

Children's Center

at

Clarksville Baptist
Church

Before and After School Program



HANDBOOK

Est. April 2009

210 5th Street

P.O. Box 8155

Clarksville, VA 23927

childrenscentercbc@verizon.net

(434) 374-2219

Mission Statement and Philosophy

The mission of the Children's Center at Clarksville Baptist is to provide a Christ-centered education, together with a quality learning environment. Our program strives to instill Christian character, values, and beliefs, and to inspire your child to explore, create, and develop to his or her individual full potential. We want to create a love for Jesus in addition to a love for learning, while guiding growth within structure. Our goal is to provide positive role models that teach your child the fundamental concepts of this diverse world God created.

Children's Center Admission Policy

Admission to the Children's Center at Clarksville Baptist Church shall be open to any child provided the center can meet the individual child's needs. Admission to the Children's Center is open to all children grades Pre-Kindergarten through Fifth grade regardless of sex, race, color, creed, or national origin.

An application form must be completed and returned to the Children's Center Director before the first day of school to make sure room is available in the program for your child. On the first day of enrollment, the first week of tuition is due. Tuition payment arrangements can be made with the director upon enrollment. Persons enrolling a first time student must provide proof of age and identity with the application form using a certified copy of the child's birth certificate, birth registration card, passport, or notification of birth (hospital, physician, or mid-wife).

The center reserves the right to immediately terminate any child's enrollment whose behavior is deemed to be dangerous to the other children or staff. Other grounds for termination include but are not limited to the following:

1. Repeated tardiness on the part of the parent at pick up time.
2. Continual disregard on the part of the student or parent for the well being of other students or staff. Disrespect for the staff will not be tolerated. A written warning will be issued for any offense the center feels necessary. If behavior continues after written warning, termination will follow.
3. The inability of a child to adjust to the program.
4. Repetitive late payment of tuition.

The Children's Center staff believes strongly that the ratio of children to adults directly affects the quality of the learning experience. That is why as required by the Virginia Dept. of Social Services, the center will follow the guidelines below.

- | | |
|------------------|-------------------------------------|
| 2-6 years old: | 1 adult for 1-10 children |
| | 2 adults for 11-20 children |
| | 3 adults for 21-30 children |
| 6 years & older: | 1 staff required for 1-25 children |
| | 2 staff required for 26-50 children |

Standards of Behavior

The students are expected to treat faculty/staff, fellow classmates and school property with the utmost respect. Our staff will do their best to work with parents in fostering self-discipline in our students. We want to help each child control their own behavior and learn the consequences of their actions.

The Children's Center at CBC Rules:

- **No insulting language (directed at the teacher, staff, other students, or anyone else)**
- **No hitting, pinching, kicking, biting, etc.**
- **No throwing of any items**
- **No destruction of school property**

Consequences will include, but are not limited to and depend on the circumstances:

1. Disciplinary Action/Time Out determined by the teachers.
2. Warning Home to the Parents. (Teachers reserve the right to telephone the parents or send a note home by the student.)
3. Continuous disrespectful behavior will result in a Parent/Teacher Conference.
4. If no change, the Preschool committee reserves the right to terminate the child from the program.

The school reserves the right to terminate any child's enrollment whose behavior is deemed dangerous to faculty/staff or other children. Grounds for termination include the following:

1. Continual Tardiness on the part of the parent at pick-up time.
2. Continual disregard on the part of the student or parent for the well being of students or staff.
3. The inability of a child to adjust to the Children's Center program/curriculum.
4. Continual Delinquency in payment of tuition.

Hours of Operation

The doors of the Before and After School Program will open at 7:15 a.m. and will close at 6:00 p.m. The program will be held in the fellowship hall of the church. Please drop off your child at the door labeled Fellowship Hall. Please be certain that your child is delivered to a Staff member upon arrival and departure of school to ensure your child's safety. **Students must be signed in and out by a parent, family member or another adult over the age of 18.**

Students should arrive no later than 7:45 a.m. to ensure that they will be at the bus stop to be picked up each morning. If your child does not make it to the center on time to get on the bus to school, it is the parent's responsibility to take their child to school. The center cannot predict changes in the bus route that would make the bus any earlier or later on a given day.

The faculty and staff will NOT allow anyone to pick up children except those listed on their registration form or if the parent provides written permission. If you are going to be late picking up your child, please call so that we can make appropriate plans. (Your child may worry because you have not shown up and we need to be able to tell them where you are and that you are on the way.) **A LATE FEE OF \$5.00 WILL BE CHARGED UPON PARENTS WHO ARRIVE AFTER CLOSING.** Parents will receive 2 warnings on late arrivals and pick-ups, at which time the child's continuation in the program will be determined by the teacher and committee. Continuous tardiness (arrival and departure) will result in termination from the program.

The Children's Center at CBC will be open to before and after school students on teacher workdays, closings and delays for inclement weather and school holidays. A list of closings for our center will be given at the beginning of the school year. The center will close one week during the year. Dates will be determined on a yearly basis.

Delays/Cancellations

Cancellations due to snow or inclement weather will be announced on ABC 11 and 98.3. If at all possible, a personal phone call will be made to parents regarding closings. We will not necessarily follow Mecklenburg County Public Schools cancellations to accommodate our parents and students. If main roads are open and the parking lot is accessible, we will do our best to have the Preschool open. When public schools are closed, our center will be open if possible to accept before and after school students for the entire day. When the school system closes early because of inclement weather the students can be dropped off by the bus at the center and care will be provided until the end of the day.

Tuition

Tuition for the Before and After School Program is described below:

Before and After School Tuition:	\$7/day
Description: morning and/or afternoon care only	
Half-Day Care	\$10/day
Description: When school is released early or when you child is with us because of inclement weather delay; half day care is care that is less than 5 and a half hours	
Full Day Care	\$20/day
Description: When school is closed and your child is here for care on a full day; full day care is more than 5 and a half hours; including teacher work days, holidays, snow days, etc.	

****Please note:** You will be charged for full day care regardless of the number of hours your child is here if you sign your child up for full day care. You must sign your child up for care when there are teacher work days and holidays by the date on the signup sheet (usually a two week notice). You will be required to pay for a full day or half day if you sign your child up for care. Communications about half day and full day care are very important to us because we need time to prepare our staff, develop special activities and provide supplies for full and half day care.

The tuition includes a snack for the time your child is present at the center. Only an afternoon snack will be provided for afternoon and half day care. A morning and afternoon snack will be provided for full day care. Please pack a lunch for your child in the event that your child is here for a full day.

Tuition is due and payable on Friday of each school week and should be made payable to the Children's Center at CBC. Your tuition will be considered late if it is not paid by Tuesday of the following week.

In the case of inclement weather, a tuition breakdown will be given to you by a BAS teacher for the amount of tuition due. Should you have financial difficulties, please feel free to see the director or give her a call. There will be a \$35.00 service fee for any returned checks. In order for us to maintain our program and materials, we will not be able to prorate tuition if your child is out for any reason. In addition, the tuition fee will be the same each month regardless of the number of school days. There is no reduction in charges for school vacations, snow/ice days, or holidays.

It is important to communicate with us when a change is needed in your child's care so that we will be able to prepare our staff and prepare our supplies for the month. Once a child is enrolled in the before and after school program they will continue to be on the roster until a withdrawal form is filled out and returned to the director. You will continue to be charged tuition unless you fill out a withdrawal form. **Withdrawal from the center will require a two week notice.**

Health Policy

Please call the office if your child will not be at the center due to any changes in school schedule or illness. This is very important! You will receive a phone call if your child does not get off of the bus in the afternoons! This is so we will not misplace your child! If he or she is at home with a communicable illness other than a routine cold, please inform a staff member of the illness so that parents of other children can be alerted to watch for symptoms.

We strongly suggest that parents have prearranged plans for back-up child care alternatives when children are sick.

When, in the opinion of the center's staff, a child arrives at the center and is ill, the staff member cannot admit the child. The center will immediately notify parents and isolate children until they are picked up when they are sick. **Parents or guardians must pick up sick children within one hour of being called.**

Our sick policy is designed to protect all of the children enrolled in the center and to promote the highest possible level of health. Your adherence to these policies will benefit everyone. Your child(ren), other children, you as parents, our staff, and your employers all benefit when we can reduce the incidence of illness at the center; and we can do it with your help.

If you have a question about any of these policies, or a question about your child's symptoms, please feel free to contact us. You can assist us by following these guidelines:

- Promptly reporting any infectious illness of a child or family member.
- Monitoring what your child brings to the center that might be hazardous to himself/ herself or to others.
- Planning for alternate care when your child is sick.
- Letting your doctor know that your child is in a child development center when discussing his/her health.
- Supplying a complete change of labeled clothing to be kept at the center.

Please see our sick child policy that is posted in the Preschool in regards to the signs and symptoms that are not allowed in the before and after school program.

Medication

Your child will never be given any medicine without your consent. You will be asked to fill out a specific form when your child needs to be given medicine at school. This form will need to be signed and dated by the child's parent or legal guardian. We will administer your child's medication under the following circumstances: the medicine must be in the original container, labeled with the child's name, time for administering, and the amount to be given. It should be placed in a zip lock bag. All medications will be kept in a locked cabinet or in the refrigerator, if required. If at all possible, please give your child his or her medicine at home before dropping them off.

Food Policy

We will be serving USDA approved snacks in the afternoon. We will also provide 100% juice and milk only. **If your child has a food allergy, please let us be aware of such at the time of enrollment.**

*** The Children's Center at Clarksville Baptist Church is a non-profit organization and religiously exempt from licensure by the State of Virginia.**

Before and After School Schedule

Morning Schedule

7:15-7:45 Children will arrive and enjoy a quiet activity

7:45-8:05 Children prepare to get on the bus/ board the bus to head to school

Afternoon Schedule

3:15-3:30 Children will arrive at the Children's Center

3:30-4:20 Bathroom break/ outside time/ snack

4:20-5:20 Homework /Reading/ Quiet time

5:20-6:00 Down time: reading, movie, games, free play, etc.

Children's Center at CBC
Before and After School Handbook

I have read and understand the Children's Center at CBC Before and After School Handbook for the school year of _____. I agree to follow the rules of the Children's Center to the best of my ability.

If I have questions about certain policies or procedures I will contact the director with those concerns.

Child's name

Signature

Date