



MEADOWBROOK
PRESCHOOL

2021-2022

PARENT
HANDBOOK



Meadowbrook Preschool is a ministry teaching children to be the hands and feet of Jesus. We nurture, support and pray for the teachers, children and parents involved in this ministry.

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

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”
Mark 10:4

Meadowbrook Preschool is committed to the nurturing of each child we encounter – spiritually, socially, physically, and emotionally. We believe that they learn with their whole bodies by discovering the world around them. Therefore, we work to develop these four areas by giving them opportunities to explore, manipulate, and create. We strongly emphasize creativity in every area and we believe that self-expression is of paramount importance.

Our program involves a wide range of activities to care for individual differences. They include both group and individual activities, quiet and active ones, and inside and outside play. We are committed to a small student-teacher ratio so that we can best meet every child’s needs on a personal level. We strongly encourage parental involvement as we feel that learning should be an extension of the home.

A constant effort is made to help each child become increasingly aware and appreciative of the world around him and to be sensitive to the needs and rights of others. Above all, we are committed to the Christian nurture of each child, knowing they are a gift from God, by building their self-esteem through teaching them their uniqueness in God’s eyes.

MEADOWBROOK PRESCHOOL STAFF

2021-2022

Ramsey Long	Director
Sandy Brooks	Assistant Director & 2 year old Teacher
Trace Howard	Music and Movement Teacher
Jeanne Lee Guy	4 year old Teacher
Marlene Sykes	4 year old Teacher
Sally Davis	3 year old Teacher
Bonney Holmes	3 year old Teacher
Marsha Antoon	2 year old Teacher
Mitzi Hardy	2 year old Teacher
Tracey Jeffreys	2 year old Teacher
Kim Madden	2 year old Teacher
Laurie Maloney	2 year old Teacher
Dabbs Massey	2 year old Teacher
Betsy Primos	2 year old Teacher
Gloria Reed	2 year old Teacher
Kimberly Robinson	2 year old Teacher
LeTita Davis	2 year old and Mother's Day Out Teacher
Teyah Allen	Mother's Day Out Teacher
Molly Ames	Mother's Day Out Teacher
Larue Ashley	Mother's Day Out Teacher
Michelle Brister	Mother's Day Out Teacher
Shirley Burns	Mother's Day Out Teacher
Emery Ann Durfey	Mother's Day Out Teacher
Sherri Jennings	Mother's Day Out Teacher
Anne Jones	Mother's Day Out Teacher
Lara Martin	Mother's Day Out Teacher
Faye McIntyre	Mother's Day Out Teacher
Cindy Mercer	Mother's Day Out Teacher
Caroline Miller	Mother's Day Out Teacher
Margaret Waller	Mother's Day Out Teacher

PRESCHOOL CONTACT INFORMATION:

4261 I-55 North

Jackson, MS 39026

Phone 601.362.5083

Fax 601.981.5777

Email - preschool@meadowbrook.org

Forms and preschool information can be located at www.meadowbrook.org/preschool

COMMUNICATION:

****For ALL preschool communications AFTER school hours (2:00pm), please contact the Director by e-mailing preschool@meadowbrook.org**

- Communication with our parents is very important.
- Directors and Teachers will communicate with parents through the brightwheel app.
- Weekly parent emails will be sent every Monday with preschool news, details, announcements and upcoming events.
- In the event of an emergency or school closure, announcements and alerts will be sent on the brightwheel app and by email.

PROGRESS REPORTS:

- Parents/guardians of all children will be contacted for a Parent-Teacher conference at mid-year and at the end of the school year.
- If a parent desires a conference at any other time, it can be arranged by calling the Director at the Preschool office during school hours.
- You will be informed regarding any behavior problems in the classroom and/or with other children.

REGISTRATION AND ADMISSION REQUIREMENTS:

- All forms must be completed in full and returned to the Director along with the registration fee.
- The non-refundable registration fee must be paid.
- An Immunization Certificate of Compliance (Form 121) stating that all immunizations are current is required.
- Children enrolled in Meadowbrook Preschool must be capable of performing age-appropriate self-help skills and behaviors.

- Children enrolled in Meadowbrook Preschool must be 6 months - 4 years of age on or before September 1 of the corresponding year of instruction.
- Priority Registration for the next school year is in January. The priorities listed below are applicable only during the period of Priority Registration. Students enrolling through Open Registration will be informed of their status after Priority Registration is completed.
- Registration Priorities include:
 1. Children Presently enrolled at Meadowbrook Preschool.
 2. Siblings of those presently enrolled at Meadowbrook Preschool.
 3. Children of members of Meadowbrook Church of Christ.
 4. New students.

ENROLLMENT:

- Children enrolled in Meadowbrook Preschool will be placed in age-appropriate classrooms.
- The responsibility and placement of a child as is at the discretion of the Director. Requests are accepted only in the case of a parent wanting a younger sibling to have the same teacher as an older sibling.
- Enrollment runs from August through May.
- Every student must have a bank draft on file for the monthly tuition draft.
- Monthly tuition is drafted on the fifth day of each month unless you choose to pay by the semester or by year.
- The monthly draft will consist of the current month's tuition and any lunch bunch or early room charges from the previous month. Tuition is drafted September through May. June drafts will only include any lunch bunch or early room days that your child attended in May.
- Should your account have insufficient funds to pay tuition and/or Lunch Bunch fees, a \$25 NSF fee in addition to that amount will be debited from your account on the 16th of the month.
- If you wish to withdraw your child for any reason, a written notice to the director is required 30 days prior to the withdrawal of the student.

HOURS AND CARPOOL:

HOURS:

- 8:45 - 11:45 am Daily school hours, Monday through Friday.
- 7:45 - 8:40 am Early Room hours, Monday through Friday.
- 12:00 - 1:45 pm Lunch Bunch hours, Monday through Friday.
- Preschool calendar dates (including holidays) will be provided in August.

DROP-INS:

- Meadowbrook Preschool does not allow drop-ins. No exceptions, please!

CARPOOL:

- Carpool doors will be opened beginning at 8:45am, 11:45am and 1:45pm. Children must be picked up NO LATER than 12:00pm (and 2:00pm when staying for Lunch Bunch).
- If a child is not picked up by the closing of carpool time, the parent/guardian will be contacted. The child will remain with a Meadowbrook Preschool staff member until he/she is picked up by an authorized adult.
- A \$15.00 late fee will be charged for the first 10 minutes and \$5.00 for every additional minute. Late fees will be drafted from your bank account with your monthly tuition draft.

2's, 3's and 4's CARPOOL:

- All 2's, 3's and 4's will receive two carpool numbers which should be placed on the upper windshield of the passenger side of your vehicle.
- Safety is our biggest concern. Please drive slowly once you enter the parking lot.
- The use of cell phones is prohibited while driving in the parking lot!
- Children must not unload from the vehicle without the director or teacher's permission.
- For the safety of the children, we ask that loading and unloading be done from the passenger side of the vehicle only. Please unbuckle your child before you get to the front of the carpool line.
- **Anyone arriving after the carpool doors are closed (9:00am) will need to take their child to their classroom. *Masks must be worn by all adults any time they are in the buildings.**
- All children must remain with their parent/guardian until they are with their teacher.
- Do not leave your child unattended, send them to their class or in the elevator alone.
- Please make every effort to have your child to school by 9:00am. Our day begins with an instructional group activity that introduces key points of the week in language arts, math and science. Your child will feel like he/she missed an important part of the day if they continuously miss group time.

MOTHER'S DAY OUT "MDO" DROP OFF AND PICK UP:

- "MDO" parents/guardians should park in the large parking lot, walk their child into the building and to their classroom using the Nursery Door.
- Children cannot be dropped off in their classrooms before 8:45.
- If you need to drop off your child prior to 8:45 you will need to take them to Early Room in the Bitsy Baby Room.
- Please "drop and run" when dropping off the little ones. It is very helpful for them when the parents/guardians do not hang around.
- For pick up, MDO parents/guardians are to pick up their child from their classroom.
- **Masks must be worn by adults for drop off, pick up and any time they are in the preschool buildings.**

TRANSPORTATION:

- For your child's protection, no one other than the parent/guardian will be allowed to pick up your child unless the school has prior written permission or telephone verification. Please give the Director a list of carpool children and drivers to keep on file.
- Please assist us when loading carpool at the end of the day by pulling out of line if some problem occurs, and remember to seatbelt your child. We try to assure that all children are securely in the vehicle prior to departure.
- Please do not leave a parked car in the car pool line!
- Every student must have a signed "Parents Agreement" on file regarding field trips. Information will be sent to parents regarding the time and destination of each field trip.

SCHOOL CLOSURES:

- If State or Federal guidelines call for school closures, Meadowbrook Preschool will do everything in its power to stay on campus and operate under daycare guidelines within our licensure from the Mississippi State Department of Health.
- If the school shuts down and children are involuntarily sent home for an extended time by the state or federal government, the school will go by the following plan in order to help our teachers plan and prepare for the school shut down and unemployment.
 - Families will pay normal tuition for the first four weeks. During this time, the students will receive distance learning materials and information from their teachers.
 - Families in MDO will pay twenty-five percent tuition from five to eight weeks. During this time, the students will receive distance learning materials and information from their teachers.
 - Families in the 2s, 3s and 4s will pay fifty percent tuition from five to eight weeks. During this time, the students will receive distance learning materials and information from their teachers.
 - After nine weeks of federal or state mandated closure, families will not pay any tuition.

BIRTHDAYS AND SNACKS:

- Parents/guardians are required to send a snack each day with their child.
- Bottled water will be supplied by the preschool for snack time each day.
- If it helps, parents/guardians can send snacks for their child for the entire week on Mondays.
- For birthdays, parents/guardians may send a special treat to serve at snack time.
- Please notify the teacher of your plans as early as possible.
- Birthday invitations will NOT be permitted unless the whole class is invited.

LUNCH BUNCH:

- An optional “Lunch Bunch” is held from 11:45 to 1:45pm, Monday through Friday.
- Children staying for Lunch Bunch must be picked up **NO LATER** than 2:00pm.
- Please send a lunch and a drink for your child.
- No prior arrangements are necessary.
- **Any Lunch Bunch plan changes (not staying anymore or staying when not originally planning to) must be communicated to the Director before 10:00 am.**
- If you are sending your child on a day that he/she does not attend school, **please call the office by 10:00 to make sure there is ample space.**
- Your account will be drafted for Lunch Bunches at the beginning of the next month.
- Staff cannot heat or cool any food items for children. Please send items that the children can feed themselves (this does not include baby food for the bitsies). Do not forget a drink and utensils when needed!
- Pick up for Lunch Bunch is the same as noon pick up. MDO parents/guardians will go into the building to pick up their child. 2's, 3's and 4's parents/guardians will go through carpool to pick up their child.

EARLY ROOM:

- An optional “Early Room” is offered from 7:45 - 8:40 am, Monday through Friday.
- 2's, 3's and 4's students will attend Early Room in the Gym.
- MDO students will attend Early Room in the Bitsy Baby Room.
- Parents/guardians must sign their child into Early Room upon arrival on the designated sign-in sheet.
- Children **cannot** enter the school prior to 7:45.
- Please remain in your vehicles until 7:45 to allow the staff time to prepare for the day.
-

CLOTHING AND SUPPLIES:

- **Be sure to LABEL everything that comes to preschool.**
- **Label ALL bags, lunch boxes, bottles, containers, sweaters, jackets, shoes, etc.**
- 2's 3's and 4's class students will be provided with a Meadowbrook Preschool bag.
- MDO children may bring any bag they choose.
- A class supply list will be provided by teachers at the beginning of the year.
- Please dress your child comfortably without the worry of “messing up” a special outfit.
- We do not recommend boots or sandals.
- Each child should bring a change of clothes the first week of school in case of emergencies.

SEVERE WEATHER AND EMERGENCY PROCEDURES:

- In the case of severe weather, Meadowbrook Preschool will follow the guidelines set forth by the Director.
- Announcements and alerts will be sent on the brightwheel app and by e-mail if there are any changes in the normal schedule due to inclement weather or any other situations which may arise.
- If severe weather occurs during school hours, we will follow our safety procedures until all parents/guardians are able to arrive to pick up the children.
- Teachers and Students participate in periodic drills to practice for fire, tornado and lock down procedures.
- In the case of an emergency evacuation, We will transport to the St. Richards campus.

PHOTOGRAPHS:

- Photographs will be taken of the children participating in the program activities. These may be published in local Jackson publications and on the Meadowbrook Preschool social media pages.
- If you do not wish for your child to be photographed, you must make that request in writing to the Director.
- Family members and friends can follow the preschool on Instagram @themeadowbrookpreschool, and on Facebook "Meadowbrook Preschool."

HEALTH AND MEDICAL INFORMATION:

- All students are required to have written proof that all immunizations are current.
- This proof must come from a medical doctor or certified clinic in the form of Form 121.
- Please keep your child at home if he/she has any signs of illness, such as cough, fever, etc.
- Meadowbrook Preschool teachers **cannot** administer medication to the children.
- Your child must have a doctor's written permission before returning to school after having a contagious disease or infection.
- Please make sure your child is fever-free (without medication such as Tylenol or Motrin) and no vomiting or diarrhea for 24 hours before returning to school. This is strictly enforced!
- Parents/guardians will be called to pick up a child after after 2 bad bowel movements.

TUITION AND FEES:

- A non-refundable Registration Fee of \$180 (\$200 after March 1) is payable at the time of registration.
- If it is not paid at that time, your child will not be considered registered at Meadowbrook Preschool.
- A non-refundable Supply Fee will be drafted in August before the school year begins.
- Late Fees: Pick up times are 11:45am and 1:45pm. If a child is not picked up by the closing of carpool time (12:00pm and 2:00pm), a \$15.00 late fee will be charged for the first 10 minutes and \$5.00 for every additional minute. Late fees will be drafted from your bank account with your monthly tuition draft.
- If you wish to voluntarily withdraw your child from the program, a written notice to the director is required 30 days prior to the withdrawal of your child.

Monthly tuition for Preschool ages is as follows:

2 days a week	\$210.00
3 days a week	\$245.00
5 days a week	\$310.00

Monthly tuition for MDO is as follows:

2 days a week	\$220.00
3 days a week	\$255.00
5 days a week	\$320.00

Supply Fees (non-refundable) are as follows:

MDO students	\$160.00
2 day Preschool students	\$180.00
3 day Preschool students	\$210.00
5 day Preschool students	\$240.00

Lunch Bunch Fee	\$12.00
Early Room Fee	\$9.00

POTTY TRAINING:

- It is the responsibility of the parent to “potty train.”
- Teachers are happy to assist, but children must be able to communicate with them that they need to use the restroom.
- Please keep the classroom teacher informed of progress made.
- Please send several extra outfits and socks when your child is potty training.

DISCIPLINE POLICY:

- Meadowbrook Preschool believes in praise and positive reinforcement methods along with redirecting as forms of discipline.

BITE POLICY:

- We are aware that biting can become an issue with young children, regardless of the intention or behavior of a child.
- While we realize it is a phase, repetitive biting can jeopardize the safety of an entire classroom.
- After 3 biting incidents, the biter’s parents will have to come to the school and talk to the child.
- After 4 biting incidents, the biter will be dismissed for the remainder of the school day.
- After 5 biting incidents, the biter will need to take a “leave of absence” for one week.

LIABILITY INSURANCE:

- Meadowbrook Preschool is covered by liability insurance.