

## **Welcome to Broadway Baptist Church Preschool/Mom's Day Out 2025-2026**

This program is offered for children who have turned of age by August 1, 2025 (ex.: 1 year old for the 1-year-old class, etc.). Three-year-olds can attend either the Mom's Day Out or the Preschool program, depending on whether they are potty-trained. 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.

If your child is enrolled for the 2025-2026 school year and has turned 2 years old by January 2025, he/she is eligible to enroll in our 2025 Summer Camp, based on interest and participation. Dates and fees of Summer Camp will be released in Spring, 2025.

Parent/Child Open House is scheduled before school starts in August. You will receive an email with details. This gives the parent and child an opportunity to visit the classroom and meet their teacher and other children and receive a parent information packet.

### **Classes and Fees**

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

**All classes 9:00 AM – 12:00 PM**

1 Day Class - \$90/month or \$810.00 (9 months)

2 Day Class - \$175/month or \$1,575 in total (9 months)

3 Day Class - \$190/month or \$1,710 in total (9 months)

A \$75 non-refundable registration is due upon registration.

***For currently enrolled siblings, one of the registration fees will be deducted from the first month's payment.***

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

### **Tuition**

**All tuition is divided out to a monthly rate. Payment is due the first session of each month.** Payment may be paid online at [broadwaybaptistchurch.org](http://broadwaybaptistchurch.org). 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.

We offer extended days each week Monday-Friday. You can sign up for your child to stay until 2:00 PM for an additional \$25 per day.

Classes will begin September 2, 2025 and run through May 22, 2026. **We follow the Fayette County School Calendar. Therefore, when Fayette County Schools are not in session there will be NO Preschool or Mom's Day Out.** \*See *School Closings* below.

Space is limited. Classes fill up quickly on a first-come, first-served basis. Please submit the application and registration fee to the church office or Preschool Director to reserve your spot.

### **Drop Off and Pick Up**

**The school day begins at 9:00am and ends at 12:00 Noon.** If you walk your child in, 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. If you come after 9:30 a.m. you will need to ring the doorbell labeled MOM'S DAY OUT, at Entrance C. Bring your child into the classroom and place their backpack in the cubby. Please hang jackets, sweaters, and coats on the hook under the cubby. After the teacher greets your child, a quick, cheerful kiss and hug goodbye is best. Prolonging the goodbye 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.

**Car line drop off** is available from 8:50 – 9:15am. Parents must get child out of the car for drop off and put child into the car for pick up.

For security purposes, the outside doors will be locked at 9:30 a.m.

In the afternoon, car line pick up is from 12:00-12:10pm. Pull up under the canopy at Entrance B and we will bring your child out to your car. 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, 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.

Car line is available for drop-off and pick-up. We ask that parents only park and come in for drop-off. If you choose to park your car, please park in a parking space when dropping off your child. 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.

### School Closings

We will follow **Fayette County Public School** calendar as closely as possible. Fayette County is using NTI days for snow days, so we will follow other private schools for guidance in closing for weather. Please watch for an announcement on ClassDojo as we do not contact families individually. If Fayette County has a one- or two-hour delay: our classes will start on time.

### 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 parents' attention. We want to keep the lines of communication open. If there is a situation we need to be aware of, please let us know and we will do the same.

### Biting

Biting is an age-appropriate behavior that sometimes occurs with this age group. Some children bite out of frustration because they are lacking verbal skills and others because they are sensory seeking. With that said, we have to protect all the children from excessive behaviors such as this. If a child bites another child, an Accident/Incident Report will be given to the parents of the child who was bitten. *If a child bites three times he/she will be asked not to return to our program for two weeks.* We will reduce tuition due to this two-week suspension. We feel this is an appropriate amount of time for the parents to work with the child at home to improve this behavior. *Once the child returns to our program, if he/she bites one more time, the child will be dismissed from our program.*

### What to Bring for MDO

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

Send an extra change of clothing in a Ziplock bag.

**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 time. **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 at this age is often times very difficult.

### What to Bring for Preschool

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

Send an extra change of clothing in a Ziplock bag.

We will supply cups for water for snack time. **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 at this age is often times very difficult.

### 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 contact 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.

### 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 foods.

Our school is peanut and tree nut-free.

### Sick Policy

Our goal is to ensure that all children are safe and healthy while they are enrolled in Preschool. 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:

- Diarrhea (three or more abnormally loose stools within a twenty-four-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Thick and productive nasal discharge
- Yellowing skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Fever
- Untreated infected skin patches, unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

***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 the child up. **No medication (prescription or over-the-counter) can be given by our staff.** Parents are to notify the school immediately when their child has a communicable disease. The child's identity will be held in confidence. A notification will be sent to all parents.

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. Children without the proper immunization form will not be allowed to attend school.

Never put medications (including over the counter medications) in your child's lunch box or backpack. Please notify your child's teacher and the Director of any special medical circumstances concerning your child.

### Accidents

If a child is injured in a classroom or during outside play, one staff member will accompany the child to where first aid supplies are stored. Minor abrasions will be cleansed with water and Band-Aids applied. Minor bumps and bruises will have ice applied. More severe wounds or cuts, severe extremity strain or dislocation will be reported to the parents immediately. Life threatening situations will be referred to the nearest life squad and parents will be immediately

notified. All injuries and resulting actions will be recorded on an Incident Report and kept on file in the Preschool office for at least one year.

### Dress

Casual dress is that which will be comfortable for floor play, outside activity, art experiences, and climbing. Although we make every effort to cover clothing during messy activities, a preschooler's clothing is always in danger of becoming soiled. Certain boots, dressy shoes and sandals can be a safety concern on some play equipment. We suggest **tennis shoes**. Dress your child for the weather, as we schedule outside playtime whenever the weather permits. Teachers use their best judgment, but, in general, outdoor play is encouraged.

### Toilet Training

Children enrolled in the 3-year-old and 4-year-old preschool classes are expected to be fully toilet trained.

### Daily Program for MDO (- & 2-year-old classes)

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. Please, no cupcakes, peanut butter, or tree nuts!

## **Preschool (3&4 year old classes)**

### Birthdays

If your child's birthday is during the school year, you may wish to celebrate your child's "Special Day" by bringing the snack and reading your child's favorite book to the class. ***Please do not send in cupcakes, peanuts, peanut butter, or tree nuts.*** Let the teacher know when you plan to celebrate your child's birthday. In the case of summer birthdays, your child may celebrate their "Special Day" toward the end of the school year. If you and your child make goody bags for each child in the class, your child will be encouraged to hand them out at the end of class. If you are hosting a birthday party for your child and are NOT inviting the entire class, please invite by mail or phone! Please refrain from handing out invitations in the classroom where those children who are not invited may feel left out.

### Parties

We will have four parties: Fall, Christmas, Valentine, and Easter during the year. There will be sign-up sheets for items to be sent in for the parties.

### Bible Class

Our 3-year-old class will have Bible class every day. Our 4-year-old will have Bible class every Friday.

### 4-Year-Old Fridays

**Fitness Friday** – Students will learn about physical fitness and well-being by participating in a time of fun, organized activity in the gym.

**Friday Math & Discovery (Science)** – Students will explore mathematical concepts and scientific inquiry with practical applications and a hands-on approach.

**Field Trip Policies**

Off-campus field trips are only scheduled for our 4-year-old preschool class. Our 3-year-old preschool class will have “in-house” field trips throughout the school year.

Parents must assist with transportation and supervision on preschool field trips. If you are unable to go on the field trip with your child, you must arrange transportation with one of the other parents. Your teacher must be notified in writing of this arrangement. Signed, written permission slips will be secured for each child prior to the field trip. Permission slips will include all of the following information: Child’s name, destination, parent signature, date signed, approximate time of departure/arrival and date of trip. Teachers will bring the permission slips on all trips.

We use the ClassDojo app for communication with families, and to share photos, videos, and much more. You will receive an invitation the first week of school.

We are devoted to helping 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, with any questions: [slyons@broadwaybaptistchurch.org](mailto:slyons@broadwaybaptistchurch.org)

The church office phone number is 859-276-2592