

### **Enrollment Capacity**

The maximum number of children that the center will enroll will not exceed one hundred fifty (150) at any time on a daily basis. This number was established with the City of Chesapeake Fire and Zoning Departments.

### **Health and Safety**

Centerville Baptist PreSchool, et al., has developed an Emergency Medical Authorization form that is REQUIRED for all children participating in any of our ministries. This legal document allows us to provide emergency medical care and must be signed in the presence of a Notary.

Centerville Baptist Church has developed Public Safety and Fire Safety Plans as required by the City of Chesapeake Fire Department and encompass procedures for emergencies ranging from fire, weather, natural and man-made disasters. A copy of the plan is on file with the City of Chesapeake.

In accordance with the Code of Virginia, the facilities receive annual Fire and Environmental Health inspections.

Fire drills are conducted on a monthly basis as required by the Fire Department.

CBC has elected to provide MAT trained staff, qualified to administer specific medications to students with documented authorization from a practicing physician.

CBC is required to exclude children that are obviously ill. When illness is manifested during the day, children are isolated in the Director's office. Children need to be dismissed within 30 minutes of the onset of symptoms and are not allowed to return until they are completely symptom free for 24 hours. Likewise, staff must meet this same 24 hour mandate.

### **PreSchool Program**

September – May  
Ages 2 to 5 years old

- 2 - years old      2 or 3 days per week  
Tues/Thurs      OR      Mon/Wed/Fri
- 3 years old      2 or 3 days per week  
Tues/Thurs      OR      Mon/Wed/Fri
- 4-years old      3 or 5 days per week  
Mon/Wed/Fri      OR      Mon–Fri
- 3 & 4-years old Hybrid  
5 days per week      Mon–Fri
- Kindergarten      5 days per week

### **Parents Morning Out**

September–May  
Ages 6 weeks to 5 years old  
9:00 a.m. until 1:00 p.m.  
Reservations Required  
(Check dates for availability)

### **Summer Enrichment Program** (Check dates available)

### **Extended Child Care Program** Before and After School Care September– June

Butts Road Primary,  
Butts Road Intermediate,  
Southeastern Elementary

### **Summer Camp**

June–August  
(Check dates for availability)

Centerville Baptist Church and ministries do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

# *Centerville Baptist PreSchool, Kindergarten and Parents' Morning Out*

## *Public Disclosure Statement*

*2020~2021*



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## Public Disclosure Statement

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

### EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, Centerville Baptist Church Weekday Childcare Ministries, including PreSchool, Parents Morning Out and Extended Child Care programs, are exempt from licensure and are classified as an "Exempt" child day center.

### Description of Facilities

Centerville Baptist PreSchool, Kindergarten and Parents' Morning Out facilities are located within the confines of the church campus located at 908 Centerville Turnpike, South, in the Great Bridge/Hickory community of Chesapeake, Virginia.

The Extended Child Care Ministries utilize eight classrooms in the 100 and 300 hallways of the Education wing while the PreSchool, Kindergarten and Parents' Morning Out programs utilize nine classrooms in the Children's wing of the building constructed in 2000 for a total of over 8,000 square feet of classrooms. The 2000 wing has a fire alarm system including hallway fire doors; classrooms equipped with magnetized 30-minute fire doors, smoke detectors, bathrooms and in-classroom sinks. Both wings are accessible through a FOB security access system.

Nursery classrooms in the children's wing are equipped with 3-hour fire doors, fire walls and direct exits from the building. Room capacity is 12.

All classrooms have marked fire exit plans.

There are currently three (3) playgrounds on the property for specific age groups of children: (1) Toddler, (2) Preschool and (3) K-5th grade. Playground equipment includes swings, multiple slide structures, climbing apparatus, and are all inspected and maintained.

Kitchen facilities located in both wings are utilized by weekday program staff, however, we do not prepare or serve student mid-day meals. PreSchool, Kindergarten, Extended Child Care and Parents' Morning Out students' snacks/lunches are provided daily by parents. Extended Child Care services include an afternoon snack.

The 2000 wing classrooms are all TREE NUT/Peanut product free classrooms. Children bringing any questionable snacks from home will be provided a substitute, such as applesauce, packaged cheese crackers or yogurt.

### Qualifications of Personnel

#### Administrative Staff

The PreSchool Director has a degree in Early Childhood Education. PreSchool Administrative Assistants likewise have formal degrees in related fields.

The Extended Childcare Director/Assistant Director have years of programmatic experience.

Administrative staff are expected to participate in continuing education/training annually.

The Directors of both programs are responsible for the oversight of program administration including staff supervision, compliance with the Code of Virginia regarding the safe operation of the facility, and general care and well being of the children enrolled in the programs. Directors are members of the church council and are supervised by the pastor and present monthly reports at Church Council. Directors are responsible for keeping the pastor informed of issues regarding daily operations.

### Classroom Teachers and Aides

PreSchool classroom teachers are directly supervised by the Director or her designated assistant and are responsible for daily supervision of children assigned into their care. Teachers are responsible for intake and dismissal of students. Classroom teachers must be at least 18 years of age and meet or exceed qualifications as established by the church. Students are assigned to specific teachers for the period of enrollment and remain within proper ratio,

Extended Child Care classes may be combined but will always be in ratio and will not exceed classroom capacity.

Teachers are responsible for planning age and developmentally appropriate activities for students. Classroom aides work directly under the supervision of the classroom teacher.

A practicing physician certifies staff members to be free of any disability that would hinder appropriate care or supervision of children as required annually by the Code of Virginia. Each staff member has received a Criminal History Records Clearance based on fingerprint scans and a Search of the Central Registry for Child Abuse and Neglect clearance from Child Protective Services. Teachers residing outside the Commonwealth of Virginia within five years of employment are required to have clearances from those states as well.

Staff members are certified in basic First Aid and Cardio-Pulmonary Resuscitation, and have been trained to recognize the signs of child abuse and neglect and are mandatory reporters of suspected abuse or neglect.

Staff members receive training hours annually in compliance with the Code of Virginia.