

## Welcome to Broadway Baptist Mom's Day Out 2019-2020

The Broadway Baptist Mom's Day Program begins on September 3, 2019. This program is offered for children who have turned two years old by August 1, 2019. The program is designed to provide children with a structured environment. Varied learning and fun activities are planned for each class to provide the opportunity for children to interact and try new experiences in a safe Christian environment. All children are accepted based on their adaptability to the program and to being separated from their parents. Enrollment is limited to ten children per class.

If your child is enrolled for the 2019/2020 school year, your child will also be eligible to enroll in our 2019 Summer Camp. The Summer Camp will be offered 3 days a week, based on interest and participation. Dates and fees of Summer Camp will be determined in Spring of 2019.

### Classes Offered and Fees (2-year-olds and young 3-year-olds)

**Classes available Monday – Friday, pending available openings.**

**All classes 9:00 AM – 12:00 PM.**

1 Day Class - \$85/month; \$75 enrollment/supply fee

2 Day Class - \$145/month; \$75 enrollment/supply fee

3 Day Class - \$160/month; \$75 enrollment/supply fee

**Active Broadway Baptist Members receive a 20% discount.**

We offer extended days Monday-Friday each week. You can sign up your child to stay until 2:00 PM for an additional \$10.00 per day.

Classes will begin September 3, 2019 and run through May 22, 2020. **We will follow the Fayette County School Calendar. Therefore, when Fayette County Schools are not in session there will be NO Mom's Day Out.**

Space is limited. Classes fill up quickly on a first come, first serve basis. There is a limit of 10 children per class. Please return the fee with the application to the Church Office or Preschool Director as soon as possible.

### Drop Off and Pick Up

**The school day begins at 9:00 a.m. and ends at 12:00 Noon.** Enter through Entrance C. No child will be admitted before 8:50 a.m. The teachers are preparing for the school day between 8:30 a.m.- 8:45 a.m. Even if your teacher is in the classroom when you arrive, we ask that you be considerate and wait until the door is open to enter the classroom. For security purposes, the outside doors will be locked at 9:30 a.m. If you come after 9:30 a.m. you will need to ring the doorbell labeled MOM'S DAY OUT. Bring your child into the classroom and place their backpack in the cubby hole. Please hang jackets, sweaters and coats on the hook under the cubby. After the teacher greets your child, a quick, cheerful, kiss and hug good-bye is best. Prolonging the good-bye will often worsen any anxiety a child may be feeling. Most children will calm down in a short time, but if not a teacher will call you.

In the afternoon you will wait for your child in the hallway outside our door. We will bring your child out to you to be dismissed. Children will be released only to the parent(s) and the persons listed on the release form. **NO EXCEPTIONS.** If you drop your child off, but will not be the one picking them up,

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please notify us in writing that morning at drop off. The person picking them up must be listed on the release form and **MUST** present a valid photo identification.

We ask that you arrive promptly at 12:00 p.m. to pick up your child. **There will be a \$5.00 charge for every 10 minutes you are late. The late fee also applies for any part of a 10-minute interval you are late.** If you are late, please be prepared to pay the fee to the teacher when you arrive to pick up your child. We have this policy because children feel anxious or upset if they are left at school after all of their friends have gone home. Also, our teachers have families of their own and need to have a dependable time for leaving in the afternoon. If you are running late, please call the church office. We do understand that sometimes there may be an emergency that prevents you from picking up on time.

Parents may choose to park their car or participate in the car line. If you choose to park your car, please park in a parking space when dropping off your child and when picking up. All Mom's Day Out and Preschool parents may park in the lower lot. Do not leave children unattended in parked cars. Do not leave cars running while unattended.

### Tuition

**Payment is due the first session of each month.** Checks may be made payable to Broadway Baptist MDO or cash. Parents will be responsible for payment of bank charges for any checks returned for insufficient funds. If more than two checks are returned for insufficient funds during the year, all tuition payments will need to be made in cash for the remainder of the year. **Active Broadway Baptist members will receive a 20% discount on tuition rates.**

### School Closings

We will follow **Fayette County Public School** calendar as closely as possible. We follow the same severe weather closings as **Fayette County Public School.**

*One or Two Hour Delay: Our classes will start on time*

*Public School Cancelled: Our classes will be cancelled*

Please listen for announcements on television and radio reports, as we do not contact families individually.

### Discipline

Our discipline policy is that of redirection by diverting a child to another activity. If this does not work, a child may be placed in "time-out". A continuing problem will be brought to the attention of the parent. We want to keep the communication lines open. If there is a situation we need to be aware of, please let us know and we will do the same with you.

### What to Bring

The items listed below are required to be brought each day your child attends the program.

**Spill Proof Cup** - A **labeled** spill proof cup needs to be brought each day for each child. We will fill the cup with water for snack. **Please NO juice boxes, Capri Sun drinks, or cups with straws.**

**SNACK**- Each child should bring a healthy snack, such as animal cookies, graham crackers or dry cereal in a disposable container or plastic bag. **Please no peanut butter, peanuts, or tree nuts.**

We discourage children from bringing toys as sharing, for this age; it is very difficult at times.

### Food Allergies

Please inform your child's teacher, in writing, of any food allergies that your child may have. If your child has any food allergies, you must provide all food and drinks for your child's snack. Broadway Baptist Preschool cannot serve any food to a child with food allergies due to the uncertainty of ingredients in some food.

## Clothes

Each child needs to bring an extra set of clothes each day. We recommend children wear comfortable play clothes such as jogging suits, pull on pants (especially during potty training), etc. Certain boots, dressy shoes and sandals can be a safety concern on some play equipment. We suggest **tennis shoes**. For those in diapers, please provide plenty of extra diapers. If your child is potty training please send plenty of extra underwear, clothing, an extra pair of shoes and socks. Please send these items in a back pack. If your child is in pull-ups, please send the velcro type. These are much easier to change in case of an accident.

## Sick Policy

Our goal is to ensure that all children are safe and healthy while they are enrolled in Mom's Day Out. We need the help of every parent to achieve this goal. Children will **NOT** be allowed to attend the program if they have any of the following symptoms:

- o Nausea
- o Vomiting
- o Diarrhea
- o Any unexplained rash or skin infection
- o Discharge in eyes or ears
- o Fever
- o Colored runny nose

Children must be symptom free for a **full 24 hours** before returning to class. (Please note that they must be fever free **without** Tylenol or Motrin for 24 hours)

Should a child begin to show any of these symptoms during class hours, we will contact a parent or emergency contact person as soon as possible to come and pick up the child. **No medication (prescription or over-the-counter) can be given by our staff.**

If your child has been exposed to a contagious disease, please notify us immediately.

To comply with state regulations, it is necessary to have a current immunization certificate for each child enrolled. This statement must be from either a doctor or the Public Health Department. This form must be received by the first day of class.

## Photographs

We occasionally take photographs throughout the year of the children as they participate in the program, highlighting the year's events. These photographs are sometimes used by teachers for craft activities, but also as an opportunity to better share Broadway Baptist Preschool with the community on our church website. If you do not want your child photographed for any reason, please see the Director.

We schedule a week of professional "School Pictures" for each class in the spring. Packets will be available to purchase along with a class composite.

## Daily Program

Our days are planned around monthly themes. All of the activities, learning centers and your child's art will be based around the theme for that month. We will be using some of the Abeka curriculum this year. Here is the schedule for a typical day.

- 9:00-10:00 Free Play
- 10:00-10:15 Clean up, Potty
- 10:15-10:30 Story and Song
- 10:30-10:45 Snack

10:45-11:15 Outside Time/Gym Time  
11:15-11:30 Potty/Change Diapers  
11:30-11:45 Craft/Story Time  
11:45-12:00 Activity/Music Time  
12:00 Noon Pick Up

From time to time, we will alter a day with special celebrations and parties for holidays and birthdays. We will recognize your child's birthday the week of his/her birthday. You may send in a special treat for the class to enjoy. Cookies, juice, pudding pops or individual ice cream cups are good examples of treats that are easy for the children to enjoy.

We are devoted to help your child develop emotionally, socially and mentally in a Christian environment where they will be safe and have lots of fun. Please contact the director, Sherry Lyons, 276-2592 (office) or by email [\*\*slyons@broadwaybaptistchurch.org\*\*](mailto:slyons@broadwaybaptistchurch.org), if there are any questions.