



Parent Handbook

FALL 2026-2027



RAINTREE
COMMUNITY CHURCH

101 SW Raintree
Lee's Summit, MO 64082
816-537-8111



Welcome to the Parent's Day Out Program at Raintree Community Church!

We are delighted that you have chosen to entrust us with the privilege of coming alongside you and your children in this season of life.

We believe that every child needs to know who created Him and why they exist. At Raintree, we teach that every child is a treasure from God and that they are all fearfully and wonderfully made by God for His glory. This truth echoes throughout the Bible! One of the most vivid displays of God's heart for children is seen in the words of Jesus in the Gospel of Matthew:

"But Jesus said, 'Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven'." – Matthew 19:14

We want to exhibit the heart of Jesus as we receive your children on a weekly basis into in program.

Thank you for allowing us the privilege of investing in your children and your family. If you do not belong to a church family, we invite you to gather with us to worship the Lord together! At Raintree, we are committed to being Gospel-driven, Word-Centered, equipping the saints, and training the next generation. We would love to get to know you better and answer any questions you might have about our church and how we carry out Christ's mission. If you would like to set up an appointment with me, please feel free to call our church office 816-537-8111.

Your fellow servant,

Dr. Stephen Conley

Lead Pastor | Raintree Community Church

Enrollment

Enrollment is open to children aged 18 months - 5. Children will be assigned to classes on a first-come, first-serve basis. No child shall be denied admission because of race, economic status, or physical status; however, as a private ministry, our staff is limited as to how to handle specific physical needs.

Hours of Operation

Monday, Tuesday, and Thursday:

9: 15 am -1: 15 pm

- Enrollment is only available for all three days or two days a week. (See below)
- Fall Starting Date: Tuesday, September 8th
- PDO is **closed** for Thanksgiving, Christmas break (TBD) and MLK Day, Presidents' Day, and Spring Break (w/ Lee's Summit); these dates will be given at the beginning of each school year.
- **Snow days** will coincide with Lee's Summit R-7.

****If your child misses a day that they are enrolled and the PDO program is open, you are responsible for the payment of that day.***

Tuition and Fees

There is a non-refundable \$125.00 per child enrollment and supply fee due at the time of enrollment.

Three Days a Week	
Monday, Tuesday & Thursday (1 st child)	\$290.00
Monday, Tuesday & Thursday (2 nd child)	\$220.00
Pre-K age children MUST sign up for all three days	

Two Days a Week	
Monday/Tuesday (1 st child) Monday/Thursday Tuesday/Thursday	\$220.00
Monday/Tuesday (2 nd child) Monday/Thursday Tuesday/Thursday	\$165.00
You MUST choose your 1 st , 2 nd and 3 rd choice on your enrollment form. These will be filled in the order they're returned.	

- Payment is due between the 1st-7th of each month. Please don't make online payments before the 1st of the month they are due.
 - After the 7th of the month a \$5 PER DAY late charge will be applied.
 - If a problem or issue arises, please contact Robin **PRIOR** to the due date.
 - Pay **ONLINE** by going to RaintreeChurch.com, hover over "Parent's Day Out", and then click on "PDO Tuition". **Remember to click the box to cover the online fees.** An account can be created so tuition can be a recurring transaction. Connecting a bank account for payments over \$165 will incur less of a transaction fee (\$5 per transaction).
 - Returned checks will be charged a bank fee that must be included when issuing another payment.

Drop-off/Pick-up

The front doors will be unlocked for drop-off at 9:10am.

- Sign in your child at the front or side door
- At check-in, also sign the name of the person to pick up your child.
 - If that person is unable to pick up your child, you must call Robin Erisman to let her know of the change.
 - If a person comes to pick up your child and they are not on the sign-in sheet or on your enrollment form *they will not be able to leave with the child until a parent is contacted*
- At 9:30am the church doors are *locked* for safety.
 - If you are late or need in the church after that time ring the doorbell or call Robin at 816-935-9961 or Courtney at 816-719-4496.
- Please have your child here by 9: 30 am at the latest each day as the teachers are already beginning the class schedule.

At 1: 05 pm drive-through pick-up will begin at the front of the building.

- Be sure your Child's name sign is visible in your front wind shield
- Pull all the way forward and assist your child into the vehicle quickly to keep the line moving.
- If you need to pick up your child early please let Robin know at drop off.
- *If you are late picking your child up you will be charged a fee of \$5.00 for every 15 minutes starting at 1:25 pm, this will be added to your bill.*

Lunches

****We need to know of any food allergies your child may have before they enter the program. There is a space on the enrollment sheet for allergies.***

You will be required to supply your child with a sack lunch and drink each day.

- If you forget a lunch we will contact the parent to bring one in.

NO PEANUT BUTTER or peanut butter items are allowed at any time!

Supplies

Backpack with:

- Lunch & Drink
- Extra set of clothes (Just in case)
- Diapers & Wipes (If not potty trained)

**Please mark each item with your child's name.*

Bathroom

Children 4 years and older must be completely potty trained when beginning the program. They must be able to take care of their needs. 3 year olds must be actively working on potty training. Teachers can help with snaps or zippers.

Health

Every effort is made to protect your child from illnesses and disease. One ill child could cause many to become ill.

If a child displays any of the following symptoms, he/she must be kept at home, or will be sent home at the first signs:

- Fever – 24 hours prior to drop off
- Diarrhea (even once); unless accompanied by a doctor's note that states the issue is NOT a virus or infection (i.e., Antibiotics/teething)
- Nasal secretions that are thick, yellow, or green, and/or accompanied by fever. Cloudy or colored nasal secretions may indicate allergy; however, check with a doctor to rule out infection
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting or nausea.
- Eye drainage of any type should be checked by a doctor to rule out infection
- Child not feeling well, such as lethargic behavior and/or crying
- Lice
- Pink eye- includes "matted eyes" until a doctor can verify
- Skin rash or infection (boils, ring worm, impetigo, thrush, etc.)
- Difficult or rapid breathing
- Oozing or draining wound

If a child has become ill and sent, or kept at home, he/she may return after illness when:

- Child is fever-free for 24 hours WITHOUT THE AID OF MEDICINE
- Nausea, vomiting or diarrhea has subsided for 24 hours
- The prescribed number of doses of an antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

*Inform the school if your child becomes ill with any contagious illnesses, such as chicken pox, fifth disease (slapped-cheek), lice, etc.

Emergency inhalers or EpiPens can be given to the Robin to be kept for emergency use. They must be in the original labeled container with prescription directions, and a parent must provide authorization for administration *in writing* with a signature and date.

Medication will not be given without written permission from the parent.

**A continual problem of not being able to reach a parent when a child is sick or hurt could result in the child being withdrawn from the program.*

Discipline

It is the intent of the program to remain positive and filled with loving correction. In order to assist in the children becoming good friends and practicing good manners, the positive discipline strategy is implemented:

1. Positive redirection and/or choices given for behavior- removal of the child from the unacceptable activity and redirect to a new interaction or the appropriate use of materials and/or offer another acceptable choice.
2. Time out- removal from the group or activity to sit alone in a chair, at a table or on the floor. Age-appropriate time-outs are 1 minute per year of age (ex.: a 3 yr old would have 3 min).
3. Phone call to the parent.
4. Parent Conference-teachers will partner with parents to decide behavioral strategies.

**Depending on the severity of the action, the parents may be notified immediately.*

Termination of Services

Termination could result for any of the following situations:

- Children whose continued aggression or uncooperative spirit endangers others or whose recurring disruption prevents or impedes effective teaching and learning may be dismissed at the director's discretion. Parents must disclose at the time of enrollment special needs, conditions, handicaps or health concerns which may affect the ministry.
- If a parent continuously picks up their child late.
- If tuition or fees are more than two weeks past due.
- If a parent fails to abide by the policies of the RAINTREE PDO Parent Handbook.

Safety

Fire, Tornado and Lock-down drills will be practiced regularly throughout the school year. The staff will assist in helping children understand the need to practice these drills for safety.

If a child has a minor accident while at school, a report will be completed and signed by the teacher. A copy of the report will be given to the parent and the original will be placed in the child's file. If necessary, first aid will be administered, and the parent will be notified as quickly as possible. If your child needs emergency medical attention, 911 will be called first and the parent notified immediately after.

Curriculum

The program is a structured day and students will be taught numbers, letters, colors, how to work with others, Bible stories and verses, and many other self-help skills.

Parent Communication

- Parents should employ all of the following in order to remain current and up-to-date:
 - **FACEBOOK:** RAINTREE PDO closed group will be established for each family once enrolled. Feel free to post general information and questions; however, this site will be monitored for appropriate content and also will not allow for solicitations. When a student no longer attends the ministry, the family will be removed.
 - **EMAIL:** information will be provided to the email address provided on the enrollment form.

Thank you for allowing us to love your children and minister to the family. If you do not yet have a regular place to worship, we welcome you to come worship with us! We know that this year will be a great opportunity to see God move through the eyes of each child!

Please feel free to contact our PDO director with any questions or concerns.

Robin Erisman
PDO Director
816-935-9961

Courtney Erisman
Asst. PDO Director
816-719-4496

pdoadmin@raintreechurch.com

Helpful Hints

1. Children should come to school clean and with diapers changed. If potty training, help them go to the bathroom. This gets the child ready for a great day at school!
2. Do not allow your child to bring toys from home unless requested by his/her teacher. Special “transition” toys may be placed in the backpack and left there for the day.
3. Children should wear washable play clothes each day and closed-toe, soft-soled shoes. Our playground has rubber mulch that is uncomfortable when it works its way into open-toed shoes. Sandals and flip-flops are not the best shoe to a fun-filled school day.
4. Anything brought from home should be labeled with your child’s name-including coats, jackets, backpacks, lunchboxes, bottles, sippy cups, etc.
5. Most children experience some separation anxiety at every young age. Our teachers are trained and prepared to partner with parents through the transition. It is most helpful for parents to walk a child to the doors, give a quick hug and kiss, a wave “bye” and quickly exit. The child can be comforted quicker upon the parents’ exit. For new children, please feel free to contact Robin Erisman and she will check on your child and update you on their transition.
6. Young children thrive on routines. Teach children responsibility by encouraging him/her to do things for himself/herself by allowing plenty of time with structured guidelines. Teach your child to put away toys, to eat regularly and properly, and to establish regular toilet and sleeping habits. These are life skills that can be easily supported at school.