

2025-2026 Handbook



TRINITY LUTHERAN CHURCH
PARENTS' DAY OUT

Our Mission Statement:

“We are a Christ-centered Parents’ Day Out Program. It is our goal to bring the love of God to your children in a loving and safe environment where children are encouraged to learn and grow. We do this through fun weekly themes, crafts, music, and age-appropriate curriculum that is implemented by our dedicated and wonderful staff. We work to be an outreach to any families in our community by providing affordable but quality childcare and donating time and money to local charities.”



PDO PHONE LIST

Miss Erika	314-808-3850
Miss Cassie	314-420-2404
Miss Sam.....	314-541-0972
Miss Stephanie.....	314-287-2089
Miss Alyssa.....	314-240-6025
Miss Danielle.....	314-646-9719
Fax.....	314-822-9290
TLC Office.....	314-822-8244

Follow us on Facebook: www.facebook.com/groups/TrinityLutheranPDO and on Class Dojo!

Check for updates and pay your bill on our website:

<https://trinitykirkwood.org/parents-day-out-pdo/>

Send Emails to:

TrinityLutheranPDO@gmail.com

Send mail to:

TLC/PDO

820 Lockett Rd.

Kirkwood, MO 63122

*** It is important to PDO that all staff members can maintain a healthy work-life balance. We will always do our best to respond to emergencies, but please note that office hours for teachers are 7:30a-2p and 7a-4p for the director, Monday- Friday. Messages sent during non-office hours may not be responded to until the following business day. ***

Miss Danielle's Class (Infants):

- 1 Bottle of Anti-Bacterial Hand Soap
- 1 Box of Large Nitrile Gloves
- 1 Diaper Bag
- 1 Large Bottle of Tacky Glue
- 1 Large Box of Tissues
- 1 Plastic Folder
- 1 Roll of Paper Towels
- 1 Sleeve of Your Child's Diapers
- 2 Containers of Disinfectant Wipes
- 6 Packs of Fragrance-Free Baby Wipes

Miss Alyssa's Class (1's):

- 1 Bottle of Anti-Bacterial Hand Soap
- 1 Box of Jumbo Crayola Crayons
- 1 Box of Large Nitrile Gloves
- 1 Full-Size Backpack, Labeled
- 1 Large Bottle of Tacky Glue
- 1 Large Box of Tissues
- 1 Pack of Non-Coated Paper Plates
- 1 Plastic Folder
- 1 Roll of Paper Towels
- 1 Sleeve of Your Child's Diapers
- 2 Containers of Disinfectant Wipes
- 6 Packs of Fragrance-Free Baby Wipes

Miss Cassie's Class (2's):

- 1 Bottle of Anti-Bacterial Hand Soap
- 1 Box of Large Nitrile Gloves
- 1 Full-Size Backpack, Labeled
- 1 Large Bottle of Tacky Glue
- 1 Large Box of Tissues
- 1 Pack of Non-Coated Paper Plates
- 1 Plastic Folder
- 1 Roll of Paper Towels
- 1 Sleeve of Your Child's Diapers or Pull-Ups (w/ Tabs), If Needed
- 2 Containers of Disinfectant Wipes
- 6 Packs of Fragrance-Free Baby Wipes
- **BOYS BRING IN:** 1 Box of Big Crayola Markers
- **GIRLS BRING IN:** 1 Box of Jumbo Crayola Crayons

Miss Sam's Class (3's):

- 1 Bottle of Anti-Bacterial Hand Soap
- 1 Box of (16) Jumbo Crayola Crayons
- 1 Box of Crayola's "Colors of the World" Crayons
- 1 Box of Large Nitrile Gloves
- 1 Crayon Box, Labeled
- 1 Full-Size Backpack, Labeled
- 1 Pack of Non-Coated Paper Plates
- 1 Plastic Folder, Labeled
- 1 Roll of Paper Towels
- 1 Sleeve of Your Child's Diapers or Pull-Ups (w/ Tabs), If Needed
- 2 Containers of Disinfectant Wipes
- 6 Packs of Fragrance-Free Baby Wipes
- **BOYS BRING IN:** 1 Box of Big Crayola Markers AND 1 Set of Crayola Watercolor Paints
- **GIRLS BRING IN:** 1 Container of Plastic Forks AND 1 Large Bottle of Tacky Glue

Miss Stephanie's Class (4's and Up):

- 1 15.60oz Bag of Skittles
- 1 Bottle of Anti-Bacterial Hand Soap
- 1 Box of Big Crayola Markers
- 1 Box of Regular Size Crayola Crayons
- 1 Full-Size Backpack, Labeled
- 1 Pack of Non-Coated Paper Plates
- 1 Plastic Folder, Labeled
- 1 Roll of Paper Towels
- 1 Three Ringed Binder, Labeled
- 1 Three-Pronged Folder, Labeled
- 2 Containers of Disinfectant Wipes
- 6 Packages of Fragrance-Free Baby Wipes
- **BOYS BRING IN:** 1 Box of Large Nitrile Gloves AND 1 Container of Plastic Spoons
- **GIRLS BRING IN:** 1 Container of Straws AND 1 Large Bottle of Tacky Glue



2025-2026 Important Dates

8/28/25 Open house
9/2/25 First day of school!
11/26/25-11/28/25 Thanksgiving break
12/22/25-1/2/26 Christmas vacation (<i>no late day on 12/19</i>)
1/19/26 No School; Dr. Martin Luther King, Jr. Day
2/16/26 No School; President's Day
3/16/26-3/20/26 Spring break
4/3/26 No school; Good Friday
4/6/26 No school; Easter Monday
5/21/26 Last day of school (<i>no late day</i>)



September 2025

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

FIRST DAY!

Back to school

7

8

9

10

11

12

13

All about me

14

15

16

17

18

19

20

Down on the farm

21

22

23

24

25

26

27

Hello Fall!

28

29

30



October 2025

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

Fire safety

5

6

7

8

9

10

11

Super Hero's

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13

14

15

16

17

18

Outer space

19

20

21

22

23

24

25

Pumpkins

26

27

28

29

30

31

Halloween



November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 PJ Day!	4	5	6	7	8
	Bears & Hibernation					
9	10	11	12	13	14	15
	Manners & Nutrition					
16	17	18	19	20	21	22
	Thanksgiving & Native Americans					
23	24	25	26	27	28	29
	Thanksgiving		Thanksgiving Break			
30						



December 2025

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

Hello Winter!

7

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10

11

12

13

Nativity

14

15

16

17

18

19

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Christmas

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22

23

24

25

26

27

Christmas Vacation

28

29

30

31

Christmas Vacation



January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				Christmas Vacation		
4	5 Return to school	6	7	8	9	10
	Penguins & Snow					
11	12	13	14	15	16	17
	Pets					
18	19 No School— MLK Day	20	21	22	23	24
	Transportation					
25	26	27	28	29	30	31
	Dinosaurs					



February 2026

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

Ground Hog Day & Dental health

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9

10

11

12

13

14

Valentine's

15

16

No School-
Presidents Day

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18

19

20

21

Everyone is special

22

23

24

25

26

27

28

Our 5 senses



March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	Dr. Seuss					
8	9	10	11	12	13	14
	Saint Patrick's Day					
15	16	17	18	19	20	21
	SPRING BREAK!					
22	23	24	25	26	27	28
	Hello Spring!					
29	30	31				
	Easter					



April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 No School— Good Friday	4
	Easter					
5	6 No School— Easter Monday	7	8	9	10	11
	Wild animals & the zoo					
12	13	14	15	16	17	18
	Community helpers/occupations					
19	20	21	22	23	24	25
	Recycling/Earth Day					
26	27	28	29	30		
	Ocean life					



May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
	Children's favorite stories					
10	11	12	13	14	15	16
	Hello summer!					
17	18	19	20	21 Last day of school!	22	23
24	25	26	27	28	29	30
31						

Trinity Lutheran Parents' Day Out

Operations & Safety Handbook

Last
updated:
7/30/2025

Trinity Lutheran PDO Operations & Safety Handbook

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Operations

This Policies and Procedures Manual has been developed for the Parents' Day Out program at Trinity Lutheran Church in Kirkwood Missouri (hereinafter TLC/PDO). This Manual standardizes the day-to-day practices and guides decision making by the staff and church leadership as the program operates to serve families in the metropolitan area.

Registration

Before a child can attend TLC/PDO, the following forms must be completed by a legal guardian and submitted to the Director:

- Registration Form
- Emergency Information Form
- Immunization Record & Medical Examination Report
- Religious Organization Childcare Facility Notice of Parental Responsibility Signed Form

These forms shall include, at a minimum, the child's name, home address, date of birth, emergency contact information, a listing of a medications, allergies, and special needs, the person(s) authorized to pick up the child, any other relevant medical history, a record of immunizations and authorization for pictures to be used on the website or in TLC/PDO flyers that Trinity Lutheran Church may publish. The registration and immunization forms will be kept on file in the TLC/PDO office for a minimum of two years. The student release form is kept on file in each classroom. All forms will be updated periodically as required.

Immunization

Written proof of immunization, signed by a physician verifying the dates and types of vaccines administered, must be submitted as part of the child's registration. This record will be updated annually. The Director will keep this record on file in the TLC/PDO office. The TLC/PDO may choose to deny enrollment of a child if the child does not have the immunizations required by the state. Forms may be faxed directly to PDO at 314-822-9290 or sent via email to TrinityLutheranPDO@gmail.com

Staff/Child Ratios

Although TLC/PDO is exempt from State Regulation of child-care centers, we strive to maintain staff/child ratios consistent with the requirements set out in 19 CSR 30- 60.050(2)(B-H) State of Missouri, Department of Health. The Director shall be responsible for assigning each child to a particular class, monitoring with the class teacher child development and progress and reassigning children as needed. The Director has the discretion to adjust class sizes as appropriate at any time during the school year.

Drop Off Procedure

PDO implements a car line drop off and pick up method for arrival and dismissal every school day. A line should be formed by parents in their vehicles at drop off every morning beginning at 8:15 AM. Children and parents shall remain in their vehicles until they reach one of the first three spots (marked by traffic cones). A staff member will help remove the child from the vehicle and escort them indoors to staff waiting to take the child to his/her assigned classroom. The doors to PDO will be locked at 8:45am, or when the car line has been completed. If you are aware that your child may be tardy on a morning, please notify the director or your child's teacher. Parents/guardians are only permitted entrance to the building under special circumstances.

Pick Up

In a similar fashion the pickup procedure will be done in a car line method. Parents are expected to be lined up in their vehicles at 12:30pm. Upon dismissal, staff will escort children to their cars. PDO staff will not buckle children into their car seats. Please have the provided name card visible on your dashboard to assist staff in quickly delivering the correct child to the correct vehicle. If you plan to pick up your child early on a particular day, please notify the director or your child's teacher so a staff member can meet you at the door for dismissal. Parents/guardians are only permitted entrance into the building under special circumstances.

Car Seats

PDO reserves the right to deny any parent, guardian, or authorized individual to pick up a child if there is not an appropriate car seat installed in the vehicle of whomever is picking the child up. All staff at PDO are mandated reporters and any knowledge of neglectful vehicle safety can become the program's liability if not prevented.

Pick up from "Late Day"

If your child is staying for "Late Day" and being picked up before the 2pm end time, please ring the doorbell and a staff member will prepare your child to leave and escort them to exit the building as you wait at the door. Children leaving at the normal 2pm dismissal time will be packed and ready to leave upon parents' arrival. Your child will meet you at the door with staff.

Infant Room Pick Up & Drop Off

Parents with infants will have the option of entering the building to take their child directly to the nursery. We understand that there are often more things that need to be explained to teachers with these younger students. The teacher will greet you at the door to receive the child and check them in for the day.

Snacks

PDO offers a daily snack time for all age groups. A monthly snack schedule will be sent home at the beginning of each month and families enrolled in the program will provide snacks on a rotating schedule. Snacks may be brought in early for your convenience.

Lunch

PDO eats lunch at school every day at 11:45AM. Please pack your child a healthy lunch daily. We recommend packing all items in a lunch box labeled with your child's name with an icepack. If a lunch is forgotten, we have snacks available for such emergencies.

Backpacks

Every child should bring a full size backpack or bag to school each day. These bags need to be clearly labeled with your child's first and last name. Each child should keep an extra pair of clothes in their bag in case of emergency. Please check your child's bag daily, as this is the easiest and most efficient way for teachers to send crafts, schoolwork, and important information home to you as needed.

Cups

All children will be required to supply their own age appropriate (spill-proof) cup. This cup must be labeled with your child's first and last name on all parts. This cup will be sent home daily for washing. It is the parents' responsibility to make sure their child(ren) are sent to school daily with a clean cup filled only with water.

Diapers & Potty Training

PDO staff asks that all children that wear diapers bring a supply to be kept in his/her classroom. Diapers are changed at a MINIMUM of twice a day (more often as necessary). Your child's teacher will send a note home whenever the supply is running low.

Children under the age of 24 months (in attendance of our infant rooms and One Year Old rooms) are not to be toilet trained within the Parents' Day Out facility. Children within this age range will only be diapered due to limitations within the facility (no bathrooms are in either the infant or one year old classrooms. This policy is assigned to follow rule 5 CSR 25-300-090).

Children that have been given a laxative (such as miralax) are not to be sent to school for at least 24 hours after their final dose if he/she is no longer wearing diapers. If your child has been given a laxative it is a common courtesy to notify your child's teacher. Children that have 3 consecutive loose stools will be sent home for the day.

Children that are actively potty training must be accident free at home for seven consecutive days before he or she can attend PDO in underwear. He or she will be required to wear a pull up to prevent unsanitary conditions. Please coordinate with your child's teacher if/when your child begins potty training. We are here to help!

Early Drop Off

Early drop off is available daily at 7:45AM for an additional fee of \$6/day. This will be added to the following months bill.

Late Day Pick Up

Late day is available until 2PM every day. We request that you notify a staff member at morning drop off if your child will be staying until 2 on any day. The additional fee of \$12 will be added to the following months bill.

Dispensing Medicine

When given written permission and direction by a child's parent or guardian, an epinephrine auto-injector (EpiPen) will be dispensed to children in the TLC/PDO program. The EpiPen will be housed in the location as directed by the child's parent or guardian (in child's backpack, in safe location in the classroom, etc.). No other medicine will be dispensed.

Driving by Staff

Staff members are not allowed to drive children enrolled in the TLC/PDO program during school hours.

Billing

The Parent(s) or Guardian(s) responsible for children enrolled in the TLC/PDO program will be billed monthly. Bills will be prepared by the Church Treasurer, reviewed by the Director, and distributed by the Director during the first week of each month. Payment is expected within 14 days after the invoice date. Families will be invoiced for a child's attendance for the coming month. Credit will not be given for missed days, except in unusual circumstances. The monthly invoice will also include early drop-off, extra day and late pickup fees for the previous month. Payments may be made either by check (or cash) delivered to the PDO Director, or on-line at the TLC website. The Church Treasurer will be responsible for monitoring accounts receivable and coordinating with the Director when family accounts are overdue. Delinquent accounts will be contacted through notes and by phone to bring their accounts current and billed a 1.5% interest fee on the following months bill. Although TLC/PDO will strive to work with families financially unable to pay timely, TLC/PDO reserves the right to deny a child enrollment due to non-payment when the payment is thirty days delinquent. The Church Treasurer will notify the TLC/PDO Director of any insufficient funds received by a TLC/PDO parent or guardian.

Snow Days & Inclement Weather

If there is inclement weather that prevents students and staff from getting to school safely, PDO will close. Notice of closures will be listed on the website, ClassDojo and Facebook page. Snow days will be reimbursed on the following months bill.

Discipline Philosophy

Teachers and staff at TLC/PDO believe in and follow a preventative, supportive, and corrective philosophy of discipline. Children are never intentionally embarrassed or shamed and our staff strive to

be proactive as opposed to reactive in disciplinary situations. Methods of corporate punishment are

strictly prohibited and would result in immediate dismissal of an employee and notification to appropriate authorities.

Children are always given clear expectations within the program and classroom settings. If expectations

are not being met staff will follow these steps as the situation escalates:

1. Clearly restate the expectation with a reminder
2. Have a one-on-one conversation with the child about expectations.
3. Address emotions and demonstrate/remind the child how to practice self-regulative behaviors.
4. Talk-it-out/mediate between peers.
5. Restate and discuss expectations.
6. Provide age appropriate, situation specific consequences:
 - a. Separation from problem stimuli
 - b. Age-appropriate breaks
 - c. Communication with parents
 - i. Staff will update parents on the situation, any actions that were taken to end inappropriate behavior and discuss ideas on prevention of any reoccurrence.
 - ii. If behaviors are unsafe, or overly disruptive PDO reserves the right to refuse continuation of care. Please see Operations page 4, *Right of Refusal*.

Right of Refusal

If any child becomes a health risk or a danger to others, or is disruptive to the staff, TLC/PDO reserves the right to remove that child from the facility and to refuse to enroll that child in the future.

Parents and guardians are also expected to maintain parental responsibility and follow guidelines expected by Trinity Lutheran Church and PDO. A child may be dismissed from the program or denied future enrollment if payment is excessively delinquent, if his/her parents do not adhere to the expectations laid out by PDO in this document, or if dangerous or threatening conduct occurs while on TLC property or towards any PDO staff members or students registered in the program.

Safety

Red backpacks that include emergency contact information, first aid kits, flashlights and bottled water are stored in each classroom and should be taken with students in any of the following circumstances when there is a need to evacuate the building or move to another part of the building.

Fire

In the event of a fire, children and staff will be evacuated from the building according to the escape route maps posted throughout the facility. Each staffer in charge of a class is responsible to account for the children in their class. 911 Emergency will be called as appropriate by the Director. If the Director is unavailable, a designated "Safety Officer" will make the call. Once all children and staff are at the designated safe gathering area on the east side of the parking lot, staff will account for their children to the Director or "Safety Officer" who will verify against the daily roster that all children have been evacuated. Fire drills will be conducted periodically. Staff will be trained in the use of a fire extinguisher.

Earthquake

In the event of an earthquake, children and staff will be evacuated from the building to the open area east of the church. The procedures outlined above for Fire Safety procedures will be followed.

Tornado/Severe Weather

In the event of a tornado siren, staff will account for their children, take the red backpacks, and move them away from windows into the interior hallways and classroom in the southwest corner of the building's lower level. Staff will cooperate with all instructions issued by emergency personnel (fire, police, ambulance, EMT, etc.). Tornado drills will be conducted periodically. If a severe weather warning is issued, the Director may, at his/her discretion, shall cancel the program for that day and call parents and guardians to pick up their children or depending upon the circumstance, the Director may instruct staff to follow the same procedures for a tornado.

Intruder Drills

Lockdown

In the case of an intruder, the TLC/PDO Director will immediately notify staff that a lockdown is required. The Director will call 911 Emergency and report the intruder as soon as possible. Staff will calmly lock doors and lower all blinds and move the children to one corner of the room, depending on the location of the intruder (if known). The TLC/PDO Director will announce when the lockdown is lifted.

Evacuation

The TLC/PDO Director will notify staff of an intruder immediately and instruct that the evacuation protocol is to be initiated. The TLC/PDO Director will call 911 Emergency to report the intruder as soon as it is known. If the main hallway is clear, staff will calmly exit through the nearest door away from the intruder and take the red backpacks with them. If the intruder is in the main hallway, staff will lock the doors and evacuate the students through the windows, taking the red backpacks with them. One staff member will be outside leading children away from the building while another staff member gently places the child on the ground outside. The children and staff are to walk quickly and calmly to the neighbor's house on whichever side the intruder is NOT located. Red backpacks are to be taken with them to call parents once everyone is safe.

Weapon on the Premises

The TLC/PDO prohibits the carrying, display or brandishing of a gun or any other weapon readily capable of lethal use, whether concealed or not, by any person, including those holding a concealed carry endorsement, except law enforcement officials acting within the scope of their duty on church premises. Any person in violation of this policy will be asked to leave church property. Additionally, the Director may report the incident to law enforcement officials, ban the person from school premises or seek other legal remedies. Staff will take steps to move the children to a safe area either in or out of the building if necessary and take red backpacks with them.

Pets on the Premises

There are no pets allowed on church premises except as allowed during Show and Tell days as directed by the TLC/PDO Director

Poison

In the event a child has been poisoned, staff or the Director will immediately contact poison control through 911 Emergency. They will describe the poison, if known, and follow instructions from 911 and/or medical personnel. The Director will contact the child's parent or guardian and complete an Incident Report. Parents or Guardians will sign the Incident Report when they pick up their child to acknowledge they are aware of the incident.

Lost Child

Throughout TLC/PDO's hours of operation, staff are accountable for the children assigned to their class. In the event a child cannot immediately be located, the staff member will notify the Director, who will initiate a search of the grounds. As appropriate, 911 Emergency will be contacted, and the child's parent or guardian will be called.

Injury

In the event of an injury occurring to a child, staff and the Director will assess the child's needs and either administer first aid and/or contact 911 Emergency. Staff and the Director will follow instructions from 911 and/or medical personnel. The Director shall notify the child's parent or guardian and an Incident Report will be completed describing the specifics surrounding the incident. Parents will acknowledge they are aware of the incident by signing the Incident Report when they pick up their child.

Illness

It is of the utmost importance that you are considerate of your child's teachers and his/her classmates. Please DO NOT send your child to school if they are sick. This includes but is not limited to:

- a temperature at or over 100.0 degrees Fahrenheit
- green/yellow discharge from eyes/nose
- a cough
- undiagnosed rash/sores.
- diarrhea

After illness a child must be fever free for 24 hours without the aid of any fever reducing medications such as Tylenol or Ibuprofen before he/she can return to school. If your child becomes ill at school, he/she will be isolated in the Director's office and a call will be made for you to come pick up your child as promptly as possible. If your child is sick on a particular day, please call the PDO director at 314-808-3850 so his/her teacher can be notified for the day.

Infectious Diseases & Covid-19

TLC/PDO follows guidelines recommended by the Missouri Department of Health and Senior Services in reference to all health and safety recommendations regarding infectious diseases, like Covid-19. Students and staff that have become ill and or are exposed to such a disease are required complete the required quarantine/isolation period prior to returning to school premises. Please contact the director for the most up to date information regarding recommendations from the Missouri Department of Health and Senior Services. Recommendations continuously change and TLC/PDO wants to make sure everyone is up to date with the most recent requirements.