

Children's Center

at Clarksville Baptist
Church



HANDBOOK

Est. April 2009

210 5th Street

P.O. Box 8155

Clarksville, VA 23927

childrenscentercbc@verizon.net

(434) 374-2219

3 adults for 21-30 children

6 years & older: 1 staff required for 1-25 children

2 staff required for 26-50 children

The Children's Center will offer full time care to parents for \$90 each week. Full time students will take priority in admissions. If a family has two or more children enrolled full time in the program at one time, the Center will offer a \$20 a week discount for each additional child.

The center will also offer part time schooling on Mondays/Wednesdays/Fridays or on Tuesday/Thursday for \$20 each school day. When a child is enrolled they will be enrolled as either MWF or T/Th. These days are set at time of enrollment and cannot be switched due to sickness, school closings or other unforeseen reasons. Also, the center will offer Monday- Friday half-day enrollment to students for \$15 per school day. Tuition is \$20 each day if you would like your child to attend school on a date that is not included in your tuition payment. Including extra dates in his or her schedule require a two week notice in order for us to make sure that we have enough staff present for our child ratios. For example: Your child is enrolled on MWF but you would like for them to attend a field trip on Thursday. We will require a two week notice for that extra day and the fee will be \$20 for the extra day.

Any parent who plans to pull their child out of the Children's Center during the summer months must give the Children's Center Director a two week notice prior to removal. If a child is removed from the center for a period of one month, a new application form and fee will be required.

The center will offer a Summer Program to parents that are in need of summer care for their children. The fee will be \$90 per week. The center will offer a Summer Camp to students that will be pulled out during the summer. These dates are set by the Director and the Preschool Committee. The dates will be sent home in writing. Please call the director at 374-2219 if you or someone you know is interested in these programs.

The center also offers a before and after school program for children grades Pre-Kindergarten through grade five. The fee will be \$35 per week and will include an afternoon snack. The children can be dropped off in the fellowship hall each morning and picked up there in the afternoon.

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.

Toileting

All children who attend the Children's Center at CBC should be toilet trained by age 3. We recognize that children may have an occasional lapse in their training, and require that each child provide a change of clothes (in a plastic bag with their name) to be kept at school at all times. If a child uses school clothing, we ask that you launder them and bring the items back to school the next day in case the accident occurs again. Excessive accidents (daily) will be discussed with the parents and grounds for termination. The center is not able to offer cloth diapering with children. You will need to provide the center with disposable diapers and wipes if your child is not currently potty trained.

Hours of Operation

The doors of the preschool will open at 7:15 a.m. and will close at 6:00 p.m. 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 should arrive no later than 9:00 a.m. to begin the 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 Center will close for one week during the year. The week we will be closed will be the week of July 4th. When July 4th falls on a weekend, the preschool committee and the director will make a decision about our closing. The dates that we are closed including holidays 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.

Tuition

Tuition is due and payable on Monday of each school week and should be made payable to the Children's Center at CBC. 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. If tuition is not paid by Friday of the same week, it will be considered late and a \$10 late fee will apply. 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.

The tuition fees are as follows:

Full time enrollment:	\$90/week
Part time enrollment: Monday, Wednesday, Friday	\$60/week
Part time enrollment: Tuesday, Thursday	\$40/week
Half-day Program, Monday-Friday	\$75/week
Before and After School Program	\$35/week

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 preschool 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 weeks notice.

Physical Exam and Immunizations

The immunization form must be in your child's folder on or before the first day he/she attends school. It must be signed and dated in both required spaces by the physician. Within 30 days of enrollment, a physical should be completed by your child's physician and returned to the center.

Health Policy

Please call the office if your child will not be at the center due to illness. If he or she is at home with a communicable illness other than a routine cold, please inform the office 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. **The director has the right to make a call for you to come and pick up your child due to illness. 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.
- Maintaining an adequate supply of diapers, wipes, etc.

Sick Child Policy

Based on recommendations from the American Academy of Pediatrics, the American Public Health Association, and the Virginia Department of Health, children may not be at the center if they display these illnesses or symptoms: The following are general guidelines that the center will use to determine a "sick child."

Sick Child Leave Policy – Back to School Guidelines

Fever – Normal temperatures are axillary, 97.6°; oral, 98.6°; and rectal, 99.6°. We consider fever to be: axillary, 100+°; oral, 101+°; and rectal, 102+°. **A child who has had a fever may return to the center after being free from fever, without medication, for twenty-four hours, or if a medical evaluation indicates inclusion.**

Signs of possible severe illness – including unusual lethargy, irritability, persistent crying, uncontrolled coughing, difficulty breathing.

Uncontrolled diarrhea – defined as an increased number of stools compared with the child's normal pattern, two or more times and it appears that the child has a virus or illness.

Vomiting – one or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition.

Mouth sores – with drooling, unless the child’s physician or local health department authority states the child is non-infectious.

Rash – with fever or behavior change until a physician has determined the illness not to be a communicable disease.

Conjunctivitis - defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye.

Infestation – (e.g., scabies, head lice) until 24 hours after treatment has begun.

Tuberculosis – until the child’s physician or local health department authority states the child is non-infectious.

Impetigo – until 24 hours after treatment is begun.

Strep throat (streptococcal pharyngitis) – 24 hours after treatment has been initiated, and until the child has been free from fever for 24 hours.

Pinworm (enterobiasis) - infection until 24 hours after treatment was begun.

Ringworm infection – (tinea capitis, tinea corporis, tinea cruris, and tinea pedis) until 24 hours after treatment was begun.

Chicken Pox (varicella) – until 6 days after onset of rash or until all lesions have dried and crusted.

Pertussis – which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory-confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (currently, erythromycin) has been completed.

Mumps – until 9 days after onset of parotid gland swelling.

Hepatitis A – viral infection, until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program, as directed by the health department.

Measles – until five days after the rash appears.

Rubella – until 7 days after the rash appears.

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 coming to school.

Food Policy

We will be serving USDA approved snacks, one in the morning and one 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.**

Newsletter and Calendar

A newsletter and calendar will go out to each student and their parents at the beginning of each month. It will include reminders, birthdays, pertinent information, what the students will be learning that month, and upcoming events. Holiday parties will be included in the monthly newsletter and calendar, and the teacher will be in contact with parents to assist with the celebrations. A daily schedule will be provided at the beginning of the school year to help parents make plans/appointments appropriately throughout the year.

Field Trips

You will be notified well in advance of any planned field trips. Specific information will be provided in the monthly calendars. No trip will be planned without your knowledge. We may ask available parents to assist with the driving. **Every child must have an appropriate car seat required by law to go on trips that require transportation!** We also may walk to different places in Clarksville. We will also ask parent to help with this as well as the local police. If you do not want your child to attend a planned field trip then you will need to find alternate care for your child on that day.

Clothing

Please dress your child comfortably for the school day. Remember that your child will be involved in outdoor play, washing hands, water play, painting, singing, dancing, etc. Please do not send your child to school in Sunday shoes, flats without straps, slides, cowboy boots, flip flops, or sandals. Please keep in mind if your child's shoes aren't appropriate for outside play, he/she may have to sit out or enjoy a quiet activity.

Nap Items

1. A blanket/towel that will come to school with your child on Monday and will go home with the child on Friday to be washed and returned the next school week.
2. The Center will provide each student with his or her own mat at the beginning of the school year. The mat will **ONLY** be used by the assigned child and will stay at the Center throughout the school year.

Special Requests

Please DO NOT send to school:

1. Toys, except for show and tell. We have show and tell each Friday during the regular school year.
2. Gum and candy (unless the child brings enough to share with the class)
3. Money
4. Personal items that could be damaged.

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

Here is a checklist to help you get ready for your child's first day of school. Please call the center if you have any questions.

Beginning School Checklist

- _____ Application, all information filled in
- _____ Copy of birth certificate
- _____ Up to date and most recent shot records
- _____ Change of clothes (including pants, shorts, long sleeve and short sleeve shirt, socks and underwear)
- _____ Two towels/blankets for nap
- _____ Supply folder and book bag for daily communication
- _____ Lunchbox with lunch daily
- _____ Fill out and return all paperwork that was included in welcome packet
- _____ Application fee, supply fee and first week's tuition

****All of the above information is required by the first day of school.**

Children's Center at CBC Preschool Handbook

I have read and understand the Children's Center at CBC Preschool 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 in a timely manner.

Child's name

Signature

Date