



Broadway Baptist Church
Mom's Day Out
2500 Harrodsburg Rd.
Lexington, Ky. 40503
(859)276-2592

**PARENT INFORMATION
HANDBOOK
2008-2009**

Welcome To Broadway Baptist Mom's Day Out

The Broadway Baptist Mom's Day Program is for children who have turned two years old by October 2008. The program is designed to provide children with a structural environment. Varied learning and fun activities are planned for each class to provide the opportunity for children to interact and try new experiences in a safe Christian environment. All children are accepted based on their adaptability to the program and to being separated from their parents. Enrollment is limited to twelve children per session.

DAYS IN SESSION

The program is held on Tuesday and Thursday mornings beginning September 2nd, 2008 from 9:00 a.m. until 1:00 p.m. for the two day a week class and on Wednesday mornings beginning September 3rd, 2008 from 9:00 a.m. until 1:00 p.m. for the one day a week class. There will be no classes when Fayette County Schools are out for holidays and snow days. Sessions will be held from September 2nd, 2008 until May 14th, 2009.

PRE-REGISTRATION

The enrollment/supply fee is \$50.00 for the one day class and \$75.00 for the two day class. This non-refundable fee ensures your child a spot in his or her classroom and helps cover the cost of supplies and snacks throughout the year. Please return fee with application to the church office.

DROP OFF & PICK UP

In the morning you will enter through the blue double doors in the preschool wing of the church. Mom's Day Out is the first door on the right room, 115. The blue doors will be locked at 9:30 a.m. If you come after 9:30 a.m. you will need to ring the door bell labeled MOM'S DAY OUT. Bring your child into the classroom and place their lunch box in the cubby hole below their basket and backpack in the basket. Please hang jackets, sweaters and coats outside in the hallway on their hook. After the teacher greets your child, a quick, cheerful, kiss and hug good-bye is best. Prolonging the good-bye will often worsen any anxiety a child may be feeling. Most children will calm down in a short time, but if not a teacher will call you.

In the afternoon you will wait for your child in the hallway outside our door. We will bring your child out to you to be dismissed. Children will be released only to the parent(s) and the persons listed on the release form. **NO EXCEPTIONS.** If you drop your child off, but will not be the one picking them up, please notify us in writing that morning at drop off. The person picking them up must be listed on the release form and **MUST** present a valid photo identification.

We ask that you arrive promptly at 1:00 p.m. to pick up your child. There will be a \$5.00 charge for every 10 minutes you are late. The late fee also applies for any part of a 10-minute interval you are late. If you are late, please be prepared to pay the fee to the teacher when you arrive to pick up your child.

TUITION

The tuition rate is \$585.00, per year for the one day program and \$1,035.00, a year for the two day program. You may pay monthly tuition payments of \$65.00 a month for the one-day program and \$115.00 a month for the two day program. If space is available in both classes and you would like to send your child all three days

the tuition is \$170.00 a month. Payment is due the first session of each month. Checks may be made payable to Broadway Baptist MDO or cash.

DISCIPLINE

Our discipline policy is that of redirection by diverting a child to another activity. If this does not work, a child may be placed in “time-out”. A continuing problem will be brought to the attention of the parent. We want to keep the communication lines open. If there is a situation we need to be aware of, please let us know and we will do the same with you.

WHAT TO BRING

The items listed below are required to be brought each day your child attends the program.

Spill Proof Cup-A labeled spill proof cup needs to be brought each day for each child. We will fill the cup with water for snack time and milk for lunch. Please NO juice boxes, Capri Sun drinks or cups with straws.

LUNCH-Each child should bring a healthy, balanced lunch. All foods must be non-perishable type foods as there will not be a refrigerator for children’s lunches. Foods cannot be warmed in a microwave, so no microwave meals. All foods and containers need to be labeled with the child’s name.

SNACK-A healthy snack, such as animal cookies, graham crackers or dry cereal will be provided for each child.

CLOTHES-Each child needs to bring an extra set of clothes each day. We recommend children wear comfortable play clothes such as jogging suits, pull on pants (especially during potty training), etc. For those in diapers, please provide plenty of extra diapers. If your child is potty training please send plenty of extra underwear,

clothing, an extra pair of shoes and socks. Please send these items in a back pack.

We discourage children from bringing toys as sharing, for this age; it is very difficult at times.

SICK POLICY

Our goal is to ensure that all children are safe and healthy while they are enrolled in Mom's Day Out. We need the help of every parent to achieve this goal. Children will **NOT** be allowed to attend the program if they have any of the following symptoms:

- Nausea
- Vomiting
- Diarrhea
- Any unexplained rash or skin infection
- Discharge in eyes or ears
- Fever
- Colored runny nose

Children must be symptom free for a **full 24 hours** before returning to class. (Please note that they must be fever free **without** Tylenol or Motrin for 24 hours)

Should a child begin to show any of these symptoms during class hours, we will contact a parent or emergency contact person to come and pick up the child.

If your child has been exposed to a contagious disease, please notify us immediately.

All children are required to turn in an up-to-date Kentucky Certificate of Immunization form. This must be received by the first day of class. You may get these from your child's pediatrician.

Our days are planned around monthly themes. All of the activities, learning centers and your child's art will be based around the theme for that month. I will be using some of the A Beka curriculum this year. Here is the schedule for a typical day.

9:00-10:00 Free Play
10:00-10:15 Clean up, Potty
10:15-10:30 Story and Song
10:30-10:45 Snack
10:45-11:15 Outside Time/Gym Time
11:15-11:45 Play/Craft/Story
11:45-12:00 Potty/Change Diapers/Wash up for Lunch
12:00-12:30 Lunch
12:30-1:00 Activity Music

From time to time, we will alter a day with special celebrations and parties for holidays and birthdays. We will recognize your child's birthday the week of his/her birthday. You may send in a special treat for the class to enjoy. Cookies, juice, pudding pops or individual ice cream cups are good examples of treats that are easy for the children to enjoy.

We are devoted to help your child develop emotionally, socially and mentally in a Christian environment where they will be safe and have lots of fun.

I hope this will answer questions you may have, but please feel free to call me with any others.

Sherry Lyons
Director/Teacher
(859)276-2592 or
(859)223-4162

