

LBC Mother's Morning Out and Weekday Preschool

Lizella Baptist Church

2950 South Lizella Road, Lizella, GA 31052

478-935-8632

Dear Parents,

Thank you for your interest in our Mother's Morning Out and Weekday Preschool programs.

A Parent Handbook is included in this introductory packet and contains our policies, procedures, and expectations for both parents and students. We ask that you read this information before applying for admission to our program.

Additionally, we want to be sure that you are aware that as an extension of Lizella Baptist Church, we accept as our authority the Holy Scriptures and the Baptist Faith and Message as revised in 2000 as a general statement of our beliefs.

LBC Mother's Morning Out and Weekday Preschool will use a Christian-based, traditional approach curriculum and our students will hear stories from the Bible. Teachers will answer questions from a biblical viewpoint that is consistent with our statement of beliefs.

Biblical principles are integrated into everything taught at our preschool. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We hope that our Mother's Morning Out and Weekday Preschool programs will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you in your child's preschool education.

Mrs. Sharon Pirkle

LBC Preschool Director



LBC Mother's Morning Out and Weekday Preschool

Lizella Baptist Church

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PLEASE PRINT:

Child's Name _____ Sex _____

Date of Birth ____/____/____ Home Phone () _____

Address _____

City _____ State _____ Zip _____

Mother's Name _____

Employer _____ Work Phone _____

Cell Phone _____ E-mail _____

Father's Name _____

Employer _____ Work Phone _____

Cell Phone _____ E-mail _____

Emergency Contacts other than parents:

Name _____ Phone _____

Relationship to child _____ Cell Phone _____

Name _____ Phone _____

Relationship to child _____ Cell Phone _____

Does your family attend church regularly? Yes No Name of Church _____

Please list people other than parents who are authorized to pick this child up from Mother's Morning Out or Weekday Preschool (MMO/WP). They will be asked to show a picture I.D.

NAME	PHONE	RELATIONSHIP TO CHILD	CELL PHONE

Child's Physician _____

Physician Phone _____

Allergies _____ Do allergies require an EpiPen? Yes No

AN UPDATED IMMUNIZATION FORM #3231 MUST BE SUBMITTED TO THE MMO/WP DIRECTOR BEFORE THE CHILD CAN ATTEND MMO OR PRESCHOOL.

This form is available through your child's doctor or the Health Department.

SCHEDULE & TUITION

Check days your child will attend

AGE	SCHEDULE	MONTHLY TUITION
6 weeks – 23 months	<input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday	1 day = \$60 2 days = \$100 Drop-In = \$35.00 per visit
Two year olds	<input type="checkbox"/> Tuesday & Thursday <input type="checkbox"/> Monday, Wednesday & Friday <input type="checkbox"/> Monday - Friday	2 days = \$125.00 3 days = \$150.00 5 days = \$190.00
Three year olds	<input type="checkbox"/> Tuesday & Thursday <input type="checkbox"/> Monday, Wednesday & Friday <input type="checkbox"/> Monday - Friday	2 days = \$125.00 3 days = \$150.00 5 days = \$190.00
Four year olds	<input type="checkbox"/> Monday, Wednesday & Friday <input type="checkbox"/> Monday - Friday	3 days = \$150.00 5 days = \$190.00

Students must be class age on or before September 1, 2016. Three year olds must be potty trained to participate in the 3 year old program. Your child's enrollment is confirmed upon receipt of the completed enrollment form **AND** the registration fee equal to one month's tuition (MMO [for children aged 6 weeks to 23 months old] registration fee is \$40.00). The registration fee is a separate fee and does not apply toward tuition. **The registration fee is non-refundable.** Tuition is due on the first school day of each month. Please make checks payable to LBC and write MMO/WP on the "for" line. If paying in cash, please use exact change. We appreciate your prompt payment as we are a self-supporting ministry. LBC members please pay tuition separately. Do not turn it in with your offering.

Hours of operation are 8:30 a.m. – 12:15 p.m., August 8- May 24*. Please see the MMO and Weekday Preschool Handbook for additional information regarding policies, procedures, curriculum, etc.

LBC MMO/WP accepts children of any race, color, national and ethnic origin. LBC MMO/WP is not equipped to care for the special needs of physically and/or mentally challenged children.

*Dates are tentative. Confirmed calendar will be mailed to all enrolled families as soon as it is set.

I understand that in the event of an emergency Lizella Baptist Church, its employees and agents, will make every effort to contact me. However, if I cannot be reached, I give my permission to an authorized employee, volunteer or other representative of Lizella Baptist Church to secure the services of a licensed physician to provide the necessary care, including anesthesia, for my child's well-being.

My signature serves to indicate my willingness to take full responsibility for any and all medical services rendered for the above named child. My signature also serves to indicate my willingness for my insurance company to be billed for any and all medical fees and services should they be needed.

Name of Insurance Company _____

Policy Number _____

In case of emergency, I can be reached at:

_____ *Home*

_____ *Cell*

_____ *Work*

I have read and agree to the school policies given to me with this application. I understand that I need to furnish the MMO/WP director with a current copy of my child's immunization record *before* the first day of MMO/WP. I give permission for my child's photo to be taken by Lizella Baptist Mother's Morning Out and Weekday Preschool staff to be used in a variety of ways including art work, bulletin boards, promotional videos and publications, including newspaper and magazine articles.

The LBC Mother's Morning out and Weekday Preschool program is not a licensed childcare facility and is not required to be by the Georgia Department of Early Care and Learning. This program is exempt from state licensure requirements, however, still strives to provide exceptional care in line with or exceeding state standards.

I agree to hold harmless and free of liability Lizella Baptist Church, its employees, volunteers or representatives in the case of accident or injury to my child as a result of participation in the Mother's Morning Out or Weekday Preschool programs.

Mother's Signature _____

Date ____/____/____

Father's Signature _____

Date ____/____/____

LBC
MOTHER'S MORNING OUT
and



WEEKDAY PRESCHOOL

Parent Handbook

2016-2017

A Ministry of

Lizella Baptist Church

2950 South Lizella Road

Lizella, GA 31052

(478) 935-8632

Lizella Baptist Church

MOTHER'S MORNING OUT

and

WEEKDAY PRESCHOOL

2950 South Lizella Road

Lizella, GA 31052

(478) 935-8632

FAX: (478) 935-3646

E-mail: sharonp@lizellabaptist.com



A Message To Parents

Welcome to Mother's Morning Out and Weekday Preschool at Lizella Baptist Church. Thank you for sharing your child with us!

This handbook has been prepared to provide you with information about our Mother's Morning Out and Weekday Preschool programs. It contains a description of our program and the policies and procedures you will need to be aware of.

Please feel free to call me if you have questions.

We are looking forward to a great year!

Sincerely,

Mrs. Sharon Pirkle

LBC Preschool Ministry Director

WELCOME TO LIZELLA BAPTIST'S

MOTHER'S MORNING OUT and WEEKDAY PRESCHOOL

The Mother's Morning Out and Weekday Preschool (MMO)/WP programs are for children who are 6 weeks to 4 years old on or by September 1, 2016.

PURPOSE

The purpose of this ministry is to provide a safe, happy, loving, structured environment so preschoolers can learn in the ways they learn best; to give them a solid learning foundation in an enjoyable atmosphere so that they will have a desire to continue learning.

ENTRANCE REQUIREMENTS

- Child must be class age on or before September 1.
- Children entering 3K program must be potty trained.

CURRICULUM

Our classes will use the A Beka Book curriculum. This is a quality curriculum written from a Christian perspective.

Preschoolers are active learners who need to move, explore, and discover, using their curiosity and five senses to learn.

Learning Centers utilized in our programs will include:

- Art
- Blocks
- Books
- Home
- Music
- Nature
- Puzzles and Manipulatives

WAYS PARENTS CAN HELP

- Become familiar with MMO/WP policies and cooperate in every way possible. We are eager for your child to have happy experiences at LBC and trust that you will be willing to help us.
- As you bring your child to MMO/WP, give him a hug and a smile and tell him you will be back soon. Then leave immediately.
- Reinforce at home what your child is learning in school.

IMMUNIZATIONS

An updated immunization form #3231 is required for each child that attends MMM/WP. You may request this information from your pediatrician or the local Health Department. Your child may not begin either program until we have this information on file. Please bring an updated certificate whenever your child receives new immunizations.

ILLNESS

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, no child will be admitted to MMO/WP when he or she has any of the following symptoms:

- Acute cold
- Fever greater than 99.5 degrees
- Severe coughing
- Vomiting
- Diarrhea
- Strep/Sore throat
- Runny nose with yellow or green discharge
- Bronchitis or Flu
- Earache
- Red or discharging eyes
- Skin rash
- Chills
- Lice

Your cooperation in helping to keep all of our children well is appreciated.

If a child develops a fever or other symptoms of illness while at MMO/WP, he will be isolated and the parents will be contacted to take the child home.

We will not administer medication (with the exception of an EpiPen). This is a very serious responsibility which must be supervised by the parents.

If your child should develop an infectious disease following a Mother's Morning Out or Weekday Preschool session, please contact the director immediately.

Please inform the MMO/WP staff of any allergies your child has.

WHAT CHILDREN NEED TO BRING EVERY DAY

- Bottle/Spill-proof cup (Babies, One and Two year olds)
- Disposable diapers or Pull-ups if child is not potty-trained
- Extra set of clothes, including shoes and socks. This is especially important for those being potty-trained.

Please label all belongings with your child's name.

Other supplies are provided through tuition, including a mid-morning snack.

TOYS

Children are asked not to bring toys from home as preschoolers usually find it very difficult to share. The MMO/WP program will provide appropriate toys and materials conducive to learning teaching aims.

CLOTHING

We suggest comfortable, machine washable play clothes. Preschoolers will use paint, markers and glue and play outside. Although smocks are worn to protect clothing during art activities, occasional soiling will occur. For the child in diapers, clothing should be easy to change, with a minimum of snaps and buttons. For the child who is potty trained, clothing should be simple enough for them to manage on their own. When choosing footwear, keep in mind that children run and climb. Sandals and flip-flops are not recommended. Closed-in, rubber-soled shoes are a better choice. During cool weather, please send an appropriate sweater, jacket or coat for outside play.

REGISTRATION

- Registration will begin in January for our present enrollment only. In February registration will be opened to the community on a first come, first served basis.
- The registration fee for the 2016-2017 school year is equivalent to one month's tuition and is payable at the time of registration. (Mother's Morning Out (for children aged 6 weeks-23 months) registration fee is \$40.00)
- Your child's enrollment is confirmed upon receipt of the registration fee and the required forms.
- The registration fee is separate and does not apply toward tuition.
- **The registration fee is non-refundable.**
- Enrolled children are not automatically enrolled for the next year. A new registration form along with the registration/supply fee must be submitted in order to re-enroll.
- Registration forms are available at the Preschool welcome desk or by calling the Preschool Office at 478-935-8632.



TUITION & SCHEDULE FOR THE 2016-2017 YEAR

Tuition will be due on the first school day of every month August-May. Please make checks payable to LBC. Be sure to include your child's name and MMO/WP on the "for" line on your check. If paying in cash, please use exact change and get a receipt from the MMO/WP Director. We appreciate your prompt payment as we are a self-supporting ministry. Fees/tuition cannot be refunded nor deductions given for temporary illness or absence as our expenses remain the same whether or not your child is in attendance.

TUITION

AGE	SCHEDULE	MONTHLY TUITION
6 weeks – 23 months (Mother's Morning Out)	<input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday	1 day = \$60 2 days = \$100 Drop-In = \$35.00 per visit
Two year olds (Weekday Preschool)	<input type="checkbox"/> Tuesday & Thursday <input type="checkbox"/> Monday, Wednesday & Friday <input type="checkbox"/> Monday – Friday	2 days = \$125.00 3 days = \$150.00 5 days = \$190.00
Three year olds (Weekday Preschool)	<input type="checkbox"/> Tuesday & Thursday <input type="checkbox"/> Monday, Wednesday & Friday <input type="checkbox"/> Monday – Friday	2 days = \$125.00 3 days = \$150.00 5 days = \$190.00
Four year olds (Weekday Preschool)	<input type="checkbox"/> Monday, Wednesday & Friday <input type="checkbox"/> Monday – Friday	3 days = \$150.00 5 days = \$190.00

We expect you to commit to the entire school year as teachers will be hired based on beginning of the year enrollment. Again, we are a self-supporting ministry. It would be very difficult to fill your child's spot after the school year begins.

ARRIVAL AND DEPARTURE

Children should be brought to their classroom by an adult in the mornings no earlier than 8:25 a.m. and picked up at their room at 12:15 p.m.

LATE PICK-UP FEE

Please pick your child up at 12:15 p.m. Teachers must prepare for the next day and may have personal appointments and obligations after that time. Unless there is an emergency, there will be a \$10 late charge payable upon arrival.

HOLIDAYS/INCLEMENT WEATHER

Holidays and breaks will be scheduled as closely as possible with schools in the surrounding areas. If the church office is closed, MMO/WP will be closed also. In the case of inclement weather, we will follow the same schedule as Bibb County Public Schools. An attempt will be made to contact you by phone or text if MMO/WP is canceled.



CELEBRATIONS

BIRTHDAYS

It is permissible for parents to bring refreshments for the class on or near their child's birthday. These may be brought to school at the beginning of the day and will be served at our regular snack time. Due to the prevalence of allergies, we ask that you bring **NO PEANUTS OR PEANUT BUTTER PRODUCTS**. Please do not send favors for the children to take home.

We will hand out invitations for your child's private party only if the entire class is invited.

HOLIDAYS

As part of holiday observations we will talk about God's creation, Jesus's Birth, Spring and new life.

Secular holiday personalities (witches, ghosts, Santa Clause, Rudolph, Easter Bunny, etc. will not be used in MMO/WP. Please do not send them as a snack, craft, prize, etc. They will not be used.

SAFETY

For your child's safety:

All of our personnel have current background checks

Our teachers are CPR and First Aid Certified

All of our classrooms have windows in the doors with unobstructed views into classroom

Only parents or parent-authorized adults are allowed to pick up a child from MMO/WP

Toys and equipment are age-appropriate

Emergency procedures are posted in each classroom

ATTENDANCE

It is important that your child arrive on time every day. Classes will begin promptly at 8:30. Your child will miss out if they are late.

STUDENT WITHDRAWAL PROCEDURE

A two-week notice should be made for any withdrawals during the school year. Please complete the withdrawal form located in the back of this handbook and give it to the MMO/WP Director. Tuition must be paid through the end of the month during which you withdraw.

PARENT VISITATION

Parents are welcome to visit MMO/WP, however, for security purposes and so as to not disrupt classes, please schedule a visit through your child's teacher or the MMO/WP Director. Parents who are visiting should always check in at the Preschool desk and receive a visitor pass.

Parent/Teacher Conferences: We ask that if you need to speak to the teacher, you schedule a meeting for the end of the MMO/WP day after all children have left or phone them later. During the school day the teacher's attention must remain focused on the children.

MESSAGES

Please do not send verbal messages by your child. Send all messages in writing and pin them to your child's shirt, jacket, or the outside of their book bag. We cannot accept changes in carpool information from anyone except a parent and that must be face-to-face or by phone call – no texts. Please call 935-8632 with such messages.

DISCIPLINE

- All students are expected to use appropriate behavior and language in school.
- Discipline is by positive guidance and distraction from undesired behavior.
- Time-Out may be used as needed. (1 minute per year of child's age – a 2 year old would have a 2 minute time out.)
- If time out and redirecting do not work, students will be sent to the MMO/WP director.
- Students who cause physical harm to others (biting, hitting, kicking, etc.), will be sent to the MMO/WP Director and parents will be notified of the behavior. At the third offense, parents may be asked to keep student out of class for two weeks.



A BEKA BOOK SCOPE & SEQUENCE

	2 YEAR OLDS	3 YEAR OLDS	4 YEAR OLDS
LANGUAGE ARTS	Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science	Recognition of name, sound, and picture for short vowels and consonants Formation of vowels and consonants in upper and lower case Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science	Phonics and Reading Recognition of name, sound, and picture of long and short vowels and consonants Sounding of blends and one- and two-vowel words Reading of sentences and stories with one- and two-vowel words Writing Formation of letters, blends, and words Writing first name Poetry Poems and finger plays committed to memory Language Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science
NUMBERS	Simple counting 1-25 Number concepts 1-10	Simple counting 1-30 Number concepts 1-15	Numbers largest and smallest 1-20 Addition facts 1+1, 2+1, 3+1, 4+1, 5+1, 6+1, 7+1, 8+1, 9+1
BIBLE	Hymns / choruses Memory verses	Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan	Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan (includes memory verses and hymns/choruses)
MUSIC ARTS & CRAFTS	Traditional and fun songs	Colors, shapes, following directions, eye-hand coordination	Traditional and fun songs Development of motor skills in drawing, coloring, cutting, and gluing



LBC MOTHER'S MORNING OUT AND WEEKDAY PRESCHOOL 2016-2017 CALENDAR

Thursday, August 4	Open House 6:00-7:00 PM
Monday, August 8	First Day of School for 2, 3, & 4 year olds
Tuesday, August 9	First Day of MMO for Babies-23 Months
Monday, September 5	Labor Day Holiday
Friday, November 11	Veteran's Day Holiday
November 21-25	Thanksgiving Holidays
December 21 – January 5	Christmas Holidays
Friday, January 6	Classes Resume Registration Begins For Present Enrollment
Monday, January 16	Martin Luther King Holiday
Wednesday, February 1	Registration Opens For Community
Monday, February 20	President's Day Holiday
March 27-31	Spring Break
April 14	Good Friday Holiday
Wednesday May 24	Last Day of School

We will try to schedule holidays and breaks as much as possible with Bibb County and other schools in our area. If changes or additions are made to this calendar, parents of children who are already enrolled for the 2016-2017 school year will receive an updated calendar in the mail before school begins in August.

LBC Mother's Morning Out and Weekday Preschool

Notice of Exemption Statement

I acknowledge that I have been informed that this program is not a licensed childcare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning, and this program is exempt from state licensure requirements. However, we still strive to provide exceptional care in line with or exceeding state standards.

Signature

Print Name

Date

LBC Preschool Ministry Director

Official Student Withdrawal Form

Lizella Baptist Church
2950 S Lizella Road
Lizella, Georgia 31052
Phone: 478.935.8632
Fax: 478.935.3646

Student Name: _____

Class: _____

Date of Withdrawal: _____

Reason for Withdrawal: _____

New Address if Moving: _____

Parent's Signature

Date

Director's Signature

Date

Office Use Only	
Date Withdrawal Form Received: _____	

NOTES

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