

Centerville Baptist Children's Program
Parent Handbook

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Centerville Baptist Children's Program

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Welcome

In 1957, the Preschool and Kindergarten programs were created as an outreach to the community. As the years progressed, the members of the church voted to create a full-day children's program that incorporated the needs of working parents. In 2021, the Extended Childcare, Preschool and Kindergarten united and now function as one program. This ministry services children ages 6 weeks to 12 years old in both part day and full day programs.

At Centerville Baptist Children's Program every child is special and loved and cared for by our experienced and dedicated staff. Our Children's Program is a ministry of Centerville Baptist Church and has been one of Chesapeake's longest running Children's Programs in the area.

It is our mission for all children enrolled in our programs to know that they are loved and chosen by God. At Centerville, you will become part of our family, and together we will build lasting memories for you and your child.

Enrollment

The maximum number of children to be in care at any one time as dictated by the Department of Education is 250. The Virginia Department of Education requires that all children eligible for kindergarten be age 5 on or before September 30th. All children enrolled will be placed into age appropriate classes according to the same date. All children in 3-year-old classes and above must be completely potty-trained. No diapers or pull ups will be allowed.

Enrollment forms require information about the student and the student's family and are required to be completed prior to the child's start date. The Commonwealth of Virginia mandates specific information regarding parental employment, contact information, etc. Updated information is required when significant changes occur.

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

In accordance with the Code of Virginia, Section 32.1-46, parents are required to provide the most recent copy of the child's immunization history as well as a record of an annual physical exam. Children under the age of 36 months must have a new immunization record every 6 months. Also required by the Code of Virginia, parents must provide proof of a child's identity. State certified birth certificates, passports or official adoption records are valid forms of identification. Failure to provide proof of

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

Insurance information is requested in the event the child needs emergency medical attention while in the care of the preschool.

Staff Qualifications

All teachers at Centerville Baptist Children's Program are required to complete 12 hours of training and professional development annually. All classrooms are equipped with at least one staff member training in CPR, First Aid, and AED administration. Additionally, several staff members are trained in Medication Administration Training. All staff members are required to complete criminal background checks, central registry checks, child abuse training, and Virginia compliance updates as necessary.

Arrival and Departure Procedures

Effective July 1, 2019 ALL children must be signed in and out daily

- Use caution at all times 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
- Never leave a child unattended in your vehicle
- Do not leave your car running while unattended

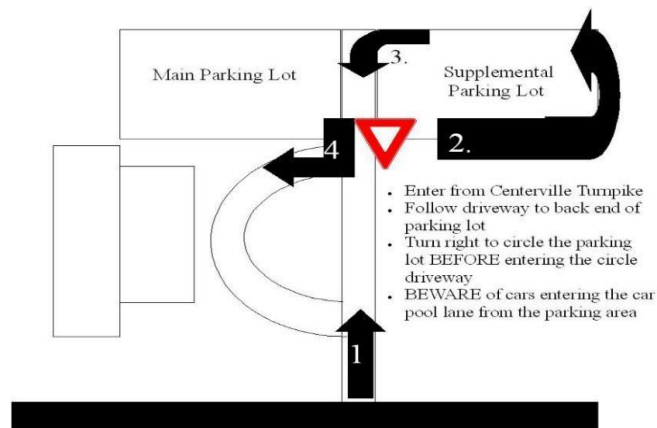
Arrival:

- Drop-off at the main entrance
- Students greeted at the outside main entrance door/assisted into the foyer are under sight and sound supervision of the administrative staff and teachers. One teacher will transition to the main hallway to greet and supervise students as they proceed to their specific gathering area.
- One classroom teacher at the classroom door receives students.
- Upon entering classroom, children are responsible for morning procedures:
 - Attendance
 - Stow backpack, lunch box, coat, etc.,
 - Washing hands before beginning any classroom activity

Departure:

- Parents entering the building for pick-up must wait in the foyer
- Cars should display an identification tag bearing the child's number
- Cars utilizing the carpool lane must comply with the directional map to prevent a back-up onto Centerville Turnpike

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



Financial Obligations

Fees are determined by the Directors with approval by the pastor and church personnel. Rates are evaluated based upon current cost of living, minimum wage standards, and information from the U.S. Department of Labor.

All financial documents and contracts must be signed and returned at the time a child is enrolled in the program.

Centerville Baptist Children's Program registration fees cover some of our administrative costs as well as the costs of insurance premiums, facilities, supplies, etc. Also, these fees cover the costs of hands-on materials, art and craft supplies, and general classroom supplies. Financial Agreements and Parent/Program agreements are issued to the party responsible for the payment of the annual tuition. Penalties for withdrawal of a child from the program are the responsibility of the parents or guardians and are detailed in the Parent/Program Agreement and Financial documents.

No tuition adjustments are made for vacation, holidays, scheduled school closures, quarantines, health related shutdowns, weather delays/closures, acts of God, etc. Should you choose to withdraw your child from the program, withdrawal fees, equal to 2 tuition payments, will be due.

Exceptions: Military relocation, proof of job transfer, financial hardship, and IEP services.

If you are late picking up your child, a fee of \$15.00 per child every 15 minutes or any increment thereof, will be charged after one written warning. This fee will be billed to your FACTS account. If the program has been closed for ½ hour, and we have been unable to contact parents or emergency contacts, we will contact the police. This applies to all programs and is strictly enforced.

Families claiming financial hardship must complete a “financial hardship form”. Payment schedules will be determined by FACTS financial system.

Communication

Preschool and kindergarten teachers will use email and private facebook groups to keep parents informed of classroom activities, send reminders, share photographs or touch base with you about your child’s progress.

Mass communication for important announcements and urgent information will be sent out through Remind App. Parents will receive a Remind App code at the start of the school year.

Please check our school facebook page (Centerville Baptist Children’s Program) and our website (childrensprogram.cbc757.org) regularly. Information is posted to keep you informed of calendar events, forms are available for download, and photographs of activities are shared. School closings due to weather or emergencies will be posted on our Facebook page immediately.

Ongoing communication is important to us; please feel welcome at any time during the school year to interact openly with your child’s teacher or school administrators.

Parents or teachers may request a meeting to discuss any concerns regarding the child at any time during the academic year. We ask that you do not use arrival or departure times to confer with your child’s teacher about concerns. This not only slows down the process but also jeopardizes the confidentiality of a private discussion.

Clothing

Children should wear safe, comfortable clothing that allows free movement of arms and legs during the school day. Remember that play is the work of children so clothes may sustain paint, sand, water, and dirt stains throughout the day.

Please send your child with temperature appropriate garments such as jackets, coats, hats and mittens as our children enjoy time outside each day temperatures exceed 40 degrees, and weather permitting. Close-toed shoes with socks are required for safe playground and gym play.

Each child needs to keep a complete change of clothes, appropriate for the season, in his or her backpack. This should include socks, underpants and outerwear in a labeled Ziplock bag. Remember to send a fresh set if this clothing is used.

Snacks

Children should bring a nutritional snack each day. Teachers reserve the right to limit the amount of sugary snacks from the child's lunch box. Parents should provide all necessary utensils as well as a drink each day. Peanut butter, peanuts, tree nuts, and products manufactured in a peanut processing plant are not permitted due to the potential for severe or life-threatening allergic reactions.

Naptime

For the children attending full day classes, there will be an allotted nap/quiet time. CBC will furnish cots and bottom sheets. Cots are sanitized daily and sheets are washed once a week. Each child is permitted to bring a blanket or lovie from home. These items must be taken home on Fridays and washed. All items are required to be labeled, per Virginia Compliance.

Preschool & Kindergarten Field Trips

Educational field trips are planned for all of our classes. Field trip choices are carefully made by the teachers 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, coordinate other adult transportation, or keep the child at home for the day. Parents are solely responsible for supervision and transportation of their child and are expected to comply with all state and local laws regarding the use of car seats and seat belts. Permission slips and admission fees will be due in advance.

Illness

The Department of Education regulates child care centers and preschools across the state. CBC must screen children daily for signs and symptoms of illness. Teachers are required to dismiss any child displaying signs or symptoms of illness. These symptoms include but are not limited to: discharge in or around the eyes, inflamed eyelids or rims, runny nose and/or coughing with a change of behavior, vomiting, rash with fever or change in behavior, temperature of 100* or greater, diarrhea, open sores that ooze or drain, mouth sores, fifth's disease, strep throat, head lice, chicken pox, breathing difficulties, flu, and all other contagious illnesses.

Parents/caregivers are required to notify the school regarding contagious illnesses, such as viruses. The health and safety of the children is a priority. Parents must provide names and telephone numbers of emergency contacts. Children enrolled in either program who become ill at any time of the day must be picked up within 30 minutes.

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. Children with life threatening allergies must have a physician's document for attendance, along with a prescription for an Epi-Pen. Staff members with Medication Administration Training (MAT) will administer medications if they are required during the day.

Children must be free of vomiting and/or diarrhea for 24 hours before returning to school. Students must be fever free, without fever reducing medication, for 48 hours before returning to school after an illness. In the event of contagious illness students must be cleared to return. CBC reserves the right to set new policies in response to health related emergencies as needed.

Parents are required to submit an 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 an incident occurs. Copies of medical insurance coverage, allergies, pertinent medical information should be disclosed.

Medication

If the child needs medication during the day, such as over the counter and prescribed medications that need to be given for less than 10 days, the parents must complete a "Medication Authorization Form" for the child. They may be picked up from the office or found on the website. Medication that is given for more than 10 days or EpiPen/Inhaler, the parent and physician must complete the Medication Authorization Form. All medication must have an original box, instructions, and label. An action plan created by the doctor must be turned in with the medication form as well.

Challenging Behaviors

It is our goal to support the social and emotional development of our students by providing a safe and age appropriate environment to learn and grow. Behavior guidance will be constructive in nature and shall be intended to redirect children to conflict resolution. Positive discipline strategies will be used to guide and direct behaviors. Teachers will communicate and reinforce appropriate limits for behavior, offer choices, teach appropriate behaviors, utilize natural and logical consequences and encourage conflict resolution.

In the event a child displays consistently challenging behavior, a meeting will be set with the director and parents. At this time, all concerns will be discussed and together, a mutually agreed upon behavior plan will be created. It is important that the preschool and parents begin working together immediately to implement the plan. A follow-up meeting may be requested to discuss the progress. In some cases, we will recommend an assessment be done by an intervention specialist.

Our school is not staffed with early intervention specialists. Therefore, we encourage parents to be open to concerns raised by teachers and to pursue all opportunities for assessment in the knowledge that we have the best interest of the children in mind. Here is the contact information for the two resource centers we utilize for assessment.

Chesapeake Parent Resource Center
369 Battlefield Blvd, South
Chesapeake, VA 23322
757.482.5923

Edwards Wilson Center
2107 East Liberty Street
757.494.7600

In the event the Children's Program or the child's parents decide that the school is no longer able to meet the needs of the child, a decision about the child's continuation in the program will be made. Parents will be responsible for financial compensation to the program for damage to equipment, materials, or the facility due to dangerous behaviors or inappropriate conduct.

Biting

Biting is a common behavior in very young children. It is especially apparent in ages 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. While biting during the toddler years is common, we do understand that it is upsetting to parents and caregivers when it occurs. Policies regarding biting in an infant/toddler setting:

1. If a child bites more than once, a log will be kept documenting time, activity occurring, the child bitten, and body part bitten.
2. Both sets of parents/caregivers will be notified immediately.
3. When possible, staff will divide the group into smaller groups to decrease noise and activity levels.
4. Parents of the child who bites more than once will be asked to meet with the director and staff to discuss possible strategies to curb the behavior.
5. If biting persists for more than a week or increases dramatically, the child will be dismissed from the program.
6. Parents of the child biting others will be responsible for any fees incurred.

Emergencies

Fire pulls, fire extinguishers and smoke alarms are located throughout the building. In compliance with the Chesapeake Fire Code, the preschool will hold monthly practice fire drills as well as yearly shelter-in-place drills.

Shelter-in-place can be utilized in the event of sudden, severe weather events, such as tornadoes, or in conjunction with lockdown procedures as required by law enforcement agencies.

Lockdown procedures will be implemented to prevent the potential for harm as a security precaution. In the event of an emergency, the building will remain on lockdown until law enforcement authorizes the release of children.

In the event we are required to abandon the building due to an emergency, students will be escorted to our emergency relocation center: Grant's Taekwondo Center 1022 Centerville Turnpike S. Chesapeake, VA 23322. Parents will receive a broadcast message or phone call and notices will be posted on our main doors.

In the event a severe, contagious illness is reported an immediate closure of the program will be instituted while we gather enough information to determine how to proceed safely. Prior to reopening, professional cleaning and disinfecting will occur. The program will remain closed until cleared by the local health department. Tuition will continue during this time. In the event of closures longer than 14 days, directors will reevaluate financial agreements.

The administration reserves the right to close school due to unforeseen events including but not limited to weather, national state or local emergencies, illness, facility issues, etc.

Weather Related School Closure and Delays

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

When Chesapeake Public Schools delay opening for one hour, all programs will delay opening for one hour. When Chesapeake Public Schools delay opening for two hours, Preschool and CBC Kindergarten will be closed; Childcare will delay opening for two hours. When Chesapeake Public Schools close due to inclement weather, all programs will be closed.

Preschool and CBC Kindergarten will be closed for holiday observations as noted on the school calendar.

Child Care will be closed or close early on the following holidays:

- Labor Day
- Veterans Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve & Christmas Day
- New Year's Eve (close at 4:00 p.m.)
- New Year's Day
- Martin Luther King Jr. Day

- Presidents Day
- Good Friday & Easter Monday
- Memorial Day

Mandatory Reporting

CBC Children's Program staff are mandatory reporters of suspected child abuse or neglect. As such, we are required by law to call Child Protective Services whenever we believe there is evidence to warrant a closer look by experts in the field. Failure to report has legal ramifications for the programs.

Description of facility usage

Centerville Baptist Children's Program utilizes the main entrance of Centerville Baptist Church, located at 908 Centerville Turnpike S. The Program uses the 100 and 200 wings of the church, including 12 classrooms, the kitchen, the gym, and all playgrounds on site. Once per week, each class, ages 3 and up, attend Chapel in the sanctuary with the pastors.

Code of Virginia Compliance

The Commonwealth of Virginia helps assure parents that child day programs are safe. Section 63.2-1701 of the *Code of Virginia* (Code) requires child day centers be licensed by the Virginia Department of Education, and § 63.2-1716 of the Code allows an exemption from licensure for a child day center operated or conducted under the auspices of a religious institution.

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

Standards for religious exempt day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff with the Department of Education.

Covid-19 Testing and Symptomatic Individuals

- We will notify the local health department and our licensing inspector and follow all recommendations if there is a confirmation of a positive case of covid-19. We will follow the recommendation from Virginia Department of Health for notifying individuals who may have come in contact with an individual.
- Testing guidance will be given from VDH.
- Should we have a confirmed case of covid-19 among our students or staff, we may need to close a classroom or the facility temporarily. This will be determined in consultation with the local health department.
- Centerville Baptist will consult the local health department for guidance on specific situations in regards to reopening if there is a confirmed case of covid-19.
- Policies and procedures for covid-19 are aligned with guidance from the Daycare Epidemiologist at VDH and Center for Disease Control and Prevention regarding when staff should stay home and when they may return after illness or exposure.
- CBC administration will check state and local health department notices routinely regarding the spread of covid-19 in our area and adjust our operations accordingly.
- Account adjustments will not be made in conjunction with quarantines

This handbook supersedes all previous versions.