



Tuesday & Thursday | 9am-2pm | achurchforyou.com/pdo

Friendship Community Church Parents' Day Out Policy & Procedure Handbook 2026-2027

Welcome to Friendship Community Church Parent's Day Out Program!

Mission Statement

It is our desire and responsibility to provide a safe, nurturing Christ-centered environment where each child can develop physically, spiritually, mentally, and socially just as Jesus did. "And Jesus increased in wisdom, and stature, and in favor with God and man." Luke 2:12

Philosophy

The Parent's Day Out at Friendship Community Church is a ministry of the church to children and their parents. It is our desire for this ministry to provide the highest quality Christ-centered care for each child as well as provide an educationally rich environment.

The PDO staff will provide an educational program with developmentally appropriate, intellectually stimulating, and spiritually nurturing learning opportunities. At our program, your child will learn through chapel lessons on Tuesdays, music class on Thursdays, daily circle time, sensory hands-on activities, free-play, outdoor play, art projects, age-appropriate fine motor skills, science fun, social skills training (sharing, cooperation, listening, following instructions), large motor skills games, lessons that teach the letters and sounds, lots of books, and activities that will prepare preschoolers for kindergarten. Our goal is to give each child a love for learning.

We know each child is uniquely created in the image of God and seek to meet the needs of the individual child in a group setting. We have a keen appreciation that each child has a rate and pattern of growth specific to themselves, and in that respect, each child is different from every other child. Our goal is to give each child an opportunity to grow according to God's plan, at his/her own pace. We want each child to understand the unconditional love and grace of God. Our sincere desire is that in all we do, the name of our Lord, Jesus Christ, is glorified.

Teresa Snyder, PDO Director
teresa@achurchforyou.com
615.945.4720



Days and Times

PDO is held Tuesdays and Thursdays, September to May from 9:00am-2:00pm.

Inclement Weather Closings

PDO is on the Wilson County School System schedule. If Wilson County is completely closed, we are closed. If they close early or open late, the same applies to our program.

Safety

For safety, the doors of FCC are locked between 9:15am and 1:45pm. If you arrive on campus during these hours, please call Teresa's cell for admittance into the building (615-945-4720) or ring the doorbell.

Drop-off

Our doors will open at 8:55am. Prior to 8:55am our teachers need the time for preparation, plus we have a staff gathering at 8:40am for devotion, announcements, training, and prayer.

- We will be doing a carline in the morning and will get your child out of the car and bring them into the building. Of course, parents are always welcome to walk their child to their class.
- To benefit most from our program, it is important for your child to attend regularly and arrive on time. If you arrive after the doors are locked, please ring the doorbell for entrance.

Pick-up

- In the afternoon, parents will park and come into the building to get their child. This way you can speak to the teacher.
- If you need us to bring your child to the car for you, just text Teresa. If you are not feeling well, have a sleeping child in the car, etc. we are happy to serve you.
- It is helpful for parents not to enter the classroom. The rooms get too congested if parents enter the class.
- We understand things happen that cause parents to run late, so if you are running late, please call Teresa at 615-945-4720.
- There is a fee of 1 dollar per minute after 2:10pm.



Release of Children

Your child's safety is always our top priority.

- Only designated people who are listed on your child's application can pick your child up from PDO. Anyone picking up your child will need their driver's license for verification and must be on the list. Parents may add names to the list throughout the year.
- We understand that emergencies arise and there may be someone picking up that may not be listed as an emergency contact. If this occurs, you will have to call Teresa and you will need to answer a security question to verify she is speaking with you. The Director will then relay the pick-up person's information to your child's teacher, and that person will need to present their Driver's License for verification.
- Children will only be released to authorized persons of at least 18 years old.
- The first couple of days of school, ID may be required of anyone picking up children, as teachers will be unfamiliar with parents.

Well-Child Policy

It is a priority for our PDO to maintain a healthy environment for all children in our program, so we appreciate you adhering to our well child policy. Therefore, please do not bring sick children to school as it spreads germs to the other children and teachers.

Parents should keep children home when the following conditions/symptoms exist:

- Wound (or sore) with drainage or is contagious
- Abnormal or unknown rash, itching or swelling
- Oral temperature of 99 degrees or higher
- Behavior changes or other signs or symptoms of illness
- Unusual skin appearance (ex. ringworm)
- Sore throat
- Nausea, vomiting or diarrhea within the past 24 hours
- Questionable eye redness, drainage or inability to open eyelid upon awakening in the morning
- Runny nose due to infection or cold (usually thick and green or yellowish)
- Any sign of head lice
- Abnormal breathing



For regular illnesses, your child must be symptom free for 24-hours before bringing them to school. This means free of symptoms without medication. Do not give your child any medication to mask a fever just before arriving at PDO, as this will expose the rest of the class to a contagious illness.

If your child becomes ill and is considered contagious, please report the condition to Teresa as soon as the child receives the diagnosis. This can include (but is not limited to) a number of common illnesses such as strep throat, hand, foot and mouth disease, flu, lice, pink eye, COVID, etc.

- If a child is diagnosed with a contagious illness, parents of any children who were exposed will be contacted, however, the name of the contagious child will not be given.
- With a contagious illness, a doctor's note may be needed for your child's return to school.

Absent

We appreciate a text if your child will be absent from school. If your child becomes ill at school, you will be contacted and required to pick your child up as soon as possible. Your child will be isolated from the other children and made as comfortable as possible until you arrive.



Medication

PDO teachers do not administer medication. The exception is diaper cream and teething gel. Instructions for these items need to be in writing.

Rest Period

Children 3-years and younger (includes the older 3's and younger 4's class) will have a rest period each day at PDO. Although children do not have to sleep, all children are expected to stay on their mat quietly for a period of time to allow their growing bodies a chance to recharge and allow the children that do nap, to have the opportunity to fall asleep. After weeks of trying and training, if your child will not remain somewhat quiet during this time, a parent may be asked to pick up their child after lunch for a season and then we can try again. We make every effort to help children learn to rest quietly. We are happy to give them quiet toys to play with or a book to read.

Medical Emergencies

All minor injuries will be treated on the premises. If your child has a minor injury (ex: small cut) while at PDO you will receive a form in their folder explaining what happened and how it was treated. Parents will be given a call for any injuries that may need further attention.

Parents will be notified immediately when serious injuries occur. If parents or emergency contacts cannot be reached and medical attention is required, the PDO Director will seek medical attention on behalf of your child.

Discipline

Discipline and training are always done in love, individualized for each child. Our techniques consist of:

- Positive reinforcement as we praise and encourage good behavior instead of focusing on unacceptable behavior. We focus on God's Word and His rules for loving others.
- Redirection and daily reminders of the school rules.
- Problem solving conversations.
- If the above-mentioned techniques are not sufficient for a child's behavior, we may use a brief supervised separation from the group (time out).

The use of physical punishment, yelling, or shaming is never permitted. Children are lovingly taught what is the right choice and reminded daily. If the above solutions are not successful and inappropriate behavior persists, parents will be notified to pick up their child.

If your child is experiencing a change in the home environment that may affect his/her behavior at PDO, please let us know. This will help us be able to help your child during this time.

Biting

All biting incidents will be reported to each parent. We do not disclose the names of the other children involved in the biting incident. We understand that some children go through a stage where they bite, and we do our best to work with the child to stop the behavior. If a child begins biting excessively or out of aggression or anger, the child may require a break from the program until the phase is passed.

What to bring to PDO (Everything must be labeled)

- A backpack or diaper bag. **Backpacks must be FULL SIZE, so their folder fits inside it.**
- Lunch box or bag with ready to eat food and drink.
- A sippy cup or refillable water cup for your child to have drinks throughout the day.
- Folder (PDO will provide the folder). Daily remove your child's papers from the folder, as well as any notes from the teacher, and place the empty folder back in your child's backpack.
- Nap Mat: Children 3 and younger will take a rest. Please bring a 1" or 2" folding mat with your child's name on it. There are other kinds you can buy on Amazon (cloth, rollup ones). Any kind of mat is fine. Make sure it is labeled. Please put a labeled sheet on the mat. The sheet will be sent home regularly to be washed. You can daily send a blanket and comfort item in your child's bag for them to cuddle with during rest. These will go home each day in their bag. Please only one comfort item per day.
- Jacket. Please label any sweaters, jackets, or coats. We play outside if the temperature is above 40 degrees. Children need to run and get fresh air, so we go outside for recess when possible. When in doubt, please send a jacket or coat.



- Complete change of clothes: Any child can have spills or accidents, so we require that ALL children have a complete change of clothes, including underwear and socks. Please place a complete change of clothes in a one-gallon plastic bag and leave in your child's backpack EVERY time they come to school.
- 3 diapers: If your child is in diapers, **please write the child's name on three diapers** for the day. Labeling the diapers helps during diaper changes. Additional diapers should be in your child's backpack/bag in case additional changes are necessary.
- For ease of diaper changing times, we will provide the wipes, but donations are welcome.
- Children should wear pull-ups if potty training. (more info below)

Clothing/Diapers

- At PDO we will be playing hard with a lot of hands-on learning, including art with glue and paint. Therefore, comfortable play clothes are best to wear.
- It is best for your child not to wear complicated fasteners on their clothing such as overalls. We want the child to be as independent as possible during restroom breaks.
- Clothing worn should be suitable to the weather for outdoor play. We do play outdoors each day unless the weather is rainy or below 40 degrees.
- We ask that children not wear flip-flops, as they are difficult to play in.
- Please label all items brought from home, including jackets.
- At all ages, girls are required to wear shorts under skirts and dresses.
- Diapers should be disposable; therefore, no cloth diapers are allowed. Please bring 3 diapers labeled with your child's name on them for each day of PDO. Or you can bring a sleeve of diapers to keep in your child's cubbie.

Potty Training

PDO will assist in the training process of a child in the program. We will take your child to the potty regularly, but more often if you notify us that you are potty training. **A child should wear pull-ups until he/she is able to tell the teacher they need to go to the bathroom, and have been successful for one week at home. Pull-ups are needed until the child is consistently staying dry, including at rest time. This is primarily for hygiene reasons.**

Children need to be potty trained (or working toward that goal) to be in the 3's class.



Personal Items

All personal items brought to school should be labeled with your child's name. This includes cups, pacifiers, bottles, clothes, jackets, lunch boxes, nap mats, backpacks, and water bottles.

Please leave your child's toys at home. We have found that personal toys cause conflict in the classroom, as well as can get lost or broken.

A child may bring one "comfort item" to school for rest/nap time only. This item will stay in the backpack/cubbie until rest time.

Snack and Lunch

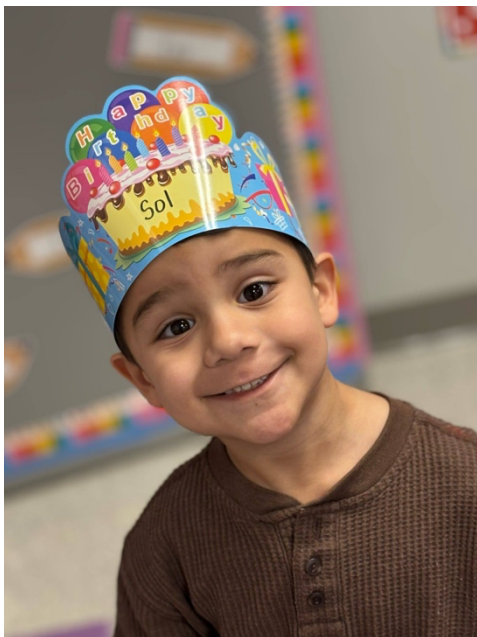
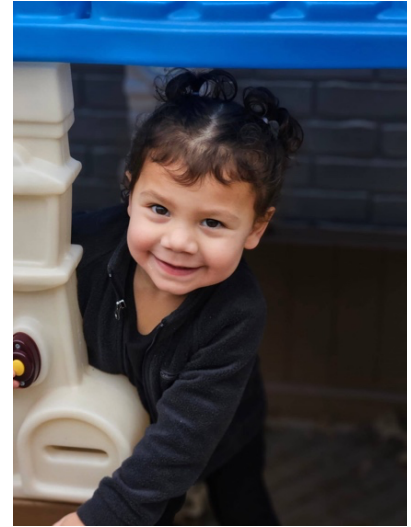
- Please feed your child breakfast before bringing him or her to school. Please do not bring their breakfast to eat or finish at school.
- All parents will provide their child a nutritious ready to eat lunch and drink. We ask that parents **do not put candy in the lunch.**
- Provide a cup (marked with their name) for them to use each day.
- PDO will provide a morning snack for all classes.

Do's:

- Toddlers should have finger foods they can eat themselves.
- If your child eats baby food, please provide bib, spoon, and any instructions. Pouches work wonderfully.
- Pack foods children can eat without adult assistance such as sandwiches, cheese, crackers, meat sticks, finger foods, etc. We understand that some of our younger children will need assistance and we are happy to provide help.
- Send ready to serve foods as we do not heat up food.
- Pack lunches that can be kept at room temperature or pack them in ice.
- Make sure to include a napkin and a spoon or fork, if needed.
- Please cut items into safe sizes. For example, cut grapes and hotdogs into quarters to avoid a choking hazard.

Do Nots:

- **Do not bring any food with peanuts, as we are a peanut free facility.**
- Do not send foods that need to be heated up.
- Do not put carbonated drinks in lunches. Water or non-sugary drinks are recommended. Juice boxes are fine.
- We request that candy not be put in their lunchboxes.
- Please avoid sending red drinks to school as red coloring is very difficult to remove from clothing and carpeting.
- Glass containers are not allowed for safety reasons.



Class Parties and Birthday Celebrations

We celebrate holidays at PDO while keeping the mission of our program, Christ, as the center of our celebrations. Please be considerate of this in the decoration, paper goods, and anything else supplied for our party days. For example, we do not use decorations that have witches or scary things in October and at Christmas we focus on the birth of Jesus instead of Santa.

We welcome the opportunity to celebrate your child's birthday in their class. However, please make arrangements with the teacher on the day and time for the celebration before bringing anything for their birthday. We recommend cookies or small individual cupcakes. The class usually eats the treat and sings happy birthday at morning snack time, or after lunch for dessert. If you want to include children from your child's class for parties outside school, please give invitations to all children from their class. Otherwise, please use the mail for delivery or ask for specific email addresses. We don't want to hurt feelings of fellow classmates.

Registration

A non-refundable \$100 registration fee is due at time of registration. Spots will not be held without the required registration deposit and the completed registration form. The registration fee secures your child's spot in the program, as well as purchases your child's supplies for the year.

When reenrollment begins for the next year, FCC families and families already enrolled in our program, including their siblings, have priority and sign up in February. Please re-enroll during this proper window of opportunity to secure a spot for your child, as well as siblings. Enrollment opens to the community March 1st.

Tuition and Rates

Monthly tuition is \$160 for the first child, \$150 second child, and \$140 for the third child. This year all payments will be automatically drafted out the first of each month. Families can link their bank account, a debit card, or a credit card for payment. There is a monthly \$5 service fee per family to cover the charge of processing the payment. We will also accept Bill Pay from your bank. This is a free service most banks offer.

Our annual rates are calculated based on the number of scheduled school days and spread over nine equal payments. The tuition for the year is \$1440. If you would like to pay in full at the first of the year, you receive a discount of 40 dollars making tuition \$1400 for the year.

Revenue received by the program is used to compensate staff and enrich our program. Our obligation to the staff and program continues regardless of whether every child is present or not, therefore, there will be no refunds for absenteeism or when school is not in session due to weather related closures.

- **Payment is due the 1st of every month.** After the 10th of the month, the payment is late and a \$10 dollars late fee is added. The late fee will be enforced this year on all payments after the 10th.

Re-enrollment with Balance

Accounts from the previous year must be paid in full to register for the next year. To re-enroll your child, you will need to pay a new registration fee plus any past due amounts.

Withdrawing From the Program

If for any reason you must withdraw your child from the program, please notify the PDO Director with a written 2 weeks notice. No refunds for partial months will be given. The PDO program reserves the right to remove a child from the program for non-payment of tuition.



The program also reserves the right to remove a child from the program if the staff feels the needs of the child are not being met, or for other reasons deemed necessary by the Director.

End of the Year Tax Statements

Childcare expense statements for tax purposes will be ready for parents to pick by January 31st of each year.

Classroom Placement

Your child does not promote to the next class on their birthday, but at the beginning of the next school year.



Parental Concerns

Questions and issues may arise during the school year. Parents are welcome to discuss any concerns about the policies and procedures of our PDO program. If a concern arises, contact the PDO Director by phone or email. Please refrain from talking about issues with other parents or on social media, but come directly to the teacher or Teresa. We are here to serve you and resolve any issues.

Emergency Procedures

Our teachers are trained on how to handle any emergency that might arise. In the event of an emergency, teachers and church staff will contact parents of every child to dispense pertinent information when it is safe to do so.

Pictures at School

Picture taking is woven throughout our PDO year. We use photos in our slide show for our program, publications such as newsletters, website and brochures. If you have a special situation (ex. foster children) or you would prefer that we not use pictures of your child, please let the Director know. Professional pictures are taken during the school year for parents to purchase if they desire, either in the Fall or Spring.

Facebook

If you are on FB, like our page Friendship Community Church PDO. Daily you can see pictures of your child on our PDO Facebook page. This is a great way to see your child having a great time at PDO.

Change in Personal Information

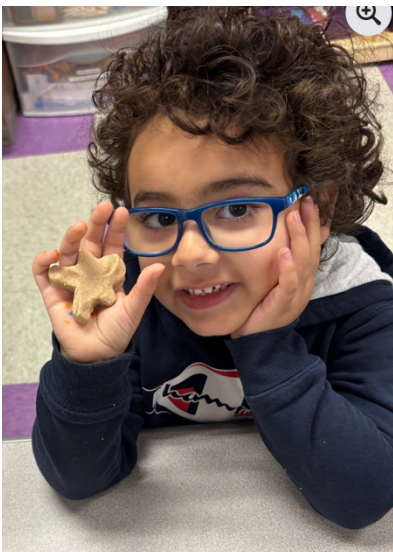
In the event of an emergency, it is very important that we can reach you. Therefore, if any information on your child's enrollment form changes during the school year, please inform PDO. This includes information such as your home address or phone number, cell phone number, work location or phone number, or emergency contact information.

Policy Change

In the event of a policy change, parents will be notified in writing prior to implementation of the change.

Solicitation

PDO does not sponsor or support the solicitation of any products or services of individuals. We will not distribute or display any flyers, catalogs, or brochures for individuals or organizations, unless it is a PDO or FCC sponsored event.



Handbook Acknowledgment Form

Please sign this form and turn it in to the PDO director the first week of school.

Please rip out this page and keep the handbook handy to refer back to the policies.

I acknowledge I have received, read, and understand the Parent Policy & Procedures Handbook of Friendship Community Church Parent's Day Out Program. By signing this page, I am agreeing to adhere to the policies.

Name of Child/ren enrolled in the program _____

Name of Parent/s (print) _____

Signature of parent/s _____

Date _____

FAMILY SECURITY WORD

Choose a word that can be your family code word. This word will be asked of you if you call on the phone so Teresa can make sure she is speaking to the correct person.