



VBC Mother's Day Out Celebration

Victory Baptist Mothers' Day Out Preschool

**Parent Handbook
2015-2016**

**Never again will a child learn so much in so short a time as he does
during the preschool years."**

C. Sybil Waldrop

Dear Parents

We welcome your child to Victory Baptist Mothers' Day Out Preschool and hope the learning experiences here will be happy, fun, and wholesome ones!

The Victory Baptist Mothers' Day Preschool program is planned for young children with the goal of helping them grow in their spiritual, mental, emotional, social, and physical development. This handbook has been prepared so you will know the policies and better understand the program as we work together to help your child through a successful year.

Sincerely,

Kylene Jones, Director

Program Calendar

First day of Program: Tuesday, August 11th, or Wednesday, August 12th, 2015

Last day of Program: Thursday, May 12th (1/2 day), or Friday, May 13th (1/2 day), 2016.

Victory Baptist Mothers' Day Out Preschool follows the Wilson County School District for all holidays. Notice of upcoming holidays and special events will be sent via e-mail, and are also listed on the Calendar at the end of this handbook.

Weather Related Closings

Victory Baptist Mothers' Day Out follows the Wilson County Schools for snow days and other weather related school closings. We will be closed if Wilson County Schools are closed. Please listen to the radio or television news stations for school cancellations, early closings, and hour delays. A delay of 1 or 2 hours for County Schools will make our starting time 10:30 a.m. In the case of early dismissal, we will close one hour prior to the Wilson County Schools. **Snow days will not be made up, nor will tuition be refunded for those days.**

Program Hours/Days

Victory Baptist Mothers' Day Out Preschool meets from 9:00 AM until 2:00 PM on Tuesdays and Thursdays or Wednesday and Fridays, as indicated on our Program Calendar.

The Program

Learning activities throughout the year are built around units of study, and follow the WEE Learn curriculum, which provides excellent age-appropriate experiences for preschool children in a Christian environment. The WEE Learn Curriculum is also supplemented with an academic program that addresses the Core Curriculum State Standards for Pre K.

Learning Centers

Children, according to their age and development, are offered a variety of creative learning activities such as art, puzzles and manipulatives, home living, books, blocks, nature and science, and music. While participating in the activity of their choice, the child is learning to share, take turns, plan, work and play with others. Activities are offered that allow preschoolers to:

Be Creative, Be Challenged, Make a Choice,
Have First Hand Experiences, Relate to Others,
Initiate Play, and Experience Success.

Group Time

Group Time is for conversation, singing songs, playing games, learning activities, Bible stories, reading books, Bible verses, and prayer.

Other Daily Activities

Other daily activities include outdoor play (as weather permits), lunch, and rest time.

Policies

Admission

Children, regardless of race or creed, will be admitted to Victory Baptist Mothers' Day Out Preschool as space permits. Children must be one years through five years old to be enrolled. To register in our one year old class, a child must have their first birthday by August 15, 2014.

Health

We can accept only well children. Please do not send your child to program ill or if there are symptoms of illness. Upon the recommendation of the Committee of Infectious Diseases of the American Academy of Pediatrics, symptoms that are cause for keeping your child home are:

- *Fever within the last twenty-four hours
- *Vomiting or diarrhea
- *Common cold
- *Symptoms of the usual childhood diseases (chicken pox, measles, scarlet fever, etc)
- *Sore throat
- *Croup
- *Any unexplained rash
- *Any skin infection (boils, ringworm, impetigo)
- *Pink eye or other eye infection

Your cooperation as a parent with the aforementioned health policy will protect the health of all our children.

If your child becomes ill during the day, you will be called and asked to come pick up your child.

No medication will be given to a child while at the Mothers' Day Out program.

Head Lice Information

Please notify your child's teacher or the director of any cases of lice. Children who have had lice should have two treatments before returning to program, and all nits should be gone.

Arrival and Departure

When arriving, please sign in on the sheet outside your child's classroom door. Leave a phone number where you can be reached in case of an emergency, and let us know who will be picking up your child in the afternoon. Your child's teacher will greet you and your child at the door; **please do not go inside the room**. Remember, VBMDO starts at 9:00 AM. We cannot accept your child before then as our teachers are busy preparing for the day. **If you arrive early, please wait outside the room until the teacher is ready.**

In the afternoon, all children will be picked up by **2:00 PM**. If someone other than the person designated on the sign in sheet will be picking up your child, please notify the director. Children will not be released to anyone other than the person designated on the daily sign in sheet unless prior notification is given. Program is out at 2:00 pm. All children should be picked up promptly at 2:00 PM. A late fee of \$1.00 per minute will be charged for any child not picked up by 2:05pm. This fee should be paid by cash or check to the teacher or staff who stayed with your child.

Security

The door will be unlocked at 8:55 AM each morning, and will remain unlocked until 9:30. For security purposes, the doors will be locked from 9:30 AM until 1:30 PM. If you arrive during this time, please ring the doorbell to the right of the door or call the MDO phone (615-773-6335) or the director at (256) 503-6332 and someone will come and let you in.

Toys

We ask that children do not bring toys from home. However, small stuffed animals may be brought for rest time.

Potty Training

We require that your child, by three years of age, knows what going to potty means and can verbally communicate that they need to go. Please do not send your child with belts, tights, or other restraining clothes while they are potty training. This requires potty time to be longer and more stressful on the child and the teacher. Please send your child in Pull Ups until your child is completely potty trained. This is for sanitary purposes. Once again, we ask that you provide an extra set of clothes in your child's backpack.

Supplies

Each child needs to bring the following items each day:

1 and 2 Year Olds

- *disposable diapers (enough for the day)
- *disposable wipes
- *Lunch and a drink (in a non-spillable drinking cup)
- *A complete change of clothes, including socks
- *Rest mat and a small blanket

3 – 5 Year Olds

- *Lunch and a drink
- *A complete change of clothes, including socks and underwear
- *Rest mat and a small blanket

Please label all of your child's belongings!

Victory Baptist Mothers' Day Out is a Peanut Free Environment!! Do not Send any food items containing peanut or peanut oil.

Snack

Teachers plan for a snack time each day. Please send a healthy snack, labeled with your child's name. This is to be placed in the plastic basket near the sign-in sheet each morning. DO NOT put the snack in your child's lunch box, as this requires additional time for the teacher to locate, and takes away from the time allotted for other activities.

Lunch

Lunch is generally around 11:30 each day. Please send a healthy lunch with your child each day, and please limit the amount of sugary items. Try sending things like yogurt, fruit, cheese, crackers, etc. Please do not send a meal that requires the use of the microwave; the staff must spend their time with all the children and cannot heat individual meals. If you would like to send food in a thermos, that would be fine. Children may bring a special treat for their birthday; please just let your teacher know so they can plan accordingly.

Each month we will offer a special lunch. Special lunch is a hot meal either brought in or prepared by staff. This meal will cost \$6 monthly (or \$50 if entire year is paid in advance in August). This is a treat for the children, and our only fundraiser. Participation in the special lunch program is entirely optional, and payment for special lunch may be combined with your tuition each month if you wish, or can be paid separately.

Dress

Children are encouraged to wear play clothes. Daily activities include active and sometimes messy play. Also, please dress your child for the weather. Weather permitting, we try to go outside each day. During spring and fall, please make sure your child has a jacket or sweater, as weather may be sunny but also cool.

Shoes

In an effort to keep the children safe while they are running, jumping, and climbing, we ask that you send your child to program each day in tennis shoes. Sandals and "Crocs" are cute, but they do not protect for safe play. Flip flops/thongs are not allowed. Thank you for your cooperation with this policy, as we want the children to be safe and as comfortable as possible which they are in our care.

Accidents

In case of an accident while at the program, an accident report will be completed by the teacher, and the parent will be notified and sign the report at the time of pick up. In case of a more severe injury, the parent will be notified immediately.

Absence

If your child is going to be absent, please notify your child's teacher or the director.

Withdrawal

We require a two week notice of withdrawal

Fees

Registration Fee

Enrollment is open to children from ages one to five (birthday by August 15 of current year). A non-refundable registration fee of \$75 will be required at the time of registration.

Monthly Tuition

Tuition is \$115 per month. There is a discount of \$15 per month for siblings in the program. This is payable by cash or check (made out to VBCMDO), we are also offering the opportunity to pay by check/credit card this year. We will be accepting VISA and MASTERCARD only at this time. If paying by check/credit card you will be charged the following to cover the finance charge to the program:

\$118.50 –one child

\$124.50 – two children

\$221 – one child and special lunch

\$233.25 – two children and two special lunches

If you would like to pay for the entire year upfront there is a \$10 a month discount per month given so the total for the entire year would be \$1,050 per child due in August. If you would like to pay for ½ a year upfront there would be a \$5 a month discount per month given so the total for ½ a year would be \$550 due in August and \$550 due in January.

Payment of Fees

Tuition is due the first meeting day of the month. Tuition is a set monthly fee, and will remain the same from August through May. **It will not fluctuate due to holidays or months with five weeks.** Tuition should be paid to the director, and you will be given a receipt.

Fee for Late Tuition Payments

After the first meeting day of the month, you will be assessed a \$25 late fee for tuition that is late, unless prior arrangements have been made with the director.

Returned Check Fees

If your check is returned due to insufficient funds, you will be assessed all bank fees for the returned check.

How To Contact Us During the Day

Kylene Jones, Director (615) 773-6335

vbcmdo@vbcmtj.org

(home phone) (615) 288-2762

(cell phone) (256) 503-6332

Calendars and Tuition Due Dates for the Tuesday/Thursday and Wednesday/Friday Programs can be found on the following pages.

Important Dates for 2015-2016 Tuesday/Thursday Classes

August 6 th	Open House (9 am until 11 AM)
August 11 th	First Day of Program
October 5 th thru 16 th	Fall Break, no Program
November 19 th	Family Harvest Brunch
November 25 th thru 27 th	Thanksgiving Break, no Program
December 21 st thru January 1 st	Christmas Break, no Program
January 5 th , 2015	Classes Resume
March 1 st (election day)	No Program
March 21 st thru 25 th	Spring Break, no Program
May 12 th	Last Day of Class (1/2 day 9am -12 pm) 6:30 PM End of Year Program/Preschool Grad.

Tuition Due Dates

Tuesday, August 11th

Tuesday, September 1st

Thursday, October 1st

Tuesday, November 3rd

Tuesday, December 1st

Tuesday, January 5th

Tuesday, February 2nd

Tuesday, March 1st

Tuesday, April 5th

Tuesday, May 3rd

Important Dates for 2015-2016 Wednesday/Friday Classes

August 7 th	Open House (9 am until 11 AM)
August 12 th	First Day of Program
October 5 th thru 16 th	Fall Break, no Program
November 20 th	Family Harvest Brunch
November 25 th thru 27 th	Thanksgiving Break, no Program
December 21 st thru January 1 st	Christmas Break, no Program
January 6 th , 2015	Classes Resume
March 21 st thru 25 th	Spring Break, no Program
May 13 th	Last Day of Class (1/2 day 9am -12 pm) 6:30 PM End of Year Program/Preschool Grad.

Tuition Due Dates

Wednesday, August 12th

Wednesday, September 2nd

Friday, October 2nd

Wednesday, November 4th

Wednesday, December 2nd

Wednesday, January 6th

Wednesday, February 3rd

Wednesday, March 2nd

Friday, April 1st

Wednesday, May 4th