



PARENT HANDBOOK

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WELCOME

Welcome to Langston Baptist Church Parents' Day Out program. Our program is a ministry of Langston Baptist Church. Our purpose is to provide quality care and instruction in a Christian environment in which a child may develop spiritually, mentally, physically, emotionally, and socially. We strive to create a nurturing atmosphere that will minister to the individual needs of every child. Our prayer is that through our cooperation, we can begin to build a solid foundation for your child for years to come. We want you to be able to take comfort in knowing that your child is in the care of loving teachers, learning about Jesus and his love while you are away for the day. Our Parents' Day Out (Langston Baptist PDO) staff appreciates you sharing this part of your child's life with us and does not take this great responsibility lightly. Our Langston Baptist PDO ministry was designed to be a ministry for our church and our community.

MISSION

At Langston Baptist Church, we believe that children are a heritage from the Lord and that parents have a sacred responsibility to raise children to know and glorify God. The heart of our mission is to assist parents in fulfilling their mission.

We believe that, for optimal developmental experiences, the cooperation of Langston Baptist PDO staff, Langston Baptist PDO administration, and parents is required. Working together, we facilitate learning and growth in each child while providing a safe and nurturing environment. Our desire is for every child to experience the love of Jesus, learning about Him and His love in a way that is meaningful and age-appropriate.

In support of our mission, Langston Baptist PDO has set the following goals:

L – loving environment where each child feels safe, valued, and cared for

A – age-appropriate learning that encourages growth in every stage

N – nurturing relationships that support emotional and social development

G – growing in faith through daily bible time and Christ-centered teaching

S – structured activities that promote learning, creativity, and confidence

T – trust built with families through communication and intentional care

O – opportunities for children to explore, discover, and develop new skills

N – new foundations are being formed for both academic readiness and a life rooted in Christ

REGISTRATION AND SUPPLY FEES

Langston PDO serves children ages 6 months to 5 years. When our program is full, and space is not available, your child can be placed on a waiting list. Children on the waiting list will be placed as space becomes available, based on their registration date.

There is a yearly, non-refundable \$50 registration fee (this does not include Summer PDO), which is due upon initial enrollment and again at the beginning of the school year in August.

For families enrolling two or more children, each additional child from the same family will pay a \$25 registration fee. The registration fee for Summer PDO is \$30 per child. This fee helps cover administrative costs, snacks throughout the year, and special activities or events.

To help maintain the quality of care and learning in our PDO program, a non-refundable supply fee is also due upon enrollment or at the start of the school year. This fee covers the cost of classroom supplies your child will use during the year, including craft materials, paper goods, cleaning supplies, and other day-to-day needs.

- Littles through 3-year-olds: \$15
- Pre-K: \$25- *This helps offset the cost of age-appropriate curriculum materials such as workbooks, learning tools, and other educational resources used in daily instruction.*
- The same fees apply to Summer PDO.

MONTHLY TUITION & CLASSROOM RATIOS

<u>classroom</u>	<u>monthly tuition</u>	<u>teacher/child ratio</u>
Littles (6-15 months)	\$165.00*	1:5
Toddlers (16-24 months)	\$135.00*	1:6
Twos	\$135.00*	1:7
Threes	\$135.00*	1:10
Pre-K (fours/fives)	\$135.00*	1:12

*Summer PDO tuition follows the same monthly rate as the school year.

SIBLING DISCOUNT RATES

*Families with multiple children enrolled in Langston PDO will receive the following discounted monthly rates:

2nd child:

- Littles (6-15 months): **\$145/month**
- Toddlers to Pre-K (ages 2-5): **\$115/month**

3rd child and beyond: **please speak with the director to confirm the sibling discount that applies to your family. (discounts only apply to full-time enrollment)**

TUITION POLICIES

- Tuition is due on the first school day of each month. Full monthly tuition is required regardless of illness, holidays, weather closures, vacations, or missed days. ***Tuition reserves your child's placement in the program and is not based on attendance.***
- A \$15 late fee will automatically be applied to accounts with unpaid balances after the 10th of the month.
- Families may choose to enroll in autopay through Brightwheel for added convenience. We strongly encourage using ACH autopay to help ensure timely payments and minimize processing fees.

We kindly ask that families provide a 60-day written notice if they plan to withdraw their child from the program.

ACCEPTED PAYMENT METHODS

Brightwheel will serve as the primary platform for tuition payments, enrollment forms, and program communication.

Preferred payment methods include:

- ACH bank transfer
- Credit/debit card through Brightwheel

Cash and check payments may also be accepted when necessary. Checks should be made payable to Langston Baptist Church PDO.

Returned checks will incur a \$35 fee, and repeated occurrences may require future payments to be made by cash or money order only.

DAYS OF OPERATION

Langston PDO will operate every **Tuesday and Thursday from 8:30 am – 12:30 pm.**

<u>Langston PDO 2026-2027 schedule</u>	
Registration for 2026-2027 begins	May 28, 2026
Registration for 2026-2027 ends	July 20, 2026
First day of the PDO 2026-27 school year	August 18, 2026
Thanksgiving Break (CLOSED) <i>(Horry County Schools)</i>	November 23-27, 2026
Return to PDO from Thanksgiving Break	December 1, 2026
Christmas/New Year's Break (CLOSED) <i>(Horry County Schools)</i>	December 21-31, 2026
Return to PDO from Christmas/New	January 5, 2027

Year's break	
Spring Break (CLOSED) <i>(Horry County Schools)</i>	April 12-16, 2027
Return to PDO from Spring Break	April 19, 2027
Registration for summer PDO begins	April 12, 2027
Registration for summer PDO ends	May 10, 2027
Last day of the PDO 2026-27 school year	June 8, 2027

Langston Baptist PDO follows Horry County Schools for all weather-related closures and delays. If Horry County Schools are closed, we will be closed as well. In the event of a delay, PDO will operate on a modified schedule.

Families will be notified of any closures or delays through Brightwheel, with additional direct communication (such as text) used for immediate updates.

Tuition payments will not be adjusted for breaks or weather-related closures or delays.

ARRIVAL & DISMISSAL POLICY

Please understand that our start time is **8:30 a.m.**, and children **may not be dropped off or left in the building before that time**. Children are expected to arrive **before 9:00 a.m.** If you know your child will be late, please inform their teacher.

drop-off tips:

- Give your child a hug and a kiss.
- Tell your child you will be back at **12:30 p.m.**
- Then, leave promptly to help your child transition smoothly. Staying in your child's classroom may prolong their discomfort and could impact the other children in

the class. Crying is a natural reaction for many preschoolers when separated from a parent, but they will quickly learn that you always come back.

Children are to be picked up by **12:30 p.m.** A **late fee** will be charged for any child picked up after that time. A fee of **\$10 will be applied for the first 10 minutes**, with an **additional \$1 per minute** thereafter.

The **safety of your child is our top priority**. During enrollment, you will be asked to list **all approved individuals** who may pick up your child. The person picking up your child **must be listed on the approved pickup form**. If there are any questions at pickup, **photo identification will be required**.

DAILY SCHEDULE AND CURRICULUM

Each classroom will have its own curriculum and daily schedule. A copy of the schedule will be provided by your child's teacher. Our Littles and Toddlers learn a structured, age-appropriate curriculum designed to support early academic, social, and spiritual development. Twos and Threes review colors and shapes, and begin letter and number recognition. We incorporate the Abeka curriculum in our Pre-K classes, along with Chapel sessions.

SNACK

Please send a snack with your child each day. Snacks should be ready to eat and should not require heating or refrigeration.

We also ask that you provide a spill-proof, refillable water bottle for your child to use throughout the day. Please do not send carbonated drinks.

Be sure to label all containers and notify your child's teacher of any food allergies.

CLOTHING

Please dress your child comfortably. When selecting clothing, keep in mind that we encourage self-sufficiency when using the potty. Children should be prepared for outdoor play with outerwear appropriate for the weather. Shoes should be suitable for the playground—**tennis shoes are required** for both safety and participation in outside and inside activities.

All children need to bring **one complete change of clothes** in the event of an accident or spill. This applies to **all classes**. Please label all clothing items.

Children who are currently learning bathroom skills should bring **three to four changes of clothing** during this time. Accidents do happen! If your child has an accident and does not have extra clothes at Langston PDO, a parent or guardian will be called to bring a change of clothing.

WHAT YOUR CHILD NEEDS EACH DAY (BY CLASS)

1. Littles/Toddlers

Diapers or pull-ups, wipes, a change of clothes, bottles and/or formula (if applicable), baby food or snacks, a labeled bag or lunchbox, a crib sheet, and a blanket.

Please label all your child's items.

2. Twos/Threes

Pull-ups (if needed), change of clothes, and a labeled bag or lunchbox with a snack and water bottle.

Please label all your child's items.

3. Fours/Fives

Change of clothes and a labeled bag or lunchbox with a snack and water bottle.

Please label all your child's items.

Please do not send toys from home. We are not responsible for any toys that are brought to school and are misplaced or lost.

HEALTH

Children must be well enough to participate in daily activities to attend PDO. Children who are sick or showing symptoms of illness should remain at home. We cannot accept children who have or have had any of the following **within 24 hours** before attendance:

- fever
- diarrhea
- vomiting
- persistent cough
- colored nasal discharge
- skin rash
- head lice
- chicken pox
- fifths disease

Your child must be **symptom-free without the aid of medication** or **cleared by a doctor** for **24 hours before returning**. (see guidelines for contagious diseases at the end of the handbook)

Parents must keep Langston PDO administration informed of all current contact numbers and emergency contact information. If your child becomes ill or is injured at Langston PDO, we will isolate them as much as possible, and the parent or guardian will be notified. If we are unable to reach a parent or guardian, we will contact the emergency contact listed so the child can be picked up.

Medications can only be administered with written consent from a parent or guardian.

DISCIPLINARY POLICY

We understand that children are still learning and growing. Age-appropriate guidance, redirection, and time-out will be used to help children learn appropriate behavior.

Time-out will be used as a brief, age-appropriate opportunity for a child to calm down and reset before returning to the group.

If a child continues to struggle with behavior, parents will be notified and we will work together to support the child. In some cases, if behavior cannot be safely managed within the classroom, Langston Baptist PDO reserves the right to dismiss the child from the program.

COMMUNICATION

We believe clear and consistent communication is essential to creating a positive experience for both children and families.

Brightwheel will serve as the primary platform for communication between families, teachers, and administration. Through Brightwheel, parents will receive classroom updates, reminders, announcements, photos, and important program information.

Each class will have its own communication group to help keep information organized and specific to your child's classroom.

Parents are welcome to message teachers or administration through Brightwheel with questions or important information regarding their child. We kindly ask that communication remain respectful and relevant to classroom or program needs.

Please note that teachers may not be able to respond during class hours, as their primary responsibility is caring for and supervising the children. We also ask that communication be kept within reasonable hours, and we will respond as promptly as possible.

PHOTO & VIDEO POLICY

At Langston Kids PDO, we occasionally take photos and videos of children participating in daily activities, special events, and classroom projects. These images may be used for educational purposes, classroom displays, communication through Brightwheel, and for promotional use on Langston Baptist Church's website or social media platforms.

To respect your family's privacy, **we require a signed media release form** from parents or guardians granting permission to photograph or video your child. Without a signed release, your child's image will not be used in any public or internal materials.

If you have any questions or concerns about this policy, please contact the director.

Parents may update their media preferences at any time by contacting the director.

Please return the signed media release and handbook acknowledgment forms included at the end of this handbook.

EMERGENCY PROCEDURES

At Langston Baptist PDO, the safety of your child is our highest priority. We have established procedures to handle emergencies such as fire drills, lockdowns, severe weather, and other urgent situations.

Fire drills: Fire drills are conducted regularly to ensure that children and staff know how to exit the building quickly and safely.

Lockdowns: In the event of a security threat, our staff will follow lockdown procedures to keep children safe and secure inside the building.

Severe Weather: During severe weather, children will be moved to designated safe areas within the facility.

Medical Emergencies: If a child requires immediate medical attention, staff will administer first aid and contact emergency services. Parents or guardians will be notified as soon as possible.

- We regularly train our staff on all emergency protocols to maintain a safe and prepared environment.
- If you have any questions about our emergency procedures, please feel free to contact the director.

CONTACT INFORMATION

For questions, concerns, or emergencies related to Langston Baptist PDO, please contact:

Maggie Jones

PDO Director

Church phone: 843-365-5141

Cell phone: 843-331-7078

Email: maggie@langstonbaptist.com

We are here to assist you and ensure your child's experience is safe and positive. Please don't hesitate to reach out.

GUIDELINES FOR CONTAGIOUS DISEASES

- **Chicken pox** - your child will be allowed to return to the center after all the pox are crusted over. (5-10 days)
- **Conjunctivitis (pink eye)** - your child will be allowed to return to the center 24 hours after proper medication is administered.
- **COVID-19** – your child will be allowed to return to the center after he/she has completed their time in quarantine (5 days) or as prescribed by the health professionals.

- **German measles (rubella)** - your child may return to the center seven days after the rash begins.
- **Giardia, Salmonella, Shigella, and Campylobacter** - your child will not be allowed to the center until there is documentation of two negative stool cultures after treatment.
- **Hand, Foot, and Mouth** - your child will not be allowed to return to the center until one week after they are fever-free and mouth sores/rash have started to heal, and your child can eat and drink comfortably.
- **Head lice** - your child may return to the center the day after treatment begins.
- **Hepatitis A** - your child may return to the center one week after the illness has started and he/she is free of fever.
- **Herpes simplex infections** - your child may return to the center when he/she is well and has also completed a four-day course of rifampin.
- **Impetigo** - your child may return the day after treatment begins.
- **Measles (Rubeola)** - your child may return to the center four days after the appearance of the rash.
- **Meningococcal Disease (Neisseria Meningitidis)** - your child may return to the center when he/she is well and has also completed a two-day course of rifampin.
- **Molluscum Contagiosum** – your child may return once the lesions are healed.
- **Mumps** - your child may return to the center nine days after the swelling appears.

- **Pinworms** - your child may return to the center the day after treatment begins.
- **Ringworm** - your child may return to the center the day after treatment begins.
- **Roseola** - your child may return to the center when he/she is rash-free and fever-free.
- **Rotavirus** - your child may return to the center when the diarrhea is gone, and he/she is fever free.
- **Scabies** - your child may return to the center the day after treatment begins.
- **Shingles** - your child may return to the center when all sores are crusted.
- **Strep Throat/ Scarlet Fever** - your child must be on an antibiotic for 48 hours and be free of fever before returning to the center.
- **Tuberculosis** - a child diagnosed with active TB disease must be excluded from the center. Children with TB disease may return after they have been treated and the doctor states they are not contagious. A doctor's note must be in their file.

If a child develops any of these symptoms while in the care of Langston PDO, the parents will be notified to pick up their child. Please do not bring your child to the center with any unidentifiable symptoms. Please report any contagious diseases immediately to the Langston Baptist PDO director.