

## TABLE OF CONTENTS

Mission Statement	Page 3
About Our Programs	Page 3
State Licensing	Page 4
Registration	Page 4
Pickup and Delivery of Children	Page 4
Health Information	Page 5
Discipline	Page 5
Child Abuse	Page 5
Medical Emergencies	Page 5
Medications	Page 6
Dismissal of a Child	Page 6
Emergency Situations	Page 6
Westport Road Baptist Church Preschool	Page 7
Curriculum	
Admissions	
Days and Hours of Operation	
Tuition and Fees	
Lunch Bunch	
Dress	
Snacks	
In-House Field Trips	
Staff to Child Ratios	
Communication with Parents	
Westport Road Baptist Church MDO	Page 11
Learning	
Admissions	
Attendance and Hours of Operation	
Tuition and Fees	
Dress	
Meals and Snacks	
Rest	

## MISSION STATEMENT

Our goal for the Mother's Day Out and Preschool classes is to help children become well rounded, independent, self-confident, and inquisitive learners. We want to allow the child to grow and develop as Jesus did "in wisdom and stature, and in favor with God and men" Luke 2:52. We realize that a child's development is a process, which continues through life. We want to encourage children not to be afraid of asking questions and to be active and creative explorers while they use their own thoughts and ideas.

## ABOUT OUR PROGRAMS

Westport Road Baptist Church ministers to the community by offering a two-day a week Mother's Day Out program, a three-day a week Preschool three program, and a four-day a week Preschool four program. The preschool, which opened in 1999, is an extension of our Mother's Day Out program, which was established in 1978.

Our **Mother's Day Out** is more than a baby-sitting service. We offer a curriculum for our children during the year. Each month focuses on a different theme. During the month the activities, crafts, music, and playtime will focus around these themes. The themes are preschool appropriate such as colors, animals, seasons, transportation, etc.

It is our **Preschool's** philosophy that childhood should be a time of exploring and discovery in a warm and secure environment. Childhood is also a time when children develop their foundations in faith. Preschool children are eager to learn, and our staff strives to encourage and nurture children through our programming. Our planned curriculum includes sharing and conversation time, stories and songs, field trips, exposure to number and letter recognition, nature and science activities, and celebration of holidays and birthdays. All of this is based on biblical principles.

Our programs also serve as a means of outreach by being open to the community. Westport Road Baptist Church welcomes your family to worship with us if you are not currently attending another church.

## STATE LICENSING

The Cabinet for Health and Family Services licenses our MDO and Preschool for the State of Kentucky. There are several regulations that we must follow in order to be state licensed. The regulations are for the well being of the children. A copy of these regulations is on file in the director's office. If you would like to see a copy of these regulations, please feel free to ask.

## REGISTRATION

Any child attending Mother's Day Out or Preschool must be registered properly before admittance. Registration and consent forms are completed at the time of enrollment. Please update this information as it changes. It is important that the school be able to contact parents in the event of an emergency.

## PICKUP AND DELIVERY OF CHILDREN

On Tuesdays and Thursdays, children are brought into school by their parents or caregiver and picked up in their classrooms at dismissal time. Please be considerate of our teachers and do not ask to drop your child off before 8:55 a.m. The teachers are here early preparing for the day with your child.

On Mondays and Wednesdays we have carpool for Preschool Threes and Preschool Fours. Our morning carpool is from 8:55 – 9:10 and our afternoon carpool is from 11:50 – 12:05. At the beginning of the school year, your child will be assigned a carpool number for the school year.

Please notify the director by a written note if someone other than yourself will be picking up your child. This is for your child's safety. If parents are divorced, we must have a copy of the court order stating parental custody. We have the right to request identification from anyone picking up a child.

## HEALTH INFORMATION

Each child is required by the State to have an up-to-date immunization certificate on file with the director.

We accept only children who are well. Please do not bring your child if they are ill or have a fever. It is important for you to be considerate of all children in the program. If symptoms of illness are observed, the child will be sent home. Symptoms that are cause for keeping your child home are: vomiting, diarrhea, excessive coughing, or a fever. Should a child develop any of these symptoms during their day at MDO or Preschool, you will be called and requested to pick up your child. The child will be removed from the group until you arrive.

## DISCIPLINE

Our MDO and Preschool use a positive approach to discipline. Children are encouraged, directed, and/or redirected as necessary. "Timeout" is used in the occasion that a child refuses to accept direction. If a child shows total disregard for the safety and respect of others, the parent will be asked to intervene or withdraw the child from the program.

## CHILD ABUSE

All child care workers and administrative staff are required by law to report any suspected child abuse or neglect to the supervisor and to Child Protective Services.

## MEDICAL EMERGENCIES

In the event that a child becomes seriously ill or injured while at our facility, 911 will be utilized. Every effort will be made to contact the parents after the call to 911. If the EMS technician feels that the child requires a hospital visit, and the parent is unable to be reached, the MDO/Preschool Director or a staff member will accompany the child to Baptist Hospital East located at 4000 Kresge Way, phone number 897-8100.

## MEDICATIONS

Due to the short period of time that the children are at MDO/Preschool, we do not administer any medication here at the center. We ask parents not to ask the staff to give any medication to their children. If the children need medication, we ask parent to give it to the children prior to their arrival at the center or after their departure. An exception is the use of an Epi-Pen/Benadryl. If an Epi-Pen and/or Benadryl might be necessary due to an extreme allergic reaction, parents must have a medication form on file in the office. Staff will administer Epi-Pen and/or Benadryl in accordance with parent directions as necessary. The second exception to this policy is the use of diaper rash creams. The center will provide Desitin Creamy for use on children which have written permission from parents.

## DISMISSAL OF A CHILD

Our MDO and Preschool programs reserve the right of dismissing any child after entering the program for the following reasons. We determine it is not in the best interest of our program or the children enrolled to have the child in attendance. Failure of the parents or guardians to honor guidelines as set forth. Or, parents or guardians are delinquent in payment of tuition fees.

## EMERGENCY SITUTATIONS

Your child's safety is of great importance to us. In the event of a fire or disaster, 911 will be called. The evacuation route will be confirmed and children will be immediately evacuated to safety.

A fire and disaster evacuation plan is posted in the classroom.

If it is determined that the children and staff need to be evacuated from the church site, the following locations are to be used.

1. The gym at Zachary Taylor Elementary School, Westport Road
2. Lyndon Baptist Church, New LaGrange Road

The children would be transported by means of public transportation.

**Westport Road Baptist  
Church  
Preschool**

## CURRICULUM

The areas of learning and development that we would like to target are Social, Emotional, Mental, Physical, and Spiritual. In the social areas we want to help the child feel comfortable with the classroom setting, making new friends, and help them to understand and accept how we are different and alike. We want to develop and boost the child's self-confidence level and help them to learn self control and independence. By doing this we can develop their emotional skills. Cognitively, we want the child to become a confident learner by letting them try out their own ideas and assisting them in experiencing success. We want to help them acquire learning skills such as solving problems, asking questions, and learning to use words by describing their ideas, observations, and feelings. The classroom will be "print rich" so that child can be introduced to letters and sounds allowing them to recognize and put them with names and objects. Through sorting and counting, they will be able to understand the numerical system given to specific amounts and quantities. By helping the child feel good about what their body can do through large and small motor skills activities; we stimulate the physical aspect of learning. Spiritually, we want to allow the child to learn that they are wonderful and created by God. We want to help them form concepts about God through Bible stories, scriptures, prayer, and song.

Everything we do from planning activities, to the toys we select, the way the environment is set up, to talking with the children, all goes toward accomplishing the goals of our curriculum and to help your child have the most successful beginnings in school.

## ADMISSIONS

Our preschool program will accept children who are three or four on or before October 1. Because our enrollment is based on availability of space, a waiting list will be utilized if necessary.

## DAYS AND HOURS OF OPERATION

The Preschool Three classes will meet on Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. – 12:00 p.m. The Preschool Four classes will meet on Mondays, Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. – 12:00 p.m. Our preschool year runs September – May of each year. We follow the same calendar as Jefferson County Public Schools as it relates to holidays and vacation periods. We will also follow their schedule for inclement weather.

## TUITION AND FEES

There is a non-refundable registration fee (if spot is guaranteed) of \$125.00 for our Preschool Threes and a non-refundable registration fee (if spot is guaranteed) of \$150.00 for our Preschool Fours. If two children from the same family attend preschool there is a \$25 discount given toward the registration fees. If you are on a waiting list, there is a non-refundable \$10.00 application fee. If your child is placed in our program during the school year, the waiting list application fee will be applied toward the registration fee.

Tuition fees are \$225.00 per month/\$2,025 per school year for the three day program and are \$290.00 per month/\$2,610 per school year for the four day program. If two children from the same family attend preschool there is a 10% discount given to the second child. You may pay this on a monthly, quarterly, or yearly basis. There are no refunds given for illness, vacations, or snow days. When your child is enrolled in our preschool, we assume they will be with us the entire school year. If circumstances should happen, such as moving out of town, a one-month notice and payment is required.

## LUNCH BUNCH

You may choose for your child to stay until 1:00 p.m. on Tuesdays and/or Thursdays for lunch with their friends. If this option is picked, please pack a lunch for your child. During the lunch bunch children will have the opportunity to eat, interact socially with their friends, and share in prayer time. At times they may watch an age appropriate video, listen to music, or play games. An additional charge of \$6.50 per day will be charged with lunch bunch. Arrangements for this service are made prior to school starting. Please notify the director if you plan to utilize this service.

## DRESS

We encourage you to dress your child in play clothes and tennis shoes. Daily activities include active and messy learning. We want your child to feel comfortable and to enjoy themselves without worrying about their clothing. Please place your child's name on all outdoor clothing and belongings.

## SNACKS

The preschool will furnish a morning snack each day. Snacks may be used as part of the curriculum and as an experience in tasting. Parents are asked to provide their children with breakfast before coming to preschool.

Special treats for birthdays and holidays are also acceptable. Please notify the teachers in advance and tell them of your plans for bringing a treat.

## IN-HOUSE FIELD TRIPS

We do not currently go off site for field trips. We do want to expose the children to many experiences so we incorporate several special days into our curriculum. These may include days such as having community helpers into the school, a pumpkin patch day, and field day.

## STAFF TO CHILD RATIOS

We will have two teachers in the class with no more than fifteen children per preschool class.

## COMMUNICATION WITH PARENTS

Parents will be informed each month through a newsletter. Two parent-teacher conferences will be held during the school year.

Westport Road  
Baptist Church  
Mother's Day Out

## LEARNING

We want your child's encounter with Mother's Day Out to be a pleasant and meaningful one. We offer your child the opportunity for social interaction with children of the same age. We would hope this interaction would help your child in his or her development.

## ADMISSIONS

Our Mother's Day Out program accepts children six weeks through two years of age. Four MDO classes are offered which include: infants, toddlers, younger twos, and older twos. Since enrollment is based on the availability of space, a waiting list is sometimes necessary. A preschool program is offered for three and four year olds.

## ATTENDANCE AND HOURS OF OPERATION

Mother's Day Out meets each Tuesday and Thursday from 9:00 a.m. – 1:00 p.m. MDO begins the first week in September and goes through the end of May. MDO does not meet in the summer months. Please be prompt in coming for your child no later than 1:00 p.m. After 1:10 p.m., a late fee may be charged.

## TUITION AND FEES

MDO requires monthly payment whether your child attends or not. Parents will receive a substitute list for your child's class if one is available. If your child cannot attend MDO, you may call someone on this list to see if they can take your child's place. If they do, then they will send you the fee for that day. This is the parent's responsibility and not the teacher's or director's responsibility in finding a replacement.

MDO will follow the Jefferson County Public School schedule. When they are closed on a Tuesday or Thursday due to bad weather, we will be closed. If this occurs, your paid for session will be extended into the next month. Also, there are other days through the year that MDO will not meet when Jefferson County Public Schools do not meet (Thanksgiving, Christmas, Spring Break Week, etc.) Fees are not charged for these days. You will receive a school schedule when school begins in September.

A non-refundable registration fee (if spot guaranteed) of \$100.00 for 1 child and a \$25 discount is given if two children from the same family are attending MDO/Preschool. If you are on a waiting list, there is a non-refundable \$10.00 application fee. If your child is placed in our program during the school year, the waiting list application fee will be applied toward the registration fee.

The fee for Mother's Day Out is \$26.00 per day for one child. If two or more children from the same family attend, the fee for additional children is \$22.00 per day. Also, if a family has one child in Preschool and one in MDO, the MDO child or children attend for \$24.00 per day. This fee will be collected at the beginning of each month. You must pay for the entire month, even if your child misses a day.

### DRESS

We encourage you to dress your child in clothes that are comfortable, practical, and safe. Parents are to provide disposable diapers, baby wipes, bibs, and a change of clothing. Please send extra underwear if needed. Please label all belongings.

### MEALS AND SNACKS

A mid-morning snack will be provided. Parents are to provide lunch and beverage if your child is to remain during the noon hour. For toddlers and up, please send food that your child can eat independently. Please do not send glass bottles of any kind. Please remember to label all lunch boxes and other items.

## REST

Each child will have the opportunity to rest each day as required by state law. Children are not required to go to sleep but will enjoy a quiet time with dimmed lights.