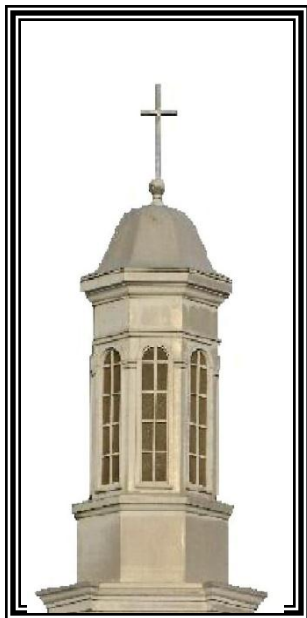


# Pre-School Parent Policy Handbook



Centerville Baptist Pre-School

2011-2012  
908 Centerville Turnpike, South  
Chesapeake, Virginia 23322  
757.482.4466

**SHINING OUR LIGHT INTO THE COMMUNITY**

*Parents Morning Out, Preschool, Pre-Kindergarten and Kindergarten*

*Updated: April 15, 2011*

*This updated handbook nullifies previous versions.*

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## **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 Pre-School 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.

## **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. Amen

## **Who We Are**

Our foundation is Jesus. We, the 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.

## **From the Director**

Welcome to Centerville Baptist Pre-School. Our programs offer children and opportunity to begin preparation for their academic education. We anticipate an exciting year of learning, discovering and growing together.

Our programs provide a warm, supportive and nurturing environment. We encourage you to share your time and talents with us, as we join together in partnership, to make this year an important year for your child's growth.

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 Biblical truths and Christian values into our daily activities.

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 me, or any member of our 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.*

## **An Overview of Our Ministries**

Centerville Baptist Pre-School offers several different opportunities for children and families of our community. Our weekday programs include Parents' Morning Out, Pre-School and Kindergarten as well as supplemental programs such as "Breakfast Club" and "Lunch Bunch." Placement in age appropriate classes is based on the age directive established by the Virginia Department of Education.

Our Pre-School 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.

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.

## **A Quick Glance**

We understand that children come from diverse backgrounds and cultures, with different personalities, temperaments, abilities and experiences. Our staff members, likewise, have diverse teaching styles, educational theories and religious backgrounds. Thus, we are better able to match the needs of the child with a teaching style for a more harmonious fit.

Theme oriented lesson plans and learning centers provide avenues for teachers to provide age and developmentally appropriate guidance. Music and art projects reinforce math concepts and reading readiness skills. Biblical principles and stories are woven into the daily activity. Social development is another aspect of kindergarten readiness.

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 Pre-School 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 and Assistant Director supervise staff members. The Director works with the Pastor, Children’s Weekday Ministry Committee 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.

Every staff member receives a Criminal History Records Clearance from the Virginia State Police, as clearance from Child Protective Services for Child Abuse and Neglect. Additionally, every staff member is required to have an annual health records clearance from her/his own practicing physician.

## **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 Pre-School directs its efforts towards the following objectives:

- To experience God’s love through teachers and the church community
- 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 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 be a resource for parents regarding all areas of childhood development
- To facilitate opportunities for community involvement

### **Goals for Children**

- To make a successful transition between home and school
- To learn to be with other children; to become self-reliant, self-confident, assume personal responsibility and learn self-control
- To develop interest, through experience, and the joy of learning
- To mature in the principles of acceptable behavior; learn empathy
- To experience feeling of success with his/her peers

### **Basic Rights of Children**

- Love and affection, and to feel that he/she belongs; companions of his/her own age, creative play things and a chance to play
- Guidance by a person that he/she loves, and approval for things well done
- A chance to solve problems and to learn to from experience; a balance between failure and success
- An opportunity to do things for him/herself, and to know that even if he/she makes a mistake, he/she will not be rejected
- Guidance suited to his/her own developmental growth and to know limits
- To be surrounded by caring adults, both at home and in school, that will help identify areas of concern related to all areas of development by competent and knowledgeable professionals when behaviors indicate potential delays and/or developmental issues to insure that the child will receive appropriate evaluation

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**2 – 2 ½ YEAR OLD CLASS**

Tuesday and Thursday

Arrival by 9:00 a.m.

Departure begins at 11:45 a.m.

Parents provide daily snack and drink (NO PEANUT PRODUCTS)

Parents provide pull-ups, wipes, , change of clothing, etc.

Concepts of social skills will be reinforced through daily use and exposure. Language is fostered through poetry, stories and songs; fine motor skills through play dough, puzzles and blocks; gross motor skills 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.

Distinguish “me” from others

Solve problems encountered during play time

Building relationships with peers

Developing social play

Expressing empathy

Imitating and pretending

Moving parts of the body

Moving with objects

Listening/responding to music

Explore and imitate sounds

Communicating verbally

Participating in give-and-take communications

Explore picture books

Enjoy stories, rhymes and songs

Noticing differences and similarities

Explore numbers; one-to-one correspondence

Awareness of time

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**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 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

Solve problems encountered during play time

Building relationships with peers

Making and expressing choices, plans and decisions

Expressing empathy

Listening/responding to music

Describing objects and events; expressing experiences

Participating in give-and-take communications

Telling stories from memory

Enjoy stories, rhymes and songs

Noticing differences and similarities

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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.

Children are expected to be toilet trained.

Explore numbers; one-to-one correspondence

Observing people, places, things

Awareness of rhyme

Starting and stopping an action on signal

Comparing attributes (long, short, etc)

Awareness of time

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#### **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 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 utilize workbooks that present early academics in an organized and progressive format.

Relating models, pictures and photographs to real places and things

Understanding differences between “pretend” and “real”

Make models out of clay, blocks, and other materials

Having fun with language: listening to stories, poems; making up stories and rhymes

Drawing, scribbling, letter forms

Participating in group activities

Being sensitive to others

Creating and experiencing collaborative play

Attempting to resolve social conflict with words

Acting upon movement directions

Developing melody

Similarities, differences, and attributes of things

Make distinctions between objects, ideas, attributes and concepts

Seriation, order, patterns

Comparative numbers

Positions, directions, distances, etc.

Comparing time intervals

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## **KINDERGARTEN**

Monday through Friday

Arrival by 9:00 a.m.

Departure begins at 12:45 p.m.

Parents provide daily snack and drink  
(NO 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.

Independence and self-motivation

Responsibility and making good choices

Creative representation through drawing, painting, and writing

Writing in various ways: drawing, invented spelling, journal writing

Reading in various ways: sight words, reading stories, listening to stories, inventive spelling stories, signs and symbols, etc.

Participating in group routines as well as independent centers

Creating and experiencing collaborative work effort/classroom projects

Dealing with social conflict

Music, movement and art

Classification, seriation, order, etc.

Numbers, numerals, symbols, functions, currency, etc.

Social studies, geography, etc.

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## **BREAKFAST CLUB**

Monday through Friday

Arrival beginning at 8:00 a.m.

\$8.00 per day/per child without a reservation at least 24 hours in advance

\$4.00 per day/per child—2 or more days per week WITH a reservation

Parents/caregivers will purchase pre-paid Breakfast Club punch tickets. In the event that parents make a reservation less than 24 hours in advance, the teacher will punch 2 boxes.

In the event that a parent fails to cancel at least 24 hours in advance, the teacher will punch one box, because we are

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## **LUNCH BUNCH**

Monday through Friday

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

\$8.00 per day/per child without a reservation at least 24 hours in advance

\$4.00 per day/per child—2 or more days per week WITH a reservation

Parents/caregivers will purchase pre-paid Lunch Bunch punch tickets. In the event that parents make a reservation less than 24 hours in advance, the teacher will punch 2 boxes.

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

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unable to schedule another child to fill the void.

schedule another child to fill the void.  
Children should bring lunch and drink.

Parents may send ready to eat breakfast with the child.

**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

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**PARENTS MORNING OUT**

Monday through Friday

9:00 a.m. until 1:00 p.m.

The program is a non-enrollment, reservation based program that can be utilized up to 2 days per week.

Parents are responsible for scheduling your child’s reservation in advance. We DO NOT offer drop-off services.

Reservation books are located adjacent to the classroom door. Consult the classroom teacher when necessary.

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.

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**PARENTS MORNING OUT**

6 weeks – 24 months: \$23 daily

2 – 3 years old: \$21 daily

3 – 5 years old: \$20 daily

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

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**Special Interest Classes**

Local businesses will offer classes at our facility for children at the conclusion of the preschool day. 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.

**The Pre-School 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 pre-school experience.

*"As far as young children are concerned . . . we know that it is play that is the motivating force in their intellectual learning, and its significance is revealed in every aspect of their development. Obviously, the more intelligent a child is, the more he will learn from his play, and the more easily he will be able to spot relationships between objects and ideas, and apply them to fresh situations."*

Helping Children Grow Through Play, Cass, Joan E., Schoken Books, New York, 1973, 65.

## **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 oversight committee. 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.

Special arrangements will be provided when they become necessary. Responsible parties should contact the Directors and Office Manager 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, curriculum and supply fees are due when a child is registered/enrolled in one of the pre-school classes. Payment of the fees implies that the party responsible for payment intends to enroll the child for the entire year, and thus is responsible for payment-in-full of annual tuition. A full registration fee is charged whenever a child is enrolled, regardless of the month of enrollment.

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. Parents are issued a Federal Truth in Lending Disclosure Statement detailing the costs of the selected program. Financial Agreements and Parent/Program Contracts are issued to the party responsible for payment of the annual tuition. Penalties for withdrawal of a child from the program are the responsibility of the parents/guardians and are detailed in the Parent/Program Contract and other financial documents.

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.

In the event that a party responsible for financial affairs withdraws from the program for any reason, the annual tuition is payment is payable until another child is enrolled to fill the vacated position.

A tuition drop-box is located in the foyer for your convenience. We do not accept credit or debit cards at this time, however, you may arrange for your bank to issue monthly checks which are mailed directly to us. 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
Fire Lane Parking Violation	\$50 per occurrence
Handicapped Parking Violation	\$50 per occurrence
Late Pick-Up	\$5.00 per each 5 minute increment from 12:00 until 12:15 p.m. \$2.00 per minute after 12:15 p.m.

## 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.

### Enrollment Forms

Enrollment forms will remain on file throughout the school year. 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 or divorce, if sole custody is awarded, a copy of the court document detailing the status of 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.

## **Photography/Videography Acknowledgement**

CBC Pre-School use photographs and video-photography for historical documentation, documentation of classroom activities, documentation of problematic behaviors, for use by teachers in art or craft activities and for marketing purposes on our website. Parents are informed of our intention to use this media in our enrollment package.

## **Birth Certificate**

In accordance with the Code of Virginia, parents must provide proof of a child's identity. State certified birth certificates, Social Security cards, 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.

## **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. 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 website: [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.

### **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.

### **Car Seats**

CBC staff members are required to record the names of drivers, vehicle information and license plate numbers whenever children are transported to and from our facility without proper car seats and the use of seat restraint devices, in violation of state law. This information will be forwarded to the City of Chesapeake Police Department.

### **Child Inflicted Injuries/Biting**

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 as a result of dangerous behaviors or inappropriate conduct.

### **Conduct and Discipline**

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

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.

**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 Pre-School and Extended Childcare who become ill at any time of the day need to be released with 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.

## **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**

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
- Daily sign-in sheets in the foyer record the names of individual in the Pre-School wing during the school day

## **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.

All classes participate a “blessing” each day. Teachers will encourage children to become self-sufficient in this social activity, while providing instruction in manners when necessary.



**Reminder:** Peanut butter, peanuts, 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.

### **Forgotten Snacks**

In the event that parents forget to pack a snack for their child, one will be provided to the child at a cost of \$2.00. Snack will include a cup of fruit (applesauce, sliced peaches, etc.) and a juice box. Parents will be expected to pay the teacher for the supplied items.

### **Volunteers**

We appreciate the participation of volunteers. Room mothers and fathers will be responsible for working with their child’s teacher and other parents in plan special activities and holiday celebrations.

Parents are responsible for working within the guidelines and parameters established by the classroom teacher for these events. Parents may be asked to contribute time, goods or services for the parties.

Parents MAY NOT be asked to contribute or donate money in lieu of time, goods or services, without the express approval from the Director’s office.

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

## **Arrival and Departure Procedures**

- 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**

- Children may be escorted into the building no earlier than 8:50 a.m.
- Drop-off at the front entrance no earlier than 8:55 am
- Sign-in on the daily Security log located in the foyer
- Upon entering classroom, children are responsible for morning procedures:
  - Stow backpack, lunch box, coat, etc.,
  - Washing hands before beginning any classroom activity

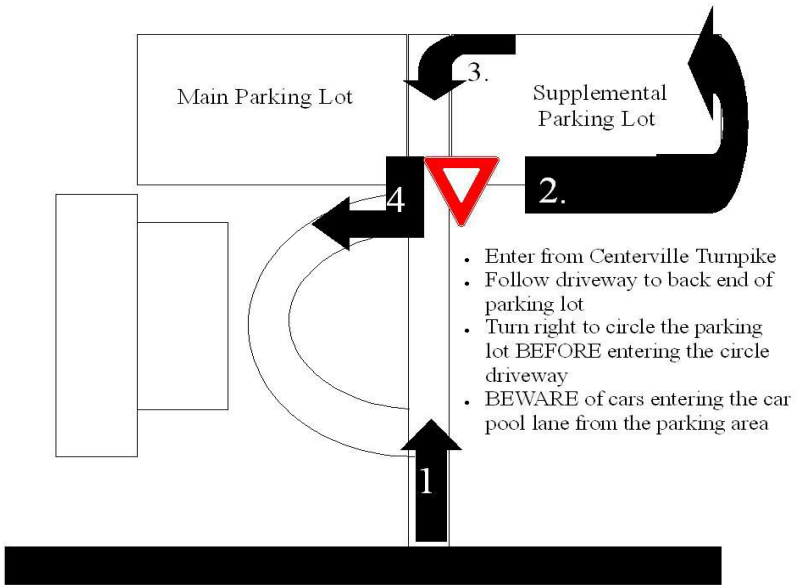
### **Departure**

- Departure begins at 11:45 a.m.
- Parents entering the building for pick-up MUST sign-in and present proof of identification before entering the children's classroom hallway
- 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)
- Car utilizing the car pool lane MUST comply with the directional map to prevent a back-up onto Centerville Turnpike

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

**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:**

- 1:00 – 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

**School Calendar 2011—2012**

August 15	Teachers report
August 25	Open House (Teachers will send information)
August 26	Open House (Teachers will send information)
September 6	First day of school for 5-day and 2-day classes
September 7	First day of school for 3-day classes
October 27	Fall party for 2-day classes
October 31	Fall party for 3-day and 5-day classes
November 10	Public schools/Preschool/PMO closed
November 11	Veterans' Day: Closed
November 23	Public schools early release day/Preschool CLOSED
November 24-	Thanksgiving
25	Holidays
December 15	Christmas party for 2-day classes
December 16	Christmas party for 3-day and 5-day classes
Dec 19—Jan 3	Christmas break
January 16	Martin Luther King, Jr. Day
January 26	Public schools early release day/Preschool CLOSED
January 27	Public schools/Preschool/PMO closed
January 30	Public schools/Preschool/PMO closed
February 20	Presidents' Day: Closed
April 6	Public schools/Preschool/PMO closed
April 9—13	Easter break: Closed
May 24	Last day of school for 2-day classes
May 25	Last day of school for 3-day and 5-day classes

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

Church administration reserves the right to close school when necessary due to conditions beyond our control.

# **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.

## **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.

Public School: 1 Hour Delay	Pre-School: 1 Hour Delay
Public School: 2 Hour Delay	Pre-School: 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 “Epee Pen.” Teachers with Medication Administration Training (MAT) or PMAT, Epee Pen administration training, will administer medications if they are required during the day.

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.

## **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 Pre-School 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.

**Chesapeake Parent Resource Center**  
369 Battlefield Blvd., South  
Chesapeake, Virginia 23322  
757.482.5923

Elizabeth Osborn  
[osbornere@cps.k12.va.us](mailto:osbornere@cps.k12.va.us)

Hours of Operation:      Monday and Tuesday      8:00 am – 5:00 pm  
   Wednesday – Friday      8:00 am – 4:00 pm

### **Edwards Wilson Center**

Karen Cox      Preschool Assessment Team  
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.

### **The Santa Clause**

As a school community, we will respect each child's right to believe in Santa Claus and the Easter Bunny. We understand that families may choose to believe otherwise and exclude these traditional holiday icons from family beliefs.

Simply stated, Centerville Baptist Pre-School believes in the Easter Bunny, the Tooth Fairy and Santa Claus.

We request that children with different family beliefs express family views at home with the family, not in a classroom of children that share traditional childhood beliefs of iconic holiday characters.

## **Administrative Policies**

### **Teacher Assignments**

CBC Pre-School 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 Pre-School 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.

**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

**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 Department of Social Services or other agencies and/or law enforcement.

### **Soliciting Money from Other Parents**

Parents may not be asked to contribute money in lieu of time, goods or services, without the express approval from the Director's office.

Parents may not be asked to contribute money for party supplies, food or teacher gifts without approval from the Director's office.

### **Holiday Celebrations and Childhood**

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

On another level, 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?

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.

## **Code of Virginia Compliance**

The 1993 General Assembly of the Commonwealth of Virginia enacted legislation changing the status of half-day preschools 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 “child care program” to mean a regular operation arrangement for children where, in the absence of the 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 13, for less than a 24 hour period.

The Virginia Department of Social Services requires ministries such as ours to either become a licensed center or file annual documentation to obtain an exemption from licensure as a ministry of a religious organization.

Centerville Baptist Church operates Weekday Children’s Ministries, including Pre-School, Kindergarten, Parents Morning Out and Extended Care as outreach ministries to the community. As a school under the auspices of a religious institution, we have elected to pursue exemption from licensure, in accordance with the Code of Virginia.

At the present, our exemption expires mid-February. 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 Church Weekday Children’s Ministries are in compliance with the regulations listed herein:

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.
Centerville Baptist is in compliance with Title VII of the Civil Rights Act of 1964 and as amended in 1991.
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.
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 63.1-196.3.A.6.

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.
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 63.1-196.3.A.4.
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.
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 72 hours. Failure to report is a misdemeanor.
Staff members are trained and certified in First Aid as required in SS63.1-196.3.B.4.
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.
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 63.1-196.3.B.6.
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.
Parents are required to submit a copy of the child's most recent immunization history within 10 days of acceptance into the school program in accordance with Section 32.1-46.
As the Pre-School 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. The church is in compliance with SS 63.1-196.3.A.2.,6.