

2017- 2018

# *The Extended Child Care Parent Policy Handbook*



*Centerville Baptist Extended Child Care  
2017-2018*

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Chesapeake, Virginia 23322  
757-546-2356*

*[www.centervillebaptistextendedchildcare.org](http://www.centervillebaptistextendedchildcare.org)*

*Enriching Young Lives*

### ***Overview of Programs***

We are owned and operated by Centerville Baptist Church. *Centerville Baptist Church Weekday Children's Ministries* offers unique opportunities 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 complement each other. Our programs provide a warm, caring and safe church based environment. We believe a child is one of God's greatest gifts and we are honored to care for God's gifts while ***enriching those young lives through caring relationships and creative recreation.***

*Our Extended Child Care School Aged Program* offers before and after-school care between the hours of 6:30 a.m. and 6:30 p.m. and runs from the first day of Public school through the Friday after public school releases for the summer. This is available for children ages kindergarten through the fifth grade. We except Pm kindergarten students. Classes are determined by grade level. We serve Butts Road Primary, Butts Road Intermediate and Southeastern Elementary. The children are transported to and from our program by the schools we serve. Children will experience social activities that include recreation, free play and art while following our Homework first policy. All children will receive an afternoon snack. On days when children are with us all day we provide a morning snack as well. Lunch should be provided from home.

***Parents are asked to provide their child with the following items: Loose leaf paper, pencils, tissues, index cards and wet wipes.***

*Our Extended Child Care Preschool class* is for children enrolled in the *Weekday Preschool Program* who need before and after care. It is required that the children be at least 3years old and potty trained. This class is for the more independent preschool child. This class allows the children to experience social activities in a semi structured environment. This program is available from the first day of preschool through the last day of preschool. Children will be taken to school by 8:50am. They are returned to the program by 12:00 am, where they will eat lunch that is provided from home. All children receive 1 ½ hours of quiet time while watching a movie. Children are just required to rest. Followed by an afternoon snack provided by the program, and enjoy recreation time and free play. Care will be provided by the program on days the preschool is closed.

***Parents will need to provide for their child: Napping items, a change of clothes, gallon size baggies, and wet wipes.***

*Extended Child Care* now provides ***Breakfast Bunch to Preschool children*** who are not enrolled in Extended Care fulltime. This service is from 6:30 am – 8:50 am. This is by reservation only. Please contact the program at least 24 hours in advance. You will be asked to sign a contract for this service and billed monthly through us.

*Our Extended Child Care offers a Summer Camp* that operates between the hours of 6:30 a.m. and 6:30 p.m. And runs from the last week of June through the months of July and August. This excludes the week prior to public school starting. This program is available for children ages 3 through the fifth grade. *Preschool aged children need to be potty trained. For current Preschool* children we allow 3 additional weeks between CBC Preschool ending and public school ending. (Please see Directors for more information.) This is a semi structured weekly theme based program which includes recreation, science activities, crafts, water play and one field trip a week for school age children. The program participates in the Church sponsored Vacation Bible School.

### ***Staff***

The Director oversees all aspects of the program. With the help of the Assistant Director they supervise the staff members. The Director works with the Pastor, Children's Weekday Ministry Committee and the Church Council in implementing the program.

All staff have been certified to be free of any disabilities by their own physician, which would prohibit care or supervision of children as required by VDSS. Staff members have received a Criminal History Records Clearance from the Virginia State Police and Search of the Central Registry from Child Protective Services for child abuse and neglect prior to employment. Additionally, staff members participate in workshops/online trainings throughout the year to update skills and review requirements of the Commonwealth of Virginia which includes certification in basic First Aid and CPR, a Daily Health Check and Recognizing signs of Child Abuse and Neglect.

### ***Program Goals***

To help with a successful transition between home, school and the Extended Child Care. 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
- To learn to resolve differences through verbal communication
- To offer opportunities to encourage decision-making abilities

### ***Goals for the Children***

- To make a successful transition between home, school and the Extended Child Care
- To learn to be with other children
- To develop interest, through experience
- To mature in security and feelings of success
- To promote personal responsibility and self-control
- To improve creativity

### ***Admission requirements***

Enrollment forms will remain on file throughout the school year. Parents must inform the Director when significant changes occur regarding the child, or a change in the home environment occurs. Personal information is kept strictly confidential.

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.

### ***Emergency Medical Release***

You will be asked to sign a Parent Authorization form, which includes a notarized emergency medical release authorizing medical treatment and/or transportation to a medical facility. This form permits field trip participation, swimming or wading and transportation permission by a child care staff.

Medical insurance provider information, child’s physician and allergy information and a photograph of children are also required for the child’s file.

*Immunizations*

Parents/Guardians are required to furnish the most recent copy of the child’s immunization history as a component of the child’s record. If any updates are made to the immunization record it is the responsibility of the parent to provide a copy to the Extended Care.

*Birth Certificate*

Parents/Guardians must present proof of child’s identity. State certified birth certificate, Social Security cards, passports or official adoption records are valid forms of identification. Failure to produce proof of identity within the first seven days of school must be reported to the local law enforcement agency.

*Photography/Videographers Acknowledgement*

We use photographs and video for historical documentation, documentation of problematic behaviors, for use in art projects or marketing purposes on our website. Children are not identified.

*Financial Arrangements*

A non-refundable registration fee is due at time of enrollment. A full registration is charged whenever a child is enrolled, regardless of the month of enrollment or the number of day’s child attends.

A Financial arrangement and Parent Program contract will be issued to each party responsible for payment of registration and tuition. You will be allowed the option to pay weekly, bi-weekly or monthly by the 15th. of the month. All contracts must be signed by parent/guardian and the Director before the child attends.

A tuition drop box is located in the entry way for your convenience. We accept credit cards and checks only.

If at any time the party responsible for payment determines that payment of fees cannot be made on time he/she will need to make arrangements with the Director to make the account current. If arrangements have not been made within 2 weeks, inclusion in the program will be discontinued.

In the event collections or legal procedures are instituted, parent/ guardian will be responsible for all expenses of collection including court costs, and reasonable attorney fees if such are incurred.

If at any time a child needs to be withdrawn from the program, a two week written notice is required. The person responsible for payment is required to pay for the two weeks and any balance due.

Fulltime childcare prices cover the cost of teacher workdays and school breaks that may occur on your regular days.

\*We follow the Chesapeake Public Schools closings or delays due to weather. No contract discounts for these times.

***Fees for services are as follows:***

\$65.00 Registration fee.	\$65.00 weekly for school age 1 <sup>st</sup> thru 5 <sup>th</sup> grades	
	\$80.00 weekly for PM kindergartners	
Preschool Combo Children	\$570.00 per month for 3’s & 4’s	\$605.00 per month Kindergarten
Breakfast Bunch	\$6.00 per day	

***Summer Camp fees:*** \$65.00 Registration fee. Preschool Weekly fee \$135.00/School agers \$125.00  
Other part time fees available. Please see Directors for more information.

***Additional Charges***

\*Overdue payments will be charged a \$5.00 late fee per week or a maximum of \$25.00 per month.

Checks returned for insufficient funds are subject to a \$25.00 penalty. We will request payment in cash, money order, or certified check after the second incident.

Late pick -up charges of \$1.00 per minute per child will be due and payable upon pick-up for the first incident. Thereafter, any tardiness will incur a charge of \$2.00 per minute. If these incidents become regular we will cancel services.

If we have to provide an emergency lunch for children there will be a charge of \$5.00.

A Fob replacement fee of \$10.00 will apply if parent miss places the fob. All fobs are to be returned when services end or replacement fee will be charged.

***Vacation***

*Fulltime* school age before and after school children are allowed one week of vacation per contract with a two week written notice. All *fulltime* summer camp children are allowed two weeks of vacation per summer contract.

***Childcare Tax Deduction***

We will provide our Federal Tax Identification number, and/or provide needed documentation of tuition costs paid to the program.

***Conduct and Discipline***

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

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. 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***

Children will be held responsible for items intentionally broken or damaged due to poor judgment or behavioral issues.

***Illness***

The VDSS regulates childcare centers and preschools across the state. They regulate 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 Department of Health, we must screen children daily for signs and symptoms of illness. **Children exhibiting symptoms of sore throat, nausea, vomiting, diarrhea, fever, severe 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 without fever medication.** Please contact the Directors with any questions about exclusionary illnesses.

"Outdoor play is healthy even in winter. Fresh air is healthy." Germs causing viruses and diseases multiple indoors during winter months. We wish to improve the health of the children in our care by having the children play outdoors in the fresh air even in the cool winter months.

Occasionally, it becomes necessary to summon parents to pick up a child that has become ill. 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 of parent/guardian notification.

#### ***Administration of Medication***

The program has made the decision to Administer Medication to children in the program. We will administer prescription as well as non-prescription medication in accordance with the physician's or other prescriber's instructions. Administrators will have valid MAT training, CPR and first aid certification which covers all ages of children in the program. We will administer prescriptions using the following routes: topical, oral, inhaled, eye, and ear, medication patches and epinephrine using auto injectors. Our policy to administer Medication will be made available to parents at the time of enrollment, whenever changes are made and upon request. If a child needs medication during the day, parents must complete a "Medication Consent Form" for each medication to be administered. If it is an over the counter medication to be given no more than 10 days we just need parent consent. If a prescription medication is needed, In addition to the parent the prescribing physician must complete the designated area or submit a statement to the manner in which the child is to medicate.

Our program is not Peanut/Tree nut free. We request that parents of Children with Nut allergies pack extra snacks for your child as we do on occasion serve snacks with Nuts or traces of such products.

#### ***Safety***

Supervision of children in the parking lot, lobby and elsewhere in the facility is the responsibility of every adult: staff as well as parents and caregivers. But we request once a child has been signed out by their parent/guardian and they have taken responsibility for the child that they are not allowed to return to the class, or playground without the parent/guardian to guarantee proper supervision.

Lock Down procedures will be implemented to prevent potential physical harm as a security precaution. In the event of an emergency the building will remain on lock down until notified by police or emergency personnel.

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. No Flip flops. Tennis shoes are always a good choice for active children.

Summer Camp water play activities include wading. We require children to wear water shoes for these activities. Summer camp description will give more information.

Please acknowledge that risks of accidental injury are incidental to conduct of normal group participation, playground activities, and play in the gym. All areas of play pose opportunities for injury. The staff will supervise all activities to decrease incident and deter inappropriate behavior

We use two way radios to communicate amongst the staff. If ever there is an incident we can communicate and take action quickly.

***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.

Immediate actions will be taken when sudden and violent weather conditions occur during the Extended Care hours. Directors will follow the National weather service's directions.

Children and staff will take shelter in the interior portion of the facility, away from windows and doors.. We will be in Radio contact with each staff member at this time.

In the event of **inclement weather** we will follow the directions of the Chesapeake Public Schools or on the occasion when schools are already on break we will follow the City of Chesapeake’s ***closings, delays in opening or early closings.***

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.

***Arrival and Departure procedures***

Parents/guardians **MUST** park in the parking lot and enter the building using the access control system which maintains lockdown of the building. Every family will be assigned two key fobs for accessing the building. Parents/Guardians are required to sign their child/children in and out. No Child will be released to anyone other than those who are authorized to pick up. We will request to see ID's of anyone picking up. Please do not go to playgrounds to see your children until you have entered the building and have been identified. Then you will be allowed out on the grounds.

***Calendar***

Our Extended Care calendar will be available upon enrollment. Closings and holidays will be outlined.

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/ Or Good Friday	Fourth of July	Memorial Day

If the holiday falls on the weekend the calendar will be adjusted as needed to observe the named holidays.

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 do not recognize weather make up days Observed by Public School that may fall on our observed holidays.*

***Other Policies***

We discourage children from bringing toys from home. If they are lost, misplaced or damaged we hold no responsibility. Preschool children can bring a single lovie item to have with them on their cots during quiet time. But these items are not allowed in the classroom as play items.

Guns or knives, real or pretend are not allowed in play.

Centerville Baptist Extended Child Care believes in the Easter Bunny, Tooth Fairy and Santa Clause. We respect each families beliefs but with the understanding that family views to the contrary should be expressed at home not in the classroom.

If your child has attended a Field Trip or school activity where the Parent/Guardian may have signed the child out early from school, the child will not be accepted at after school care until the normal drop off time.

Preschool children 11:45  
Public school Children 2:30

**Schedules**

**Preschool children**

<i>Drop off between</i>	6:30 am - 8:45 am
<i>Children are taken to school</i>	8:50
<i>Return to Extended Care</i>	11:50
<i>Lunch</i>	12:00 - 12:30
<i>Quiet time</i>	12:30 - 2:00
<i>Snack</i>	2:15 - 2:30
<i>Recreation time</i>	2:30 - 3:30
<i>Classroom activities/Craft</i>	3:30 - 4:30
<i>Free play/Center time</i>	4:30 -5:30
<i>Movie time/Pick up</i>	5:30 - 6:30

**PM Kindergarten**

<i>Drop off</i>	6:30 - 8:30
<i>Free play</i>	8:30 - 9:30
<i>Snack</i>	9:30 - 9:45
<i>Short movie time till</i>	
<i>Bus Pick up</i>	10:15

**School Age**

<i>Drop off</i>	6:30 - 7:00
<i>Bus pick up times vary</i>	7:00 - 7:30
<i>Return drop off times</i>	2:30 - 3:00
<i>Snack</i>	3:00 - 3:30
<i>Homework time</i>	3:30 - 4:15
<i>Class activities/Recreation</i>	4:15 - 5:00
<i>Movie time/pick up</i>	5:15 - 6:30

**Summer**

<i>Arrival</i>	6:30 - 8:15
<i>1st class activity</i>	8:30 - 9:15
<i>Snack time</i>	9:30 -10:15
<i>2nd class activity</i>	10:30 -11:15
<i>Clean up for lunch</i>	11:30 -11:45
<i>Lunch</i>	11:45 - 12:15
<i>Quiet time</i>	12:30 - 1:30
<i>Snack time</i>	1:45 - 2:15
<i>3rd class activity</i>	2:30 - 3:15
<i>4th class activity</i>	3:30 - 4:30
<i>Outside Time for all</i>	4:45 -5:30
<i>Pick up/movie time</i>	5:30 - 6:30

**Summer Camp Policies**

1. Apply sunscreen to child/children each day *before* arrival. We will reapply mid-day.
2. Have your child/children of all age groups bring an extra set of clothes daily for that occasional mishap. Expect them to **have fun** and **get messy** daily.
3. Please send a backpack so they can contain all items brought to camp including lunchboxes.
4. **Flip flops** are not permitted at anytime. Shoes need to be closed toes and have straps around the ankle. **Tennis shoes are best.**
5. Requirements for field trips are appropriate shoes (**Tennis shoes are best**) and Camp T-shirt. You **will** be asked to go home and get these items. If the children do not have appropriate items they **will not be allowed** to attend the field trip or **allowed to stay at Camp.**
6. Parents need to provide a Booster Seat for your child/children to attend field trips. The "**Law**" states all children under "**8**" must use a safety seat.
7. Children who show signs of growing *discipline issues* may be excluded from field trips, and you will be asked to keep them at home for that day. You will be informed of any issues prior to the day. With continued *discipline issues* the child will be dismissed from the program.
8. We have weekly *Water Days*, weather permitting. *Water shoes* are to be worn. Please send a change of clothes, towel and plastic bag for wet items. For preschool children it would be helpful to have children wear their bathing suits to camp. But please have them wear tennis shoes and the staff will change their shoes prior to water play. Preschool girls should wear 2 piece suits if possible for ease in toileting. If your child chooses to not participate in water play, no other activities will be provided.
9. On field trip days please send a brown bag lunch where everything is disposable. No heat able meals on these days. This is helpful for ease in storing in coolers while on the trip.
10. On Friday we have a candy store; the children will be allowed to make a purchase for \$.50.
11. On Wednesday the ice cream man visits. This is a treat from the program. No cost to parents at this time.
12. A full summer calendar will be available on line or upon request prior to the last day of Public school. A weekly calendar will be provided on Wednesday of the prior week for reminders etc.

**CODE OF VIRGINIA COMPLIANCE**

The Code of Virginia, Ss 63.2-1716., allows child day programs operated by religious institutions the opportunity to file for exemption from licensure by meeting documentation and other requirements specified within the exemption law.

In compliance with the above code Centerville Baptist Church operates the Weekday Children's Ministries, including the Pre-School, Parent's Morning Out and Extended Child Care, are exempt from licensure and are classified as an **exempt** child day center. At the present time, our exemption expires mid February of each year.

**Centerville Baptist Extended Childcare Ministries is in compliance with 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.

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 have received a Criminal Record Clearance by the Virginia State Police, signed a sworn disclosure and clearance by VDSS child abuse and neglect registry in accordance with S 63.2-1724.
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 their supervision.
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.
7. Staff members have been instructed and are able to recognize the signs of child abuse and neglect. In accordance with Section 63.2-100, 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. 63.2-1509. Failure to report is a misdemeanor.
8. Staff members are trained and certified in First Aid.
9. Procedures have been implemented for a simple daily health screening and the exclusion of sick children, in accordance with SS 63.2-1716 B.3.
10. Procedures have been implemented for the appropriate supervision of children, including daily intake and dismissal procedures, in accordance with SS 32.1-46 A.
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.
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. Or submit an affidavit on a form approved by the Department of Health stating immunizations conflict with religious practices. SS 32.1-271.2
13. 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.
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 and after eating and toileting.
16. Staff members who transport children have a valid driver’s license. Section 46.2 – 300.
17. Our 15 passenger vans and/or Bus will be inspected every 12 months and display a current inspection sticker. Section 46.2 – 1157
18. Our Van/Bus carry liability insurance that meets code. Section 46.2 – 705 and 46.2 – 472
19. Our staff will ensure that any child up to age 8 who is transported by our center is secured in a child restraint device which meets code. Section 46.2 – 1095
20. Parents/guardians are required to show proof of a child's identity and age. As well as list any previous Child Care facility/locations. 63.2-1089.
21. Prescription Medication can only be administered by staff who have completed MAT training with written permission from the parent/guardian. SS 54.1-3408.