

# Centerville Baptist Extended Child Care Parent Handbook

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**Please verify by signature and date that you have read and understand all requirements for enrollment and policies that the Extended Childcare has implemented. Please tear off and turn in to the Staff.**

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*Signature*

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*Date*

## **An Overview**

*Centerville Baptist Church Weekday Children's Ministries* offer a unique opportunity for children and families of our community. Our weekday programs include the Extended Child Care program, Pre-School, and Parent's Morning Out. Each of these ministries serves a specific need, but is designed to work together and compliment each other.

*Our Extended Child Care Program* offers before and after-school care between the hours of 6:30 a.m. and 6:30 p.m. and runs from the first day of school through the Friday after public school gets out. This is available for children ages kindergarten through the fifth grade. We except morning kindergarten students. Children will experience social activities that include recreation, free play and art while following our Homework first policy. Classes are determined by grade level and class size is no more than 15 children. We serve Butts Road Primary, Butts Road Intermediate and Southeastern Elementary. The children are transported to and from our program by the schools we serve. A calendar will be provided upon enrollment into the program. ***Parents are asked to provide their child with the following items:*** *Loose leaf paper, pencils, tissues, index cards and wet wipes.*

*Our Extended Child Care Preschool class* is for children enrolled in the *Weekday Preschool Program* who need before and after care. It is required that the children be at least 3 and potty trained. This class allows the children to experience social activities in a semi structured environment. This program is available from the first day of preschool through the last day of preschool. Children will be taken to school by 8: 50am. They will be returned to the program by 12:00 am. Where they will eat lunch that is provided from home, have 1 ½ hours of quiet time, (Cots will be provided) an afternoon snack provided by the program, and enjoy recreation time and free play. Care will be provided by the program on days the preschool is closed. A calendar will be provided upon enrollment into the program. ***Parents will need to provide for their child:*** *Napping items, a change of clothes, gallon size baggies, and wet wipes.*

*Our Extended Child Care offers a Summer Camp* that operates between the hours of 6:30 a.m. and 6:30 p.m. And runs from the last week of June through the months of July and August. This excludes the week prior to public school starting. This is available for children ages 3 through the fifth grade. *Preschool age need to be potty trained.* This is a semi structured weekly theme based program which includes recreation, science activities, crafts , water play and one field trip a week. The program participates in the Church sponsored Vacation Bible School.

## **Staff**

Teachers and assistants have been certified to be free of any disabilities which would prohibit care or supervision of children. Each staff member is required to have an annual health record clearance from her/his own physician, as stated by the Code of Virginia. All of our staff members have received a Criminal History Records Clearance and Search of the Central Registry from Child Protective Services for child abuse and neglect prior to employment. Staff members participate in workshops throughout the

year to update skills and review requirements of the Commonwealth of Virginia. Staff members are certified in basic First Aid and Cardio-Pulmonary Resuscitation.

### **Program Goals**

To help with a successful transition between home, school and the Extended Childcare. To foster intellectual, emotional, spiritual, physical and social growth and development by offering a variety of semi-structured activities, Centerville Baptist Extended Care directs its efforts towards the following objectives:

- To incorporate “Christian” values
- 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 furnish an environment that nurtures a positive self-image
- To learn to resolve differences through verbal communication
- To offer opportunities to encourage decision-making abilities

### **Goals for the Children**

- To make a successful transition between home, school and the Extended Child Care
- To learn to be with other children
- To become familiar with a group setting
- To develop interest, through experience
- To mature in security and feelings of success
- To promote personal responsibility and self-control
- To improve creativity

### **Snack time/Lunch**

As each child has eaten a proper breakfast we will provide a brief snack in the mid-morning. It will be the responsibility of the parent / guardian to provide a proper lunch with necessary utensils for your child’s use, including straws, napkins, spoons, etc. unless otherwise notified. We will gladly warm up leftovers or precooked meals in the microwave but this will be limited to one minute. Children will participate in “blessing” their food. We also provide a snack for the mid-afternoon.

### **Enrollment**

Applications for enrollment will remain on file throughout the school year. Parents must inform the Director when significant changes in information regarding the child, or a change in the home environment occurs, i.e., parental separation, suspected child abuse or neglect, custody arrangements, terminal illness in family, etc. Personal information is kept strictly confidential, known only by the Director and classroom teacher. In the event of parental separation or divorce, if sole custody is awarded to the parent making application for admission, a copy of the court document regarding the status of the non-custodial parent’s access to the child, should be provided to the Director.

You will be asked to sign a Parent Authorization form, which includes an emergency medical release, authorizing medical treatment for each child as well as field trip participation, swimming or wading and transportation permission by a childcare staff.

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Medical insurance provider information, child's physician and allergy information and photographs of children are also required for the child's file.

### **Immunizations**

Parents are required to furnish the most recent copy of the child's immunization history. If any updates are made to the immunization reports it is the responsibility of the parent to provide a copy to the Extended Care.

### **Birth Certificate**

Parents or guardians must present a "State Certified Birth Certificate" for proof of child's identity. Failure to produce proof of identity within the first seven days of school must be reported to the local law enforcement agency. Birth certificate information will be recorded and placed in the child's file.

This is not necessary if the program will receive the child from a public school in Virginia for before or after school care.

### **Financial Arrangements**

A non-refundable registration fee is due at time of enrollment. A full registration is charged whenever a child is enrolled, regardless of the month of enrollment or the number of day's child attends.

A Financial Contract/Truth in Lending Statement will be issued to each party responsible for payment of registration and tuition. All contracts must be signed by parent/guardian and the Director before the child attends.

Payments are due by Wednesday of the applicable week regardless of attendance. Any payment issued after Wednesday is subject to a \$25.00 late charge per week. If you elect to pay bi-weekly, payments are due by Wednesday of the second week. After Wednesday accounts are subject to a \$25.00 late charge per week. If you elect to pay monthly payments are due by the 15<sup>th</sup> of the month.

If at any time the party responsible for payment determines that payment of fees cannot be made on time he/she will need to make arrangements with the Director to make the account current. If arrangements have not been made within 2 weeks, inclusion in the program will be discontinued.

In the event collections or legal procedures are instituted, parent/ guardian will be responsible for all expenses of collection including court costs, and reasonable attorney fees if such are incurred.

If at any time a child needs to be withdrawn from the program, a two week written notice is required. The person responsible for payment is required to pay for the two weeks and any balance due.

Fulltime childcare prices cover the cost of teacher workdays that may occur on your regular days.

Fulltime school age children and fulltime summer camp children are allowed one week of vacation per contract with a two week written notice.

## **Additional Charges**

Late pick-up charges of \$1.00 per minute per child will be due and payable upon pick-up for the first two times parents or transportation providers are tardy picking-up a child. Thereafter, any tardiness will incur a charge of \$2.00 per minute.

Checks returned for insufficient funds are subject to a \$25.00 penalty. We will request payment in cash, money order, or certified check after second returned check is received.

If any tuition rate changes are requested in the parent/program contract a fee of \$25.00 will be applied and payable at the time of signing a contract amendment.

If we have to provide an emergency lunch for children there will be a charge of \$5.00.

### **Childcare Tax Deduction**

For tax filing purposes, we will provide our Federal Tax Identification number, and/or provide needed documentation of tuition cost incurred.

## **Conduct and Discipline**

A positive learning environment begins with parents, teachers and students understanding the basic standards of acceptable behavior.

Teachers will not ignore a child's behavior that endangers anyone. "Time-Out" will be used as a positive discipline strategy that allows the child to withdraw from a situation when he/she loses emotional control, is extremely angry or endangers his/her own safety, or the safety of someone else. Any child consistently displaying inappropriate behavior will be given a verbal warning prior to following our three-strike policy

1. *Written notice*
2. *One day's suspension*
3. *Dismissal from program immediately*

Children will be held responsible for items intentionally broken or damaged due to poor judgment or behavioral issues.

## **Illness**

The VDSS regulates childcare center and preschools across the state. They regulate many facets of our operation, including health and safety regulations.

The health and safety of every child is our first priority. In an effort to prevent the spread of communicable disease, and in accordance with guidelines from the Department of Health, we must screen children daily for signs and symptoms of illness. Children exhibiting signs of illness **MUST** be excluded from our programs. Children with a normal temperature, or with a non-contagious illness, accompanied by letter from child's physician, may attend with the approval of the administration. However, children with non-contagious illnesses accompanied by exclusionary symptoms are required to stay home until the symptoms have been resolved. Consideration for the health of all of the children and staff must be respected.

**Children exhibiting symptoms of sore throat, nausea, vomiting, diarrhea, fever, running nose, (even allergy related), conjunctivitis, head lice, etc. must be excluded. Children are eligible to return to school when they have been symptom free for a twenty-four hour period without fever medication.**

Occasionally, it becomes necessary to summon parents to pick up a child that has become ill or fallen asleep due to medication side effects. Every ill child will be isolated, as much as possible, within the confines of the school, until he/she is released into the care of the parent or the appropriate care provider. Children need to be released within thirty (30) minutes when they display signs or symptoms of illness, to protect the health of others.

Parents are required to inform the Director, in writing, when children have been diagnosed with a potentially serious illness or disability. Confidential information regarding the health of any child will be disclosed to medical personnel in the event of emergency. Physician's names, addresses, telephone numbers and routinely prescribed medications must be detailed in writing, for the Director, and will be kept on file in the office.

### **Administration of Medication**

The program has made the decision to Administer Medication to children in the program. We will administer prescription as well as non-prescription medication in accordance with the physician's or other prescriber's instructions and in accordance with the standard of practice in the MAT training. Only a provider who has successfully completed the MAT training or has appropriate licensure to administer medications and is listed as a medication administrator by the program will be permitted to administer medications to children.

We will administer prescriptions using the following routes: topical, oral, inhaled, eye, and ear, medication patches and epinephrine using auto injectors.

Administrators will have valid MAT training, CPR and first aid certification which covers all ages of children in the program.

This policy to administer Medication will be made available to parents at the time of enrollment, whenever changes are made and upon request.

If a child needs medication during the day, parents must complete a "Medication Consent Form" for each medication to be administered. If it is an over the counter medication to be given no more than 10 days we just need parent consent. If a prescription medication is needed In addition to the parent the prescribing physician must complete the designated area or submit a statement to the manner in which the child is to medicate.

### **Safety**

Every child is expected to wear appropriate protective clothing, adequate for the weather and season. Shoes and socks are required every day. Open-toe and open-heel shoes are inappropriate for children's school wear. Shoes must fit the child properly.

Please acknowledge that risks of accidental injury are incidental to conduct of normal group participation, playground activities, and play in the gym. All areas of play pose opportunities for injury. The staff will supervise all activities to decrease incident and deter inappropriate behavior.

Our standard operating procedure states whenever children leave our facility for a scheduled field trip, the teachers will have in her/his possession, a binder containing all emergency contact information for each child in their care. And there will be a staff member present certified in CPR and First Aid.

If at any time we need to make accommodations for a child with severe allergies to Peanuts etc. all parents or guardians will be informed so we can protect that child from serious reactions.

### **Man-made/Natural Emergencies**

Staff members have been instructed in procedures for conducting “fire drills” on a monthly basis, and will be practiced by the teachers and children on a routine basis. The children will learn the importance of the “Safe Place” away from any possible danger posed by potential fire. Immediate actions will be taken when sudden and violent weather conditions occur during the Extended Care hours. Children and staff will take shelter in the interior portion of the facility, away from windows and doors.

In the event of **inclement weather** we will follow the directions of the Chesapeake Public Schools or on the occasion when schools are already on break we will follow the City of Chesapeake’s closings. If they close we close. If there is a delay we delay. And if there is an early closing we will follow their directions.

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

### **Arrival and Departure procedures**

Parents **MUST** park in the parking lot and enter the building to drop off and when retrieving their child. And parents are also required to sign their child/children in and out, indicating the time of drop off or departure. No Child will be released to anyone other than those who are authorized to pick up.

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

### **Calendar**

Our Extended Care calendar will be available upon enrollment. Closings and holidays will be outlined.

Labor Day	Veteran’s Day	Thanksgiving (Thursday & Friday)
Christmas Eve	New Years Day	New Years Eve Close @ 5:00
Christmas Day	President’s Day	Martin Luther King, Jr. Day
Easter Monday/ Or Good Friday	Fourth of July	Memorial Day

If the holiday falls on the weekend the calendar will be adjusted as needed to observe the named holidays. Saturday, it will be observed on the preceding Friday. If the holiday falls on Sunday, it will be observed on the following Monday.

**We do not recognize weather make up days Observed by Public School that may fall on our observed holidays.**

### ***CODE OF VIRGINIA COMPLIANCE***

The 1993 General Assembly of the Commonwealth of Virginia enacted legislation changing the status of half-day pre-schools located in and sponsored by religious institutions. Previously, “child care centers” were defined as centers operated for four or more hours per day. The 1993 legislation redefined the term in The Code of Virginia, Ss 63.1-195., “child care program’ means a regularly operating arrangement for children, where in the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well being of a child, under the age of thirteen for less than a twenty-four hour period.”

The Virginia Department of Social Services requires that ministries, such as ours, either become a licensed childcare center or file documentation to obtain an exemption from licensure. Centerville Baptist Church operates the Weekday Children’s Ministries, including the Pre-School, Parent’s Morning Out and Extended Child Care. As a facility operated under the auspices of a religious institution, we have elected to pursue the exemption from licensure.

At the present time, our exemption expires January 31<sup>st</sup> annually. Although the status of Exempt from Licensure exempts us from licensing proceedings, we must submit documentary evidence to the Commissioner of Social Services.

### ***Centerville Baptist Extended Childcare Ministries is in compliance with the regulations listed herein:***

1. Centerville Baptist Church 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 occupies by the religious institution is exempt from local taxation.
2. 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 63.1-196.3.A2.
3. 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 negligence, in accordance with SS 63.1-196.3.A.6.
4. Each person in a supervisory position, new employees and Officers of the Governing Board has received Criminal Record Clearance by the Virginia State Police, in accordance with S 63.1-198.2.



5. Every staff member has been certified by a practicing physician to be free from disability, which would prevent her/him from providing proper care of the children under supervision, in accordance with SS 63.1-196.3.A.4.
6. Centerville Baptist will employ staff members in accordance with the 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 twenty-four months and six years of age, in compliance with SS 63.1-196.3.A.3b.
7. Staff members have been instructed and are able to recognize the signs of child abuse and neglect. In accordance with Section 63.1-148.3, 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 seventy-two hours. Failure to report is a misdemeanor.
8. Staff members are trained and certified in First Aid as required in SS 63.1-196.3.B.4.
9. Procedures have been implemented for a simple daily health screening and the exclusion of sick children, in accordance with SS 63.1-196.3.B.3.
10. Procedures have been implemented for the appropriate supervision of children, including daily intake and dismissal procedures, in accordance with SS 63.1-196.3.B.2.
11. 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 areas, in accordance with SS 63.1-196.3.B.6.
12. Parents are required to submit a copy of the child's most recent immunization history, within ten days of acceptance into the school program, in accordance with Section 32.1-46.
13. 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. The church is in compliance with SS 63.1-196.3.A.2., 6.
14. Our center will enroll no more than 150 children at any one time.
15. Our center has implemented procedures for hand washing by staff and children before and after eating and toileting.
16. Staff members who transport children have a valid driver's license. Section 46.2 – 300.
17. Our 15 passenger vans will be inspected every 12 months and display a current inspection sticker. Section 46.2 – 1157
18. Our vans carry liability insurance that meets code. Section 46.2 – 705 and 46.2 – 472
19. Our staff will ensure that any child up to age 8 who is transported by our center is secured in a child restraint device which meets code. Section 46.2 – 1095