



MeadowBrook  
Weekday  
Education

2018-2019  
Parent Handbook

2525 Rainbow Drive • Gadsden, AL 35901

256.442.3550

[mbchurch.com/weekday](http://mbchurch.com/weekday)

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## GETTING TO KNOW OUR WEEKDAY DIRECTOR,

### Mrs. Katelyn Smith...

I joined the MeadowBrook staff in November of 2014. My husband, Jim, and I have a beautiful daughter, Peyton. I am a graduate of Auburn University with a degree in Early Childhood Education. I have several years experience in working with children, and have a passion for investing in their physical, emotional, and spiritual well being. I am so grateful for the opportunity to demonstrate God's love to each child in their daily life!



## GETTING TO KNOW OUR ASSISTANT DIRECTOR,

### Mrs. Sabrina Trimble...

I joined the MeadowBrook Weekday staff in December of 2014 as a three year old teacher. In 2016, God blessed me with the opportunity to become the Assistant Director of the Weekday program. I am committed to loving, serving, and teaching the children about the gospel of Christ. I have been blessed with two handsome sons, Walker and Ayden. I am looking forward to connecting and growing with each family this school year!



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

### **Our Purpose Statement**

Our purpose at MeadowBrook Weekday Education is to provide a loving, Christian environment for young children and their families that fosters a love for learning through Biblical principles and compassionate teachers.

### **Values**

We believe that:

1. Children should be treated as unique individuals created in the image of God.
2. Our program will build upon the child’s strength by promoting:
  - the development of self-esteem by understanding that “God made me!”
  - a sense of caring for others
  - self-control
  - cognitive skills
  - social interaction skills based upon biblical principles
  - gross and fine motor skills
  - interest and involvement in activities that help children learn and grow
3. Our Facility provides a feeling of safety and security, in addition to providing opportunities for learning and problem solving.
4. Families will be expected and encouraged to be involved with the preschool’s programs and activities.
5. MeadowBrook Weekday Education serves as a supplement to the God-ordained responsibilities of parents for the care and education of their children.

### **Staff**

The staff of MBWE is experienced in working with young children. All will participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today’s families and changes in our community.

### Hours of Operation

MeadowBrook Weekday Education operates five days a week, year round, from 7:00 am to 5:30 pm. These hours have been established to better serve working parents and their varying schedules. Opening in inclement weather is always at the discretion of the Director and dependent on road closings and road conditions. Schedule changes will usually, but not always, follow Etowah County School System decisions regarding closures or delayed openings due to weather conditions. Always check our Facebook page for updates on openings and closings.

### Closed Holidays

The following days are considered holidays and the daycare will not be open in observance of each:

- **Sept 3- Labor Day**
- **Nov 12- Observed for Veterans' Day**
- **Nov 21-23 –Thanksgiving Break**
- **December 24-Jan 1 – Christmas Break**
- **Jan 21- Martin Luther King Day**
- **Feb 18- Presidents' Day**
- **April 19- Good Friday**
- **May 27- Memorial Day**
- **July 4- Independence Day**

\*Other than the week of December 24-28th, these dates will not reflect any change to your weekly tuition.

### Teacher/Student Ratios

<u>Age</u>	<u>MBWE Staff/Child Ratio</u>	<u>State Max Group Size</u>
0-18 Months	1 staff to 4-5 children	5
2 - 2 ½ Years	1 staff to 9 children	9
3 years	1 staff to 10 children	11
4 years	1 staff to 11 children	14
School Age	1 staff to 15 children	20

## Eligibility for Enrollment

We accept children from all denominations and faiths, but we are distinctly Baptist. It is not necessary for a parent to agree with our Statement of Faith. However, the Word of God will be an integral part of the care and training of each child and they will be taught the values and truths that Baptists have historically held to.

All required forms must be completed and returned to the Director, along with the annual registration, prior to the child's first day. Parents understand that their child's enrollment is a privilege and not a right, and must agree to abide by the rules contained herein, and any other amendments provided in writing.

Priorities for enrollment are as follows:

1. Current preschool students and children of staff
2. Siblings of current students
3. MeadowBrook church members
4. Children on the waiting list
5. General public by date registration packet and fee is received

## Ministry

MeadowBrook Weekday Education is only one of the many ministries offered at MeadowBrook Baptist Church. MeadowBrook offers classes that meet the needs of all ages, including preschool, children, middle school, high school, college, singles, adults and senior adults. Our worship services are offered Sundays at 8:00 and 10:45 am as well as Wednesday nights at 6:00 pm. Sunday morning Life Groups are at 9:30 am. A MeadowBrook Life Group is *the place* for someone to connect to the community and ministry of our church. Our Life Groups seek to carry out the vision of our church by **connecting** people to Jesus Christ and to this local church body. It is where people can **grow** together as disciples of Jesus and engage in making disciples who are well-equipped to love God and love others. It also is a place to **serve** alongside one another in MeadowBrook's global and local mission effort throughout the year. Life Groups are so much more than the Sunday morning hour! It truly is life together for the kingdom and **glory of God**. So, if you are looking for a place to belong at MeadowBrook, check out one of the groups below that is a good fit for you. We would love to welcome you into our lives! For more information visit [www.mbchurch.com/main-life-groups](http://www.mbchurch.com/main-life-groups) or call the church office at 256-442-3550.

## **Curriculum**

MBWE Preschool hours are from 8:30-12:00. During that time your child will be involved in a structured program, in which the A Beka Curriculum will be used. We have chosen this curriculum due to their Christian educational materials and because we feel that it meets the needs of our children. We also feel that this curriculum adequately prepares them for the elementary school experience. The A Beka approach to Christian education keeps learning lively, interesting and memorable. Your child will participate in extracurricular activities throughout their preschool hours. Activities include music, electives, centers, and most importantly, chapel. If a child misses a day, the work pages will be given to them on their return.

## **Parental Involvement**

### **Orientation**

At the beginning of the school year, there will be a Meet the Teacher Night. The purpose of this meeting is to get the parent and child acquainted with our MBWE program. It will provide an opportunity to meet your child's teacher, other parents, as well as the administration. Attendance by parents is essential for a smooth beginning to the school year.

### **Field Trips**

Each outing is carefully planned to introduce the student to new and interesting activities. If a field trip is not planned on your child's regular day of attendance, they may switch days if possible or be charged for an additional day. This policy will also pertain to the class parties.

### **Newsletter**

A newsletter and calendar will be sent home at the beginning of each month with information about the upcoming activities.

### **Permission Forms**

Before a child is allowed to participate in any activity off the MeadowBrook Weekday Education campus, a permission form must be signed by a parent or the custodial parent where there has been court action. Permission forms should be turned in to the teacher. Failure to do so could result in your child's inability to participate. The staff will adhere to Alabama seat belt laws on all field trips.

## Security

Your child's safety is of utmost importance to us. We have security cameras in the hallways, the playground area and at every exit. We also have a security system set in place that requires a card for you to swipe for entry in MBWE. You will be issued one per child (at no cost to you). You may purchase additional cards for \$10. This is helpful if you have different people that pick up your child or a key is misplaced. It will be mandatory to have these cards to enter the preschool. Children at the school will not be released to any adult other than the parent or adults listed on their authorized pick up list without written permission from the parent or legal guardian. A driver's license of the person picking up the child will be checked.

## Arrival and Departure Times

We ask that your child (2-5 years old) **arrive no later than 8:30 am each morning**. Children arriving after 8:30 are missing a valuable learning opportunity, which also disrupts their day. To assure peace of mind to your child, we ask that parents please be consistent in their arrival times. **If your child needs to be dropped off later than 9:30, you must notify the Weekday office.** This will assist us in properly staffing our preschool.

If the parent/designated person arrives 5 minutes after closing (5:35 p.m.) to pick up a child, there will be an after – hours fee of \$10 per every 5 minutes the parent is late. This is considered unacceptable conduct and if this occurs habitually, services may be discontinued. The after-hours fees will be added to your childcare account.

## Custody Matters

For the safety of all children, MeadowBrook Weekday Education will release a child only to parents, legal guardians, and persons listed and identified on the authorized pick-up card. Anytime changes need to be made to the child's release form, you must do so personally by informing the Director or Assistant Director. If a child is to leave with one parent, the parent having custody of the child must supply MeadowBrook Weekday Education with a certified copy of the custody papers to be kept in the child's permanent record. If only one parent has custody of the child, the parent must instruct MeadowBrook Weekday Education of this fact, and must provide the Director with certified copy of the court order. In the event of a change in custody, a certified copy of the court order must be given to the Director.

### **Birthdays and Holidays**

We love to celebrate birthdays! If you would like to provide a special treat for your child's birthday, please alert their teacher at least one week in advance. Baked goods must be in original wrappers from a bakery or similar public establishment. **Please remember to check with the teacher for any allergies in the classroom.** Also, please remember that we are a **nut free facility**. For everyone's safety, parents are asked to exclude balloons, candles, small favors, and hard candy. Gifts may not be exchanged.

The goals for celebrating holidays are to gain an understanding of their meanings and for the child's enjoyment. Christian holidays will be particularly emphasized. Halloween will not be celebrated, but we will celebrate the fall season.

All full time students are offered one week per school year for vacation. This is a week that families can use for their child if they will be out of school for the weeks duration. This week cannot split up nor is it offered to part time students. Vacation forms must be completed in advance and are available in the Weekday office.

### **Emergencies and Accidents**

For decisions and announcements concerning closures or opening delays due to inclement weather, please follow the Etowah County School System decisions. If they decide to close we will (usually) do the same. We will post this information on our Facebook page and through the REMIND system. To enroll, text 81010 with the message @mbweekday. Our hope is for this emergency plan to be simple and convenient for our parents.

When severe weather watches or warnings are issued by the National Weather Service, the children will be evacuated from our building in a swift, orderly manner to the adjacent administration building on the bottom floor. Here the children will sit along the walls of the basement until parents arrive, or the severe weather has been cleared from our area.

MeadowBrook Weekday Education will strive to maintain a safe environment from all health hazards. However, accidents and illness's needing medical attention do occur. Therefore, parents must provide the center with information necessary (insurance info; preferred hospital care) in the event of an emergency involving your child. If any changes occur, emergency data must be updated immediately. Should your child have a minor accident, a small scratch or scarp, a staff member will administer first aid. Should your child have a more serious accident, a bump, cut, etc. that cannot be handled by staff, supervisors, or the Director, appropriate action will be taken, and you will be notified immediately. A staff member trained in First Aid and CPR will be on duty at MeadowBrook Weekday Education during all hours of operation. Parents are financially responsible for any medical expenses accrued.

### Immunization

MeadowBrook Weekday Education is responsible for accurately reporting children's immunizations to the State of Alabama. An incomplete immunization record warrants written notification from the center as a request to complete and/or update the file. Written verification of proper immunization must be received within 30 days of notice or childcare will be terminated.

### Medication

In order for MeadowBrook Weekday Education to administer prescribed medication, parents **MUST** fill out a medication form in the office indicating amount of medicine, frequency, and time of last dosage given. The child's name and medicine expiration date must also be on all prescribed medications. In compliance with state law, your child's medication will be kept in the office, out of reach of the children.

### Illness

Because we must consider the welfare of **ALL** children at **ALL** times, you will not be able to bring your child for care if he/she is sick and not able to participate in regularly scheduled activities. If your child becomes ill while at the center, you will be notified and expected to pick him/her up as soon as possible (**within a maximum time of 45 minutes**). In any case, we will attempt to make your child comfortable until you arrive. **In cases involving contagious illness, you are required to provide a doctor's statement before your child may return to the center.** A child must be sent home if he/she has the any of the childhood, contagious diseases listed below:

Illness	May return to MBWE when:
Chicken Pox	All scales are dry
Hand, Foot, Mouth	Fever free for at least 24 hours and sores must be scabbed (no oozing)
Pink Eye	On medication for 24 hours and absence of irritation
Strep Throat	On medication for 24 hours and fever free for at least 24 hours
Viruses	Absence of diarrhea and vomiting and fever for 24 hours
Vomiting	Sent home after vomiting twice. May return when fever & vomit free for 24 hours
RSV	Fever free for at least 48 hours
Diarrhea	At least one normal stool has occurred
Lice	All nits are gone
Rash	Cleared by a physician
Fever	If your child has a temperature of 100 or higher, the child must stay at home until the temperature has been normal, <b>without medication</b> , for 24 hours.
Diarrhea	Diarrhea is defined as 3 water stools during a period of two hours. If the child is sent home for diarrhea, <b>he/she should not return until at least one normal stool has occurred.</b>

### **Daily Schedule of Activities**

At MeadowBrook Weekday Education, comprehensive and developmental programs for small groups of young children are provided. Age appropriate daily activities include: A Beka curriculum, problem solving, block building, self help, skill building, dramatic play, arts, discovery science, physical skill building, music, health, safety, and social awareness. Creative language experiences including: writing, speaking, listening, and reading.

Each day's schedule includes both, teacher directed and children-chosen activities, a time for quiet and noisy play, and a reasonable length of time outside in various kinds of weather. All activities are catered to the children's well-being.

Your child will have a daily rest period (nap time). Parents should send nap mats labeled with child's name. This applies to classrooms B1-C4. We will send them home weekly to be cleaned, or sooner if needed.

### **Discipline Policy**

MeadowBrook Weekday Education believes that children learn best in an atmosphere of Godly love and acceptance, but also in one which sets limits in a fair and consistent manner. This allows children to explore self-control at the same time.

MBWE Staff will use a variety of age-appropriate approaches to help children learn to manage their own behavior, which includes:

- Praising children for appropriate, desirable behaviors
- Serving as role models for desirable behaviors
- Redirecting inappropriate behavior
- Setting age-appropriate and reasonable goals
- Isolating a child from the group temporarily, with supervision
- Provide a substitute activity or object for the child's anger or frustration
- Using logical consequences when appropriate, such as time out

We believe that it is ultimately the parent's responsibility to discipline and must require the parents' full cooperation in the training and discipline of the child.

It is always inappropriate to use corporal punishment, ridicule, or harshness of any kind when disciplining a child in our care.

### Clothing

We understand that children are active. They play on the playground, make play dough, paint, etc. Therefore, parents should provide clothes that are washable as well as durable.

MeadowBrook Weekday Education will not be responsible for damaged clothes. Simple clothes that are easy to fasten and unfasten are the best choices for children learning to take care of themselves and those who are potty-training.

Parents are asked to dress children appropriate to the weather. Your child **must** have two complete changes of clothes at all times. The change of clothes must be consistent with the season. Children should be dressed for the daily activities, including socks and shoes, before they are brought to the center. All clothing must be marked with your child's name.

MeadowBrook Weekday Education will not be responsible for lost clothing or belongings.

### Meals and Snacks

All meals at MeadowBrook Weekday Education are provided by the parents, except for snacks. Please keep in mind we are a **NUT FREE CENTER** (this includes Nutella, PB & J, etc). Each child should bring a lunch and a drink (non-carbonated) for their daily meal. All foods should be ready to eat, for example: fruits should already be peeled, cut, etc. Spill proof cups should be provided for toddlers. Any "sippy" cups being used by children in our 3 year old classes must be phased out by January in order to prepare for the 4 year old classes. Disposable plastic wear such as spoons, forks, etc. should be sent as needed for your child's lunch. Quick heated, microwave meals may be brought.

For Breakfast you may bring cereal, pop tarts, or any other breakfast item that you would like your child to eat. **Breakfast ends promptly at 7:30** and is provided by the parent.

### **A-Pod Rooms**

Parents are required to bring prepared formula, baby food, lunch, snacks, diapers, wipes, 2 sets of extra clothes, any other necessary items labeled with your child's name to stay in their cubbies. Bottles will be rinsed out, but parents will be responsible for washing and sterilizing their child's bottles. For safety purposes, no glass bottles will be allowed. We will dispose of any excess formula or juice after each feeding. Please notify your child's teacher if your child has special dietary needs. All clothing that gets dirty will go home with parents each day. Please remember to replace all used, extra sets of clothes.

### **Toys**

MeadowBrook Weekday Education will provide appropriate toys and equipment for your child. We ask that parents help children leave personal toys or other items at home. Sharing is very difficult for this age group, and MeadowBrook Weekday Education cannot be responsible for loss or breakages related to these items. Please do not bring movies from home unless requested by the teacher.

### **Abuse and Neglect**

All staff members at MeadowBrook Weekday Education are legally obligated to report any suspected cases of child abuse and neglect as outlined in the Alabama State Law. All suspected cases will be reported to the Director, who in turn will notify the Department of Social Services.

### **Parent Conferences**

We believe that parents are responsible for the influences in their child's life, and that we are a tool for the parents to use. As such, MeadowBrook Weekday Education welcomes parents at any time to visit and be a part of their child's day. Daily, verbal communication between teacher and parents is very important to us. Teachers will give a verbal and written daily report of the child's activities. Classroom teachers will send home work and crafts so that parents can share in the progress of their child. Your child's teacher will contact you regarding any conferences that may need to be set up about your child during the year. Parents should feel free to request a meeting at any time if there are questions or concern regarding your child.

### **Termination and Withdrawal**

Both parents and MeadowBrook Weekday Education have the right to terminate the contract for childcare with adequate notice. Parents who wish to terminate care **must give a TWO week notice** prior to withdrawal. Tuition is due for the final two weeks **at the time of notice**.

There will be no refunds and no curriculum given to parents upon withdrawal or termination. The center may discontinue child care if:

- Parent or guardian fails to keep current medical requirements & immunization records
- Parent or guardian habitually abuses program policies
- Parent or guardian fails to make required payments
- The staff determines that the program is not meeting the needs of the child or if the child's/parent's presence is a threat to the welfare of others
- Parents or guardians display inappropriate behavior, such as, but not limited to: profanity, physical aggressiveness, verbal abuse, etc.... toward staff members, other parents, or any child/children on the premises

### **Other Information**

1.) As a teaching staff, we would like to keep communication via text to a minimum during the school day. If you wish, we will send fun pictures to you whenever possible. However, our classrooms are active areas and every moment that we are texting our parents is a moment that we are taking time and attention away from your little one. We all know, at this age, it only takes a second to get a "boo boo."

2.) Fire and weather drills are conducted routinely with your child at various times. If your child seems to feel insecure about these, please try to talk with them at home about the importance of practicing for emergency situations. This may ease some of the tension knowing that it is important to mom and dad too.

3.) A copy of Minimum Standards of Daycare Centers and Nighttime Centers – Regulation and Procedures may be obtained from the State Department of Human Resources, Office of Child Care Licensing and Montgomery AL 36130

4.) As a church – owned and operated childcare center, we are exempt from holding a license through the Department of Human Resources. This simply means that we do not have to obtain an official license to operate, but we are approved by their Department and are subject to have their officers/representatives check us at any point in time. We will always seek to meet every standard that the State of Alabama has set forth in their guidelines.

5.) The preschool/daycare is a non-profit ministry of MeadowBrook Baptist Church that shares the Good News of Jesus with every man, woman, and child.

# Join Us at MeadowBrook

## SUNDAYS

8:00 & 10:45 am – Worship Services

8:00 & 10:45 am – Kids Worship Live

9:30 am – Life Group

## WEDNESDAYS

4:45 pm – Fellowship Meal

6:00 pm – Worship Service (Adults)

6:00 pm – Preschool Ministry

6:00 pm – KidStuf (Children's Production)

6:00 pm – Middle School Worship

7:00 pm – Celebration Choir

7:15 pm – High School Worship

8:00 pm – Praise Band

## RADIO BROADCAST

Sundays at 11:00 am on MIX 102.9

## LIVE STREAM

Sundays at 10:45 am online at [mbchurch.live](http://mbchurch.live)

## CONTACT INFORMATION

MeadowBrook Church

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