashville Statement as published Aug 2017 by the Council on Biblical Manhood and Womanhood. Our curriculum is Bible based and includes strategies for your child's individual growth in their cognitive, social, emotional, and spiritual life. It allows us to incorporate biblical learning and basic academic skills through story time, craft projects, and hands-on playtime.

Our vision at Central is to be a Great Commission people who make committed, spiritually mature disciples of Jesus Christ through an intentional spiritual growth process. We do this by exploring opportunities, engaging people, enriching their lives with the Gospel, and empowering them for service. We consider the PDO ministry an opportunity to engage not just with your child, but with your entire family. We hope you will explore the opportunities for engagement here and feel free to join us in everything we offer, including our worship times and small-group Bible studies.

We believe you are an important part of our program. We encourage you to participate with us in special events, and share your thoughts, ideas, and suggestions during the year. Your participation is helpful as a part our desire to maintain a clear line of communication between you, your child, and our staff.

We look forward to ministering to you, your child, and your family through our PDO ministry. We consider it a privilege, responsibility, and a blessing to be able to provide this ministry here at Central.

This handbook was created to help you understand the procedures and policies of our PDO program. We believe this will ensure the best experience for all involved. If you have any questions or comments, please feel free to discuss them with me at any time. Thank you for allowing our staff the opportunity to share Jesus with your child during these precious years of growth and development.

In His Service,



Dr. James R. Raffety  
Senior Pastor

Central Baptist Church  
Parent's Day Out Program

2025

ADMISSION

Our PDO program offers classes to accommodate children from 1-year old to Pre-Kindergarten. The following is the grouping for our classrooms:

<u>CLASS</u>	<u>RATIO</u>	<u>MAX CLASS SIZE</u>
One Year Old	1:4	8
Two Year Old	1:5	9
Three Year Old	1:5	10
Four Year Old	1:9	15

Registration Fee (Non-Refundable): \$50\*

Annual Supply Fee: \$60

Infants and Crawlers class:

We currently do not offer a class for infants and toddlers. Our hope is to be able to offer such a class in the future, if staffing allows.

1 Year old and up\*\*  
\$200/month

\*Each additional sibling receives a discount on the registration fee.

Tuition is due on the 1<sup>st</sup> day of each month. If payment has not been received by the 10<sup>th</sup> day of the month, a \$10.00 late charge may be applied to your account. We reserve the right to drop a child from the program if tuition is delinquent on the 15<sup>th</sup> of the month and other arrangements or agreements have not been made.

If a child is absent due to sickness, vacation, etc., parents are still responsible for payment. There will be a \$30.00 returned check fee for any NSF check. A second returned check will result in another \$30.00 fee and forfeiture of future check acceptance. Credit and debit cards are also accepted, or you may use our online payment system by scanning this QR code. If you are having trouble paying your tuition, please speak with the director at anytime regarding our tuition assistance program.



There is a non-refundable registration fee of \$50.00 per child for the first child in the family. The registration fee is discounted for any additional children enrolling at the same time. This fee guarantees your child's enrollment in the classroom. There is also an additional annual supply fee of \$60 per child. Fees are due with any new enrollment regardless of the month enrolled, along with the current month's tuition. The fee may be pro-rated on a case-by-case basis, depending on the month the child(ren) is enrolled.

#### DAYS AND HOURS OF OPERATION

**Our program operates as an exempt, registered Parents Day Out program with the State of Tennessee. We are not licensed as a childcare facility and are not required to be licensed by the state as a childcare agency.** Tennessee State law for PDO programs allows children to be in our care for no more than 2 days per week for 12 hours per week. We offer two, two-day-per-week programs. Your family may choose from **either** our Monday—Wednesday program **OR** our Tuesday—Thursday program. We cannot allow the mixing or combining of the programs. **Children are only permitted to attend on the days they are enrolled.** Children may enter their classrooms at 9:00 a.m. and should be picked up promptly by 3:00 p.m.

Please make every effort to pick up your child by this time. If you are late picking up your child on a consistent basis, you may be subject to additional fees.

We are open all year, only closing the week between Christmas and New Year, and 1/2 week during Thanksgiving. Parents will be given advanced notice of any calendar changes. We will observe all major holidays. If the Oak Ridge schools are closed or delayed due to snow or other inclement weather, PDO will be closed/delayed for that day, as well.

### 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 degrees, diarrhea, or vomiting within 24 hours of our school day. Also, make sure emergency contact numbers are correct and current so you may be reached if your child should become sick or injured while in our care. ***If a child has a fever over 100 degrees, two episodes of diarrhea or vomiting while at PDO, the child will be required to go home, as soon as possible.*** This is 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.

### HEAD LICE

Head lice is common among groups of small children. To protect other children and the possible spread of lice, any child with nits or lice will not be allowed to attend until such time as the hair has been 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.

## MEDICATION

If your child requires medication while at PDO, please ask the director for a medication form. All medications will be administered per parent and/or doctors written instructions. NO medication will be applied or administered to a child without written permission from a parent or other authorized person, including diaper cream and sunscreen. All medications must be in the original bottle or packaging. Prescription medication must have the child's name on the label. Please do not leave any type of medication in diaper bags or backpacks without notifying the child's teacher or program director.

## ALLERGIES

Our program uses products that may contain nuts. If your child requires any allergy-restricted food, you may need to provide snacks for your child while in our care. Please notify the director of any dietary issues or other allergy related issues your child may have.

## BITING/BEHAVIORS

When caring for groups of children, there may be instances of biting or harmful behaviors. If a child has a continued issue with biting the other children or repeated inappropriate behaviors, Central Baptist Church reserves the right to drop a child from enrollment (if considered a danger to themselves, the other children, or staff).

## SIGN-IN/OUT:

Please be sure to sign-in/out upon arrival/dismissal each day. We use this list in the event of an emergency to determine how many students are in attendance daily. Signing out when you pick up your child gives us a record of the time and who picked up your child.

**Please do not sign your child in before 9:00 and sign-out at or before 3:00.**

## PUBLIC HEALTH EMERGENCIES:

During times of public health emergencies, Central's PDO program follows the guidelines for childcare centers published by local and state health departments as well as the Center for Disease Control & Prevention (CDC). The staff will follow all sanitation and safety protocols pertinent to each emergency. However, despite our best efforts, we can make no guarantee your child may not contract a virus or disease.

## FAQs

- What should my child bring with them to PDO?
  - Labeled backpack with a complete change of clothes, including socks and underwear.
  - Adequate supply of disposable diapers if child is not yet potty-trained.
  - Lunch (including beverage in a spill-proof cup, napkin and utensils). Please avoid items that must be heated. Snacks will be provided each day by our program.
  - Rest mat (large bath towel is sufficient), as well as a favorite blanket or stuffed animal (if desired).

- What will my child be doing each day?

Our curriculum is jam-packed with activities that will nurture your child's growth physically, emotionally, mentally and spiritually! The children will be involved in creative play, story time, art projects, outside play (weather-permitting), music, and Bible stories and songs.

- Who may pick up my child?

Children may be picked up only by adults listed on the registration form as emergency contacts. We reserve the right to ask for I.D. of any unfamiliar adult attempting to pick up a child. Please place on file with the Director any custody papers relevant to whom is allowed/not allowed to pick up a child.



- 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. ***Try not to linger in the classroom; the longer you stay, the harder it will be on you and your child.*** Reassure your child they will have a good time, and you will return soon to get them. If your child continues to cry or be upset for longer than 30 minutes, the director will call you. We want this to be a positive experience for all concerned and we will not allow your child to be upset all day!

If you have additional questions, please contact our program director, Kathy Raffety, @ 865-483-7495 or [k.raffety@orcabc.org](mailto:k.raffety@orcabc.org).



## Parent Handbook Acknowledgement

To be initialed and signed by the parent/guardian  
and a copy placed in the child's record.

\_\_\_\_\_ I acknowledge that Central Baptist Church  
Parents' Day Out operates as a registered, exempt  
program and is not a licensed childcare facility.

\_\_\_\_\_ I acknowledge and understand that this facility is  
not required to be licensed by the state as a  
childcare agency.

\_\_\_\_\_ I acknowledge that I have received a copy of the  
Central Baptist Church Parent's Day Out Program  
Parent Handbook and have been given the  
opportunity to have any questions answered to my  
satisfaction.

\_\_\_\_\_ I acknowledge that if at any time a question or  
concern regarding the program I am free to inquire  
of the program director or any senior staff person of  
Central Baptist Church.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date