

WYLIE METHODIST CHURCH

MOTHER'S DAY OUT and PRE-K

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A ministry of
Wylie Methodist Church

We would like to welcome you to the Wylie Methodist Mother's Day Out and Pre-K. Our program is established to fulfill and encourage the spiritual growth of the children by providing a safe, loving, Christian environment in which to learn. We believe that early childhood should be a time of fun, warmth, security, exploration, and discovery. Children are creative and receptive individuals and our staff will strive to nurture and encourage these qualities in the children who attend.

CURRICULUM

We teach self-help skills, social development, Christian living, language development, fine and gross motor development, and academic skills which include the following: left to right progression, sequencing, spatial relations, number and letter recognition, perceptual development (what is known about an object through the senses), visual and audio discrimination, as well as continuous vocabulary building.

Our school provides free (guided) play, directed activities, chapel, circle time (stories, songs, finger plays, puppets and language arts activities), snack time, outside time, lunch time, and quiet time.

We seek to serve the total child. Everything that affects the child is of utmost importance to his teacher. We want to be understanding but need to discourage poor behavior and sometimes being aware of home situations may give us more insight to properly work with your child.

Our main purpose is to build a close-knit community where the child has friends with both adults and other children, where there is love given and received and lots of fun. We strive to provide an atmosphere where learning is the most exciting thing that is happening.

I. Admissions Policies for Children

- A. WMC MDO will accept children ages from 12 months (walking) through 5 years.
- B. Enrollment Requirements
 - 1. Completed registration form
 - 2. Fee agreement and payment plan
- C. Two weeks written notice is required for all children prior to removal from the center, either by the family or the center. Refunds for tuition are not available without written notice.

II. Fee and Payment Policies

- A. Fees
 - 1. Our fees are \$75 for registration and tuition of \$175 per month (September through May). These fees are prorated and you pay the same amount each month.
- B. Fee Payment Schedule
 - 1. Monthly tuition is due on the first of each month.
 - 2. There may be a \$10 fee attached to delinquent accounts after the 15th of each month.
 - 3. Accounts that are outstanding by the first of the next month may result in children not being accepted into class.
 - 4. Arrangements must be made to pick up children on time. Consistent tardiness may result in a \$5 charge for each 15 minutes you are late.
 - 5. Non-sufficient fund checks will constitute a delinquent account.
- C. Absence Policy
 - 1. Fees must be paid in full without deduction for absences.
 - 2. There will be no reduction in fees for days that the center is closed due to a holiday. Our monthly fees are figured over the full 9-month period and prorated to maintain a consistent monthly payment.

III. Arrival and Pick-Up Policy

- A. Arrival at the Center
 - 1. You must bring your child into the center each day. This is to ensure their safety and for us to gather any information relating to your child.
 - 2. **Please do not bring your child prior to 8:50.** Children at the center prior to that time make it difficult for the teachers to properly prepare curriculum for the day.
 - 3. Children dropped off after 9:30 will be taken to the office and escorted to class by office staff.

- B. Pickup at the Center
 - 1. Please be prompt to allow teachers to pick up their own children from school
 - 2. Children will be ready between 2:15 and 2:30.
- C. The center runs on a calendar that coincides with the Wylie ISD calendar. In the event of bad weather, we will follow the Wylie school schedule. If they start 2 hours late, we will start at 10:00. If they are not in session, a text will be sent to each family and local television stations will be notified of our plans as soon as possible.

IV. Policies Governing Ill/Sick Children

- A. Any child who appears ill or has a fever will not be admitted. If your child has been sick, they must be fever free (without fever reducing medication) for a 24 hour period. It is essential that every program member adheres to these rules.
- B. When contagious illness is identified among children who attend the center, a notice will be posted or sent to parents in the affected classes.
- C. Administration of Medications
 - 1. Prescription medication may be administered at the center. The medication must be in the original container with the medication name and the child's name, date, directions, and physician's name. The teacher may only dispense the medication as stated on the label.
 - 2. Non-prescription medication may be administered at the center only with the written approval of a health professional or parent, and must be in the original container. Medication must be labeled with the child's name and date.
 - 3. All medications must be included on a current medication form filled out by the parent.
- D. Emergency Notification
 - 1. The center will make every effort to notify the parent in the event of illness or injury. In order to make this possible, the parent must provide the center with at least three phone numbers.
 - 2. The parent must notify the center immediately if any emergency information concerning their child changes.
 - 3. In the event a parent cannot be reached, the emergency contact person will be called.
 - 4. In a true emergency, the child will be taken to Hendrick South Emergency Room, at the director's discretion.

V. Discipline Policies

- A. Children learn through experiences. Teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers and have positive experiences to encourage and enhance their growth and development while in our care.
- B. Discipline and guidance of children are consistent and based on an understanding of individual needs and development.
- C. Positive methods which encourage self-esteem, self-control, and self-direction will be used.
- D. There will be no harsh, cruel, or unusual treatment.
 - 1. Corporal punishment or threats of corporal punishment are prohibited.
 - 2. Staff members may use short periods of supervised time-out to remind children that improper choices result in unfavorable results.

VI. Dress

- A. Children are encouraged to wear simple play clothes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes.
- B. The child's name should be placed on all outerwear and other belongings to help ensure the return of all possessions and clothes.
- C. Each child should keep one complete change of clothing at the center in the event of an accident either in toileting, eating, or art activities.
- D. Diapers and training pants need to be provided by the parents of children who use them. Children who are potty training need several pairs of training pants at the center at all times. We encourage "Pull-Ups" as an alternative to training pants, as frequent accidents can be very unsanitary in a class with several potty-trainers. These items should be clearly labeled with your child's name.

VII. Meals and Snacks

- A. Snacks will be served to children mid-morning. (These snacks will not replace a meal.) They will be light snacks and older children may prepare their own during class. *If your child has food allergies, please send a snack for them to enjoy at that time and be sure to notify teachers of any allergies.*
- B. Children will need to bring a lunch, drink and water bottle with name labeled. If the items need to be kept cool, please include an ice pack. We do not have refrigerator space in each class and do not want to intermingle.

VIII. Field Trips

- A. An important part of WMC Pre-K curriculum is exposing students to many and varied experiences within the community; therefore, a number of field trips are planned. Parents will be informed ahead of time and notices will be posted.
- B. Children will be transported in church vehicles and will have adequate supervision during transportation and field trips. Car seats or booster seats will be required and we require parents to install these seats in the vans the morning of the field trip to ensure proper installation.

IX. Required Items

- A. Each child needs a change of clothes in a zip lock bag clearly labeled with the child's name.
- B. Each child should bring an appropriate weight jacket for the temperature of the day. We will have outside play except for extreme conditions. Make sure to label with your child's name.
- C. Please send a clearly marked lunch and water bottle for your child to use throughout the day.

X. Miscellaneous

- A. The younger classes will rest for a portion of the day. This is done to quiet music on mats in a dimly lit room.
- B. If your child requires a special item for a nap, it is required to remain in the backpacks/cubby except at nap time.
- C. The center has a large variety of toys for children to play with, so toys brought from home is discouraged.
- D. Changes at home do affect a child's behavior at school. Share with us any information which will make us more sensitive to your child's needs.
- E. Students are expected to be toilet trained to attend the 3-year-old and Pre-K classes. We do not have the facility or staff to deal with diapers in these classes. If this becomes a problem, we will contact you with options.