

Centerville Baptist Extended Care



Parent Handbook

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Welcome to Centerville Baptist Extended Care. The teachers and staff members are very excited to be meeting and helping your child adjust to a different environment. We anticipate an exciting year of learning, discovering and growing together.

Our program provides a warm, supportive and nurturing Christian environment where home work comes first. We encourage you to share your time and talents with us, as we join together to make this year an important year for your child's growth.

We believe a child is one of the most precious gifts that God entrusts to us. Our entire staff wishes to assist you in any way that we can.

Centerville Baptist has a long history in the community. The church was founded in 1872. The old sanctuary structure dates back to 1925. The weekday pre-school is among the oldest in the area and was established in 1957. Our Extended Care is the newest ministry and was established in 1997.

As a ministry of the church, we are exempted 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 Parent/Student Handbook.

Please read over the policies and objectives of the programs. If you have any questions, please feel free to call us at the Extended Care office.

On behalf of all of our staff members, we thank you for the privilege of sharing this special time with you and your child

Sincerely,

The Extended Care Staff

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AN OVERVIEW of THE WEEKDAY MINISTRIES

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 childcare between the hours of 6:30 a.m. and 6:30 p.m. and runs from the first day of school through the last day of school. This is available for children ages 3 and *fully potty trained* through the fifth grade.

Our Extended Child Care offers a Summer Camp that operates during the months of June, July and August. This excludes the first week after school gets out and the week prior to school starting. This is also available for children ages 3 and *fully potty trained* through the fifth grade.

OUR WEEKDAY MINISTRIES 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, has 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 school year to update skills and review requirements of the Commonwealth of Virginia. Select staff members are certified in basic First Aid and Cardio-Pulmonary Resuscitation.

PROGRAM GOALS

A successful transition between home, school and the Extended Childcare allows the young child to experience a sense of independence.

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 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 furnish an environment that nurtures a positive self-image and that provides a non-pressured, amicable atmosphere for learning
- To have a wide variety of experiences with language, and to begin learning to resolve differences through verbal communication

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- To have an opportunity to develop materials creatively and to encourage decision-making abilities
- To facilitate opportunities for community involvement

GOALS FOR 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

Children need to:

- Be sensitive to others Have freedom—within limits
- Have immediate needs met Experience fairness
- Know the values of the family and community

*Each child is unique in her/his needs
Each child's rights need to be respected*

PROGRAM FORMAT

Extended Child Care Preschool Class

This class is designed for children between three and five years of age, and they are *required to be potty trained* as well as be enrolled in the Weekday Preschool Program. The Extended Child Care preschool class will allow the young child to begin to experience social activities on a regular and routine basis. The semi-structured program will provide opportunities for companionship as well as encouragement for some of the more difficult and necessary graces. Toilet training is required in this class.

Extended Child Care Before and After School Program

This program is designed for children between kindergarten and 5th grade. The Extended Child Care before and after school program allows children to experience social activity in a Christian environment while learning the importance of our homework first policy.

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Extended Child Care Summer Camp Program

This program is designed for children 3 years old and *fully potty trained* through the completion of the 5th grade. The summer camp allows children to experience social activities, field trips, and companionship in a semi-structured weekly themed-based program. The summer camp also participates in the Centerville Baptist Vacation Bible School.

THE EXTENDED CHILD CARE DAY

A regular daily schedule is necessary as the framework around which activities are built. It helps children feel more secure and to become more self-directed. Structure aids the teacher(s) in maintaining a well-rounded and balanced program for the children's growth and development.

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

The variety of daily activities for all age groups shall be 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 childcare experience daily.

FINANCIAL OBLIGATIONS

Centerville Baptist Extended Care 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 program director and approved by the Pastor. The rates are based on charges by programs of similar quality in our community.

A financial agreement and Parent-Program Contract will be issued to each party responsible for payment of registration and tuition. All financial documents and contracts must be signed and returned prior to the first day of school.

Special arrangements will be provided when they become necessary. Responsible parties should contact the Director or 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.

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Registration

Centerville Baptist Extended Care charges a non-refundable annual registration fee that provides funds for materials used in the classrooms daily. Our limited liability insurance premiums and certain seasonal activities are funded by this registration fee. Therefore, a full registration is charged whenever a child is enrolled, regardless of the month of enrollment or the number of day's child attends.

Tuition

Our budget is based upon the annual tuition of every child. Payments are available with a 0% interest rate. Parents or guardians are issued a Federal Truth in Lending Disclosure Statement detailing the cost structure of the selected program. Financial Agreements and Parent/Program Contracts are issued to the party responsible for the payment of the annual tuition.

Tuition is due before services are rendered and will be deemed late after agreed date as per the parent/program contract or calendar.

- Weekly payments are due by Wednesday of the week childcare services are rendered
- Bi-weekly payments are due on the 2nd Wednesday services are rendered. (*Exceptions can be made only by the authorization of an Extended Child Care Director.*)
- Monthly payments are due by the 15th of each month.

By Counting Wednesdays it will guarantee accurate payments are made and avoid late fees.

Additional Charges

Charges of \$25.00 per week are incurred when tuition payments are overdue, unless prior arrangements have been established.

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. The Office Manager 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.

Childcare Tax Deduction

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

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Withdrawal from program

It is requested/required that parents give two weeks written notice to the Director if it becomes necessary to withdraw a child from the program and is responsible for the two-week tuition payment regardless of child's attendance.

ADMISSION REQUIREMENTS

Grade Classification

All children will be placed according to their grade level. Each grade level will be with in the required ratio set by the Virginia Department of Social Services. If at any time attendance exceeds ratios by grade level the classes will be adjusted to accommodate attendance.

Registration application information

Registration applications for enrollment will remain on file throughout the school year. Parents must inform the Director when significant 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.

Immunizations

In accordance with the Commonwealth of Virginia's Department of Social Services, and in compliance with Section 32. 1-46 of the Code of Virginia, 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 copy to the Extended Care.

Birth Certificate

In accordance with the Code of Virginia, effective 1 July 1998, Centerville Baptsit Extended Care must have proof of identity of any child enrolled in the program. Parents or guardians must present a "State Certified Birth Certificate." A hospital birth record is not considered to be a legal document. 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.

GENERAL INFORMATION

Conduct and Discipline

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

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

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. Time-out gives the child private time to regain composure while it allows the teacher time to focus the child's attention on a specific behavior.

Illness

The Department of Social Services of the Commonwealth of Virginia regulates childcare centers and preschools across the state. The department legislates 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 Commonwealth of Virginia's Department of Health, Centerville Baptist Extended Care must screen children daily for signs and symptoms of illness. Teachers have been instructed to make inquiries regarding signs or symptoms of illness or contagious disease.

By law, and in accordance with the Department of Social Services, 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.

Cooperation of the parents in helping to prevent the spread of communicable disease is of great importance. Parents should watch children for symptoms of colds and other discomforts. ***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.***

Many children suffer with hay fever type allergies. The teachers need to be informed when children have medication administered prior to the commencement of the school day, and need

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to know the usual or customary reactions children display to the medications, i.e., lethargy, hyperactivity, drowsiness, etc.

Parents/caregivers should telephone the school to report any and all illnesses, contagious diseases and viruses.

Occasionally, it becomes necessary to summon parents to pick up a child that has become ill or fallen asleep due to medication side effects. Unfortunately, at this time, we do not have the staff or facilities to provide child care for sick children. Therefore, parents may need to consider having alternate plans for childcare in the event of illness. 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 must submit the name and telephone numbers of at least two other individuals to be contacted if the parents/caregivers are not available. These individuals should be listed as emergency contacts on the registration form and the authorized transportation provider list. The individual must present proof of identity in the office upon arrival.

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.

Pre-School/Extended Child Care Combination Family Package Illness Policy

Children enrolled in both Pre-School and Extended Care who become ill at any time of the day need to be released within thirty (30) minutes when they display signs or symptom of illness, to protect the health of others. Unfortunately, at this time, we do not have the staff or facilities to provide childcare for sick children. Therefore, parents may need to consider having alternate plans for childcare in the event of illness.

Peanut Allergies/Allergies

Parents will be informed in writing when there is a child with allergies. For example, children with severe PEANUT allergies, even the smell can trigger reactions. Therefore, if notified of PEANUT allergies please allow your child to enjoy his/her peanut butter at home, rather than risk the health of another child.

Safety

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

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.

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Rough play will not be allowed, as it has the potential for cause of injury. 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*

Parents/guardians will be responsible for financial compensation for charges incurred as a result of dangerous behaviors or inappropriate conduct.

Parents are required to submit a notarized emergency medical release, authorizing medical treatment and/or transportation to a medical facility. Additionally, this form permits the child to be transported for field trips.

Copies of medical insurance provider information, allergy report forms and photographs of children are required for the child's file.

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 the names and telephone numbers of individuals to be contacted in the event of emergency.

EMERGENCIES

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.

When in climate weather threatens or occurs, the Extended Care adheres to the decision of the Pastor regarding the closure or delays of the Extended Care. The parent or guardian is responsible for calling the church's main number 482-4466 and following the automated operator to the Extended Care extension for further instructions. 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.

Medical

Health records are required for each child enrolled in the program. Records should include the current health status as well as information regarding chronic medical conditions and medications used by the child. The name, address and telephone number of the child's physician and dentist should be included in the child's file.

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.

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Notarized legal authorization for transportation by emergency personnel is a requirement for enrollment. Parents/guardians must submit a copy of their insurance card and a recent picture of child for the child's file.

EXTENDED CARE ARRIVAL AND DEPARTURE PROCEDURES

Arrival /Departure:

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 the child in and out, indicating the time of departure. No Child will be released to anyone other than those who are authorized on the pick up sheet.

Please Note: The Extended Care will not assist children traveling without a car seat.

Please Note: The Extended Care will not provide a car seat for children without one.

Late departure: Any individual arriving later than 6:30 p.m. in retrieving a child is subject to a late fee of \$1.00 for each minute per child up to two times. Any tardiness after that will be charge \$2.00 per minute per child. Payment is due at the time of arrival.

School Year

The Extended Care Before and After School Program begins the Tuesday following Labor Day and ends the day after the last day of Public school.

Our Extended Care calendar will be available at the beginning of the school year outlining holidays observed, Teacher workday we will be opened and other occasion that may concern the Extended Care Program.

Holidays are as follows:

| | | |
|---------------|-----------------|----------------------------------|
| 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 | Fourth of July | Memorial Day |

If the holiday falls on Saturday, it will be observed on the preceding Friday. If the holiday falls on Sunday, it will be observed on the following Monday.

We will observe all weather related warnings that Chesapeake Public Schools observe. That will include closing early and delays in opening. Ex. Release is at 12:00 we will close at 4:30. Also Schools on a 2 hour delay opening. We will observe the same delay.

We do not recognize weather make up days that may fall on our observed holidays.

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Snack time

As each child has eaten a proper breakfast we will provide a brief snack in the mid-morning and mid afternoon. 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. Children will participate in "the blessing" of the food daily.

Volunteers

We appreciate the participation of parents who will volunteer time to help plan and execute special projects, as well as seasonal celebrations. If you have any special talents, suggestions or project ideas, PLEASE VOLUNTEER. We are always interested in ideas for new and different occasions. Please feel free to make suggestions, and whenever possible, help make arrangements for special events through your contacts.

Special Activities and Field Trips

Summer Camp has a wide variety of field trips and special events every week. Transportation is provided by Centerville Baptist Church two 15-passenger vans.

ADMINISTRATIVE POLICIES

Teacher Training

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

Additionally, teachers and substitute teachers will receive training and instruction in the following:

- An overview of the stated program goals for the children, and responsibility for assisting each child in attaining his/her own potential
- An overview of the curriculum
- An overview of the daily schedule as it related to specific activities, and requirements of the lesson plans
- An overview of daily intake procedures as well as departure procedures

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,

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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 available to religious institutions.

Centerville Baptist Church operates the Weekday Children’s Ministries, including the Pre-School, Parent’s Morning Out and Extended Child Care, as an outreach ministry to the community. As a school operated under the auspices of a religious institution, we have elected to pursue the exemption from licensure available to programs such as ours, in accordance with the Code of Virginia.

At the present time, our exemption expires January 31st 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 Weekday Children’s Ministries is in compliance with many of 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.

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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 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.
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 eating and after 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 have liability insurance that meets code.
Section 46.2 – 705 and Section 46.2- 472
19. Our staff will ensure that any child up to age 8 who is transported is secured in a child restraint device which meets code. Section 46.2 – 1095

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