



MeadowBrook
WEEKDAY EDUCATION

2026-2027
Parent Handbook

2525 Rainbow Drive
Gadsden, AL 35901

256.442.3536

mbchurch.com/weekday



MEET OUR WEEKDAY DIRECTOR

Tonya Walker

Hello everyone, my name is Tonya Walker, and I am the Director at MeadowBrook Weekday. I have been a member of MeadowBrook Church almost 6 years, and became Director in August of 2023. I am married to Jonathan Walker, an Army Veteran, and have 3 children: Hunter, Rachel, and Matthew. I also have 3 precious grandchildren, Roselyn, Everly and Nolan. I have over 18 years experience working with children that I bring to the position and a love of the Lord. My commitment to you and your child is that I will be here to pray for you, to love you, and walk hand in hand with you as this year goes by. My prayer for MeadowBrook Weekday is that the Word of God will spread in all of our hearts, home and community. I hope you will all help me with the journey. I love you all and I will be praying for each of your children by name for the upcoming year. I am so excited to see God work this year in our school!



MEET OUR WEEKDAY ASSISTANT DIRECTOR

Hanna Brogdon

Hello everyone, my name is Hanna Brogdon and I am the Assistant Director at MeadowBrook Weekday. I have worked at MeadowBrook as a teacher since August 2022, but took the position as Assistant Director in November 2023. I am married to my husband, Bailey, and have a beautiful 8-year-old daughter named Laiyah Grace. I love being a part of helping shape the little minds of God's children.

“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:

1. Children should be treated as unique individuals created in the image of God.
2. Our program will build upon the child's strengths 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 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.

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 church office and dependent on road closings and road conditions. Always watch for Brightwheel alerts 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. Tuition payments are still expected to be paid during these off Days:

- **Sept 7- Labor Day**
- **November 11 – Veterans Day**
- **Nov 25-27–Thanksgiving Break**
- **December 23-January 1st**
- **March 26 – Good Friday**
- **May 31- Memorial Day**
- **July 5- Independence Day**

Teacher/Student Ratios

<u>Age</u>	<u>MBWE Staff/Child Ratio</u>	<u>State Max Group Size</u>
Infant – 2Years (D1-A Pod)	1 staff to 5-6 children	6
2 Years (B1 and B2)	1 staff to 8 children	9
2.5-3Years (B3 and B4)	1 staff to 10 children	11
3.5-4Years (D2, C1 &C2)	1 staff to 10 children	18
4-5Years (C3 and C4)	1 staff to 10 children	18

Eligibility for Enrollment

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 Southern Baptists have historically held to.

Prior to the child's first day, all required forms must be completed and returned to the Director. Parents should 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 are received

Ministry

MeadowBrook Weekday Education is only one of the many ministries offered at MeadowBrook Church. MeadowBrook offers classes that meet the needs of all ages, including preschool, children, middle school, high school, and adults. Our worship services are offered on Sundays at 9:00 and 10:30 AM, as well as Wednesday nights at 6:30 PM. Sunday morning Life Groups meet at 9:00 and 10:30 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 efforts throughout the year. Life Groups are so much more than the Sunday morning hour! It truly is doing 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 that is a good fit for you. We would love to welcome you into our lives! For more information visit www.mchurch.com/ministries/adult-life-groups or call the church office at 256-442-3550.

Curriculum

The daily curriculum is structured so that children learn the skills they need to enter kindergarten while in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children. Children learn from a Bible curriculum as well each week.

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 fob for you to swipe for entry into MBWE. It will be **mandatory** to have these fobs 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. **Staff will no longer buzz parents in, must have key fob when entering at all times.**

****Office staff may not be in office to buzz parents in.**

Arrival and Departure Times

If any child needs to be dropped off later than 9:30, the child's teacher must be notified before 8:30 that morning. This helps us know how many teachers we need to be able to properly staff for the day. **C Pod begins instruction at 8:00 to 8:15 every morning. Please try to get your child here before that time so the lesson is not disrupted.** Children may not be dropped off after 9:30 without prior notification. Child may not be dropped off after 10:30 without a doctor's excuse. ******This will be strictly enforced, this disrupts teachers and the other children in the room. We will only except Doctor's notes for Therapy for (swim therapy, speech etc.).**

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 for every 5 minutes the parent is late (i.e. 5:35 will be \$10.00, 5:40 will be a total of \$20.00, etc.). This is considered unacceptable conduct and if this occurs habitually, services may be discontinued. The afterhours 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 list. If changes need to be made to the child's release form, **you must do so in person with the 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 notify MeadowBrook Weekday Education of this fact, and must provide the Director with a 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 let their teacher know. 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 and EGG SAFE 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. Christian holidays will be particularly emphasized. Halloween will not be celebrated. Instead we will celebrate Fall Funday.

Emergencies and Accidents

Announcements concerning closures or opening delays due to inclement weather will be posted on the Brightwheel App. Our hope is for this emergency plan to be simple and convenient for our parents.

When severe weather warnings are issued by the National Weather Service, per EMA, the children will be moved to the interior pod Atrium (pod hall) 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 illnesses needing medical attention do occur. Therefore, parents must provide the center with information necessary (primary doctor's name, preferred hospital care, etc.) 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 scrape, 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. 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 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 and/or over the counter medications. Only parents, the Director or Assistant Director may administer medicine. No open medication will be used. No medication will be allowed in cups, bottles, or the like.

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/or not able to participate in regularly scheduled activities. If your child becomes ill while at the center, or if your child's teacher notices that he/she is not participating like usual or is hindering the teacher from giving the proper care to others in the classroom, 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. If a child is sick with any illnesses listed on the next page and the parent does not inform MeadowBrook Weekday in advance, this could be subject to dismissal from the program. A child must be sent home if he/she has any of the childhood, contagious diseases listed on the next page:**

Illness	May return to MBWE when:
Chicken Pox	All scales are dry and there are no new lesions within a 24-hour period
Hand, Foot, Mouth	One week from diagnosis, fever free for at least 24 hours, and sores must be scabbed (no oozing) No exceptions
Pink Eye	No oozing and on medication for 24 hours and absence of irritation
Strep Throat	On medication for 24 hours and fever free for at least 24 hours without medication
Viruses	Absence of diarrhea and vomiting and fever for 24 hours without medication
Ringworm	Must stay out until treatment starts.
Roseola	Must be fever free without medication.
Norovirus	Must be symptom free for 48 hours without medication.
Vomiting	Sent home after vomiting twice with no other symptoms present. If more symptoms are present, we may contact you after one time. Child may return when fever & vomit free for 24 hours without medication.
RSV	Out for a full 7 days.
Head Lice	Until all nits are gone.
Rash	Cleared by a physician
Fever	If your child has a temperature of 100.6 or higher, the child must stay at home until the temperature has been normal, without medication , for 24 hours.
Diarrhea	Diarrhea is defined as frequent loose or watery stools compared with normal pattern. If the child is sent home for diarrhea he/she should not return until there is no diarrhea for 24 hours and until stools are contained in the diaper.
C-Diff	Cannot return until child is symptom free without medication for at least 48 hours and doctors note.
Flu	Until no symptoms including fever, chills, body aches, cough, runny nose, sore throat, headache are present AND fever free for at least 24 hours without the use of medication for the fever.
Bronchitis	24 hours after starting antibiotics and fever free.
Croup	1 week from diagnosis or completely symptom free – this includes cough and fever, also doctors note.
Covid	May return if asymptomatic 5 days from positive result.

*For other illnesses not listed, we will consult the Communicable Disease Chart for Alabama's Schools and Childcare Facilities.

**In severe cases of contagious diagnosis, a doctor's note is required before child is allowed to return.

Discipline Policy

MeadowBrook Weekday Education believes that children learn best in an atmosphere of love and acceptance, but also in one which sets limits in a fair and consistent manner. This allows children to learn 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 parents' 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 for 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. If child uses all extra clothing, parents will need to pick up or bring extra clothing within 45 minutes. (We will no longer allow children to borrow from other children.) It is the parents responsibility to check to check Brightwheel throughout the day.

Meals and Snacks

All meals and snacks at MeadowBrook Weekday Education are provided by the parents. Please keep in mind we are a **NUT & EGG SAFE CENTER** (this includes Nutella, PB & J, etc). Each child should bring a lunch and a drink (non-carbonated) for their daily meal and two snacks and drinks (one morning, one afternoon). All foods should be ready to eat, for example: fruits should already be peeled, cut, etc. Spill proof cups, with child's name clearly written on it, should be sent daily for your child. Cups will NOT be provided at the facility so please make sure your child has one in their backpack or bag. 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 8** and is provided by the parent.**If a child does not have snack or lunch, the parent may be asked to bring food or pick the child up.

A-Pod Rooms

Parents are required to bring baby 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. It is the parents responsibility to check Brightwheel periodically throughout the day to see if child needs anything.**

Tuition Payments

Total tuition should be paid by Wednesday of each week. After Wednesday, **a \$10.00 late fee, per child, will be charged for each week that the tuition is not paid on time. Once an account is 10 days past due, it will be our discretion whether or not your child's place will be held or services discontinued.** No postdated checks please. No reductions of fees will be made if your child is absent or the facility is closed due to bad weather, holidays, etc.

All students are offered one week per school year (Aug-July) for vacation. This is a week that families can use for their child without a tuition payment if they will be out of school for the week's duration. This week cannot be split up. Vacation forms must be completed in advance and are available in the Weekday office. This benefit is not available to families with an outstanding tuition balance until the balance has been paid in full.

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 Alabama State Law. All suspected cases will be reported to the Director, and teachers are mandated by law to notify the Department of Social Services with no discrimination.

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 **with prior notice**. Daily communication between teacher and parents is very important to us. Classroom teachers will send work and crafts home 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 concerns 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 and fill out withdrawal form in office** prior to final 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 abuses program policies
- Parent or guardian fails to make required tuition 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 aggression, verbal abuse, etc. toward staff members, other parents, or any child/children on the premises
- There are multiple discipline events or the child causes danger to others. *See Biting/Behavior Policy.

Biting/Behavior Policy MBWE

Biting/ hitting is not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. As a daycare, we understand that biting/hitting, unfortunately, is a part of this age group. Our goal is to help identify what is causing the behavior and resolve the issue. If the issue cannot be resolved, this policy serves to protect the children that are bitten/hit.

If a child bites/hits another child or is physically aggressive causing harm, the parents will be notified and the child will be placed in time out. If the child bites/hits or exhibits physically aggressive behavior 3 times, the parents will be called in for an initial conference #1.

If a child bites/hits or is physically aggressive causing harm 2 more times, the parents will be called in to a second conference (Conference#2) and the child will be suspended for 1 school day. Tuition is still owed for that week.

If a child bites/hits or is physically aggressive after Conference #3, the child will be suspended for 5 days of school. Tuition is still owed for those days.

If a child bites/hits or is physically aggressive after being suspended, the child will be dismissed from the program. Tuition is still owed for the week.

******We do have counseling available, this would be strictly up to the parent to set up. Go to mbchurch.com to see availability.

*******Note: The director has the right to immediately dismiss a child from our program for behaviors considered unsafe to other children or staff at any time. We understand that children at this age are trying to learn communication skills but we will not allow excessive misbehavior at the cost of protecting others.

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.

Other Information

- 1.) As a teaching staff, we would like to keep communication via Brightwheel to a minimum during the school day. If you wish, we will send fun pictures to you when possible and it does not hinder class time. However, our classrooms are active areas and every moment that we are messaging 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.” **Please keep all communication about Preschool to brightwheel, not Facebook or Facebook messenger. This protects parents, children and teachers. This will be strictly enforced. If this is being misused the child could be dismissed from program.
- 2.) Fire and weather drills are conducted with your child at various times. If your child seems to feel insecure about these, please 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 department in Montgomery.
- 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 the Department and are subject to have their officers/representatives check us at any point in time. We will always seek to meet and exceed 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 child.

MeadowBrook Weekday Education

Rate Sheet

Effective August 2026

Full Time Childcare/Preschool (7:00 am – 5:30 pm)

Childcare

A-Pod

6 weeks-16 months

Tuition: \$170.00/week *

Preschool/Childcare

B-Pod

17 months-36 months

Tuition: \$170.00/week *

Preschool/Childcare

C Pod

37 months-60 months

Tuition: \$170.00/week *

***Prices are subject to change.**

Additional Yearly Fees/Costs

*Registration will be
\$200 per child.*

*Key Fobs: \$14 each

*Supply List

(Minimal Classroom Supplies)

Discounts on Tuition

Sibling: any additional children enrolled after the 1st child will receive a 10% discount

****Total tuition should be paid by the Wednesday of each week. After Wednesday, a \$10.00 late fee, per child, will be charged for each week that the tuition is not paid on time. Once an account is 10 days past due, it will be at our discretion whether or not your child's place will be held or services discontinued. No postdated checks please.**

No reductions of fees will be made if your child is absent or the facility is closed due to bad weather, holidays, etc.

***Fees, supplies, etc. are non-refundable in the event that you no longer need daycare/preschool services. (Registration fee)**

****If you choose to withdraw your child before the next registration, you must complete a withdrawal form 2 weeks before the date of removal, in order to cease charges. Otherwise, charges will accumulate until we are notified formally. **Each child will receive 1 free vacation week per year. Form must be turned in 2 weeks in advance. (August to July)**

2026-2027 Parent Handbook Signature Page

Parents/Guardians, please take time to review and discuss the information in the MeadowBrook Weekday Handbook. Included in the handbook is important information regarding our policies and procedures. Once you have read the handbook, please sign and return this form to the office.

PLEASE LIST ALL CHILDREN ATTENDING MEADOWBROOK WEEKDAY

I acknowledge that I have read and understand the policies and procedures outlined in the MeadowBrook Weekday Education Handbook.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

MeadowBrook Weekday 2026-2027 CALENDAR

06 - Open House
10 - First Day of school

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '27						
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28						

12 - FRIENDSHIP Parties

7 - Closed: Labor Day
11 - Grandparents Day Tea

SEPTEMBER '26						
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MARCH '27						
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28	29	30	31			

1-5 - DR SEUSS WEEK
26-GOOD FRIDAY

23 - Fall Fun Day
29 - D2, C1 & C2 Pumpkin Patch
30 - C3 & C4 PUMPKIN PATCH

OCTOBER '26						
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APRIL '27						
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10- Family Thanksgiving Dinner
11 - Closed: Veterans Day
25-27 - Closed: Thanksgiving

NOVEMBER '26						
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29	30					

MAY '27						
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23	24	25	26	27	28	29
30	31					

3-7- TEACHER APPRECIATION
7 - MUFFINS FOR MOM
20 - GRADUATION
31 - CLOSED: MEMORIAL DAY

11 - Pajama Day
15 - CHRISTMAS PLAY
18 - Class Christmas Parties
23-31st - Closed: Christmas

DECEMBER '26						
S	M	T	W	Th	F	S
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JUNE '27						
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20	21	22	23	24	25	26
27	28	29	30	31		

1-start of summer
18 - Donuts with Dad

1 Closed: New Year's
4 - First day of school after the Holidays

JANUARY '27						
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24	25	26	27	28	29	30
31						

JULY '27						
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25	26	27	28	29	30	31

5 - Closed: Independence Day



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