

**MORNINGSIDE
CHURCH WEEKDAY
EDUCATION
2019 - 2020**



**1303 Vada Road
Post Office Box 7009
Bainbridge, Georgia 39818**

**Janet Brock, Director
229-246-5615 (Office)
229-220-4760 (Cell)**

WHAT IS C.W.E.?

In C. W. E. a child is always learning and developing. Each day brings opportunities to play, investigate, and to express ideas through:

A Beka Program- Christian based pre-school program

Group Living - Planning, working, and playing in an organized experience so that desirable habits and attitudes, independence, and responsibility are established.

Creative Activities - Self-expression through the use of paints, crayons, manual tools, and other materials.

Field Trips - Visiting points of interest in the community to help the child establish appreciation of people who contribute to his/her life.

Language Experiences - Enjoying stories, verse, conversation, and dramatization.

Music Experiences - Responding rhythmically to songs, singing, and listening to music.

Health and Safety - Learning good health habits, acquiring an intelligent understanding of safety rules.



Morningside Baptist Church Weekday Education Mission Statement

We believe that the church....

...is called to the congregation and the community.

...is committed to assist persons to live in the fullness that Jesus proclaimed.

We believe that each child....

...is a child of God.

...has a right to develop to his/her full potential.

We believe that the weekday program....

...should provide examples of the highest qualities of Christian faith.

...assist parents in these crucial years of child rearing.

...provide children the best early childhood education so that they may develop to their fullest potential physically, mentally, emotionally, socially and spiritually.

We commit ourselves to a weekday program, which bring together the best we know about the education of young children and our highest understanding of the Christian faith.

The Morningside Baptist Church Weekday Education Preschool admits children of any race, color, and national or ethnic origin.

GOALS

We at the Morningside Baptist Church Weekday Education Preschool value people. We value the children in our care, their parents and their family. We also value our staff members and their families. We strive each day to provide the very best of early childhood educational opportunities for our children and assure the safety of those children left in our care.

With a professional, caring staff of teachers and aides, we nurture the social, emotional, cognitive, physical, and spiritual development of each child. This enables each child to develop at an individual level so that he/she may develop self-worth, a respect for others, and a love of learning.

We know that the parents/guardians are the most significant adults in a child's life and we strive to do all we can to build reciprocal relationships with parents who have entrusted their children into our care.

POLICIES

1. AGE REQUIREMENTS: A Child may enroll in proper age group if birthday comes before September 1st of the current year. We accept wee 3's (completely potty trained two year olds that will turn 3 during the current school year), 3 year olds and 4 year olds. A copy of your child's birth certificate is required.
2. REGISTRATION FEE: \$100.00 for Three and Four Year Olds. This is payable at the time of registration. This fee is not a part of tuition but includes cost of curriculum and supplies. Registration fee is not refundable. Certificate of Immunization form #3231 is needed.

TUITION: 2019-2020 School Year

- \$ 200.00 per month Wee-Three's (Monday – Friday)
- \$ 200.00 per month Three year old class (Monday - Friday)
- \$ 200.00 per month Four year old class (Monday-Friday)

Make checks payable to **MORNINGSIDE C. W. E.** Your check serves as your receipt. If sending cash, place in an envelope with child's name on it. Deductions are not made for holidays, sickness, or other absences. Tuition is due by the 10th of each month. If paid after the 20th of the month, an additional \$15.00 will be due. Please put the child's name on the check. There will be a \$30.00 fee for all returned checks.

4. SCHOOL HOURS for 2019-2020: Hours are 9:00 a.m. until 12:00 noon. Doors open at 8:45 a.m. Children should be dropped off no later than 8:55 and picked up between 11:45- 12:00 noon. Our classes start at 9:00 a.m.
5. CELL PHONES: Please refrain from using cell phones during drop-off and pick-up times.
6. SUPPLIES: Label everything your child brings to pre-school, this includes clothing.

Three-Year Olds & Wee Three's

- (1) Box of Baby Wipes
- (1) Cleaning Wipes (Bleach Free)
- (1) Hand Sanitizer
- 1 spray bottle of "Clorox Anywhere Hard Service" (daily sanitizing spray)
- (1) box of quart zip lock and (1) box gal zip lock bags
- (1) 24 pack Regular Crayons
- (1) Glue Sticks
- (2) Pocket Folders (without prongs)
- (2) Boxes of tissue

Four-Year Olds

- (1) Box of Baby Wipes
Cleaning Wipes (Bleach Free)
- (2) Boxes of Tissue
- (1) Hand Sanitizer
- 1 box quart size zip lock and 1 gal size zip lock bags
- (2) 24 pack Regular Crayons
- (1) Glue Sticks
- Crayola Washable Markers (Classic)
- School Box (to hold supplies)
- (2) Pocket Folders (without prongs)

Your child will need to bring a snack everyday. A snackbox/lunchbox is recommended to make this easier to keep up with. Each child is to bring his or her own snack. Please send a nutritious snack. (NO CANDY OR SODA) Do not send too much. Please do not send milk or dairy products.

7. MESSAGES: Please send a written message if a message is necessary.
8. BIRTHDAYS: Treats may be brought on child's birthday during snacktime, 11:00 - 11:20 a.m. Party invitations sent to school must include each child in the class. Mini cupcakes are better for preschoolers.
9. VISITORS: Children may not come as guests to pre-school.
10. SHOW AND TELL: Friday is Show and Tell day. Please no weapon type toys. No toys permitted on any other day. Show and Tell items must fit in book bag.
11. CLOTHING: Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play. The children should feel comfortable enough to enjoy themselves without worrying about their clothes. No flip-flops or slide on shoes. **Shorts or bloomers must be worn under dresses and skirts.**
12. HEALTH: Children should be kept at home when they show signs of a contagious disease. If running a fever, your child must be fever free for at least 24 hours before returning to school. We go outside each day except in extreme cold or rain. At all times the school needs a phone number where you can be reached.
13. EARLY CARE: 7:30 – 8:45 a.m. wee threes, three year olds and four year olds (5 days) an additional fee of \$25.00 per month.
14. **If your child is absent, please notify us by phone or text on the day of his/her absence.**

15. **DISCIPLINE & SCHOOL RULES**: Discipline is used to mold a student's character. It is a process that requires time and patience from all caregivers. Classroom rules guide students in a positive way and help children know what is expected of them. It is our commitment to establish & maintain a safe, orderly school that has a trusting warm Christian environment. Young children are developing self-control, and it is our responsibility to guide them in this process.

Several Levels of Discipline for the young child:

- Redirection
- Time-Out
- Privilege Denial
- Strategies for Positive Behavior
- School wide, Individual, Verbal Praise

Parents will be informed if a child is having continued behavior problems. A conference will be requested. No corporal punishment will be used.

OUR SCHOOL RULES

The Golden Rule- Be Kind to Others

Be a Good Listener

Use your Walking Feet

Use your Inside Voice

Keep your Hands to Yourself

Morningside CWE reserves the right to terminate a child's enrollment if:

- We cannot meet special needs required for that individual child
- A child's pattern of behavior is disruptive, aggressive, and interferes with the whole classes learning.
- Tuition is not paid in a timely manner.
- Continued difficulty in adjusting to the school environment-excessive separation anxiety.

FIELD TRIPS

At Morningside, we may have field trips. We encourage you to participate in these activities. We will also bring in various resource people from the community. If you have a special interest or hobby you could share, please let us know.

Custody Agreements

In order to accommodate the special requests and arrangements often necessitated by situations of marital separation or divorce, a copy of the most recent custody agreement contracted between the parents is required to be on file with the child's registration records. Our goal is to assure the safety and well being of your child. If the marital difficulties interfere with the education of the child or in extreme cases, the classroom, the administration will meet with the parents and discuss the best course of action for the student.



Morningside CWE Preschool REGISTRATION FORM

Child's Full Name _____ Called _____ Sex _____

Home Address _____

City _____, State _____ Zip Code _____

Phone _____ Mom's Cell # _____ Dad's Cell # _____

Date of Birth _____ Age _____

Father's Name _____ Occupation _____

Employer _____ Business Phone _____

Mother's Name _____ Occupation _____

Employer _____ Business Phone _____

Name and phone numbers of persons to call in case of emergency:

Name _____ Phone _____ Relation _____

Name _____ Phone _____ Relation _____

Name _____ Phone _____ Relation _____

Sitter's name _____ Phone _____ Relation _____

Church Currently Attending _____

List brothers and sisters:

1. _____ Age _____

2. _____ Age _____

3. _____ Age _____

Child's Doctor _____ Any special problems _____

Allergies _____

Permission is granted to meet the needs of my child in case of an emergency.

Parent's Signature

I give my permission for _____ to go on any field trip that is taken this year.

Parent's Signature

Please make your checks payable to Morningside C. W. E.

Registration Fee and Activities Fee **\$100.00** Date paid _____

I have read the information concerning the following:

If tuition is paid after the 20th of the month, an additional \$15.00 will be due. A \$30.00 fee will be charged for any returned check.

A fee of \$10.00 for every 15 minute increment for late pick-ups will be charged. We have a clock in our hallway (this is the time we go by).

If an account becomes more than 30 days past due, the child will face suspension from our program and not permitted to return until the account is paid in full.

Parent/Guardian Signature

Child's Name

Date

Morningside C.W.E. Preschool
P.O. Box 7009
Bainbridge, GA 39818

Parental Agreement with Morningside CWE Preschool

1. Morningside CWE Preschool agrees to provide preschool for _____ on Monday – Friday from 9:00 a.m. to 12:00 noon from August to May.
2. Before any medication is dispensed to my child, I will provide a written authorization, which includes: dates, name of child, name of medication, prescription number, if any; dosage, date and time of the day the medication is to be given. Medicine will be in the original container with my child's full name marked on it.
3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s) or person authorized by the parents or preschool personnel.
4. I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, i.e. telephone numbers, work location, emergency contacts, child's physician, child's health status and immunization records, etc.
5. The Preschool agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.
6. Morningside CWE Preschool agrees to obtain written authorization from me before my child participates in field trips away from the preschool.
7. I have received a copy and agree to abide by the policies and procedures for Morningside CWE Preschool.

Parent/Guardian: _____

Date: _____

Picture Permission Slip

Morningside CWE Preschool is working to share school memories with family and friends. A photo CD of the school year is being created and will be available to parents and family members at the end of the year. Preschool pictures are also going to be posted throughout the school year on the Morningside website and also our preschool Facebook page. There are many pictures of church activities already on the website and preschool pictures will be added also. The church and Preschool web address are listed below. In addition to the photo CD, website, and Facebook, a few pictures may also be used during the year for publicity in the newspaper, etc.

If you would like for your child to be included in these projects, please sign and return the permission slip at the bottom of this page. Thank you for your support.

Morningside Baptist Church web address:
morningsidebainbridge.org

I give Morningside CWE Preschool permission to take pictures of my child during his/her school activities and add them to the school photo CD, church website, and preschool Facebook page. The pictures may also be used for school publicity.

Date: _____

Child's Name: _____

Parent's Signature: _____

CWE Student Discipline Plan for 2019-2020

Dear Parents,

Although we are not expecting or foreseeing any major issues with our students this year, it is always good to have a discipline plan in place. By doing so, parents and staff are clear on the steps taken during the discipline process. We have used this method in the past. At CWE, we put God first and rely on Him for guidance through prayer as the best solution to any problem.

We are looking forward to a wonderful 2019-2020 school year at CWE Preschool!!!

If you have any questions, please feel free to contact me at 229-220-4760.

Sincerely,

Janet Brock
CWE Preschool Director

CWE Preschool Discipline Plan

1st Incident: Positive Redirection (this allows the child to self correct and positive praise will immediately follow from the staff member) When a child can self correct it strengthens his/her ability to problem solve.

2nd Incident: Time Out (1 minute per year old)

3rd Incident: Your child may have to throw away a small portion of his/her snack or sit in Time Out (Minimum Time 5 minutes- Maximum Time 15 minutes) during playtime.

-If inappropriate behavior continues during the school day, your child will be sent to the director for one on one redirection. If the director feels it is necessary, his/her parent may be contacted.

- In the event of hitting, pinching, biting, or any other physical contact with another student, the director will handle all discipline and contact with parents. If necessary, an incident report may be filled out by the staff member present, (Depending on the severity.)

Thank you.