

LBC

MOTHER'S MORNING OUT

and



WEEKDAY PRESCHOOL

Parent Handbook

2019-2020

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

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## 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 12 months (walking) to 4 years old on or by September 1, 2019.

#### 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 fully 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

- Spill-proof cup (Mother's Morning Out only)
- Disposable diapers or Puli-ups if child is not potty-trained (Mother's Morning Out only)
- 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 the registration fee, 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 programs 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 March for the 2019-2020 year on a first come, first served basis.
- The registration fee for the 2019-2020 school year is equivalent to one month's tuition and is payable at the time of registration. (i.e., if your child's monthly tuition will be \$150, then the registration fee is \$150.)
- The registration fee for Mother's Morning Out (for children aged 12 months-23 months) is \$50.00.
- 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 2019-2020 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
<b>12 months (Walking) – 23 months</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Registration Fee \$50</b> 1 day = \$60 2 days = \$120 Drop-In = \$20 per visit <i>The State of Georgia does not allow children younger than 2 years old to attend a license exempt program for any longer than 4 hours per day, 2 day per week. While this option is available 5 days per week, your child may only attend 2 of those days.</i>
<b>Two year olds</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Registration Fee is equal to a month's tuition</b> 2 days = \$125 3 days = \$150 4 days = \$170 5 days = \$190 Drop-In = \$20.00 per visit
<b>Three year olds</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Registration Fee is equal to a month's tuition</b> 2 days = \$125 3 days = \$150 4 days = \$170 5 days = \$190
<b>Four year olds</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Registration Fee is equal to a month's tuition</b> 3 days = \$150 4 days = \$170 5 days = \$190

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.

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**

	<b>2 YEAR OLDS</b>	<b>3 YEAR OLDS</b>	<b>4 YEAR OLDS</b>
<b>LANGUAGE ARTS</b>	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	<b>Phonics and Reading</b> 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 <b>Writing</b> Formation of letters, blends, and words Writing first name <b>Poetry</b> Poems and finger plays committed to memory <b>Language</b> Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science
<b>NUMBERS</b>	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
<b>BIBLE</b>	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)
<b>MUSIC ARTS &amp; CRAFTS</b>	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 2019-2020 CALENDAR

Thursday, August 1	Open House 6:00-7:00 PM
Monday, August 5	First Day of School and Mother's Morning Out
Monday, September 2	Labor Day Holiday
Monday, October 14	Columbus Day Holiday
Monday, November 11	Veteran's Day Holiday
November 25-29	Thanksgiving Holidays
December 20 – January 3	Christmas Holidays
Monday, January 6	Classes Resume
Monday, January 20	Martin Luther King Holiday
Monday, February 17	President's Day Holiday
March 30- April 3	Spring Break
Friday, May 1	Registration for Summer Camp Begins
Thursday, May 21	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 2019-2020 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.

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Signature

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Print Name

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Date

*Mrs. Sharon Pirkle*

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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: \_\_\_\_\_