



## Parent's Day Out

CHOCTAW ROAD BAPTIST CHURCH  
14971 E RENO AVE  
CHOCTAW, OK  
405-390-9002

**Dear Parents:**

**Welcome to the Parent's Day Out program at Choctaw Road Baptist Church.**

**We are so excited to be a part of your child's life during their formative years. We recognize that this may be the first time for many of you to leave your little one for an extended period of time, and we want you to know that we realize what an honor it is to be entrusted with the care of your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops. Our Parent's Day Out program is a ministry of this church, and we hope that it is a blessing to your family.**

**If you are not already plugged in to a church, we welcome you to join us at CRBC. We have 4 services on Sunday mornings at 8:00am, 9:15, 10:30am, and 11:45am. There are various connect groups that meet during this time as well. Sunday School and nursery are provided for children during all 4 services. During the school year, we also have CROSSwalk/FREE-way 45 on Wednesday evenings from 6:15-7:30pm for 3 year olds up to 6th graders. Nursery is provided for children under 3 whose parents are attending a Wednesday night adult connect group. During the summer, we have children's classes and nursery from 6-8 for kids whose parents are in a Wednesday night connect group.**

Kelsy Golden, PDO Director  
[kelsy@choctawroad.com](mailto:kelsy@choctawroad.com) [CRBCPDO@gmail.com](mailto:CRBCPDO@gmail.com)

Alesha Campbell, PDO Director  
[alesha@choctawroad.com](mailto:alesha@choctawroad.com) [CRBCPDO@gmail.com](mailto:CRBCPDO@gmail.com)



CHOCTAW ROAD BAPTIST CHURCH  
14971 E RENO AVE  
CHOCTAW, OK  
405-390-9002

**MISSION STATEMENT:**

The mission of the Choctaw Road Baptist Church Parent's Day Out program is to provide a safe and loving, Christ-centered environment that will help children to grow socially, cognitively, and spiritually.

**“Train up a child in the way he should go: and when he is old, he will not depart from it.”  
Proverbs 22:6**

**OUR PURPOSE:**

Our hope is to provide an opportunity for preschool-aged children to socialize together, while learning more about Jesus and His love for them. We want to provide age-appropriate activities that will help equip them with the skills necessary to be successful once they enter school.

**HOURS OF OPERATION:**

Tuesday and Thursday from 9:00 a.m. to 4:00 p.m.

You will receive a calendar at the beginning of each semester that will list closings for holidays.

**ENROLLMENT FEE:**

A \$50.00 non-refundable enrollment fee will be due at the beginning of the fall and spring semesters. If attending our summer program, \$25 non-refundable enrollment fee will be due at the beginning of the summer. These fees will cover classroom supplies as well as ensure your child's spot in the program.

**PARENT'S DAY OUT MONTHLY TUITION (for Fall and Spring):**

Two Days a week (Tuesday and Thursday)

\$200 for 6 week old - under 2 years old

\$175 for 2 year old - Pre-K

One Day a week (You may choose to enroll your child in Tuesday OR Thursday)

\$115

If your child is enrolled in PreK with Choctaw/Nicoma Park Schools, transportation may be provided at an additional cost depending on the school your child is attending and number of students enrolled in PDO needing transportation. The cost for transportation will be \$40 plus the cost of a half day \$115, totaling out to \$155 a month.

## **SUMMER TUITION**

- Babies under 2 years old - \$325
- 2 years old through 4/5 years old - \$300
- Completed PRE-K through completed 6th Grade - \$275
- One day a week, (Every Tuesday or Every Thursday), any age - \$200

\*In addition to tuition, a \$25 non-refundable enrollment fee is due at the time of enrollment.

## **PAYMENT:**

We do not pro-rate months due to holidays or absences. Some months will have more childcare days than others, but that is all taken into account when coming up with our average monthly fee. You will be forced to give up your spot if you do not pay the enrollment fee on time or do not pay your monthly tuition on time, even if your child is not here that month. Tuition must be paid by the third class day of each month. A late charge of \$10.00 per day will be added to the tuition beginning with the fourth day of class.

- **LATE PAYMENT:** If you are behind more than two months worth of payments you child may not come until payment is received.

## **SPECIAL CIRCUMSTANCES:**

We are understanding to the fact that sometimes situations arise and hardships happen within families. We ask that you **please make contact with a director** so that we may try to be as helpful as possible. This will be dealt with on a case by case basis. Payments must be received in a reasonable amount, or your child's spot may be terminated. As a program, we have financial obligations and we must adhere to our responsibilities.

## **SECURITY**

Security is important to us at PDO. In order to keep you, your child and our staff safe, proper procedures for drop off and pick up are in place. It is the parents responsibility to notify the Directors of any changes in paperwork such as, address change, emergency contacts and phone numbers. A parent who has custody of a child must provide a divorce decree or custody agreement. These will be kept confidential. Children will not be released without proper notification or authorization. This is for the safety of your child.

### **• CHECK IN/OUT:**

Each Tuesday and Thursday you will check your child in at one of our computers. The computer will print a security tag to be placed on your child and another security tag for you to keep. You will need to bring your tag back with you at the end of the day in order to pick up your child. The security tags have a code that need to match up in order for your child to be released to you. This code changes daily. If you drop your child off, and someone else is going to pick them up, they will need that day's security tag or an electronic copy (picture of it on phone) in order for your child to be released to them. If someone attempts to pick up your child without the security tag, and they are not listed as a person eligible to pick up your child on the enrollment form, then your child **WILL NOT** be released to them.

- **DROP-OFF TIMES:** Children may be dropped off in their classroom *no earlier than 9:00AM*. The doors to the hallway may be open during this time, but teachers are prepping for the day and cannot accept children until 9:00AM. **You may not drop off your child later than 10:30 AM**, unless you have a doctors note or you have made contact with a Director. Anytime later than 10:30 AM is disruptive to class schedules.

### **HEALTH:**

If your child is sick, please refrain from bringing them to PDO. **Please make sure they have been vomit, diarrhea, and fever free, without the aid of medication, for at least 24 hours.** Please be considerate of other children and their families. Following the above guidelines will keep our children from constantly passing around contagious illnesses. You will be called to pick up your child if he or she develops any of the above symptoms during class hours. **If your child has two or more diarrhea or runny diapers, you will be called to pick up your child.**

### **IMMUNIZATIONS:**

All students attending Choctaw Road Baptist Church Parent's Day Out program are required to be up to date on childhood immunizations according to the guidelines set by the Oklahoma Department of Health. Please bring an updated copy of your child's immunization records with you upon enrollment.

**\* If you choose to not immunize your children, you must bring a copy of your exemption letter.**

PDO reserves the right to ask you to refrain from bringing your child when illnesses are going around. PDO also reserves the right to have you come and pick up your child should your child show any symptom of illness.

### **BITING POLICY:**

Biting is a common but difficult behavior in toddlers. Children often use biting to express emotion. Biting is difficult to defend against, but our best measures will be taken in preventing a child from biting or being bitten. If biting does occur, the biter will be removed from the situation and told, "We do not bite our friends. Biting hurts. We need to use our words." The child that has been bitten will be comforted, calmed and the bite will be cleaned with soap and water. An incident report will be written up for each child involved. If a child is written up for unprovoked biting once an incident report will be sent home. Twice, the parents of the biter will be called and will be asked to come and pick up their child. If a third bite occurs the biter will be removed for the remainder of the semester and will be allowed to return the next semester if a spot is available. If a child has been removed from the program due to biting previously and returns to our program the child may be permanently removed from the program should they bite unprovoked again.

## **CLASS INFORMATION:**

At PDO our classes are constantly changing with the students that we have in the program. Students are arranged in order according to their date of birth. Our goal is to promote all at once but sometimes it works out where a child may be able to promote up to the next class mid semester or at the start of a new semester. Promotions will go by date of birth. The oldest in a class will get the first chance to promote up to the next class. This is non-negotiable.

## **WHAT YOU WILL NEED TO BRING EACH DAY:**

- Bring a lunch containing finger foods that the child can manage alone. We CANNOT microwave lunches. Also, bring a drink for your child. Please put the child's name on the sack, lunch box and sippy cup. For infants, please send baby food and plastic baby bottles with your baby's name on each, we are able to warm bottles.
- **Bring adequate changes of clothing every day**, according to the age of the child-diapers, training pants, or underwear and outer clothing (including socks) in case of accidents. Please have clothing in a bag marked with your child's name.
- Your child will need a nap mat and cover (toddler crib sheet works well) as we do have rest time each day. A light blanket to cover up with is recommended. A small pillow is optional. Please make sure all of these items are labeled with your child's name. We will keep the nap mats and sanitize them regularly. The linens may be sent home daily for you to wash.
- When weather permits, all children will be taken outside for playtime. All children will be expected to go outside. Please send outdoor clothing and shoes according to the weather.
- Please leave all toys, candy, gum, and jewelry at home.
- Children who no longer need a diaper bag should bring a backpack each day. This will be our way to send home your children's papers and notes.
- School aged children (summer day camp only) will need to bring a sack lunch and dress appropriately for the days activities. Please check the summer schedule to see if your child needs anything special for the day.

## **HOLIDAYS/SCHOOL CLOSINGS**

**CLOSINGS:** PDO follows along with the Choctaw/Nicoma Park School calendar. You can find the school calendar on [cnpschools.org](http://cnpschools.org) for your convenience.

## **BIRTHDAYS/ HOLIDAYS:**

Birthdays are very important to children, and we will celebrate birthdays during afternoon snack time around 2:30 p.m. If you plan to bring a special treat for your child's birthday to share with the class, please notify his/her teacher the week prior to his/her birthday. Treats must be store bought.

We do recognize holidays such as Christmas, Thanksgiving, Valentine's Day, Easter, and the Fourth of July. Check your child's calendar for special party days. You will be notified about sign-up sheets to help with these parties.

## **SEVERE WEATHER (Snow, Ice, or Tornado):**

**If Choctaw/Nicoma Park schools are closed for bad weather, the Choctaw Road Baptist Church Parent's Day Out will also be closed.**

We do not have tornado shelters at CRBC. Therefore, we will take the following precautions:

1. In the event of an extreme severe weather report, as notified by the National Weather Service Forecast Office in Norman, Oklahoma, the director will consider taking a "Severe Weather Day" and canceling PDO. A remind me will be sent out and a post will be made on the PDO Facebook page. You may also call up to the church office at 390-9002 to see if PDO will be in session.
2. If PDO is already in session, and severe weather breaks out, we urge parents to take these precautions seriously and pick your child up as soon as possible.
3. If we have no warning, we will immediately shelter all students and staff in the safest refuge areas within our facility. However, we know from our research and study that these areas during an extreme-wind event should only be used as a last resort.

## **CURRICULUM**

Choctaw Road Baptist Church Parent's Day Out program is currently using the First Look Weekday curriculum by Orange.

## **TERMINATION**

- PDO reserves the right to terminate any child from our program for any of the following reasons:
  - Failure to adhere to the Policies and Procedures
  - Reoccurring late tuition payment
  - Destructive or harmful behavior
  - Any differences that are not able to be worked out among the parents, student, teachers or Directors.