

# BROOKSIDE PARENT'S DAY OUT

## Our Mission:

Kindle is a ministry of Brookside Church. The term, Kindle, means to start a fire, to stir up, to arouse, to bring into being, or to cause.

It is our mission to partner with families to instill a Biblical Worlds view and preschool education by kindling each child's **Love for God, Love for others, and Love for learning.**

# **Informational Handbook**

Brookside Church

4993 Hwy 302 E.

Olive Branch, MS. 38654

[www.brooksidems.org](http://www.brooksidems.org)

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“His word is in my heart like a fire, a fire shut up in my bones. I am weary of holding it in; indeed, I cannot!” – Jeremiah 20:9

## Policies

### Mission

To partner with families to instill a biblical worldview and preschool education by kindling each child's love for God, love for others, and love for learning.

### Purpose

To provide a safe, nurturing environment that promotes the physical, social, cognitive and spiritual development of young children in a Christian environment.

### Enrollment/Admission

Brookside serves children ages 3 months through 5 years. No child will be discriminated against based on race, color, religious belief, or gender. Children with special needs, including mental/physical handicaps and serious disciplinary problems, will be individually assessed. An enrollment package must be completed prior to your child entering the program. Your child will not be allowed to attend class until a complete and accurate enrollment package is submitted. This includes state of health, discipline guidelines, and financial agreement. It is the parent's responsibility to update the information as needed.

### Location, Days & Times

Brookside Parent's Day Out is located at 4993 Hwy 302 E. Olive Branch, MS. Days of operations are Monday, Wednesday, and Friday from 8:30 a.m. to 12:30 p.m. and will follow the Marshall County School District Holiday schedule and inclement weather policy.

### Program Cost

Age	Annual Registration/Curriculum Fee	Monthly Charge
All ages	\$75.00	\$300.00

Tuition is due on the 1<sup>st</sup> day of attendance each month for the entire month. Failure to meet tuition obligations may result in the child being dropped from the program. This will require the child to re-enroll or be placed on a waiting list. To re-enroll, a new registration fee must be paid.

**\*\* Paid fees are non-refundable. We have a very low child to teacher ratio that is based on the days your child is enrolled. Therefore, there is no discount for days your child will not be able to attend.**

Late Pick Up Fee – A late charge is assessed if a child is picked up any time after 12:15.

There is an initial charge of \$5.00 and \$1.00 per minute thereafter. \_\_\_\_\_ Please Initial Each Page

## **Payment Methods**

We accept checks, money orders, or cash for tuition. We also have a convenient online payment option through our Brookside website.

There will be a \$25.00 fee for any insufficient check. The amount of the insufficient check must be paid in cash as soon as you are notified that the check has been returned. The return of a second check may revoke your privilege of paying by check. If your account is not paid in full by the 15<sup>th</sup> of the month, your child may not attend class until the account has been paid. Late accounts must be paid in full by the close of the month, or your child will be dropped from the program. To re-enroll, you will need to pay a new registration fee and all past due amounts. If space is not available, your child will be placed on the waiting list.

## **Drop off/Pick Up**

Parents are required to walk the child to and from his/her room and release the child to the responsible teacher. Children will be released only to properly identified persons who have been listed in the child release section of the enrollment forms. The names of individuals who are allowed to pick up children are to be kept current by the parents. For our records, children must be checked in and out each day.

## **Sample Schedule**

8:00 Opening Activity/Free Play	10:30 Centers
9:00 Snack	11:00 Outside Play (weather permitting)
9:15 Music or Movement	11:30 Restroom/Clean-Up
9:30 Circle Time	11:45 Rest Time
10:00 Wiggle Land	12:00 Prepare for dismissal
10:15 Art	

\*Schedules and activities will vary based on the age of child.

## **Withdrawal**

We ask that you provide us with a two week notice, should you wish to withdraw your child. Until notice is given, you are responsible for all tuition fees. No refunds for partial months will be given.

## **Inclement Weather/Holidays**

Should the Marshall County School District close early, start late, or cancel school due to inclement weather conditions, Brookside Mom's Day Out will close or start late as well. Discounts in tuition are not given for snow/bad weather days. \_\_\_\_\_ Please Initial Each Page

**Items to send with child** (Please label all items with first and last name):

Toddler/Preschool:

- Blanket/pillow, mat and sheet for rest time
  - Nutritious snacks
- Finger foods – **no peanut products of any kind** or sweet treats
- Water bottle and juice
    - Juice (please avoid red or dark colored juices), or milk in lunch box with ice pack
  - **Change of clothes** and pull-ups (if appropriate)

Infants:

- Bottles, formula, snack, food for lunch, diapers, ointment, change of clothes.
- Pacifiers, blankets, etc. as appropriate
- Completed feeding/nap schedule

**Note: As we want to protect all children from potential allergy issues, all classrooms are “peanut free” zones. Therefore, the only food items allowed in the classroom are the children’s snacks.**

**Health and Safety**

Please keep your child home if he/she experiences any of the following:

No child will be admitted who has a contagious or infectious disease. Parents will be notified to pick up their child if the child exhibits any of the symptoms listed below:

- Fever: A body temperature of 101 or greater (Recommendations – infants, six months of age or under, who have a temperature of 100 or greater should be excluded). Child must be free of fever for 24 hours without medication before returning to school.
- Diarrhea: three (3) or more watery stools in a 24-hour period.
- Vomiting: Vomiting within the past 24-hour period.
- Rash: Body rashes, not obviously associated with diapering, heat, or allergic reactions to medications.
- Sore throat: If associated with fever or swollen glands in the neck.
- Severe coughing: Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing.

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- Pink Eye: Pink (or red eye) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours.
- Untreated scabies, head lice, or the presence of nits: Must be treated and remain lice/nit free for a complete 24 hours before returning to Brookside.
- Multiple sores inside mouth with drooling: Unless health care provider determines the condition is non-infectious.
- Ring Worm: A fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider.
- Impetigo: may return 24 hours after treatment is initiated.
- **Colored discharge from the nose (green or yellow)**
- Any child who becomes ill will be separated from other children and supervised. Parents will be called to pick up the child.
- For your child's protection, we ask our staff to follow the same guidelines.
- If your child is being treated with an antibiotic, we ask that they should have received treatment for at least 24 hours before attending class.
- Staff cannot administer any medications.
- Parents of all children will be notified of contagious illness as soon as possible.

### **Injuries**

In the event of an accident or injury, your child will have prompt immediate attention. An accident report form will be given to you stating the details of what happened and what medical attention was given. You will be immediately contacted regarding any serious injury.

### **Potty Policy**

All children ages 36 months and older (As of August 2018) must be fully potty trained before attending Brookside.

### **Allergies**

Please make sure any severe allergy your child has is listed on your enrollment package. Also, let your child's teacher know if your child has a severe allergy.

Discipline (Proverbs 22:6)

Young children are in the process of learning and understanding how the world works and sometimes they don't have any idea of the consequences of their actions. The process of discipline is to help teach children appropriate ways to meet their needs and to stop inappropriate behavior. The word discipline means "teaching," and that is exactly what Jesus did with his disciples. Our teachers are responsible for the following guidelines:

- Encourage children to love the Lord (demonstrated by obedience) and to love their neighbor (treat others as you want to be treated).
- Redirect behavior.
- Offer a choice.
- Talk through problems.
- Set clear limits (use the word “no” as little as possible).
- Provide an opportunity for time out (children two years or older – must not exceed one minute per years of the child’s age).
- Contact the director if the above options have been taken without any change in a child’s behavior.
- Contact the parent if removal has not been effective.
- Understand that effective discipline does not include ridicule, sarcasm, threats, or withholding any sort of care from a child.
- Effective discipline should NEVER include any sort of negative physical touching (spanking, slapping, swatting, tapping, shaking, pulling, biting back, or grabbing face or limbs).

It is our desire to demonstrate to children that our teachers are loving and considerate people who want to show them God’s love.

**Time-Out** shall not be used for children under two years of age. However, brief separation from the group is acceptable when a child’s behavior endangers him or endangers others. Then, a child may be placed in a supervised area away from the group while the teacher attends to the situation. (Example: A child who has bitten another child could be briefly removed from the group while a teacher attends to the bitten child, and the other teacher attends to all other children.)

#### **Complaint Procedure** (Matthew 18:15-19; Matthew 5:9, Ephesians 4:26)

If you have a complaint or concern:

- Pray about it. Ask that God will help you make the complaint in such a way that it will result in the betterment of the program.
- Express your concern promptly and clearly.
- Concerns about the Brookside Parent’s Day Out policy should be addressed directly to the director. Concerns regarding classroom condition should be discussed with your child’s teacher. After the discussion with the child’s teacher, if you feel that the results were not satisfactory, the next step would be to contact the Director.

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**Brookside PDO/Pre-School Handbook**

**Acknowledgement Form**

**By my signature below, I acknowledge that I have read and agree to abide by the policies and procedures stated in the handbook.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please sign and return to Brookside PDO/Pre-School:**

**Brookside Church**

**4993 Hwy 302 E.**

**Olive Branch, MS. 38654**

**(662) 890-4069**

**Church office hours: Monday through Friday 9:00 a.m. – 5:00 p.m.**

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