

IMMANUEL PDO HANDBOOK GUIDE

This handbook is packed full of useful information that is vital for the success of our program. Please review it carefully and refer to it as needed throughout the school year. Here is a guide to what you will find inside:

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Welcome to the 2023 – 2024 Immanuel PDO School Year!

We realize you have a choice where to send your child to school and we are honored that you've chosen to join the Immanuel PDO Family. The IPDO program began as the dream of a former Immanuel Baptist Church member and has continued to flourish and remain strong over forty years. The beginning goals for this outreach ministry were to provide a warm, loving Christian environment for children to grow mentally, emotionally, socially and spiritually.

Still today, we are here with a pledge to instill love, joy, creativity and structure while providing a safe environment for your child. Our entire staff loves to watch your children grow and celebrate each of their developmental achievements with your family. Thank you for giving us the opportunity to work with you and share the blessing God has given in your child.

We understand this phase of life is priceless and filled with much enjoyment. It can also be challenging and exhausting, so please don't hesitate to reach out if we can be of help. You've now become a part of our Immanuel PDO Family and our heart is to be a support system for your family.

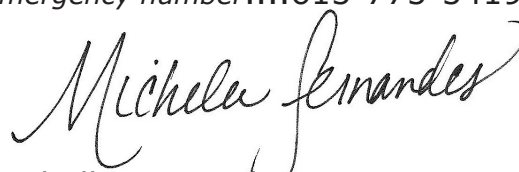
Here are the ways you can reach me:

PDO Office Phone.....615-463-7678

Email.....mfernandes@ibcnashville.org

Emergency number....615-775-5419

Immanuel
P D O



Michelle Fernandes
Director, Immanuel PDO



IMMANUEL BAPTIST CHURCH

Dear Immanuel PDO Families,

We are writing to welcome you and your children back to school. Immanuel Parents Day Out is resuming. Soon the halls and classrooms of our church will be buzzing with the sounds of learning.

Immanuel Baptist Church sees every child as a gift entrusted to us by God. We enact this trust with the dedication of infants in our Sunday worship. The congregation in unison pledges to support the family in the nurture and growth of the child. Likewise, Immanuel sees each child enrolled in Immanuel PDO as a gift from God. We are delighted to have the opportunity to participate with you in the nurture of your child.

We are confident that the director and staff of Immanuel PDO will fulfill this ministry applying the best measure of attentiveness to each child's needs and allowing for enough space for the child to explore and encounter God's Spirit at work in their lives. If we can ever be of any service to you and your family please feel free to call on one of us.

Sincerely,

Rev. Steven H. Meriwether

Steven Meriwether
Senior Pastor

Stephanie M Wyatt

Stephanie Wyatt
Associate Pastor

Registration

EARLY ENROLLMENT:

Each January, Immanuel PDO Families are offered priority early enrollment for the upcoming school year. To secure your spot for the upcoming school year, Families will complete a pre-registration form and pay their annual \$150 registration fee.

TUITION:

All tuition and fees are non-refundable. The Immanuel PDO program is a tuition-based program. Your tuition payments and registration fees are used to operate our budget and pay teacher salaries. Upon receipt, your tuition payments act as a contract between families and the school. These funds immediately go into action and are used to make the program run. For this reason, we are unable to refund tuition or fees. For the same reason, we are also unable to process any tuition reductions, reimbursements, and/or fees as a result of absence, withdrawal or dismissal.

2023-2024 TUITION RATES:

1 Day Students:

\$ 845 – 4 month Fall Semester ----- Due July 1

\$ 1,055 – 5 month Spring Semester ----- Due December 1

2 Day Students

\$ 1,560 – 4 month Fall Semester ----- Due July 1

\$ 1,950 – 5 month Spring Semester ----- Due December 1

PLEASE NOTE: All payments must be received by due date to avoid a \$50 Late Fee

IPDO Summer Camp:

Immanuel PDO holds a six week summer camp in June and July. Spaces are limited for our summer camp program. Summer camp registration is held in February. Please look for messages posted in Bloomz.

Immanuel PDO 2023-2024 Fall Semester

Every child deserves a **Champion**,
An adult whom will **Never Give Up** on them,
Who understands the **Power of Connection** and
will insist they become **The Best they could be.**

- Rita Pierson

August &

September 2023

S	M	T	W	TH	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8/31 Mandatory Parent Meetings
10:30 AM or 6 PM.

9/5, 9/6, 9/7 & 9/11 --
First Days of School
Half Day Schedule,
**12:15 PM Pick up

October 2023

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/9-10/12 Fall Break --
No School

November 2023

S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/21 - 11/23 Thanksgiving Holiday
No School

December 2023

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

12/11 Last Day of Fall Semester
--Have a Great Winter
Break!

Immanuel PDO 2023-2024 Spring Semester

January 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/8 First Day of Spring Semester

1/15 MLK Day -- No School

February 2024

S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/19 President's Day -- No School

March 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/11-3/14 Spring Break -- No School

April 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1 Easter Monday -- No School

May 2024

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/6 Half Day Schedule, **12:15 PM Pick-up

5/7 Last Day of School, **11:00 AM Pick up

5/7 IPDO End of Year Celebration **For All IPDO Families** 11:00 AM - 12:30 PM

Immanuel PDO Daily Schedule

Immanuel PDO offers class to students age 6 months - 3 years:

Monday, Tuesday, Wednesday and Thursday from 9:30 am - 2:30 pm, with dismissal beginning at 2:15 pm.

Mornings at Immanuel PDO:

- Before you leave home, please ensure your child is symptom free and healthy to attend class. Please refer to our illness guidelines on pages 14-15.
- Immanuel PDO Staff begins their day at 9:00 am, preparing the classrooms and school for your arrival.
- At 9:30 we begin our car-rider line to receive students, which is explained in detail on pages 7-8. Parents and visitors are allowed in the school building by appointment only while students are present.
- Please be prepared to confirm who will be picking up your student during drop-off. If a change is needed after drop-off, please text or call 615-775-5419 to alert the director of this change. **IPDO Students will only be allowed to leave the school campus with the individual you confirmed.**

Afternoons at Immanuel PDO:

- Early Dismissal is at 12:15 pm. Be prepared to confirm early pick-up during drop-off. Please be prompt with your early pick-up so the rest schedules of the other children are not interrupted. Teachers can not put other students down for nap if there is still a child waiting to be picked up.
- Afternoon Pick-up starts at 2:15 pm. **Our final dismissal time is 2:30 pm.**
- Please plan to arrive to pick-up your child at 2:15 pm to ensure they are picked up by 2:30 pm. Please respect the teachers family and personal obligations by being on time for pick-up. The IPDO Staff's official work day ends at 2:30 pm. Because of this we must enforce a charge of \$1.00 per every minute you are late in picking up your child. The calculated late fee should be paid in cash and is given to the teacher who stayed late to care for your child.

Parking Lot Reminders – Being “Overly Cautious” is Never a Mistake

- Please SLOW DOWN
- Always hold your child's hand in the parking lot
- Don't leave your car running
- Do Not leave any child alone in the car.

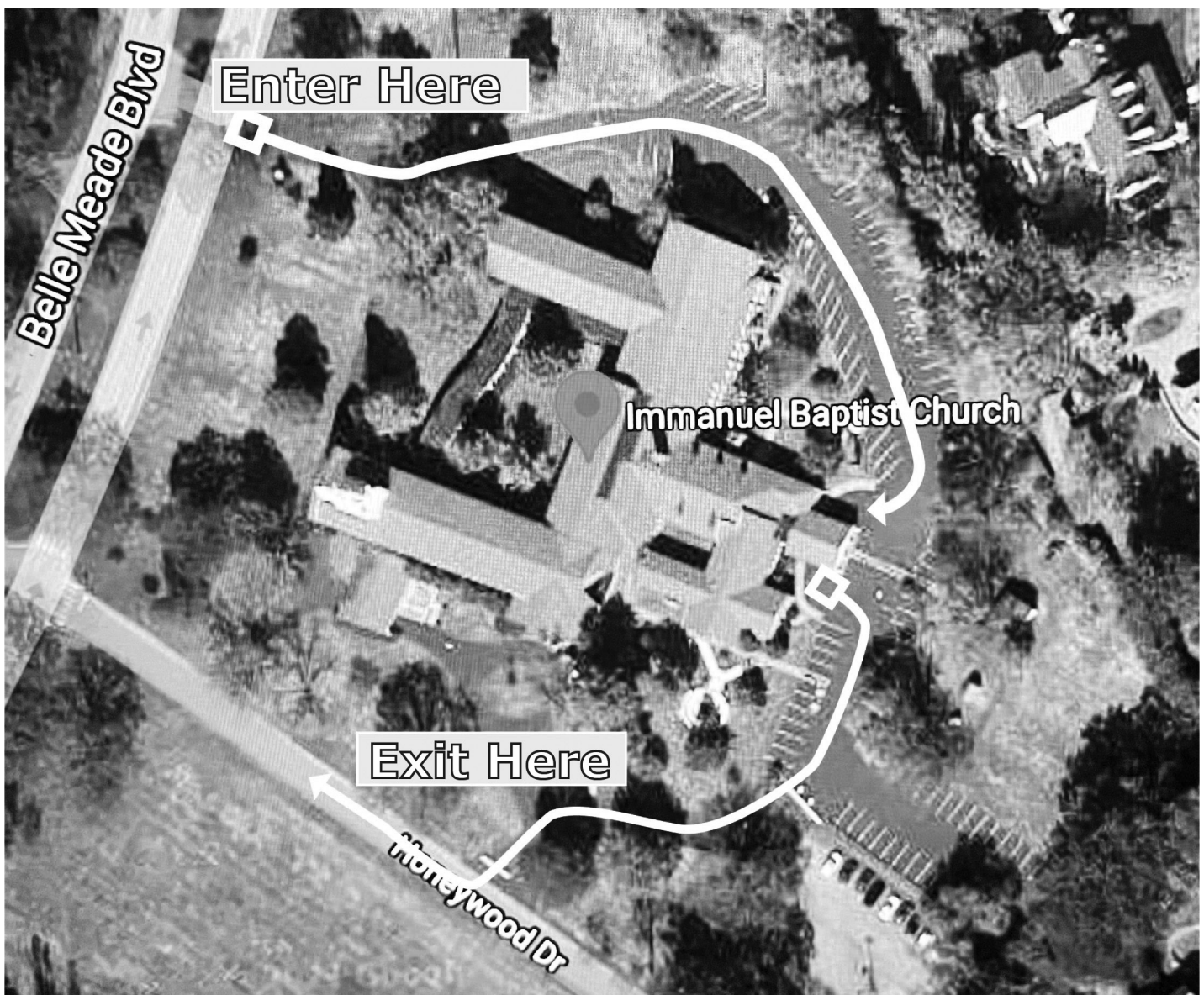
Car Rider Line Safety: Drop-off and Pick-up

In an effort to minimize traffic through the school, parents and visitors are allowed in the building during school hours by appointment only. IPDO uses a car rider line to facilitate drop-off and pick-up. Please follow the steps below for a safe car rider line:

Step 1: Entering the Parking Lot – Enter the church entrance directly off of Belle Meade Blvd. (on the left side as you face the front of the church), and pull up around to the school entrance. Form a line just before entering the covered portico making sure to stay to the right leaving room for vehicles to pass on the left.

> Please do not enter under the portico until invited by a IPDO Staff Member.

> Check-in will begin at 9:30 am.



Car Rider Line Safety: Drop-off and Pick-up

Step 2: Entering the Portico – IPDO Staff will invite 4 vehicles under the portico at one time. Please pull forward making sure to stay to the left or right as directed, forming two lines and **shut off your vehicle**.

- > Please wait to open your car door or exit your vehicle until all four vehicles have entered the portico.
- > Our IPDO Staff can not approach your vehicle until your vehicle is shut off.

At drop off:

- > An IPDO Staff member will confirm the person picking up your student and your selected time for dismissal (early dismissal or full day).
- > An IPDO Staff will remove student from car seat and collect their IPDO bag, and walk them to their classroom.

At pick up:

- > Attach your students car rider tag to your visor making it visible during pick-up.
- > After shutting the car off, parent should get out of the car and stand by the car door you will use to put your student in their car seat.
- > IPDO Staff will bring your student and their bag to the Parent. Parent will buckle your child into their car seat and get back into car. Parent will wait for IPDO Staff to give an okay to restart the car and exit the parking lot.

Step 3: Exiting the Parking Lot – Once your child is secured and all staff and students have cleared the drive, an IPDO Staff Member will confirm it is okay to leave. Parent may then restart their car and exit toward the right side of the church building onto Honeywood Drive.

SPECIAL CAR RIDER LINE NOTES:

Please contact the PDO Director by text 615-775-5419 if:

- > You don't plan on attending school so we don't continue to wait for your arrival.
- > You have an unplanned need for early pick up.

**“Children learn as they play.
Most importantly,
in play children learn how to learn.”
– O. Fred Donaldson**

CLOTHING

Children should come to school dressed in comfortable, play clothes. Clothes may get dirty or torn from playing on the playground or doing fun art projects.

- Children will go outside everyday the weather permits. Please think about clothes that are appropriate for running, climbing and playing. Don't forget to include a sweater, jacket, long pants, hat and gloves in your child's bag if the weather is cool.
- Choose shoes your child can walk well in and stay securely on their foot. Tennis shoes are a great option for school.

PLEASE LABEL EVERYTHING
PLEASE LABEL EVERYTHING

WHAT TO PACK

IPDO request you pack everything in ziplock bags inside your child's Immanuel PDO bag.

Ziplock bag 1: Please send a complete change of clothes in your child's Immanuel PDO bag, including: shirt, pants, socks, underclothes, shoes. Label all items.

Ziplock bag 2: Please send **AT LEAST THREE LABELED DIAPERS** to school daily. More if you know your child will use them.

- Please keep in mind that dresses, elastic-waist pants or clothing with a small number of snaps in the leg area make diaper changing quick and easy for the teachers.
- Please avoid all clothing in which you have to fully undress a child for diaper changes.
- We only allow **pull-ups with side Velcro strips** at Immanuel PDO.

Ziplock bag 3: Nap materials, including freshly laundered and sanitized crib sheet (older classes only), loveies, pacifiers, blankets and/or small stuffed animals.

Lunch: Please review snack and lunch guidelines on pages 10 - 11.

Nut-Free School/Allergies

All Classes at Immanuel PDO are NUT-FREE

Nut-free means:

- NO tree-nut butter
- NO almond butter,
- NO soy butter
- NO peanut butter
- NO sesame butter
- NO sunflower seed butter
- NO walnut or cashew butter

While these may be different than peanut butter, it is a widely accepted fact that cross-contamination can occur at the manufacturing plants where the butters are processed. It is also hard for teachers to identify what type of butter is used.

Important Medical Updates...

For reasons that are not well understood, peanut allergy has doubled in the past decade. – March of Dimes

Peanut allergy is one of the most common causes of severe allergy attacks. Peanut allergy symptoms can be life-threatening. For some people with peanut allergy, even tiny amounts of peanuts can cause a serious reaction. Peanut allergy has been increasing in children. –Mayo Clinic

Allergies:

IPDO and Immanuel Baptist Church does NOT have trained medical personnel on staff. Therefore, we cannot accept students with chronic medical conditions. Alert the director and your child's teachers if you child has any food, insect or drug allergy.

- > IPDO can NOT administer any medication, except those medicines in the form of an epi-pen prescribed for an emergency allergic reaction.
- > Parents of students with an allergy will complete an Immanuel PDO Med Form and provide a written copy of your physician instructions.
- > In addition, parents are asked to meet with the director and teachers to review instructions and demonstrate use of epi-pen.

PLEASE ALERT THE DIRECTOR AND YOUR CHILD'S TEACHERS IF YOUR CHILD HAS ANY ALLERGIES OR IS LACTOSE INTOLERANT.

LUNCH

IPDO PROVIDES VITAMIN D WHOLE MILK (NOT TREATED WITH RBGH OR ADDED STEROIDS) FOR SNACK AND LUNCH. WE ALSO PROVIDE SIPPY CUPS AND ENSURE THEY ARE STERILIZED EACH DAY.

YOU DO NOT NEED TO SEND A CUP WITH YOUR STUDENT.

Lunch

- > There are 2 ways to send lunch at IPDO:
 - 1) an all-in-one bento style container, pictured below, or
 - 2) a paper bag lunch with disposable bags or prepackaged foods
- > Lunches are refrigerated--please **DO NOT SEND A LUNCH BOX.**
- > Please cut and slice all sandwiches, meat, fruit and vegetables into bite size, ready-to-eat pieces for your child's lunch.
- > As a general rule, if your child makes a mess eating a particular food item at home, PLEASE DO NOT SEND IT TO SCHOOL. Avoid messy foods like, shredded cheese, lentils, shredded carrots, rice and yogurts.
- > Check with your child's teachers for lunch suggestions.

Snack: IPDO Classrooms offer age appropriate snacks to students. Please let your teachers know if you would not like your student to have school provided snacks.



Rest Time – All Children Have a Rest Time During the School Day

Baby Elephant Class Nap Time:

1. Infants rest during the day according to their individual schedules and needs.
2. We provide a crib, crib sheets and blankets for each baby.
3. Please send any special attachment items that will help your child feel more comfortable while napping away from home. (i.e., lovie, sleep sack, toy)
4. Please make sure all items are labeled, laundered and sanitized between each school day.

Older Class Nap Time – Monkey, Giraffe and Puppy Class:

1. All older class students will all nap together at the same time as their classmates.
2. We provide thick comfy nap mats for each student.
3. Please **SEND A STANDARD SIZED CRIB SHEET** to cover your child's mat along with any nap items that help your student rest well. Freshly laundered and/or sanitized loveies, sleep sacks, pacifiers, blankets and small stuffed animals are all fine to bring – **PLEASE REMEMBER TO LABEL THESE IMPORTANT ITEMS.**
4. All IPDO students are required to lay on their mat and remain quite and calm during nap time. We will encourage them to sleep, however as long as they rest quietly without disturbing their fellow students they may stay and nap at Immanuel PDO. We understand that it may take your child a few days, maybe even a couple weeks, to learn the routine and get comfortable. We are dedicated to continue working with each child through this process. We will provide books, lullaby music, sound machines, rub backs and nurture them as they rest.

**PLEASE NOTE:
FOR THE SAKE OF THEIR FELLOW STUDENTS,
IF YOU CHILD IS UNWILLING TO REST
AFTER AN APPROPRIATE ADJUSTMENT PERIOD,
YOU WILL BE ASKED TO BEGIN EARLY DISMISSAL
SO YOUR CHILD CAN NAP AT HOME.**

Safety

Immanuel PDO believes it is important to do all we can do to protect the students, IPDO families and teachers. A few steps taken to accomplish this goal include:

- > IPDO staff is fully vaccinated for Covid-19
- > Our staff is certified in CPR and First Aid.
- > The IPDO staff has trained with the Stop The Bleed program.

Additionally, all IPDO Staff are required to sanitize and care for students in the following categories throughout the day:

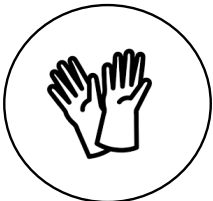
Clean and Sanitize:

All toys and furniture are cleaned and sanitized each day. Highly used areas such as door handles, light switches, bathroom sinks and faucets are sanitized throughout the day.

Child Care– Teachers will assist children throughout the day:



- > **Washing Hands:** Students will wash hands as they enter the classroom, before and after eating snack and lunch, after using the restroom, after going to the playground or playroom.



- > **Gloves:** Teachers will wash hands and have disposable gloves available while preparing food and drinks for snack and lunchtime. Teachers will also have disposable gloves available during diaper changes.



- > **Best Practices:** Teachers will encourage kids to keep toys out of their mouth and sanitize immediately as needed. Teachers will wipe down all-in-one lunch containers before placing them in refrigerators. Teachers will sanitize playroom toys before and after each class use.

- > **Monitor Student Health:** Teachers will monitor students throughout the day and alert the Director of any sign of illness.

A Healthy Classroom Starts At Home

Carefully examine your child before bringing them to school. If your child has any of the following symptoms, PLEASE KEEP THEM AT HOME:

- fever ≥ 100 degrees F
- vomiting/diarrhea
- chills, shivers, or sweating
- aches or muscle pain
- not eating or drinking
- any other atypical symptoms
- cough, sore throat,
- shortness of breath, difficult breathing,
- flushed cheeks, fatigue
- extreme fussiness, headache
- new loss of taste or smell



A SICK CHILD NEEDS TO BE HOME WITH MOMMA

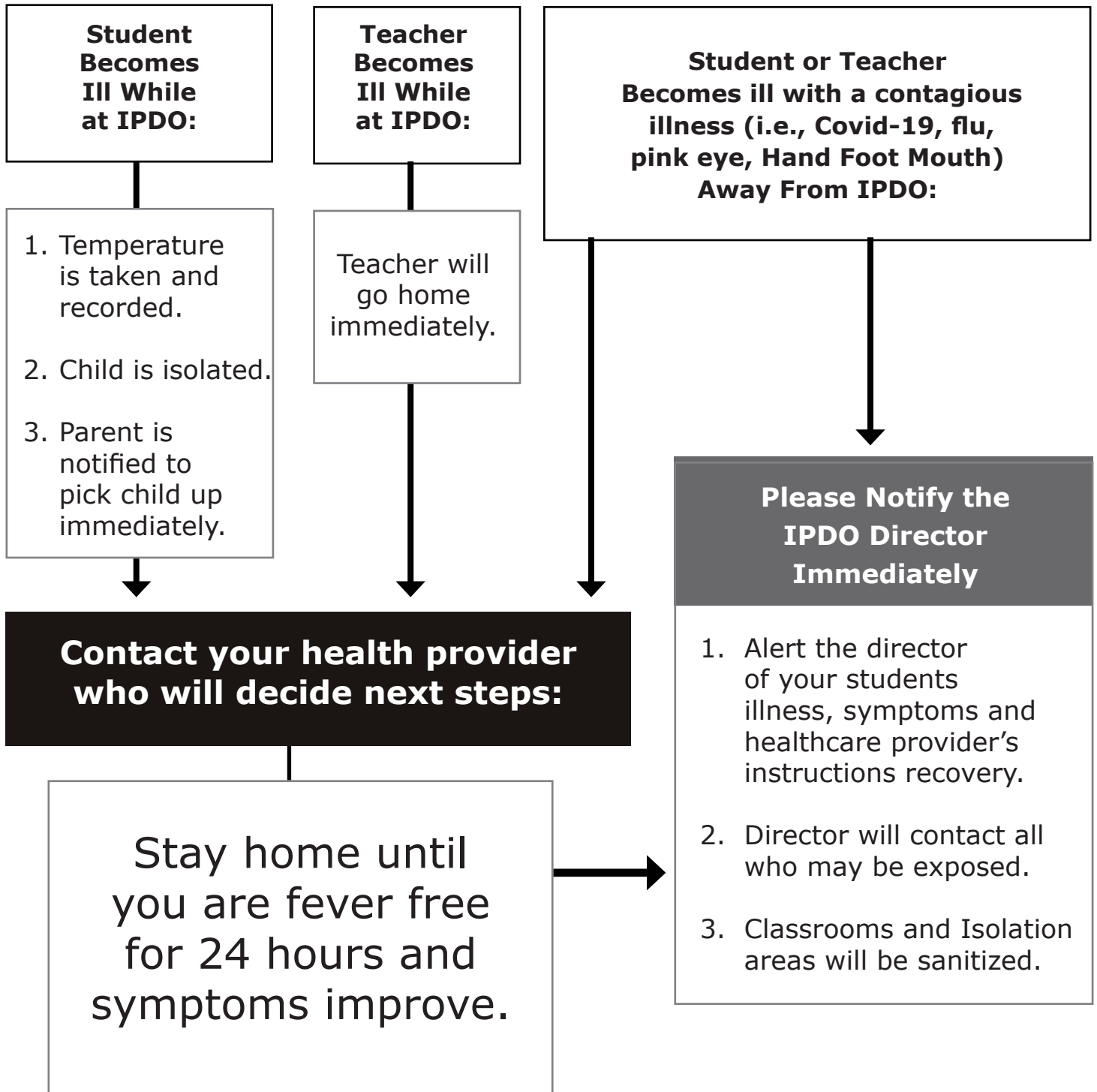
To protect classmates and teachers from getting sick:

If your child arrives to school with a green, runny nose or any symptoms above,
WE WILL ASK YOU TO TAKE YOUR CHILD HOME.

If you realize "after the fact" that your child may have exposed other students to a contagious illness, YOU MUST LET THE DIRECTOR KNOW IMMEDIATELY so the Director can take proper health measures and alert other parents whose child may be affected.

Map to Monitor Illness

WHAT TO DO IF...



Immunizations:

All students must have an up-to-date Immunization Record on file in accordance with the TN Health Department Guidelines before attending class.



Bloomz:

Immanuel PDO uses a parent/teacher app called Bloomz as their main form of communication. All families are expected to download the Bloomz app and monitor all messages posted through Bloomz. This is a free app for parents to download which allows:

- > IPDO to share all school news and event information, including:
 - School closures, early dismissals, delays
 - Tuition and registration information
 - IPDO program events
 - Weekly school updates
- > Teachers to share daily classroom information and photos.
- > Teachers to reach out to parents individually to share daily information.
- > Parents communicate with teachers directly about your student.
- > Parents to contact other parents in your students class.
- > Current families are automatically placed in 23-24 year classrooms.
- > New families are sent instructions and an invite to join.

School Closings:

Weather related closings are decided by the Director and Pastor on a day-to-day basis. The safety of area roads, the church parking lot, and the ability of our teachers to safely drive to work are all factors in making a decision to close school for the day. IPDO closings are independent of all other public and private school districts.

All school closings are posted to Bloomz. In the event of inclement weather, please check your messages before coming to the school.