



Westport Road Baptist Church
Mother's Day Out & Preschool

Parent Handbook
2022-23

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www.mywrbc.org

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ABOUT US

Our values and mission of the MDO/Preschool program is to open our hearts and our doors to families in our community who are seeking a loving, safe environment for their children to learn and to play. We understand that God has created each person unique and has a plan and a purpose for their life (Jeremiah 29:11). We humbly embrace the task of partnering with parents to be one of the first educational experiences in a child's life (Matthew 19:14).

We put a very high priority on playing to learn in our Preschool and MDO classrooms. Teacher directed as well as child-initiated play is how children learn in the Early Childhood years and therefore we embrace playing with a purpose as a core value.

ABOUT OUR PROGRAMS

Westport Road Baptist Church ministers to the community by offering both a Mother's Day Out program twice a week as well as a Preschool Program for children ages 2 through 5. Our tuition page breaks down our cost associated with each 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** program offers a fun and creative theme-based curriculum during the school year. Activities, crafts, music, and playtime will focus on monthly themes. The themes are age appropriate and will include exploring colors, animals, seasons, transportation, seasonal celebrations, etc. Teachers create a monthly calendar for parents to be able to know and expand our fun lessons at home if they choose to engage their children further.

Our **Preschool** program allows each child the experience of exploring and discovery of their world in a nurturing and secure environment. Childhood is also a time when children develop their foundations in faith. Weekly chapels are a time to sing, dance and learn about our loving God and his son, Jesus through bible truths. Our planned classroom curriculum includes sharing and conversation time, stories and songs, exposure to number and letter recognition (which includes small motor development in the three's classes and Handwriting without Tears in our four's classes) nature and science activities, and celebration of holidays and birthdays. All of this is based on biblical principles.

Our **Junior Kindergarten Preschool** program began in 2020. We use Memoria Press curriculum for Jr. K. This curriculum offers children who miss the Elementary School cut off date an opportunity for an additional year of Preschool using a strong, traditional and literature rich curriculum. This program has been a great addition to our Preschool experience for many families.

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.

REGISTRATION

Any child attending Mother's Day Out, or Preschool must be registered before admittance.

- Registration forms are completed at the time of enrollment. (See calendar)
 - Registration fees are collected at the time of registration if space is available in the class.
- Current families may register before registration is opened to the public.
 - A wait list of families who miss registration and/or fail to register before the public is allowed will be started once a classroom reaches capacity.
- Any changes to your child's registration form should promptly be updated during our school year.
 - It is important that the school always be able to contact parents in the event of an emergency.
- All current accounts must be paid in full at the end of a school year for a child to be enrolled in the next school year.

CARPOOL & DROP OFF/PICKUP

- Preschool 3's & 4's carpool begins at 8:45 and afternoon pick up begins at 11:45 on Monday/Wednesday and 12:45 on Tuesday and Thursday.
 - MDO Infant - Toddlers carpool begins at 8:45 and afternoon pick up begins at 12:45 p.m. on Tuesday/Thursday.
 - MDO 2's Monday/Wednesday carpool begins at 8:45 and afternoon pickup begins at 11:45.
 - Please have your child (2 and up) unbuckled while you wait in the **drop off** line. Infants and Toddlers may remain buckled until a teacher unbuckles them when it is their turn to be dropped off.
 - During carpool **pick up** time, we ask that you pull up to buckle up your child. During inclement weather, you may pull up to entrance "D" under the awning to buckle up, otherwise, please pull all the way into the parking lot (near the playground) to buckle up.
 - The goal will be to have all the children in their classes by 9:00 when our school day begins. We will not continue carpool drop off past 9:00 (or until the line ends).
 - If you miss the carpool line, please park your car under the awning and walk your child to the door, ring the RING doorbell and a staff person will greet your child at the door.
- Doors to the Preschool remain locked during school hours.



CALENDAR & INCLEMENT WEATHER POLICY

- Our Preschool & MDO programs follow the Jefferson County Public School schedule for **Christmas/Spring breaks as well as some of their Monday holidays.**
 - We will close for snow days, in most cases, as JCPS closes, however we may choose to be closed if we feel that travel may place our families or staff in a hazardous situation traveling to or from school.
 - We **WILL NOT** make up snow days unless we have more than five in a school year.
 - No refunds will be given for snow days.
- The Reach Alert System will be implemented to share school closing information.
- Our Calendar is posted on our website; mywrbc.org

HEALTH INFORMATION

- Each child is required to have an up-to-date immunization certificate or a current vaccination exception form on file in the Preschool Office.
- A birth certificate for all children enrolled is now required by the State of Kentucky.
- 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 they have any of the following symptoms, please do not attempt to send them to MDO/Preschool
 - Any flu-like symptoms including, but not limited to:
 - Fever in the past 24 hours
 - Persistent Cough
 - Extreme fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or a runny nose with discharge (green or yellow)
 - Nausea or vomiting in the past 24 hours
 - Diarrhea in the past 24 hours
- They have been exposed to someone with a positive [Covid-19](#) diagnosis within the past 5 days.
- 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.
 - Suspected Conjunctivitis as this is highly contagious.
 - If your child has had any fever reducing medication prior to coming to school.

Any child who develops any of these symptoms will be separated from the class and be offered a cot and blanket in the Preschool office until an adult can pick them up.

MEDICAL EMERGENCIES

If 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 Norton Children's Medical Center, 4910 Chamberlain Lane, 502-446-5000.



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 doctor's directions, as necessary.

The second exception to this policy is the use of diaper rash creams.

- The parents will provide diaper cream for use on children as needed. Please give our staff specific instructions if needed.

DISCIPLINE

Our programs use a positive approach to discipline.

- Children are encouraged, directed and/or redirected, as necessary.
- A "Time to Think" is used if a child refuses to accept redirection.
- The child may be removed from the classroom for a short period of time to "reset" with the director or assistant director if needed.
- If a child shows ongoing total disregard for the safety and respect of others, the parent will be asked to intervene or withdraw the child from the program.

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.

CHILD ABUSE

All education staff and administrative staff are required by law to report any suspected child abuse or neglect to the supervisor. The supervisor is responsible for reporting to the appropriate authorities.

EMERGENCY SITUATIONS

FIRE

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

- A fire/disaster evacuation route is posted in each classroom

DISASTER

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. Watkins United Methodist Preschool, 9800 Westport Road
2. Zachary Taylor Elementary School gym, 9620 Westport Road

The children would be transported by means of walking supervised by staff. The Reach Alert System may be implemented as soon as possibly after making sure all children and staff are safe.

TORNADO

We have a drill in the fall and spring to practice evacuating the Preschool and seeking shelter in the basement of the church. Church Staff will assist the teaching staff to get children to safety quickly and safely.

LOCK DOWN

If the school Locks Down because of a dangerous situation on or near our campus, we will take all the necessary precautions to the best of our ability to keep all the children and staff safe. The teachers will practice this drill and understand the best practices. We will have an annual safety training to have the best plan in place



ADMISSIONS – PRESCHOOL



Our preschool program will accept children who are two, three or four years of age on or before August 1*. Because our enrollment is based on availability of space, a wait list will be utilized if necessary.

ADMISSIONS – Mother’s Day Out

Our Mother’s Day Out program accepts children six weeks through two years of age.

- Three MDO classes are offered which include: infants, toddlers, and Monday/Wednesday twos.
- Enrollment is based on the availability of space; a wait list is sometimes necessary.

PRESCHOOL CURRICULUM

The areas of learning and development that we focus our school day around are: Social, Emotional, Mental, Physical, and Spiritual.

- In developing social skills, 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.
- Instilling values of kindness, being polite, following directions the first time, and being respectful to others are all cornerstones of our program.
- Emotionally, our goal is to help them to develop and boost their self-confidence by helping them to learn self-control and independence. Our goal is to help each child be a polite and thoughtful classroom citizen.
- Cognitively, we want the child to acquire learning skills such as solving problems, asking questions, and learning to use words by describing their ideas, observations, and feelings.
- Physically, we offer a program through Amazing Athletes during the school day that engages the children in gross and fine motor skills, team building exercises as well as learning about their bones and muscles. This program also includes teaching children about a healthy lifestyle through nutrition.
- Spiritually, we want to allow the child to learn that they are fearfully and wonderfully created by God. We want to help them form concepts about God through Bible stories, scriptures, prayer, and song both in the classroom and the weekly chapels.

~ MDO/SOCIAL INTERACTION~

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.
- Through this interaction, your child’s development will be enhanced.

The goal of both our MDO and Preschool programs are to introduce children to a learning environment that creates a love to learn and explore their world.



PRESCHOOL DAYS AND HOURS OF OPERATION

The Preschool Two classes will meet on Tuesdays and Thursdays from 9:00 a.m.–1:00 p.m.

The Preschool Three classes will meet on Tuesdays and Thursdays from 9:00 a.m.–1:00 p.m. and Wednesday from 9:00 a.m.–noon.

The Preschool Four classes will meet on Mondays and Wednesdays from 9:00 a.m. -noon and Tuesdays and Thursdays from 9:00 a.m.-1:00 p.m.

- Our preschool year runs September – May of each year.
- Preschool classes do not meet during the summer months.
- The Reach Alert System may be implemented to share school closing information.

MDO ATTENDANCE AND HOURS OF OPERATION

Mother's Day Out meets Tuesday and Thursday for Infants and Toddlers from 9:00 a.m. – 1:00 p.m.

- **MDO** will go through the third week of May.
- **MDO** does not meet in the summer months.

STAFF TO CHILD RATIO

MDO

Infant – Caterpillar Room	6-7 Children to 2 Staff
Toddlers – Turtle Room	11 Children to 2 Staff
Two's – Koala Room	12 Children to 2 Staff

PRESCHOOL

Preschool Two's-
Monkey Room 13 Children to 2 Staff

Preschool Three's –
Bunnies & Teddy Bear Rooms 13 Children to 2 Staff

Preschool Four's –
Ladybug & Butterfly Rooms 15 Children to 2 Staff
Jr. K Kangaroo Room 12 Children to 2 staff

MDO/PRESCHOOL DRESS

We encourage you to dress your child in play clothes and **tennis shoes**.

- Daily activities include active and messy learning and we do not want children to be concerned about getting their clothes soiled or stained
- Please send extra underwear in case of accidents
- Children who have not quite mastered potty training in our 3's classroom must wear pull-ups to school
- In case of an accident, please send an additional outfit, including socks and underwear in your child's backpack and update it as the weather changes and they grow.
- **Please place your child's name on all outdoor clothing and belongings.**



PRESCHOOL SNACKS

A Snack Schedule will be in your child's Orientation Envelope

- Snacks will be given to each child each day they attend.
- Parents are to provide lunch for Tuesday and Thursday.
- Children will bring their own water bottle from home each day. We will refill as needed.
- 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.
- Homemade treats are permitted, and parents need to be aware of any food allergies in their child's classroom.

MDO MEALS AND SNACKS

A Snack Schedule will be in your child's Orientation Envelope

- Snacks will be given to each child each day they attend.
- Parents are to provide lunch and beverage.
- 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.
- Please be aware of any food allergies in your child's class.

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 special days throughout the school year.
 - Community helpers may visit the school in the fall
 - Pumpkin patch day
 - Field day
 - Water day with Kona Ice



SPECIAL EVENTS – PROGRAMS

Special events throughout the school year

- Donuts with Dad in the fall for the 3's and 4's classes
 - Costume Parade in October for all
 - Veteran's Day tribute in November
 - Visit from Santa in early December for all
- Christmas celebration program 2's, 3's and 4's classes
- Muffins with Mom in the spring for the 3's and 4's classes
 - Derby Parade and festivities for all
 - End of the Year Family Fun Day
- Graduation for our Preschool 4's and Jr. K classes only

COMMUNICATION WITH PARENTS

Parents will receive weekly emails from the Director of upcoming events and special dates and to highlight the week's activities.

Teachers are required to communicate their monthly calendar and classroom events via email. Teachers will use See Saw as a tool with which to communicate throughout the day. Each teacher will inform her classroom parents as to their preferred availability for phone calls after school hours.

Parent-teacher conferences will be held during the school year and are noted on our school calendar. Childcare will be offered during conferences.

TUITION AND FEES

MDO/Preschool Registration Fees

There is a non-refundable registration fee for all our classes.

- If two children from the same family attend preschool there is a \$25 discount given toward the registration fees.

Tuition Fees

Fees are listed on our website.

- 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 arise, such as moving out of town, a one-month notice, and payment is required.

Preschool/MDO requires monthly payment regardless of your child's attendance.

Mother's Day Out Fee

- The fee for our MDO program is reduced for a second child attending our program from the same family.
- Sibling fees are listed on the tuition sheet on our website.
- You must pay for the entire month, even if your child misses a day.



Payment Policy

PAYMENT POLICY

In accordance with the current tuition policy:

- WRBC MDO/ Preschool registration fee is to be paid upon registration
- Tuition is due by the 10th of the month and not considered late until the 15th of each month. There will be nine payments with the first payment due September 10th and the last payment due May 10th.
- Tuition is non-refundable unless one of the criteria outlined in Section D is met.
- No credit will be given for days WRBC MDO/ Preschool is officially closed.
- Late registration: Children enrolled after school begins must pay the registration fee when their enrollment forms are accepted.
- If a child enrolls mid-month, the fee for that month will be based on the number of weeks in that month that they will be attending. The tuition for concurrent months will be the published amount on our website.

TERMINATION OF AGREEMENT WITH REFUND OF PRE-PAID TUITION

This agreement shall be terminated if one or more of the following occur:

- Serious illness of the child preventing school attendance.
- The Director determines that WRBC MDO/ Preschool is unable to meet the needs of the child.
- The Director determines that it is not in the best interest of WRBC MDO/ Preschool or other children enrolled at WRBC Preschool to have the child in attendance.
- Family moving fifty miles or more from the WRBC MDO/Preschool.

TERMINATION OF AGREEMENT WITH NO REFUND OF PRE-PAID TUITION

- The parent(s) or guardian(s) of the child allow their account to become delinquent by 30 days or more.
- Failure of the parent(s) or guardian(s) to honor the obligations listed in the Agreement or in any rules, regulations, or manuals provided by WRBC MDO/ Preschool.
- The parent(s) or guardian(s) withdraw their child voluntarily.

PANDEMIC/EPIDEMIC GUIDELINES FOR TUITION PAYMENTS

- Full monthly tuition payments will be required during any short-term interruption in the school year.
- If the interruption lasts longer than expected, a decision will be made by church committee/leadership on how to proceed collecting tuition payments.
- A child who withdraws from our program due to health complications will not be expected to continue tuition payments.





General Information ~ MDO & Preschool

Director:	Peggie Peterson	email ~ peggie@mywrbc.org cell phone ~ 502.693.4293
Assistant Director: Tuesday & Thursdays	Katie Buhts	email ~ katiebuhts@mywrbc.org cell phone ~ 502.767.7974
Preschool Minister:	Mary Adams	email ~ mary@mywrbc.org
Address:	9705 Westport Road Louisville, KY 40241	
Phone:	502.780.6466	
Fax:	502.242.3167	



Mother's Day Out & Preschool

ADMISSIONS AGREEMENT 2022-23

A. SERVICES

WRBC MDO/Preschool shall provide the following services:

1. WRBC MDO/Preschool programs include: MDO (6 weeks -2 years), 2-year-old-Preschool, 3-year-old Preschool, 4-year-old Preschool and Lunch bunch
2. Every child will be given assistance with personal care as needed.
3. Every child will be placed in a group of peers based on age and/or special needs as determined by the staff.
4. Every child shall be involved in a program of play, learning and group activities, which are geared toward the emotional, social, physical, spiritual, intellectual, and individual growth of young children.
5. WRBC MDO/ Preschool shall give appropriate First Aid to a hurt child. A parent or guardian shall be contacted if it is the determination of WRBC MDO/ Preschool staff that immediate medical attention is necessary. If it is further determined by WRBC MDO/Preschool staff that the injury is of an emergency nature, 911 will be called to the school and a parent or guardian will be contacted.
6. Children that are not feeling well will be brought to the office and parent(s) or guardian(s) will be contacted. The sick child policy will be followed as outlined in the Parent Handbook.
7. WRBC MDO/ Preschool shall notify the child's parent(s) or guardian(s) of a suspected exposure to communicable disease.
8. WRBC MDO/ Preschool shall make every effort to safeguard the personal belongings brought to school by the child but shall not be responsible for lost or broken items.
9. The Director, Assistant Director or any other staff member shall report to child protective services, or the police department (or other specified agency) as required by the state penal code, any suspicion of child abuse.

B. PAYMENT POLICY

In accordance with the current tuition policy:

- WRBC MDO/ Preschool registration fee is to be paid upon registration
- Tuition is due by the 10th of the month and not considered late until the 15th of each month. A \$10.00 late fee will be added to your child's statement on the 16th of the month. There will be nine payments with the first payment due September 10th and the last payment due May 10th. Tuition is non-refundable unless one of the criteria outlined in Section D is met.
- No credit will be given for days WRBC MDO/ Preschool is officially closed.
- Late registration: Children enrolled after school begins must pay the registration fee when their enrollment forms are accepted. The tuition amount will be based on the remaining number of weeks in the school year.

C. OBLIGATIONS OF PARENT(S) OR GUARDIANS(S)

1. Furnish all required health certificates at the time of orientation or no later than the first day of school.
 - Immunization certificate for every child.
 - A completed Registration Form with **ALL** information completed.
2. Notify WRBC MDO/ Preschool in writing when someone other than a parent or legal guardian will be picking up your child.

(Continued back)

3. Provide the child with a nutritious lunch, if the child is to be at school after 12:00 pm.
4. See that your child is dressed appropriately when brought to school, following the guidelines in the Parent Handbook. Sneakers are recommended for daily play on the playground and/or gym time.
5. Notify WRBC MDO/ Preschool if your child has been exposed to or contracted a communicable disease.
6. Notify WRBC MDO/ Preschool when the child will be absent.
7. Abide by the parking and carpool rules of the school.
8. Notify WRBC MDO/ Preschool when your child will not be picked up at the time so specified.
9. Come to school for conferences when asked to do so by a member of WRBC Preschool staff. Contact the Preschool office when an appointment must be rescheduled.

D. TERMINATION OF AGREEMENT WITH REFUND OF PRE-PAID TUITION

This agreement shall be terminated if one or more of the following occur:

- Serious illness of the child preventing school attendance.
- The Director determines that WRBC MDO/ Preschool is unable to meet the needs of the child.
- The Director determines that it is not in the best interest of WRBC MDO/ Preschool or other children enrolled at WRBC MDO/Preschool to have the child in attendance.
- Family moving fifty miles or more from the WRBC MDO/Preschool area.

E. TERMINATION OF AGREEMENT WITH NO REFUND OF PRE-PAID TUITION

- The parent(s) or guardian(s) of the child allow their account to become delinquent by 30 days or more.
- Failure of the parent(s) or guardian(s) to honor the obligations listed in the Agreement or in any rules, regulations, or manuals provided by WRBC MDO/ Preschool.
- The parent(s) or guardian(s) withdraw their child voluntarily.

F. PROCEDURES

In exercising its discretion under numbers D2, D3 and E2 above, WRBC MDO/ Preschool may require the child and/or the child’s parent(s) or guardian(s) to attend conferences with the Director regarding matters that potentially warrant termination of this Agreement. The child’s parent(s) or guardian(s) may request a conference with the Director regarding matters that potentially warrant termination, but the school shall have no obligation to grant such a request.

G. NOTIFICATION CLAUSE

Notification of class assignment will be sent to each parent or guardian no later than July 10, 2020. To secure your child’s placement, registration forms must be received by January 15, 2021.

Child’s Name: _____
Printed

Parent’s Name: _____
Printed

Parent’s Signature: _____

Date: _____