



KIDS OF THE KINGDOM
★
MEADOW BROOK BAPTIST
PRESCHOOL

Handbook
2016-2017

“Train up a child in the way he should go, and when he is old he will not depart”
Proverbs 22:6

Meadow Brook Baptist Church
4984 Meadow Brook Rd
Birmingham, AL 35242
(205)980-2120
(205)991-8384

**MEADOW BROOK BAPTIST
PRESCHOOL & MOTHER'S DAY OUT**

**An Outreach Ministry
of
Meadow Brook Baptist Church**

Dear Parents,

We will strive to give your child the loving care and guidance that children need in their formative years. We view each child as a unique child of God with special needs, feelings, and capabilities. We will offer opportunities that will enable your child to expand their natural curiosity and grow in various stages of readiness. Discipline will be handled lovingly with no corporal punishment.

Our primary aim is to present a Christian environment in which each child can develop his/her mental, emotional, social, physical and spiritual growth. We hope that the learning experiences here at Meadow Brook Baptist will be happy, wholesome ones. The best assurance for this success is the close cooperation and understanding of parents and staff.

In His Service,
Lori Holmes
Director of Weekday Preschool

Kids of the Kingdom Staff

Director of Weekday EducationLori Holmes

TEACHERS OF WEEKDAY PRESCHOOL

K-5 Year Olds (5 days)..... Jessica Allen
4 Year-Olds (4days).....Michelle McKnight
4Year Olds (5 days)Kay Maitrejean
4 & 5Year-Olds Aide.....Karen Bennetch & Chris Cox
Science /Activities Dir. /Aide.....Chris Cox

3 Year-Olds (4 & 5 days younger)Elizabeth McCarty
3 Year-Olds (4&5 days older).....Jennifer Hartsfield
3 Year-Olds (3 days younger).....Mindy Towery
3 Year-Olds (3 days older).....Susannah Edwards
3 Year-Olds AideRegenia Schweer & Thresea Carter

TEACHERS OF MOTHERS DAY OUT

2 Year-Olds—(W/F).....Lindsay Martin & Jessica Johnson
2 Year-Olds –(T/Th).....Teresa Sapp & Charlene Lawless
2 Year-Olds (M/W/F)Lisa Holt & Meredith Angel
Toddlers (M/W/F)Ashley Stephens & Kristi Akins
Toddlers (T/Th)Olivia Matuszak &Thresea Carter
Babies (M/W/F)....Charlotte Teasley & Miae Jo & Bethany Beverly

SPECIAL TEACHERS

Assistant.....Denise Fleming
Music.....Margaret Cox
Spanish.....Linda Perkins
Language, Speech & Hearing.....Holly Foster
Computer.....Wendy Wright
Chapel.....Jane Carpenter

SPECIFIC OBJECTIVES

SPIRITUAL

- Christian principles to grow in the knowledge of God and Jesus
- to discover the Bible as a resource for daily life
- to view the church as a special place for worship, learning, and play
- to incorporate prayers of thankfulness into each day
- to learn Christian songs and stories
- to develop a philosophy of life that is in harmony with Christian principles

SOCIAL

- to work and play satisfactorily with others
- to develop a balance between independence and dependence
- to accept responsibility for his own possessions and actions
- to stimulate a love for learning and the development of individual potential
- to develop a sense of respect of adults and peers
- to bridge the gap between home and formal schooling

MENTAL

- to allow freedom to discover, explore, create and to solve problems
- to offer a variety of subject areas that will broaden each child's range of interest, according to individual needs
- to help the child develop language ability to enable him to communicate with others
- to offer opportunities for the enhancement of growth through learning games and activities
- * Kid's Comp is offered to 4 and 5 year olds

EMOTIONAL

- to encourage a good self-concept and a feeling of security within the group
- to learn to express emotions in an acceptable way
- to develop empathy for the feelings of others
- to meet new situations with a reasonable amount of stability

PHYSICAL

- to develop coordination of large and small muscles
- to learn to use movement in connection with music
- to establish desirable health habits
- to explore playground space and equipment
- Head Over Heels gymnastics is offered for 2's 3's, 4's, & 5's.
- Dance Class is offered for 3's, 4's and 5's.
- TOT class is offered for 3's 4's & 5's
- Soccer Shots is offered for 3's, 4's, & 5's
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MEADOW BROOK BAPTIST PRESCHOOL POLICIES

I. HOURS OF OPERATION

A. PRESCHOOL

3,4, & 5 year- old classes will be on Mon/ Wed. / Fri. or Mon./Wed./Th/Fri or 5 days from 9:30 to 1:30. .

Please do not leave your child before 9:20 am.

B. MOTHER'S DAY OUT

1. Open 9:30 to 1:30

Toddlers-2 yr. olds have the choice of T/Th, W/F, or M/W/F or all 5 days

2. Reservation & registration must be on a permanent basis.

C. We follow Shelby County School holidays. In the event of early dismissal of the Shelby County Schools, **WE WILL DISMISS ONE HOUR BEFORE. In the event of delayed school OPENING , WE WILL DELAY OPENING ONE HOUR.**

II. TUITION & FEES

A. REGISTRATION FEES

1. There is a \$120.00 registration for MDO & \$125.00 for WDPS. Additional children are \$75.00.

2. This fee is due at the time of registration and is non-refundable. There will be a supply fee of \$120.00 for MDO and \$140.00 for Preschool- supply fee due in September (includes school t-shirt).

3. **The registration and Supply fees are non-refundable.**

B. TUITION

1. Charges are as follows:

MOTHER'S DAY OUT

1 day a week/ \$100.00monthly

2 days a week/ \$180.00 monthly

3 days a week/\$230.00 monthly

4 days a week/\$310.00 monthly

5 days a week/\$410.00 monthly

PRESCHOOL

3 yr. olds - 3 days \$245.00 monthly

3yr. Olds - 4 days \$285.00 monthly

3 yr. olds - 5 days - \$325.00 monthly

4 yr. olds - 3 days \$255.00 monthly

4 yr. olds—4 days \$300.00 monthly

4 yr. olds—5 days \$330.00 monthly

K-5 class \$335.00 monthly (5 days)

Payments are due by the 10th of each month. This is a 9 month commitment. You are expected to pay your monthly tuition for the whole 9 months. This is how our teachers are paid. **There are no cancellations and no refunds for absences. A late fee of \$1.00 per calendar day will be charged for late payments, A month's notice must be given when a child drops out or one must pay that full month's tuition.**

3. Checks should be made payable to:

Meadow Brook Baptist Church Preschool (MBBC Preschool)

Put your child's name on the left side of the check

III. CLOTHING AND PERSONAL BELONGINGS

A. Please send your child to school in comfortable/*washable clothing*.

B. Each child will need to have a school bag. Bags are furnished for Toddlers and 2's. Please send an extra set of clothing, including underwear, to be kept in school in case of mishaps.

C. Label all coats, sweaters, bags, etc. to help avoid mix-ups and lost articles.

D. Toys should NOT be brought from home. **Please do not send toy guns or swords on days for "show and tell".**

IV. HEALTH AND SAFETY

A. The State Department requires us to have a "blue medical form" on file for each child under our care. These can be acquired from your pediatrician and are due before school begins. We cannot administer medication of any form.

B. Abuse and Neglect Reporting Requirement– The staff of MBBC is required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Alabama Department of Human Resources.

C. Illnesses

Please notify the Director if your child contacts a contagious disease, so that other parents can be alerted.

D. We will not release your child to anyone other than his/her parents without your permission.

V. PARENT PARTICIPATION

- A. If any parent has a special hobby, interest, or occupation that you would be willing to share with your child's class, please let us know.
- B. We will have some activities during the year to which parents, grandparents, and friends will be invited. Please make every effort to attend.

VI. REFRESHMENTS AND PARTIES

A. Refreshments

- 1. A drink and snack will be furnished each day. We make every effort for this to be both good and healthy.
- 2. If your child is allergic to any foods, be sure and let us know.
- 3. Please send a lunch each day, including healthy, easy to manage food and a drink. (Non-carbonated).

B. Birthdays

- 1. You may send cookies for the children in your child's class on his birthday. Please check with you teacher about the day and time.
- 2. Please do not send gifts, favors, or party invitations to be distributed in the class.
- 3. If your child has a summer birthday you may want to choose an alternate day.
- 4. Birthday pennies are to be brought on chapel days. These pennies are collected and given to missions at the end of the year. (This is teaching our children to give to others)

VII. DISCIPLINE

- A. No corporal punishment is administered by faculty or director.
- B. Appropriate “time-outs” are used according to a child’s age.
- C. Any problem situation will be handled on an individual basis. If difficulties persist, the director reserves the right to ask the parents to remove the child from the program with the approval of the church’s Weekday Preschool Committee.

CURRICULUM OVERVIEW

A variety of activities will be offered which encompass each of the following subject areas: (Basically, we follow the WEE curriculum for weekly/monthly units).

MATH CONCEPTS including counting, 1 to 10, matching, shapes and sizes.

LANGUAGE DEVELOPMENT including oral expression, letter recognition, introductory to phonic, increasing vocabulary and listening skills. Kids’ Comp computer courses are offered to 4’s, and 5’s

SCIENCE/SOCIAL STUDIES including unit topics such as Seasons, Home & Family, Health, Safety, Transportation and Animals, and Children Around the World.

CREATIVE ART/MUSIC including appreciation self-expression, and experimentation with various media with both our music teacher and classroom teacher.

PHYSICAL EDUCATION including action games, exercises, and discovery of motor abilities each day on the playground.

SPIRITUAL DEVELOPMENT There is weekly chapel for our older 2’s, 3’s ,4’s.&5’s Also, weekly, each class will hear an age appropriate Bible story.

LANGUAGE/HEARING/SPEECH/VISION testing available each fall.

SCHOOL CALENDAR 2016—2017

September 1 7:00 pm	Parents' Orientation in Sanctuary
September 1 9:30-11:30	Parents/Children visit classroom
September 6 9:30-1:30	First Days of School
September 14 1:30 - 2:15	First Head Over Heels gym class for 3's & 4's & 5's
September 12	First Kid's Comp classes for 4's & 5's
September 14 1:30—2:15	Dance Class Begins
September 14 1:30—2:15	TOTS class begins
October TBA	Pictures
October 10	No School—Columbus Day
Oct. 18,19, 20, 21	Parent/Teacher Conferences 3's,4's, & 5's
November 11	Veterans' Day – No School
November 18 – 11:00 am	Thanksgiving Program/Feast for 3's , 4's & 5's
November 21 - 25	Thanksgiving Holidays
Dec. 14 11:00 am	Christmas Program
December 16	Early Dismissal at noon
December 19—Jan 3	Christmas Holidays
Jan. 4	Return to school
January 16	Holiday—M.L. King's Birthday
Feb. 20	No School (Inclement Weather Day)
April 25, 26, 27, & 28	Parent Teacher Conference 3's,4's & 5's
March 10	No School
March 27—March 31	Spring Break
May 19 - 11:00 am	Graduation for 4's and 5's

PARENT ACKNOWLEDGEMENT FORM

Please sign and return this form with your child's medical form to the MDO/WDPS Director.

I have received and read the Meadow Brook Baptist Church Mother's Day Out Policy Booklet.

Child's Name

Parent's Signature

Child's Teacher

Date

Child's Name _____