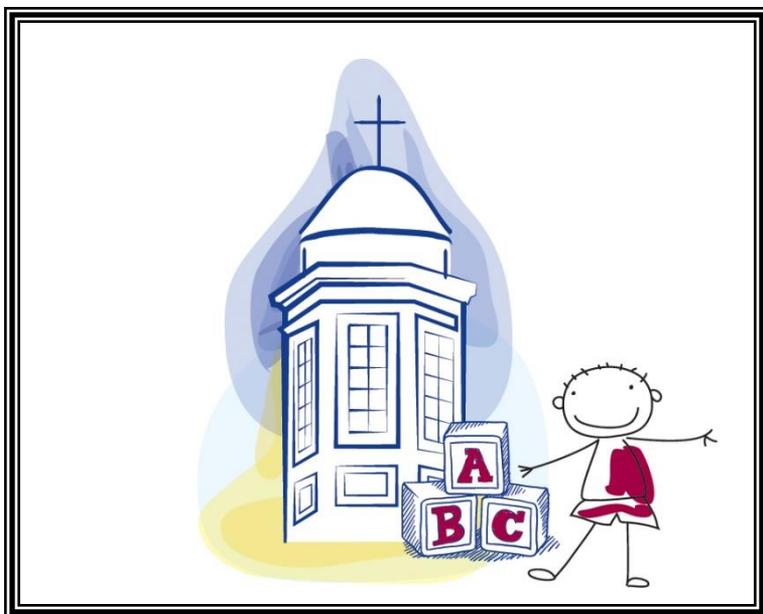


# Parent Policy Handbook



**Centerville Baptist PreSchool,  
Kindergarten, PMO  
Extended Child Care “Combo”**

**2019-2020  
908 Centerville Turnpike, South  
Chesapeake, Virginia 23322  
PreSchool: 757.482.7595**



*Updated: September 2019*

*This updated handbook nullifies previous versions.*

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## **From the Director**

Welcome to Centerville Baptist PreSchool, Kindergarten and Parents' Morning Out. Our programs offer young children an opportunity to experience the joy of learning while preparing for their academic education. Children learn to make choices, assume responsibility, begin learning life skills and problem solving at age appropriate levels. We anticipate an exciting year of learning, discovering and growing together.

Centerville's Early Childhood Education program has a long history in the community. Founded in 1957 as a ministry of the church, we continue today to incorporate Christian values and Biblical truths into our daily activities.

The Extended Child Care Ministry was established in 1998 provides before and after school care for children with both parents working outside of the home. "Extended Care" provides child care for some of our preschool and kindergarten students. Affectionately called "Combo kids," these students must be at least 3 years old and completely toilet trained.

As a ministry of the church, we are exempt from licensure by the Commonwealth of Virginia's Department of Social Services. We annually submit documentation to retain our exempt status. Our compliance with the Code of Virginia is detailed in this edition of our Parent-Program Policy Handbook.

This handbook is to acquaint you with our policies and procedures. Please do not hesitate to call and speak to any member of our administrative staff. We look forward to establishing a relationship with you, your family and your young child.

*CBC Weekday Children's Programs admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, tuition assistance and other school-administered programs.*

## **What We Believe**

We believe in God the Father Almighty. Maker of heaven and earth, and in Jesus Christ, His Son our Lord; born of the virgin Mary, suffered under Pontius Pilate, was crucified dead and buried. On the third day, He arose from the dead and ascended into heaven and is seated at the right hand of God the Father Almighty. From there, He shall judge the living and dead. We believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting.

## **Who We Are**

Our foundation is Jesus. We, the PreSchool staff, are the individual and unique building blocks that God uses daily building our ministry for our community. We celebrate our differences, adding color, texture and form to our structure. We rejoice in our sameness, the gifts of teaching and service, for our students and their families. We delight in our uniqueness, the special touches from God that makes us who we are now, in the process of becoming who He wants us to be.

The mortar that holds us together is the tears, laughter and prayers of children, small voices raised in praise, combined with the elements of the earth: sunshine, grass and sand. Together, supporting each other, we are united in our common beliefs.

## **Our Philosophy**

We believe a child is one of the most precious gifts that God entrusts to us. The purpose of our programs is to provide a warm and caring Christian environment that will nourish personal growth and discovery. Through the use of learning centers and our kindergarten readiness curriculums, our PreSchool presents a balanced, semi-structured, age and developmentally appropriate learning environment. Through their association with the teachers, the pastor and church staff, all of whom strive to be dedicated Christian influences, each child is encouraged to grow in love and appreciation of God, His creation and His Son Jesus.

Centerville Baptist Church supports parents as the most significant adults in the lives of their children. Parents and teachers, in partnership, become instrumental in the physical, social-emotional, intellectual and spiritual development of each individual child.

## **An Overview of Our Ministries**

Centerville Baptist offer several different opportunities for children and families of our community. Our programs include PreSchool, Kindergarten, Parents' Morning Out and the Extended Child Care as well as supplemental programs such as "Breakfast Club" and "Lunch Bunch." Each of these programs serves a specific need, and are designed to work together and complement each other.

Our PreSchool operates between the hours of 9:00 a.m. and 11:45 a.m. and is enrollment based annually between the months of September through May. Children between the ages of 2 and 4 years old are eligible.

Our Kindergarten class operates between the hours of 9:00 a.m. and 1:00 p.m. Our Kindergarten class meets the Standards of Learning for Virginia public schools. Children must meet age requirements for enrollment.

The Extended Child Care program offers opportunities for children enrolled in a preschool or kindergarten class, between the ages of 3 and 5 years old, to enroll for full-day child care, between the hours of 6:30 a.m. and 6:30 p.m. The semi-structured environment is play based and includes lunch time, (parents must provide lunch daily), quiet/rest/naptime, movies, arts and crafts as well as recreation time either outside or in the gym.

Parents' Morning Out operates Monday through Friday between the hours of 9:00 a.m. and 1:00 p.m. Children between the ages of 6 weeks and 5-years old are eligible to attend. "PMO" is a reservation based program. Daily rates are determined by the age of the child

Children learn rules of acceptable behavior, cooperation and compromise while at play. Structured and unstructured activities in the classroom and on the playground provide opportunities for conflict resolution, problem solving and encourage pre-social behavior.

## **Our Staff**

CBC PreSchool staff members provide the best possible care and education for the children in our programs. The Director oversees all aspects of the programs, including curriculum and financial concerns. Teachers meet or exceed the qualifications as set by the church. The Director supervises staff members. The Director works with the Pastor and Church Council.

Our teachers have demonstrated competence with young children. Our two and three year old classroom teachers are required to have previous programmatic experience or early childhood education classes. Our four year old classroom teachers are required to have either a college degree or at least 4 years of programmatic experience. The lead Kindergarten teacher is required to have a degree in Elementary education and hold a current Commonwealth of Virginia teaching license.

Every staff member receives a fingerprint-based Criminal History Records Clearance from the FBI and clearance from Child Protective Services for Child Abuse and Neglect. Staff are mandatory reporters of suspected child abuse and/or neglect. All staff have been certified by a physician to be physically capable of caring for children.

### **Program Goals**

A successful transition between home and school allows the very young child to experience a sense of independence. For most children, the pre-kindergarten experience will be one of the first opportunities to make this discovery.

To foster intellectual, emotional, spiritual, physical and social growth and development by offering a variety of academic and non-academic activities, CBC Weekday programs directs their efforts towards the following objectives:

- To incorporate “Christian” values into daily living
- To develop community awareness with respect for diverse cultural, ethnic and family origins
- To instill ethical and responsible behavior, cooperation, tolerance and appreciation for others
- To learn through experience how to make the best choice in any situation and to learn from the consequences of those choices
- To develop and explore basic concepts of pre-reading, pre-writing and math skills
- To have a wide variety of experiences with language, and to begin to learn to resolve differences through verbal communication
- To help identify areas of concern regarding non-typical development and to help families access assistance with early intervention
- To inspire a love for learning
- To transition into kindergarten as self-assured, capable students
- To be a resource for parents regarding all areas of childhood development

## **Age and Stage Developmentally Appropriate Classroom Information**

### **2 YEAR OLD CLASS**

Monday, Wednesday, Friday OR Tuesday and Thursday  
Arrival by 9:00 a.m. Departure begins at 11:45 a.m.

Parents provide daily snack and drink (NO Tree Nut/PEANUT PRODUCTS)

Parents provide pull-ups, wipes, change of clothing, etc. Concepts of social skills will be reinforced through daily use and exposure. Acceptable behavior in a group setting is an important concept and modeled by staff. Verbal cues remind young children of appropriate actions. Poetry, stories and songs foster language. Play dough, puzzles and blocks teach fine motor skills. Gross motor skills are developed through marching, dancing, music and movement.

Children at this age may not “play with” each other, but will benefit from playing “along-side” their peers.

### **3-YEAR-OLD CLASS**

Tuesday and Thursday OR Monday, Wednesday, Friday  
Arrival by 9:00 a.m. Departure begins at 11:45 a.m.

Parents provide daily snack and drink (NO Tree Nut/PEANUT PRODUCTS)

The semi-structured program activities provide opportunities for children to build confidence in their own abilities and talents. Acceptable social skills are reinforced in a small group environment. Art projects are designed to be process oriented, allowing the child to take pride in his/her own work, rather than emphasizing the creation of a product.

Bible stories, Biblical truths and Christian values are woven into classroom activities.

### **4-YEAR-OLD CLASS**

Monday, Wednesday, Friday OR Monday through Friday  
Arrival by 9:00 a.m. Departure begins at 11:45 a.m.

Parents provide daily snack and drink (NO Tree nut/PEANUT PRODUCTS)

The semi-structured program activities provide opportunities for children to explore and discover ideas and concepts to help make the

transition to kindergarten. Early academics focus on introduction of phonics, hand writing, math, science, social studies, music and art. Thematic classrooms will incorporate academic lessons into the theme unit. Bible stories, Biblical truths and Christian values are woven into classroom activities.

All of our 4-year-old classrooms will present opportunities for students to demonstrate skills necessary for kindergarten transition.

### **HYBRID (SUMMER 4 BIRTHDAYS, OLDER 3'S)**

Monday through Friday

Arrival by 9:00 a.m. Departure begins at 11:45 a.m.

Parents provide daily snack and drink (NO Tree nut/PEANUT PRODUCTS)

The semi-structured program activities provide opportunities for children to explore and discover ideas and concepts to help make the transition to kindergarten. Early academics focus on introduction of phonics, hand writing, math, science, social studies, music and art. Thematic classrooms will incorporate academic lessons into the theme unit. Bible stories, Biblical truths and Christian values are woven into classroom activities.

### **KINDERGARTEN**

Monday through Friday

Arrival by 9:00 a.m. Departure begins at 12:45 p.m.

Parents provide daily snack and drink (NO Tree Nut/PEANUT PRODUCTS)

The Kindergarten class meets the requirements of the Commonwealth of Virginia Standards of Learning. Children must meet the age requirement of the Virginia Department of Education.

The kindergarten class will use a brain-based, hands-on approach to learning. Parents should expect their kindergarten child to have homework and are highly encouraged to establish a nightly routine of reading and review.

### **BREAKFAST CLUB (An Extended Child Care option)**

Monday through Friday

Arrival beginning at 6:30 a.m.

### **LUNCH BUNCH**

Monday through Friday

12:00 noon until 1:00 p.m.

\$6.00 per day/per child—WITH a reservation  
Parents/caregivers will purchase pre-paid Lunch Bunch punch tickets.

In the event that a parent fails to cancel at least 24 hours in advance, the teacher will punch one box, because we are unable to schedule another child to fill the void.

Children should bring lunch and drink.

**Late pick-up fees—per child:**

1:00 – 1:10 pm \$5 due upon arrival

1:10 – 1:15 pm \$10 due upon arrival

After 1:15 pm \$2.00 per each minute

**PARENTS MORNING OUT**

Monday through Friday 9:00 a.m. until 1:00 p.m.

- The program provides opportunities for children between the ages of 6 weeks and four-years-old to grow, learn and play in semi-structured environments, fostering social skills, language, and physical development.
- Children are escorted to and from the classroom after check-in at the front desk or from the KidCheck app
- The infant room is a “no-shoe” zone; shoe covers are available to protect the health of our youngest children.
- Infants are held when fed, allowed to sleep in accordance with natural body rhythms utilizing “back to sleep” guidelines and changed when needed.  
(<https://pediatrics.aappublications.org/content/138/5/e20162938#sec-2>)
  - Always place baby on his/her back for every sleep time.
  - Always use a firm sleep surface. Car seats and other sitting devices are not recommended for routine sleep.
  - Keep soft objects or loose bedding out of the crib. This includes pillows, blankets, and bumper pads.
- Parents supply all supplies, bottles, food, etc. Nursing mothers are welcome.
- The program is an enrollment/reservation based program that can be utilized based on daily availability.
- Parents are responsible for scheduling your child’s reservation in advance. We DO NOT offer drop-off services.
- Parents/caregivers will purchase pre-paid Parents’ Morning Out punch tickets.

- In the event that a parent fails to cancel at least 24 hours in advance, the teacher will punch one box, because we are unable to schedule another child to fill the void

6 weeks – 24 months: \$38 daily

2 – 3 years old: \$35 daily

3 – 5 years old: \$32 daily

Registration fee: \$50

Facilities fee: \$50.00

Fees are payable August through July annually

Parents supply all of their child’s personal needs items, including morning snack, lunch, 2 drinks, diapers, pull-up, wipes, etc.

**Late pick-up fees—per child:**

1:00 – 1:10 pm \$5 due upon arrival

1:10 – 1:15 pm \$10 due upon arrival

After 1:15 pm \$2.00 per each minute

**Special Interest Classes**

Local businesses will offer classes at our facility for children at the conclusion of the preschool day. Parents will be required to submit a Release and Hold Harmless Disclosure statement releasing CBC from liability.

Typically, classes will begin at noon and conclude at 1:00 p.m. Classes may include dance, gymnastics, karate, computer, etc. Parents will contract with the individual business for services. Payment will be made payable to the business.

**Admission Requirements**

**Age Classification**

Children will be assigned age classification according to the guidelines established by the Commonwealth of Virginia’s Department of Education. Based on the directive that children who have achieved their 5<sup>th</sup> birthday, on or before September 30<sup>th</sup>, will be eligible for kindergarten, we will place children into age graded classes according to the same date.

Exceptions to this policy may occur when parents, teachers and the Directors are in 100% agreement, and the integrity of the classroom will not be jeopardized.

**Family Information**

Enrollment forms require information about the student and the student’s family and should be completed. The Commonwealth of Virginia mandates specific information regarding parental employment, contact

information, etc. Information must be provided for parents, stepparents and non-custodial parents. Parents must inform the Director and teacher when significant changes occur in the home or when the child's needs change.

In the event of parental separation/divorce or single parents, a copy of the court document detailing the status of custody and/or the non-custodial parent's access to the child MUST be provided to the Director.

### **School Physical/ Immunizations**

Parents are required to submit a summary health history report from the child's physician annually. School Physical Exam forms are included in our enrollment package. In accordance with the Code of Virginia, Section 32.1-46, parents are required to furnish the most recent copy of the child's immunization history as a component of the child's records.

Children under the age of 36 months must have a new immunization report every 6 months.

### **Birth Certificate**

In accordance with the Code of Virginia, parents must provide proof of a child's identity. State certified birth certificates, passports or official adoption records are valid forms of identification.

Failure to provide proof of identity within the first seven days of the school year must be reported to the local law enforcement agency.

### **Health Insurance Information**

Enrollment documents MUST include a copy of your child's Health Insurance card.

## **General Information**

### **Communication with Parents**

Please feel free to stop in the office. We look forward to opportunities to get to know you better.

We have entered the age of technology where email has become almost a required form of communication. PreSchool/Kindergarten teachers may utilize email to keep parents informed of classroom activities, send reminders, share photographs or touch base with you about your child's progress. Please add us to your "safe" list.

Please check the PreSchool website and our Facebook page: [www.centervillebaptistpreschool.com](http://www.centervillebaptistpreschool.com). Information is posted to keep you informed of calendar events, forms are available for download and photographs of activities are shared. School closings because of weather or emergencies will be posted there.

Parents with children enrolled through the Extended Child Care should consult the ECCM website for access to the calendar. The ECCM calendar differs from the PreSchool calendar with regard to days the program is open while PreSchool may be closed. That website address is: <http://www.centervillebaptistextendedchildcare.org>

### **Photography/Videography**

Children may be photographed/videotaped during special events, and the school hours for historical reference, documentation, for teacher initiated crafts or projects, and marketing our program on the internet. Children are not identified online.

### **Dress Code**

Each child is expected to wear appropriate protective clothing, adequate for the weather and season. Shoes AND socks are REQUIRED. Sandals, “Crocs,” flip, flops, etc., are inappropriate for children’s school wear. Shoes should have closed toes and heels and should fit the child properly.

### **The PreSchool/Kindergarten Day**

A regular daily schedule is necessary as the framework for classroom activities. Structure makes the children feel secure and allows them to become more self-directed. Structure is necessary to maintain a well-rounded and balanced program for the child’s growth and development.

Our schedule is flexible enough to allow extended activity when interest is high, or to seize unexpected learning opportunities. Yet, there is sufficient routine to give the children a sense of security in know what to expect, and how fast or slow to work.

The variety of daily activities for all age groups is age and stage appropriate and provide opportunities for teacher-directed and child self-directed tasks and activities. A balance of active and quiet activities, individual and group activities, and opportunities for discovery and exploration are fundamental to the PreSchool experience.

Children will play outside daily whenever possible. Virginia Quality recommends that children play outside when the temperature is above 40 degrees. Children should be prepared and dressed for the weather.

Children enrolled through the Extended Child Care program receive full-day services. Children are escorted from Extended Care at approximately 8:55 a.m. to their preschool/kindergarten classrooms. Following the conclusion of class, the children are escorted back to Extended Care. All children receiving full day services will contract exclusively with the EC program as “Combo” kids.

As “Combo” students, they are eligible for full-day child care on days the PreSchool or Kindergarten are closed, such as Chesapeake Public Schools Teacher Workdays, early release days and during seasonal breaks. Likewise, they receive full-day care from the period following Memorial Day through the last day of school for the Chesapeake Public Schools in June.

### **Child Inflicted Injuries**

In the event that a child endangers the health and/or safety of other students or teachers through inappropriate behaviors, the teacher(s) will document the behaviors; inform the parents in writing or by telephone of the incident. Documentation may include, but is not limited to incident reports, anecdotal records, video tape or photographs. If the behavior continues, parents will be summoned to collect the child and the teacher(s) will schedule a conference with the parents. If a swift resolution or intervention is not possible, the school reserves the right to suspend the child for a period of time. In the event, upon the child’s return, that the same behaviors are manifested, the school reserves the right to discontinue participation without benefit of refund or discontinuation of tuition.

Parents of children harming him/herself, another child or staff member are responsible for medical costs incurred during the documented incident.

Parents will be responsible for financial compensation to the program for damage to equipment, materials, or the facility due to dangerous behaviors or inappropriate conduct.

### **Biting Policy**

Biting is a common behavior when it comes to very young children. It is especially apparent during the ages of 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly because of a child's incapacity to communicate. Children may bite out of frustration. They may bite because of language barriers. They may even bite because of the frustrations that come with teething.

While biting during the toddler years is common, we do understand that it is upsetting to parents and caregivers when it occurs. The goal of our policy is to replace the child's undesirable behavior with more effective ways of communicating and to ensure the health and safety of everyone in our program.

#### BITING IN AN INFANT/TODDLER SETTING

Biting hurts. Teachers comfort the injured child and basic first aid is applied. Staff may document the injury through photography. Parents of the children are notified.

If a child bites more than once:

1. A log will be kept documenting time, activity occurring, child bitten, and body part bitten. Photographs may be used to document the injury.
2. Both sets of parents are notified immediately.
3. When possible, staff will divide the group into smaller sub-groups to decrease noise and activity levels.
4. Parents of the child who bites more than once will be asked to meet with the director and staff to discuss possible strategies as well as share any information which might be pertinent.
5. If biting persists for more than a week or increases dramatically, an outside consultant will be contacted to support the preschool staff, the child who is biting, the parents of this child, and, if necessary, the parents of other children within the group. Parents of the child biting others will be responsible for any fees incurred.
6. If it becomes the consensus of the director, staff, and consultant that the biting is a symptom of a more serious situation, the child and family will be referred to professionals more able to offer the help and support needed.
7. If the biting is a symptom of a more serious situation (i.e. special needs in which our staff lacks training in) and the above

procedures still do not resolve the biting, the child may be asked to leave the program.

*No child in our program is disenrolled due to biting alone. Biting is a developmental behavior. Teachers and administrators, in conjunction with the parents of the biting child consider the best interest of all students.*

## **Conduct and Discipline**

A positive learning environment begins with parents, teachers and students understanding the basic standards of acceptable behavior. Challenging behaviors may include events, activities, interactions, etc.

Behavior guidance will be constructive in nature, age and stage appropriate and shall be intended to redirect children to appropriate behavior and conflict resolution. Positive discipline strategies will be used to guide and direct behaviors. Teachers will set and communicate appropriate limits, offer choices, teach appropriate behaviors, utilize natural and logical consequences and encourage conflict resolution.

If physical aggression is presented, staff will respond in a manner that provides a safe environment for everyone in the classroom.

Teachers will communicate with parents/caregivers regarding ongoing difficulties. Parents/caregivers will be asked to meet with staff and work together, in the best interest of the child, towards a comprehensive action plan.

Step 1: Staff will observe, document and identify possible antecedents to the behaviors.

Step 2: Adaptations: Staff will focus on helping the child learn to adapt (1) new skills for social interactions with peers, (2) developmentally appropriate emotional responses, and (3) expectations for acceptable classroom citizenship.

Step 3: Distraught children, children displaying anger and/or aggression, children unable to adapt to daily routines, etc. may be relocated to a safe space, with direct supervision, and given opportunities to express their feelings.

Step 4: In the event continued challenging behaviors persist, the program reserves the right to release the student from the program, in the best interest of the child, the family and the student community.

## Illness

The Department of Social Services of the Commonwealth of Virginia regulates child care centers and preschools across the state. The department mandates many facets of our operation including health and safety regulation.

CBC must screen children daily for signs and symptoms of illness. Teachers are required to dismiss any child displaying signs or symptoms of illness.

Discharge in or around the eyes	Inflamed eyelids or rims
Runny nose (clear, colored, cloudy) and/or coughing, with a change of behavior	Temperature of 100.0° or greater; Child may not return to school until fever free for 24 hours without medication
Vomiting (one incident)	Diarrhea (Child may not return to school until 24 hours after last incident)
Rash with fever or behavior change	Open sores that ooze or drain
Strep throat	Mouth sores; drooling
Fifth's Disease	Head lice
Chicken pox	Impetigo
Breathing difficulties, respiratory illnesses, lethargy	Persistent coughing
All other contagious illnesses	Flu

Parents/caregivers are required to notify the school regarding contagious illnesses, such as viruses. The health and safety of the children is a priority, and have had children with compromised immune systems that require additional medications to prevent specific viruses.

## Pick-Up of Ill Child

Parents must provide the names and telephone numbers of emergency contacts. If a parent cannot be reached via telephone to pick-up a sick child within thirty minutes of notification, emergency contacts will be summoned.

Children enrolled in both PreSchool and Extended Childcare who become ill at any time of the day need to be released within 30 minutes when they display signs or symptoms of illness, to protect the health of others. We do not have staff or facilities to provide care for sick children. Therefore, parents need to have alternate plans for childcare in the event of sudden illness that requires exclusion from both programs. CBC documents the time of first contact and time of dismissal.

## **Safety**

Supervision of children in the driveway, lobby and elsewhere in the facility is the responsibility of every adult: staff member, parent and caregiver.

Rough play will not be allowed, as it has the potential for cause of injury. Any child consistently displaying inappropriate behavior that injures or endangers others will be released from the program without benefit of refund of tuition. Parents will be liable for the cost of damages.

## **Emergency Medical Release**

Parents are required to submit a notarized emergency medical release authorizing medical treatment and/or transportation to a medical facility. Additionally, this form permits emergency transportation off-site if directed by fire or local law enforcement in the event of incident or imminent danger.

Copies of medical insurance coverage, allergies, pertinent medical information should be disclosed.

## **Security Fob Access System**

Safety and security is a primary consideration. In an effort to protect each child, we will implement security procedures as necessary.

- Establish proof of identity of individuals routinely transporting children.
- Security fobs are available to parents/guardians for access to the building during the school hours. \$10.00 fee for lost or broken fobs is required. Fobs must be returned at the conclusion of the school year. Unreturned or broken fobs incur a \$10.00 fee.

## **Snacks**

Children are expected to eat breakfast before arriving and will be dismissed before lunchtime. Therefore, a snack will help alleviate the child hunger pangs.

Children should bring a nutritional snack, i.e., sandwich squares, cereal bars, fruits or vegetables, juice, milk or water, daily. Teachers reserve the right to limit the amount of sugary snacks from the child's lunch box. Parents should provide all necessary utensils also, such as spoons, straws, and napkins.

**Allergy Reminder:** Peanut butter, peanuts, tree nuts, peanut products and products manufactured in peanut processing plants are disallowed in our facility due to the potential for severe or life-threatening allergic reactions of some students and staff.

CBC makes every effort to prevent exposure to peanut products by allergic individuals, but cannot guarantee complete exclusion.

CBC PreSchool does not allow Chick-Fil-A products at classroom parties or school-wide events. Chick-Fil-A does remove the most common peanut proteins from their oil, however, they cannot guarantee an allergy free product.

### **Field Trips**

Field trips are used throughout the year to expand upon information discussed during thematic or seasonal celebrations. When field trips are planned, parents have the option of choosing to transport their own child, provide alternate adult transportation or keep the child at home for the day of the scheduled event.

Parents of children in the Extended Childcare program are responsible for arranging childcare during the morning hours IF the child will not participate in the field trip.

Parents are solely responsible for supervision and transportation of their child.

Participation slips and admission fees will be due one week in advance.

### **Arrival and Departure Procedures**

Effective July 1, 2019 ALL children must be signed in and out daily using KidCheck software tracking and reporting

- Use caution at all time on the church grounds.
- Speed should not exceed 10 mph.
- Handicapped parking is available to those individuals with handicapped tags or window placards ONLY.
- Do not leave your vehicle parked in the FIRE LANE, the semi-circular drive in front of the building.
- Park in the main lot

**Arrival: Check-In using the KidCheck app or key tag**

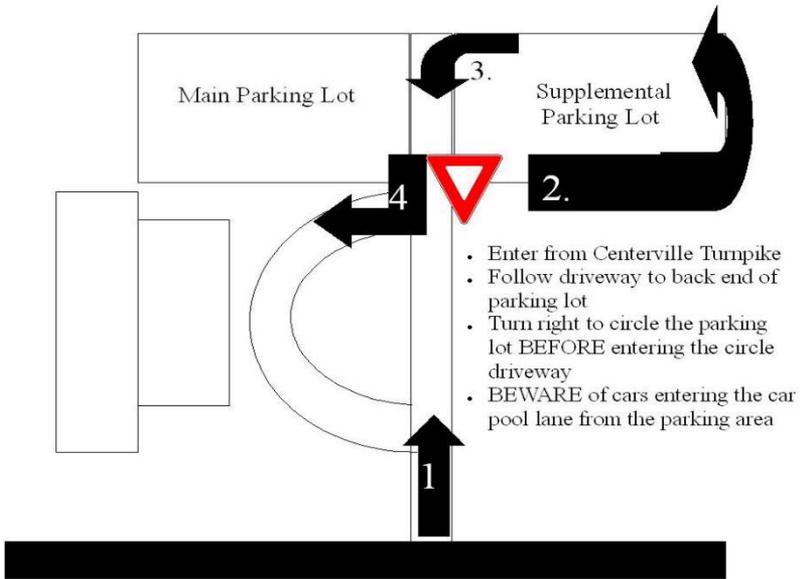
- Morning arrival begins no earlier than 8:50 a.m.
- Drop-off at the front entrance no earlier than 8:55 am
- FOB access is required if the main entrance is unmanned
- DO NOT allow any individual unknown to you to enter on your FOB
- Students greeted at the outside main entrance door/assisted into the foyer are under sight and sound supervision of the administrative assistants. One assistant will transition to the main hallway to greet and supervise students as they proceed to their specific classroom.
- One classroom teacher at the classroom door receives students.
- Upon entering classroom, children are responsible for morning procedures:
  - Health screening/assessment by classroom teacher
  - Attendance
  - Stow backpack, lunch box, coat, etc.,
  - Washing hands before beginning any classroom activity

**Departure: Check-Out using KidCheck key tag or through carpool**

- Departure begins at 11:45 a.m.
- FOB access is required; do not allow any individual unknown to you to enter on your FOB
- Parents entering the building for pick-up MUST wait in the foyer
- Car pool preparation begins at 11:50 am: teachers will escort children into the hallway to await transportation home
- Cars should display an identification tag bearing the child's number (2 tags will be issued at the beginning of the school year; additional tags will be provided @ \$1.00 each)
- Cars utilizing the car pool lane MUST comply with the directional map to prevent a back-up onto Centerville Turnpike

**Reminder: Handicapped parking is for cars displaying restricted license plates or windshield placards ONLY**

**Fire Lane restrictions prohibit parked cars**



### Parents' Morning Out Arrival and Departure Procedures

- Parents must park in the parking lot and accompany children into the building
- Sign-in for the day; provide telephone number for emergencies
- All children should be pick-up no later than 1:00 pm
- Parents must sign the child out for the day
- Late charges will be incurred for arrival after 1:00 pm

**Late pick-up fees—per child:**

- 1 – 5 minutes late: \$5.00 due upon arrival
- 5 – 10 minutes late: \$10 due upon arrival
- 10 – 15 minutes late: \$15 due upon arrival
- 15 – 30 minutes: \$2.00 per minute
- 30 minutes or more: \$3.00 per minute

## School Calendar 2019-2020

Aug 27: Open House—5-day classes, 2-day classes 10:00 am – noon

Aug 28: Open House—3-day classes & 5-day classes 10:00 am – noon

September 3: School opens for the 2019—2020 school year

October 10: CLOSED—Early Release day for CPS Primary Schools

\*October 10: Extended Child Care OPEN for COMBO students

November 5: CLOSED--Extended Child Care OPEN for COMBO students

November 11: CLOSED in observance of Veterans' Day

November 26: School-wide Family Thanksgiving Feast

November 27-29: CLOSED—Thanksgiving Holidays

December 16-17: Christmas Program (Part of party day)

December 18-Jan 1: CLOSED--Christmas Break

\*December 18--30: Extended Child Care OPEN for COMBO students

January 2: School re-opens

January 20: CLOSED—Dr. Martin Luther King, Jr. Day

January 23: CLOSED—CPS Early Release Day

January 24: CLOSED—CPS Teacher Work Days

\*January 24: Extended Child Care OPEN for COMBO students

February 17: CLOSED—Presidents' Day

March 3: CLOSED—CPS Teacher Workday

\*March 3: Extended Child Care OPEN for COMBO students

March 27: CLOSED—CPS Early Release Day

\*March 27: Extended Child Care OPEN for COMBO students

April 13--17: CLOSED—Spring Break

May 5: CLOSED—CPS Workday

May 22: Graduation program for all 4-year-old classes and CBC's  
Kindergarten class (**part of last day party**)

May 21--22: LAST DAYS OF SCHOOL for students

May 26--June 12 ECCM \*OPEN for "Combo" students

### **\*Check Extended Child Care Calendar for more specific details**

CBC PreSchool and Kindergarten does not make up weather related school closures on scheduled holidays, or days the Chesapeake Public School designates as "Teacher Workdays."

Church administration reserves the right to dismiss school early or close school when necessary. Parents/child care providers/guardians will be given notice in advance as much as is possible.

The life of the church is busy. As an active church, we are involved in our community. At times, we will need to adjust our schedule to conform to the needs of the church and community.

## **Emergencies**

### **Man-Made/Natural Emergencies**

Staff members have been instructed in procedures for conducting monthly fire drills. The children will learn the importance of a “Safe Place” away from possible danger.

“Shelter-in-Place” drills will be conducted periodically throughout the year. Shelter-in-Place can be utilized in the event of sudden, severe weather events, such as tornados, or in conjunction with “lock-down” procedures as required by law enforce agencies.

“Lock-down” procedures will be implemented to prevent the potential for physical harm as a security precaution. In the event of an emergency, the building will remain on lock-down until a law enforcement official authorizes the release of children.

The administration reserves the right to close school due to unforeseen events, such as wide-spread viral illnesses. Likewise, school may be closed in the event of issues related to our facility operations.

### **Re-Location**

In the event we are required to abandon the building due to an emergency, students will be escorted/transported to our emergency relocation center: Grant’s Taekwondo Center 1022 Centerville Turnpike, S. Chesapeake, Virginia 23322. Parents will receive a text/email message or phone call. Notices will be posted on our main doors.

### **Weather Related School Closure and Delays**

When inclement weather threatens or occurs, we adhere to the decision of the City of Chesapeake Public School Administration regarding the closure of school. We do not make up days missed due to weather.

Public School: 1 Hour Delay	PreSchool: 1 Hour Delay
Public School: 2 Hour Delay	PreSchool: Closed for the day
Public School: 2 Hr. Early Release	Close at noon
Public School: 3 Hr. Early Release	PreSchool: Closed for the day

## **Medical**

School entrance physical exam reports are required for each child enrolled in the program and **MUST** be signed by a practicing physician. Records should include the current health status, past illnesses, chronic medical conditions and medications. The physician's address and telephone number should be included in the child's file. These must be updated annually.

Staff members trained in First Aid and CPR respond to minor emergencies. First aid supplies are available for immediate use. Emergency medical assistance will be requested when necessary through the "911" response system.

Children with life threatening allergies **MUST** have a physician's document for attendance, along with a prescription for an "Epi Pen." Teachers with Medication Administration Training (MAT) or PMAT, Epi Pen administration training, will administer medications if they are required during the day. Parents are notified when life threatening emergencies occur. Emergency response (911) will be called.

Notarized legal authorization for transportation by emergency personnel is required for enrollment. The form is not valid unless it has the signature of an authorized Notary Public.

## **Administrative Policies**

### **Teacher Assignments**

CBC PreSchool cannot and does not guarantee teacher assignments. While we try to work with parents to ensure the best fit for the child based on personality traits or strengths and educational training of the teacher, we must consider the overall needs of all of the students. On occasion, teachers will be unable to complete the school year. Life happens. Whenever possible, we will transition the children to the new teacher in an appropriate manner.

### **Teacher Training**

Teachers participate in on-going training regarding age and developmentally appropriate practice, incorporating "hands-on" learning center activities and documenting mastery of skills as well as documentation of inappropriate childhood behaviors.

Centerville Baptist PreSchool cannot meet the needs of every child. Some children need early intervention from educational specialist due to learning delays or challenging behaviors. Our teachers are not trained to provide these services.

Teachers receive training from health care professionals and authorized agencies of the Commonwealth of Virginia, as required by Code, to provide for the safety and protection of the children in the program.

Instruction and understanding of how to perform daily health screenings of children, with the stated purpose of preventing the spread of communicable illness and disease, is mandated. Teachers will, through observation of behaviors and/or through physical contact with the children (by touching the head, glands of the neck, observation of the eyes.), decline admittance to children displaying symptoms of illness.

Active threat training is presented through the Chesapeake Police.

**Additional Training**

Instruction and understanding the signs and symptoms of suspected child abuse :	Physical Emotional Sexual Verbal Neglect
Instruction in notification of proper authorities when signs or symptoms of suspected child abuse and/or neglect are observed in children	Child Protective Services Department of Social Services
Information regarding failure to report cases of suspected child abuse and/or neglect to the proper authorities	Penalties

**Child Abuse and Neglect Mandatory Reporters**

CBC, PreSchool and Extended Child Care Administrative staff and teachers are mandatory reporters of suspected child abuse or neglect. As such, we are required by law to call Child Protective Services whenever we believe there is sufficient evidence to warrant a closer look by experts in the field.

Failure to report has legal ramifications for the programs.

## **Holiday Celebrations and Childhood/The Santa Clause**

We respect the beliefs of each family with regard to religious and secular holidays. While we celebrate the holiness of Christmas and Easter, we realize that most of our families celebrate the holidays with other traditional aspects as well, including Santa Claus and the Easter Bunny.

We believe children learn life lessons from believing in “figments of their imagination.” If we don’t allow children to visualize from their imaginations, how do we expect them to relate to things they have never seen or heard?

Santa Claus and the Easter Bunny are a starting point. Without the ability to visualize a concept, how will children process new ideas?

As adults, we understand that children need the ability to use their imaginations. As children grow and develop, they will encounter challenges in their academic careers such as algebra, and geometry, etc., that require the ability to think in the abstract. Abstract thinking is a process and utilizes aspects of the imagination.

## **Parental Concerns and Obligations**

Parents should direct any concern regarding administrative policies, including issues related to the classroom teacher to the Director or Assistant Director rather than other classroom parents. In cases where problems or misunderstanding arise, the parent should attempt to resolve the issue through discussions with the teacher involved.

If the parents disagree with the Director or Assistant Director, we will direct you to speak to the pastor. The pastor or his designee will investigate the situation and determine a resolution. The decision will be binding and will end all further discussion of the issue.

Parents should be proactive as an advocate for their child, but should be aware that negative or disparaging comments about a teacher, teachers or any other member of our staff, including the Director and Assistant Director, should be directed to the administrative office only.

## **Prohibited Items**

Guns (real or pretend—including those constructed of non-threatening materials), knives, matches, lighters, etc., are prohibited items and will not be tolerated in our facility. In the event of incident with prohibited items, parents will be called to immediately pick-up their child. Any child displaying behaviors that endanger him/herself or others will be reported

to the Child Protective Services or other agencies and/or law enforcement.

### **Social Media**

CBC actively posts activities to our Facebook page. We strive to block the faces of any child/children designated by parents as prohibited. CBC does not tag children. We cannot be responsible for the postings of classroom parents uploading photos or videos of school activities including their child/children. Parents should recognize the rights to privacy of other families.

### **Family Privacy Policy Compliance**

Federal law protects the privacy of student records. We may disclose, without consent, directory information. However, we have elected to include a consent form in our enrollment package. Parents/guardians may limit access to this information by notations in the documentation.

### **Financial Obligations**

CBC's registration and tuition financial policies are provided in detail on a disclosure statement. These policies and procedures are reviewed and/or revised annually.

Fees are determined by the Directors with approval from the pastor. Rates are evaluated based upon local cost of materials, equipment, etc., and information from the U. S. Department of Labor Statistics.

A financial agreement and Parent-Program Contract are issued to each party responsible for payment of registration and tuition. All financial documents and contracts must be signed and returned at the time a child is enrolled in the program.

Children receiving full-day child care services will be issued contracts through the Extended Child Care program.

Special arrangements will be provided when they become necessary. Responsible parties should contact the Directors' offices at the earliest possible moment when financial difficulties arise. Payment schedules will be extended when need is determined and a decision is rendered.

### **Registration and Tuition**

Non-refundable registration, facilities fees, curriculum and supply fees are due when a child is registered/enrolled in one of the PreSchool classes. The Financial Document details penalties for early withdrawal

from the program. Exceptions to the policy are granted for military family transfers with a copy of official orders and for families enrolling children in the public school early intervention programs with an IEP.

Parents should inform administrators as soon as possible for all pending withdrawals.

Our annual budget is based upon the annual tuition of every child. Tuition is quoted and payable for the entire year, September through May. Monthly payments are available with a 0% interest rate.

Credit cards are accepted but incur a 4% convenience fee.

Tuition is quoted as an annual fee, and is payable in quoted convenient monthly installments. Tuition varies according to the ages of the children and the number of teaching days weekly. Thus, monthly payments do not change throughout the year due to holidays or school closings.

Every family receives an equal benefit of the lowest tuition possible. We do not offer discounts for multiples, military families, church member families or returning students. We strive to make our tuition affordable without sacrificing quality of teachers, facilities, etc.

TUITION IS DUE 2-weeks in advance: payable between the 15<sup>th</sup> and 30<sup>th</sup> of the previous month.

### Additional Charges

Overdue tuition	\$25 per month
Insufficient Funds	\$35 per occurrence
Fob Access	\$10 Replacement/2 <sup>nd</sup> unit
Credit Card Convenience Fee	4% of any transaction
Late Pick-Up	Per Child
1—5 minutes late	\$5.00
5—10 minutes late	\$10.00
10—15 minutes late	\$15.00
More than 15 minutes	\$2.00 each additional minute
30 minutes late	\$45.00 + \$3.00 each additional minute

### Intent to Withdraw from Enrollment

Penalties for withdrawal during the school year are detailed on the financial documents.

## Frankly Speaking . . .

### Challenging Behavior

The causes of challenging behaviors are complex and often difficult to assess. Research shows that factors that contribute to a child's behavior emanate from two broad categories: biological and environmental.

When behaviors are manifested, it is vital that we focus on the elements in the child's environment that we can influence, directly, in the best interest of the child, and ultimately, the best interest of the family, through intervention strategies.

Working together as a team, teachers and parents should be open to frank conversation regarding observations, strategies that work as well as strategies that have been less successful. It makes sense to focus on elements in the child's environment that we can influence directly and try to boost the child's capacity to overcome risk.

Resources are available to parents. The City of Chesapeake Parent Resource Center, located in the heart of Great Bridge, offer workshops throughout the year and have a lending library on site. When classroom observations and parental concerns indicate that a child's challenging behavior may not be simply environmental in nature, the Edwards-Wilson Center, Preschool Assessment Team of the City of Chesapeake have the resources to help children overcome many risk factors through early intervention.

The best interest of the child has to be our focus. Ignoring challenging behaviors that result from biological factors do not simply go away—children do not “outgrow” their developmental issues. Parents have a profound responsibility to be an advocate for their child, even when it is painful to acknowledge. But acknowledgement is the first step towards a better life for the individual child, and ultimately, a better life for the family.

Our PreSchool is not staffed with early intervention specialists. Therefore, in the best interest of the child, we encourage parents to stringently pursue all opportunities for assessment when our teachers have concerns. In the unfortunate event that parents decline to pursue early intervention assessments, we reserve the right to dismiss the child from our program.

We encourage you to be open to concerns from your child's teacher.

Contact your district primary/elementary school for early intervention assessment information.

### **Chesapeake Parent Resource Center**

369 Battlefield Blvd., South  
Chesapeake, Virginia 23322  
757.482.5923

### **Edwards Wilson Center**

2107 East Liberty Street  
Phone: (757) 494-7600

### **Gossip, Rumors and Other Issues**

Why do we stand and congregate in hallways or parking lots and speculate or elaborate on things without fully knowing the facts? The simple answer is “human nature” or “because we can.” Honestly though, we can cause a lot of unnecessary heart ache and restless nights for others, often unknowingly, but with real consequences.

We ask that instead of contributing to this type of detrimental talk, that you come directly to us with your concerns. The Director’s door is always open. We want to know if you have a concern about issues in your child’s classroom, about something you have observed in passing, or suggestions for ways to make our program better. Give us the opportunity to address your concerns. If we cannot give you a satisfactory answer, we may be able to direct you to someone who can. If you have a question or concern regarding school policies, procedures, facilities management, etc., stop in the office and talk to us. We don’t know what you are thinking if you don’t tell us. Please ask.

### **Code of Virginia Compliance**

Documentation for Religiously Exempt Child Day Centers

Section 63.2-1701 of the *Code of Virginia* (Code) requires child day centers be licensed by the Virginia Department of Social Services (VDSS), and § 63.2-1716 of the Code allows an exemption from licensure for a child day center operated or conducted under the auspices of a religious institution.

The Commonwealth of Requires a description of how the child day center is operating under the auspices of the religious institution to meet exemption status. Details of the relationship and connection between the religious institution and the child day center including the protection, support, patronage, guidance or aid offered by the religious institution are submitted annually.

Centerville Baptist has a tax exempt status as a non-profit religious institution in accordance with Sub-Section 501 c of the Internal Revenue Code of 1954, as amended, in that the real property owned and exclusively occupied by the religious institution is exempt from local taxation.
The physical facilities of the school are inspected annually by the Fire Marshal, and the school has been deemed to be in compliance with regard to health and sanitation, water supply and uniform building codes in accordance with SS 63.2-1705.
Centerville Baptist will employ staff members in accordance with adult/child ratios, as established by the Commonwealth of Virginia, in that one adult will be in attendance for ten children between the ages of 24 months and 6 years of age, in accordance with SS 63.1-196.3.A.3b.
Every staff member has been certified by a practicing physician to be free from disability, which would prevent her/him from providing care of the children under supervision, in accordance with SS 632-1716.
A written description of the center's physical facilities, center location, enrollment capacity, play equipment and other significant features of the facilities are provided to parents or guardians and made available to the general public.
As the PreSchool does not offer food services, parents are required to furnish the mid-morning snack for their own child. As per the annual inspection by the City of Chesapeake Public Health Department, the semi-annual inspection by the City of Chesapeake Fire Department, the school has elected to have limited access to the kitchen facilities.
Centerville Baptist is covered by public liability insurance which provides coverage in the event someone brings suit against the church for personal or bodily harm suffered during the operation of the ministries, due to neglect, in accordance with SS 63.2-1716.
The center has ensured that a person trained and certified in first aid is present whenever children are present as required in SS63.2-1716.
The center is in compliance with all safe sleep guidelines recommended by the American Academy of Pediatrics.
The center has established and implemented procedures for handwashing by staff and children before eating and after toileting and diapering.

<p>Procedures have been implemented for the appropriate supervision of children, including daily intake and dismissal procedures, in accordance with SS 63.2-1716.</p>
<p>Procedures have been implemented for a simple daily health screening and the exclusion of sick children, in accordance with SS 63.2-1716.</p>
<p>Parents are required to submit a copy of the child's most recent immunization history in accordance with Section 32.1-46. An updated record is required for children under 36 months every 6 months.</p>
<p>Documentation of immunizations is not required for any child whose parents submit an approved affidavit stating that administration of immunizations conflicts with the parents religious tenets in compliance with subsection D of §32.1-46.</p>
<p>Documentation of exemption of immunizations that may be detrimental to a child's health includes the child's physician to specify the nature and duration of the condition or circumstances.</p>
<p>Procedures have been implemented to ensure that all areas of the premises accessible to children will be free from obvious injury hazards, including but not limited to the playground, in accordance with SS 63.2-1716.</p>
<p>Staff members have been instructed and are able to recognize the signs of child abuse and neglect. In accordance with SS 6.2-1716, all cases of suspected physical, verbal, sexual abuse as well as cases of suspected neglect, must be reported to the Department of Social Services Child Protective Services within 72 hours. Failure to report is a misdemeanor</p>
<p>The center documents physical injuries to students, first aid administered and requires parental signature of acknowledgment. The center reports all incidents involving serious injuries that require offsite medical intervention within 48 hours to the Department of Social Services via the online reporting system. Reports of deaths must be reported within 24 hours through the same portal.</p>
<p>All applicants for employment, employees, applicants to serve as volunteers, volunteers, and any other person who is expected to be alone with one or more children enrolled in the child day center to obtain a background check as required by §63.2-1724 of the Code and comply with requirements in the Background Checks for Child Welfare Agencies regulation (22VAC40-191).</p>
<p>Compliance with §63.2-1509 of the Code relating to reporting suspected cases of child abuse and neglect.</p>
<p>The center complies with regulations ensuring anyone operating a motor vehicle has a valid Virginia driver's license</p> <ul style="list-style-type: none"> <li>• Vehicles are inspected every 12 months and display a valid inspection sticker;</li> <li>• Vehicles transporting children have insurance required by § 46.2-472 of the Code</li> </ul>

An administrator of the religious institution such as a pastor, priest or rabbi of the religious institution signs the Statement of Intent.