

Willow Hill Mother's Day Out Handbook

The mission of the Willow Hill Mother's Day Out program ("Little Willows") is to minister to mothers of toddlers and preschoolers by providing quality care for children in a safe, fun and nurturing environment while enhancing their social, spiritual and developmental growth.

REGISTRATION AND ADMISSION

- Early registration in February for Willow Hill and currently enrolled families
- Registration open to public the first Monday in March
- Enrollment forms accepted on first-come, first-served basis
- Registration requires completed enrollment form and \$15 enrollment fee per family
- Director confirms child's placement in a class or on a waiting list
- Tuition due first attendance day of each month (September through May)
- Monthly tuition is \$32 for 1 day/wk **or** \$62 for 2 days/wk **or** \$92 for 3 days/wk
- Checks payable to Willow Hill UMC

CLASS DESCRIPTIONS

- Wee Willows
 - Must be 2 years of age by January, 2010
 - Attend one day a week (Monday, Tuesday or Wednesday)
 - Limit of 10 children per class with 2 teachers

- Winsome Willows
 - Must be 3 years of age by January, 2010
 - Attend one or two days a week (Monday, Tuesday and/or Wednesday)
 - Limit of 16 children per class with 2 teachers

- Wondrous Willows
 - Must be 4 years of age by January, 2010
 - Attend one, two or three days a week (Monday, Tuesday, Wednesday and/or Thursday)
 - Limit of 16 children per class with 2 teachers

HEALTH REGULATIONS

Although we do request that you keep your child up to date on immunizations, we do not require proof of physical to enter our program.

If your child shows signs of illness, please do not send him or her to Little Willows.

- Fever – normal temperature for 24 hours before returning
- Vomiting/diarrhea – cessation of vomiting/diarrhea for 24 hours before returning
- Cold symptoms – please wait 72 hours after the beginning of cold symptoms before returning to class

If you have a question concerning the advisability of sending your child, please call the Director. If a child becomes ill while in our care, we will notify the parent immediately.

Our policy prohibits dispensing medicine of any kind to the children in our care.

ITEMS TO BRING TO CLASS

- Backpack, clearly labeled, with the following items
- A complete change of clothing, including socks
- Extra diapers, pull-ups or underwear
- A labeled sippy cup if your child does not drink from an open cup
- If necessary, a comfort item such as a blanket or pacifier

Please do not bring toys from home unless part of show and tell.

SUGGESTED CLOTHING

- Comfortable clothes and shoes for active and sometimes messy play
- Pants with elastic waist to ease in using the restroom independently
- Close-toe shoes for safe and comfortable play on outdoor playground surface
- Simple layers in winter for moderate classroom temperatures
- Appropriate jackets for outdoor play in mild temperatures

SNACKS AND DRINKS

- Snacks consist of juice or water and simple crackers, cookies, etc.
- **Please be sure to inform our staff if your child has any food allergies.**
- Birthday treats may be brought in as arranged in advance with the teacher.
Woodford County Health Department requires that all treats brought into the classroom must be store or bakery purchased and packaged...no homemade goodies.

ARRIVAL AND DISMISSAL PROCEDURES

- Classroom doors open at 9:00 a.m. (Parents and children are welcome to wait in the hallway prior to this time.)
- Please call the church office(383-2700) to report absence or late arrival.
- Outerwear may be hung on coat racks in the hallway or placed in cubbies.
- Put diaper bags/backpacks in designated cubbies in or outside of classroom.
- Please wash or sanitize your child's hands before or upon entering the classroom.
- Sign child into classroom and leave a phone number where you can be reached during class along with any special directions.
- If your child has trouble separating from you, please allow the teachers to help your child with the transition by exiting the room promptly. You are welcome to telephone the Director at any time during the morning to check on your child.
- Please arrive for pick-up no later than 12:00 p.m. Please wait in hallway for teachers to open classroom doors when they are ready for dismissal.
- If someone besides a parent is picking up your child, please inform the teachers and ask that person to bring a picture ID.
- Please sign the sign-out sheet before taking your child.

CALENDAR AND HOLIDAYS

Our program year runs from September through May, coinciding with the Germantown Hills and Metamora school district calendar. Dates of NO CLASSES are listed below.

October:	12 (Monday), 29 (Thursday)
November:	9-11 (Monday – Wednesday), 26 (Thursday)
December:	21-31 (Monday – Thursday)
January:	18 (Monday)
February:	10-11 (Wednesday – Thursday)
March:	(no holidays)
April:	5-8 (Monday – Thursday)
May:	24-31 (Last week of class is week of May 17)

Little Willows **will follow severe weather cancellations for the Germantown Hills School District #69.** School closing announcements may be found on local radio and television stations as well as websites.

Little Willows may also be canceled if the church is being used for a funeral.

CURRICULUM AND PROGRAMMING

The Little Willows curriculum is planned in accordance with our mission statement of providing “a safe, fun and nurturing environment while enhancing their social, spiritual and developmental growth.” The following objectives guide our curriculum.

Children will demonstrate developmentally appropriate skills in the following areas.

- Social skills – ability to play and interact appropriately with other children and adults without a parent present
- Fine and gross motor skills – use of small and large muscle groups through physical activities with hands, arms, and legs
- Attention and listening skills – ability to attend to directed and non-directed activities such as story time and to follow simple directions
- Language/communication skills – ability to express needs, feelings, and ideas to other children and adults in a non-aggressive or frustrated manner
- Basic conceptual knowledge – awareness of basic colors, shapes, numbers, names, alphabet, body parts, animals, weather, and opposites
- Basic Christian knowledge and behavior – awareness of God’s love, Bible stories, and Christian values of kindness and sharing

The classroom programming varies based on the individual teachers. Lesson plans are continually created and updated by the teachers to ensure children have new experiences. Classroom schedules and activities are flexible and based on the developmental level of children and share the following characteristics.

- Focus on Christian values and fostering a love of learning
- Combination of structured and non-structured time
- Fun and encouraging transitions between activities
- Variety of learning experiences
- Bible and faith-based activities
- Children’s literature
- Opportunities to practice social skills
- **Basic** readiness skills (colors, shapes, numbers, alphabet)
- Music and movement activities

EXPECTED BEHAVIOR

We strongly encourage the following behaviors.

- Participation in classroom activities
- **Brief** periods of quiet sitting for story times
- Following simple directions
- Sharing and kindness toward others

When inappropriate behaviors occur, teachers will encourage appropriate behavior through the following.

- Demonstration of appropriate behavior
- Re-direction of attention
- Verbal request or reprimand in firm yet positive tone
- Brief “time-out” (child will sit in designated area for maximum of 2-3 minutes)
- Teacher will explain in simple terms what is required to return to activity
- Parent notified if behavior persists

COMMUNICATION WITH STAFF

- Newsletters are sent home at the beginning of each month and posted on the bulletin board as you enter the hallway
- Specific information is posted outside each classroom weekly
- Questions or concerns regarding the care of your child are welcomed by the directors and teachers at any time
- You are welcome to wait until the rest of the class is dismissed to discuss your child privately with the teachers
- Parent-teacher conferences are NOT routinely scheduled unless needed
- Email communications may be sent to the address below to be forwarded to the appropriate teacher
- Written teacher feedback will be provided in February
- Written parent feedback will be requested in March

CONTACT INFORMATION

Church website: www.willowhill.org

Gina Hulett, Director: 383-2700 or ghulett@willowhill.org

Gina Keele, Assistant Director: 383-2700