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Preschool & School Age Parent Handbook

2017

We are an equal opportunity employer and provider.

Dear Parents,

We want to thank you for allowing us the opportunity to care for your child. We understand children are a very precious gift of God and we take the responsibility of meeting their needs very seriously. We want to take a minute to share with you more about the ministry of Apostles Preschool & Childcare.

The goals of Apostles Preschool & Childcare are:

- To cooperate with each family to provide a supportive and comfortable atmosphere where each child can develop at this or her own pace.
- To meet the children's needs while they are away from home by allowing both structured and unstructured play as well as individual and group activities in a safe place.
- To offer to our children a positive, Christian environment in which they can become confident in their own special abilities and share those talents with others.

We are an extension of the family, not a replacement for the parents or guardians. As a ministry of PROMOTE Family Development Centers, Inc., we have access to many professional people, materials, and services that can help your family in many areas of need. We offer our services to you in whatever ways we can be of assistance and support.

We want to thank you for entrusting your child to our care. Please understand that if you have any concerns or questions we are here for you. Please keep communication open with your child's caregiver and with the Director. It is a privilege to serve you in this ministry!

In Christ's Love,

Apostles Preschool & Childcare Board of Directors

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PHILOSOPHY

We cherish and celebrate each child as a unique and precious creation of God with different needs, personalities, callings, experiences, and emphases. In our education of the whole child, we employ Biblically-centered curriculum and methods.

DEVELOPMENTAL GOALS

Physical Development - To provide ample opportunities through games and play for children to develop and control their large muscles. To develop small motor skills through age appropriate activities such as art, puzzles, play dough, beads, and small manipulative toys. To encourage healthy eating habits and proper rest.

Social Development - To give each child the opportunity to interact with their peers and mature Christian adults in order to stimulate social growth and relationships. This will be accomplished through free play, small group interaction, music, and by the supportive relationship between the staff and child.

Cognitive Development - To provide an environment of stimulating and challenging materials that will encourage each child to observe, interact, and seek solutions; therefore inducing learning. Some of the activities will include age appropriate games, stories, poems, and finger plays. Concepts such as numbers, shapes, and colors will be developed through learning centers.

Emotional Development - To encourage children to express but also control their emotions appropriately. To comfort children through stressful times. To be examples of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Spiritual Development - To teach children that God created them and loves them. Children will learn to apply the Bible lessons so that they are doers of the Word. All preschool three's, four's and kindergarten classes will attend a weekly chapel time. Chapel time is held in the Apostles Lutheran Church here on the property.

PROGRAM OPERATION

Staffing - The group size and ratio of teachers to children is configured to enable individualized and age appropriate programming. Teachers plan the daily activities to provide opportunity for growth in all areas of development. All staff members are qualified by training and experience to provide the best possible care for the child. In-service activities enhance the staff members' knowledge of safety and child development.

Curriculum Curriculums used include: Kaplan's Every Day Learning, Pinnacle's Faith Based curriculum for infants through two's, Sing Spell Read and Write, and Right Start Math.

Two Year Olds (1:7) –Our active two year olds enjoy a day full of singing, stories, art and crafts, pretending and games to develop social skills and learning. Each child's curiosity, creativity, learning skills and self-esteem are enhanced in the loving atmosphere of our two year old room. We also assist children in toilet training.

Three Year Olds (1:8) - The classroom is divided into bright and interesting learning centers to offer these children an exciting time of play in small groups or independently. Monthly themes involve a variety of activities for the purpose of developing socialization and learning skills while building each child's biblically-based self-esteem. Bible, art, music, and outdoor play are included in each day.

Four Year Olds (1:9) - Children ages 4 to 5 years participate in activities to strengthen their kindergarten preparatory skills such as reading readiness, numbers, prewriting skills, nature, and listening skills. Bible, art, music, learning centers, and outdoor play are also included in each day. Monthly themes are used to enrich their experiences. Children learn how to appropriately participate in large and small groups.

Before/After School Care (1:15) – Children ages 5-12 years participate in activities before and after school. Full day care is available during school breaks as well as summer months. Activities include daily devotions, outside play, homework and art and stem experiences. Homework assistance is offered as well as planned and free time activities. Children in this age group are encouraged to demonstrate mutual respect, cooperation and kindness in their interactions with others.

TUITION and FEES

Annual Registration Fee - A non-refundable annual registration fee is paid at the time of registration. A second child discount is available. We accept CASH, CHECK or MONEY ORDER.

Make checks payable to: **Apostles Preschool & Childcare.**

New family	First child \$100	each additional child \$60
Returning family	First child \$75	each additional child \$50

Financial Agreement - Apostles Preschool & Childcare is a not-for-profit organization that relies on parent fees for operation, therefore monthly/bi-monthly tuition will be determined by the admission agreement.

- **Monthly:** If you pay the full monthly tuition, this is due no later than the 5th of each month or the preceding business day if the 5th falls on a weekend.
- **Bi-monthly:** Due no later than the 1st and the 15th of each month or the preceding business day if these dates fall on a weekend.

The financial commitment agreement section on the Admission Agreement Form indicating the monthly or bi-monthly payment for services, **must** be initialed by the parent/caretaker during the enrollment process.

Tuition - Tuition is not subject to discounts or credits for absences, vacations, holidays, or emergency closures (i.e., weather). Attendance days cannot be swapped for days missed.

Tuition is due on the due date even if your child is absent on this day. **There will be a \$10 late fee for all tuition payments received late.**

Returned Checks- There will be a \$35.00 charge for the handling of any checks returned due to insufficient funds.

Late Pick Up - Apostles Preschool & Childcare closes daily at 6:00 PM.

A per-child fee is charged any time parent/caretakers arrive after 6:00 PM. Teachers must be able to leave promptly. **You will be charged \$1.00 for every 1 minute past 6:00 PM.** If a child has not been picked up by 6:20pm, the emergency contact person will be called. If no contacts can be reached, we will call the police.

Anyone legally able to pick up a child from the childcare center that arrives under the influence of drugs or alcohol will be asked to wait while the other parent or guardian is notified and informed that it is not healthy for the child to be released. The police will be called if the impaired parent/caretaker takes the child from the center.

Withdrawal- We require a **2 week written notice** if you will be withdrawing your child from the center.

Schedule Changes- Any temporary or permanent schedule change must be requested in writing on the schedule change form.

REGISTRATION INFORMATION

Enrollment Agreement - The completed Enrollment Agreement Package with the Registration Fee can be mailed or brought to the center. When we receive them, we will set up an interview/orientation meeting.

Copy of Birth Certificate - A copy of the child's birth certificate must be kept on file at the center for official identification of the child. **The center must have a proof of identity before your child may start.**

Immunizations – Documentations of age appropriate immunizations must be provided to the center **before** a child may begin. All children two years and under must have physical/immunization updates every 6 months.

School Entrance Health Form - In accordance with Commonwealth of Virginia Licensing Standards, all children must have a physical examination within the following time frames:

- Children ages 6 weeks to 6 months, **within two months** prior to attendance.
- Children ages 7 months to 18 months, **within three months** prior to attendance.
- Children ages 19 months to 24 months, **within six months** prior to attendance.
- Children ages 2 years through 5 years, **within twelve months** prior to attendance.

The physician must complete the Medical Form **before** the child can be admitted to the childcare center.

Child Emergency Contact and Release Form - An Emergency Contact and Release Form must be completed for emergency information and details of who is allowed to pick the child up from the childcare center.

Developmental Health History Infant-Preschool-Parent's must fill out a Developmental Health History form and bring to the orientation meeting. **The Developmental Health History must be on file before the child may begin.**

Admission Agreement - The parent or guardian enrolling the child and the director of the center must sign this contract including the schedule and tuition rate agreed upon. The contract also states that the parents have read this handbook and agree to abide by the policies of Apostles Preschool & Childcare.

Court Papers – Please submit all applicable court papers regarding custody and/or visitation rights (if applicable). As required by 63.2-1813 of the Code of Virginia, we honor the custodial parent's right to be admitted into the center.

Waiting List – As openings occur, enrollment of a child in any of the age groups is determined by the following in order of priority:

1. Moving a child from a younger to an older group on the basis of age, readiness, and availability.
2. Child on a "School Only" schedule requesting a full-time schedule.
3. Sibling of a currently enrolled child.
4. Child on the waiting list desiring a full time schedule.
5. Child on the waiting list desiring a "School Only" schedule.

Non-discrimination Statement – Apostles Preschool & Childcare admits children of any race, gender, color, religion, and nationality or ethnic origin.

Tornado Warning-If the immediate area is under a **tornado warning** we are required to seek shelter. For this reason if a parent is just arriving to the center with their child, and we are under a **tornado warning** the parent may seek shelter in the building with their child. Once the warning has been lifted you may sign your child in for care.

Absence - If your child is going to be absent from the childcare center on any regularly scheduled day, parents must call and inform the Center. If your child has a contagious disease parents must call the Center so we may notify other parents of possible exposure to communicable disease. See Communicable Disease list for applicable illnesses

Calendar - Apostles Preschool & Childcare is open Monday through Friday from 6:30 AM to 6:00 PM. Changes in time may occur due to demands for different hours on the part of the families participating in our program. The Child Care Center is open year round except for the following holidays:

New Years Day	Good Friday	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day	Friday after Thanksgiving
Christmas Eve Day	Christmas Day		

The childcare center director reserves the right to give one week's notice if the center will be closed on a day other than those listed above.

MEDICATION POLICY

Medication -Parents must complete a *Written Medication Consent Form* for all prescription, over the counter and topical ointments including but not limited to, sunscreen, insect repellent, diaper ointment and lip ointments. All prescription and non-prescription medication must be in the original container with the direction label attached. The child's first and last name must be clearly labeled on the container. The instructions **cannot** conflict with the directions on the label of the medication container. If the medication is to be dispensed on an "as needed" basis the observable signs must be identified on the consent form. If there are possible side effects they must be included in the consent form. A copy of the package insert or pharmacy printout must accompany **ALL** medications and topical ointments. If a package insert is not provided when medication is purchased, the original box or packaging must accompany the medication in order to be photocopied and attached to the authorization.

Long term prescription and over the counter medications may be allowed as long as both the parent and the physician completes and signs the *Written Medication Consent Form*.

Note: Long term medication authorizations including topical ointments such as sunscreen, etc., must be updated every 6-12 months as indicated on the Authorization Form.

All medication must be delivered to the director's office. **Do not leave medication in your child's backpack**

When the authorization for medication has expired the director will inform the parent. If after 14 days the medication has not been picked up the director will dispose of it.

Sunscreen - Parents must complete a *Written Medication Consent Form* before sunscreen can be used. Sunscreen must be in the original container and have the child's name clearly labeled on the container. Sunscreen must be hypoallergenic and have an SPF15 or higher. Only children 9 years of age or older may apply their own sunscreen. Sunscreen must be sent to the director's office in order to remain inaccessible to children.

Insect Repellent - Parents must complete a *Written Medication Consent Form* before insect repellent may be applied. Repellent must be in original container with the child's name clearly labeled. Manufacturer's instructions will be followed. Insect Repellent must be sent to director's office in order to remain inaccessible to children.

Diaper Ointment or Cream - Diaper Ointments and Cream-Parents must complete a *Written Medication Consent Form* for all prescription, and over the counter diaper creams and topical ointments.

- All prescription and non-prescription creams and ointments must be in the original container with the direction label attached.
- The child's first and last name must be clearly labeled on the container.
- The instructions **cannot** conflict with the directions on the label of the ointment container.
- If the ointment is to be dispensed on an "as needed" basis the observable signs must be identified on the consent form. If there are possible side effects they must be included on the consent form.
- A copy of the package insert or pharmacy printout must accompany all creams and ointments.
- If a package insert is not provided when ointment is purchased, the original box or packaging must accompany the ointment in order to be photocopied and attached to the authorization.

In order to leave a medication or diaper crème at the center more than 7 days you must provide a physician's signature on the authorization. This authorization must be updated every 6 months

HEALTH INFORMATION

Daily Health Check - The health of each child is an important factor in the childcare center. Each child in our program must be evaluated daily for signs of illness, injury and/or abuse. This health check will be conducted when the child first arrives each day and, again, whenever their behavior or appearance warrants another evaluation. The health check may include observing signs of illness or complaints of not feeling well, a change in the child's behavior and activity level or skin rashes, itchy skin, and itchy scalp.

Sick Children – For the welfare of your child, as well as the other children, make other arrangements in the event your child is ill. Call the center if your child will not be attending because of illness. Apostles Preschool & Childcare will notify all families in childcare center if a communicable disease breaks out. A notice will be posted on the classroom door. Please see the Sick Child and Infection Control Policy

A child may return to the childcare center after illness when:

- The fever has been broken for 24 hours
- Any nausea, vomiting, or diarrhea has subsided for 24 hours
- If prescribed, 3 doses of antibiotics have been given over a 24 hour period
- The child is feeling well again and normal behavior has returned

Apostles Preschool & Childcare reserves the right to request a doctor's written permission to return

Illness & Injuries – All staff members are trained and certified in First Aid and CPR. All complaints of illness or injury will be taken seriously. The child's injury will be properly cared for. Continuous reassurance and prayer will be given to the child. In the case of an injury an incident report will be completed. Parents may request a copy. The original is kept on file at the Center.

Emergency Health Services - Written consent for emergency health care must be completed on the Emergency Information Card at the time of the child's admission to the center. In the event of a serious injury or illness, 911 will be called. Parent(s) will always be notified immediately. Transportation, if necessary, is designated to 911. A staff member will accompany the child until the parent or other representative is present.

Healthy Practices-Young children deserve a healthy environment in which to play and learn. To ensure this:

- Staff, children, parents, and visitors are asked to wash their hands with liquid soap and running water:
- Upon arrival at the center
- Before and after eating & food preparation
- Before and after diapering & toileting
- After removing disposable gloves
- After wiping noses or coming in contact with any body fluid (after coughing & sneezing)
- Before and after giving medications or administering first aid
- When they come inside from the playground
- Before and after using the sensory table
- After staff breaks
- Before you leave the room or the center

Toys and surfaces in the classrooms are cleaned regularly with a disinfecting solution. Toys that are mouthed by children are removed immediately and cleaned

PARENT RESPONSIBILITIES

Absence – Parents are required to call the Center if the child will be absent. If your child has a contagious disease call the center so that we may notify other parents of possible exposure to communicable disease. Please see Communicable Disease list for applicable illnesses.

Immunization Updates- Parents of infants and toddlers under the age of two years must provide the center with documentation of immunization updates once every 6 months.

Failure to obtain required immunizations as they are due is grounds for dismissal from the program.

Contact information Updates-Parents must keep all contact information up to date.

Sign In/Sign Out – Parents or authorized representatives **must** accompany the child into the center and sign the child in each day, then sign out when the child is picked up. Only pre-authorized persons will be allowed to pick your child up from school. Authorization must be in writing.

Update all Information - It is important to update changes in home or work addresses and telephone numbers, emergency contact information, and immunizations. This information is necessary for our records and for proper care of the child in case of an emergency.

Labeling-Parents must label **everything** with their child's name. All perishables such as bottles, sippy cups, food and lunches must be labeled with the date they are prepared.

Food Allergies

For food allergies, your child **MUST** have a written Food Allergy Plan on file at the center. This Food Allergy Plan is a written description signed by the parent and the doctor. This plan must be on file and updated every year. Center staff will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately.

NUT-FREE ZONE: As of October 1, 2017 our center will no longer be a Nut Free Zone. Children with nut or other food allergies will have a Private Dining Space in the classroom. This is a table or highchair designated for children with food allergies to eat.

Choking Hazards-A reminder to parents, the following foods can be dangerous and are considered choking hazards for children under the age of 3 years:

Whole grapes, chunky peanut butter, snappy vegetables, seeded fruits, popcorn, thick skinned fruit, trail mix
Grapes-may be cut into small pieces to prevent choking, hot dogs-may be cut into small bite sized pieces to prevent choking

Daily Packed Lunch - A **healthy and nutritious** lunch including a drink should be packed each day for your child. Please include a napkin in your child's lunch. The children will not have access to a refrigerator or microwave for their lunches. (Morning and afternoon snacks are provided by the center.) Children will be encouraged to eat their sandwich before eating chips or cookies. Please do not send candy or soda in your child's lunch. The lunch box must be labeled with your child's name and a date sticker placed on it when your child arrives each morning.

Breakfast- Children will not be allowed to eat breakfast in the classroom after 8:15 AM.

The center does not provide breakfast. If your child arrives before 8:15AM he/she may eat a light nutritious breakfast that the parent has provided in the classroom. Suggestions include yogurt, banana, muffin, etc. Please do not send in high sugar items.

Needed Supplies:

- Diapers or pull ups if used
- A **complete change of clothes including another pair of shoes**, labeled with the child's name
- Lunch box or bags for daily lunch- **Must be clearly labeled with child's name including any containers other than those that are disposable.**
- A backpack
- A bottom sheet for cot (standard crib sheet works best and a blanket for covering up. If your child would like a pillow it **MUST** have a pillow case. Child may also have a soft snuggly toy to nap with. Each piece must be labeled with child's name.
- Clothing should not have strings that can get entangled in equipment

Birthdays- We welcome birthday treats such as cupcakes or muffins as a part of the celebration of your child's special day. Please make arrangements in advance with your child's teacher. No party favors goody bags or balloons

Do not bring in birthday or party invitations for your child's party unless you are inviting the entire class.

Dress Code - Clothes should be comfortable and allow for movement and art activities. Sneakers or sandals with heel straps are best for play. **Flip Flops are not allowed.** Shoes must be worn at all times, even during naptime. Children play outside every day that weather permits. It is the parent's responsibility to make sure their child is appropriately dressed for the weather. Label **all** belongings. Each child will keep a complete change of clothes at the center in case of spills or accidents.

Outdoor Activities- Outdoor activities are a regular part of the daily schedule. Every day that weather permits the children will go out to play. Please send your child with appropriate clothing for the weather.

Special Events/Programs-Children will participate in special events and program practices throughout the year. These special events and program practices will take place at the Center and Apostles Lutheran Church.

Toys - Children **may not** bring personal toys to the childcare center. A special "snuggly" toy for naptime is acceptable. Each class will announce their "Show & Tell" day. Toy guns and other toys that promote violence will not be permitted at Apostles Preschool & Childcare.

Cell Phones – School age children may not have cell phones on them while at the Center. If your school age child has a cell phone it must remain silent and in their backpack at all times

Naps- All children will be encouraged to take a nap. They may use a special blanket, sheet, pillow with a pillowcase, or cuddly toy from home. These items are to remain at the Center Monday-Friday so as not to pass germs from home to school to home. Parents must provide a crib size sheet and a top sheet or blanket. All washable items are sent home on Fridays to be washed and should be returned on the following Monday.

If sheets are forgotten at home the Center may provide a sheet for your child for that day only and a \$2 laundry fee will be charged.

Cots are provided.

CENTER'S RESPONSIBILITIES

Along with the responsibilities outlined in this handbook such as providing qualified and trained staff, age appropriate activities for each child and a safe and clean environment the center also have the following responsibilities.

Supplies Provided by Apostles Preschool & Childcare- Cribs, cots, first aid supplies, art & craft supplies, and educational materials.

Communication/Conferences- A schedule of the week's activities in your child's classroom is posted on the bulletin board. In addition your child's teacher will communicate openly with you regarding any development, behavior adjustments and needs your child may have. All parents will have the opportunity to meet with the class teacher for a conference in the fall and spring or whenever requested by either the parent or teacher.

Snacks- Nutritious morning and afternoon snacks are prepared and served to children ages 16 months and older. Weekly menus are posted at the center for your information. Any food allergies the child has should be documented on the Emergency Information Card. Substitutions will be provided for those foods. All children will be encouraged to develop independent eating skills. Children may not bring in supplemental snacks unless the child has a food allergy and arrangements have been made with the Director.

In Case of Injury- Simple injuries will be cared for by the staff. A written incident report will be given to the parent, explaining what happened. In the event that a serious injury is involved, parents will be notified at once, and if necessary, the physician they have designated will be called or emergency service will be called. We must have the names and telephone numbers of other persons listed on file to contact in case the parent(s) cannot be reached. An unreported injury found by a teacher after the parent leaves will be recorded on a daily report form. The parent will be asked to sign the report at the end of the day.

Security- Proof of ID is requested for all unfamiliar faces. The Emergency Information Card information is strictly enforced

Report Suspected Child Abuse- Paid staff are required to report suspected child abuse according to the Code of Virginia § 63.1-248.3.

Court Orders- If there are any orders from the court (no-contact, protections, custody, etc.) regarding who can and cannot have contact with your child it is imperative that you provide the Director with a copy of the order. Without legal documentation the Center cannot prevent someone who has proof that they are, or is known as, the biological parent. All information will be kept confidential and will be shared with essential staff members only.

Withdrawal- Apostles Preschool & Childcare has the right to terminate any child's enrollment if the child is unable to benefit from the program and/or is not contributing to it; if he/she exhibits inappropriate behavior that could harm other children, him/herself, or the staff; or if the child's tuition account becomes delinquent.

Parents may also be asked to withdraw their child/children if parents do not follow policies and procedures of Apostles Preschool & Childcare, or if a parent's conduct while on the Center grounds is a concern. Behavior such as intoxication, speaking loudly or disrespectfully to staff members, and chronic tardiness will lead to immediate disenrollment.

Weather/Emergency Closing – If Chesapeake Public Schools close or delay due to the weather, the center will as well. If Chesapeake Public Schools are closed, the center will be closed also. If public schools are delayed one hour, the center is delayed one hour. The childcare center will close if the center is not safe for the children (i.e. Power out, floods, etc.) If the center must perform an emergency closing while students are in the center the parent will be contacted and asked to pick up their child. If the parent cannot be reached the emergency contacts will be called. If it is necessary to evacuate the center and the child has not been picked up the child will remain in the care of the supervising teacher or Director. They will be taken to Apostles Lutheran Church, a designated local shelter, the teacher or Directors home or the Red Cross. The parent will be notified of the location of the child as soon as they have safely arrived. Center closing information will be sent out via REMIND.

COMMUNICATION

Open communication is vital to your child's successful experience in the infant and toddler rooms. We have an open door policy. Parents are welcome visitors at any time. We welcome your comments, suggestions and concerns. Several communication channels are established so we encourage you to take advantage of these or make additional suggestions.

Parent Board-This bulletin board or information area is used for information such as menus, daily_schedules, and general announcements. There is a parent board in each classroom as well as in the lobby. Some classrooms also use a dry erase board to communicate the highlights of the day to families.

Preschool Daily Reports-Daily reports provide feedback to parents on their child's eating, sleeping, diapering/use of toilet, and activities their child participated in that day.

Remind- We use the Remind App for communication regarding closures, reminders about events and supplies needed. Upon enrollment a request will be sent to you to sign up and receive our Remind Communications.

Email-The Director sends out regular emails to communicate events, reminders and activities.

Parent File- Each family has a parent file located in their child's classroom. Communications from the center, receipts for payment and Scholastic Book order forms can be found in your parent file. **Please check your file daily.**

Parent/Teacher Conferences-Conferences are held in November and March. The parent or caregiver may also ask for additional conferences as needed.

Face-to-Face Conversations-It is always helpful for teachers to know when major changes happen in a child's life. These changes could include a family death, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, etc. Children often are worried about these incidents but do not know how to express their concerns. The child's behavior may be affected. We are better able to assist your child when we are aware of these changes in the home. Staff is available and open to your comments and suggestions. We are here for you and your child, so do not hesitate to communicate with them frequently. Please check with the Director as to the best times for extended conversations.

Open Door Policy - Apostles Preschool & Childcare has an "open-door" policy. Parents are welcome to visit or call us at any time. We encourage parents to spend time with their children at the center. The interaction between the family and the childcare center staff is vital for the success of the program for your child. We ask you, as parents, to share information with the staff throughout the day. It is beneficial if the staff knows of happenings at home that would be of interest or require special attention for your child.

Lines of Authority

Communication is vital to the relationship between the school and the home. It is our desire to follow the biblical command to make every effort to live at peace. If any concerns or questions arise from your child's classroom, it is imperative that you first discuss the issue with the child's teacher. If you are not satisfied with the outcome of the communication with the teacher, then it should be brought to the director's attention. We will make every effort to resolve the issue. If, however, you are not satisfied with the response that you are getting to your concern, the final authority for the childcare and preschool is a board member from Apostles Preschool & Childcare.

1 - Your Child's Teacher 2 – Director 3 - Board Member

BEHAVIOR GUIDANCE & DISCIPLINE POLICY

It is the responsibility of Apostles Preschool & Childcare to create a favorable climate where the children have freedom to express themselves, along with clear limits that maintain a safe and secure environment. Rules are enforced in a positive, consistent, and fair manner.

Our classroom rules are: **Be Safe, Be Kind, Be Neat**

When determining discipline procedures, the teachers adhere to the following measures:

1. Positive Reinforcement-Children are encouraged to do their best
2. Re-direction of Activity-Used when conflict or disruption is occurring
3. Separation from Group-Saved specifically for times when child could deliberately cause harm to him/herself, others or materials. The child is removed to a nearby spot where he/she can be seen by a staff member. If a child is unable to calm themselves, a teacher will assist in calming the child in an appropriate way (i.e. holding their hand, talking with them calmly, giving him/her appropriate words to express his/her anger or frustration).
4. Parent Involvement-parents automatically become a part of the discipline process when:
 - a. Child is in conflict w/other children daily
 - b. Redirection is a continual action on the teacher's part.
 - c. Child does not respond to staff in a positive, respectful manner
 - d. Child continually disregards the rules of the classroom

Steps for Parent Involvement:

1. The parent is first notified by written note, signed and dated by teacher
2. Parent is called on telephone by teacher or director
3. A conference with the teacher and director.
4. After the conference, the child is on a 3 week probation period, or a time frame deemed appropriate for the individual child in order for correction in behavior to occur. After the time period has been completed the parent/teacher/director confers to assess the continuance or dismissal of the child from the program.

Discipline Issues which will result in Immediate Dismissal: causing serious bodily harm to any other child who requires urgent first aide and was witnessed by an adult or total undisciplined, unruly behavior not common to age level, displaying emotional and or psychological needs Apostles Preschool and Childcare is not equipped to handle.

Biting Policy- We understand that occasional biting can be a normal toddler occurrence. However, if the child is biting frequently, steps will be taken to protect the other children and to help the offending child/biter deal with his stress or anger in the group setting. We want to work with the parents to resolve the unacceptable behavior.

The following is the general procedure of dealing with discipline problems:

PHASE 1

1. The parent of the child is notified in writing on an incident report involving their child.
2. If the infraction occurs a second time in a two-week (14-day) period, a parent/teacher conference will be held.

PHASE II

1. If the infraction continues, there will be an immediate suspension from the childcare center for the remainder of the week and the following week.*
2. After the suspension period the child can return, but will continue to be under Phase II, which means if the infraction reoccurs within a 1-week period the child will again be suspended.
3. Regular payment is expected during the child's absence. No refund will be given for the time.

SCHEDULE OF PROGRAM ACTIVITIES

The following schedules are an example of a typical day. The schedule will remain flexible enough to accommodate the needs of all children.

Time	Preschool Age Classes (ages 2 years-5 years)	Program Activities
6:30 – 9:00	Arrival. Health check. Directed free play.	
9:00 - 9:20	Circle Time: songs, story, movement	
9:20 – 10:00	Work at learning centers	
10:00 –10:10	Clean up/Potty & wash up	
10:10 – 10:30	Snack time	
10:30 – 11:00	Outdoor Play	
11:00– 11:45	Center's	
11:45– 12:00	Group Exercise/Circle Time	
12-12:30	Lunch	
12:30	Dismissal for Preschool only	
12:30 - 1:00	Potty & Wash up, story time	
1:00 - 3:00	Rest time (1:30 - 3:00 Quiet activities)	
3:00 - 3:30	Wake up/potty/snack	
3:30 - 4:30	Outdoor play (30 minutes for each class)	
4:30 - 6:00	Plan and work in centers/Children leave as their parents arrive	

Time	Before & After School Care	Program Activities
6:30-7:00	Arrival in Orange Room	
7:00-7:10	AM Bus Pick Up/ Transition to School Age Annex	
7:10-8:00	Morning Centers/Breakfast	
8:15-8:45	Gross Motor/Outside Play	
9:00-9:30	Morning Snack	
9:30-10	Morning Stem Activity	
10:00-10:15	Kindergarten Children Depart for School	
2:30 – 3:00	Arrival from school, Restrooms, Hand washing	
3:00 – 3:15	Snacks	
3:15– 3:30	Devotion/Prayer	
3:30 – 4:00	Homework	
4:00 – 4:30	Afternoon STEAM Activity (Science, Technology, Engineering, Arts and Math,)	
4:45 – 5:15	Playground/Special Activities/Free Play	
5:30	Transition to Orange Room	
5:30 - 6:00	Tabletop Activities	

PARENT HANDBOOK RECEIPT

Please Sign & Return with Registration Materials

I have received and will read over all policies set forth by Apostles Preschool & Childcare. Should I have any questions, I will ask the Director to clarify them.

Signature

Date

SICK CHILD AND INFECTION CONTROL POLICY

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside that of their own families they are exposed to viruses and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to shield a child completely from the outside world. If we did the natural immunities a child gains through contact with others would not develop.

In a childcare and school setting, children come into contact with groups of other children outside their families. It is in this situation that the illness of one child can spread to others.

For this reason, our staff takes constant precautions to prevent the spread of disease including careful hand washing of both children and staff, sanitizing toys, and eating areas, separating sick children from those that are well, and extra precautions while diapering or toilet training children.

You the parent can help us in our effort to keep children healthy. We ask your cooperation in the following ways:

1. If your child has been exposed to any of the diseases listed on the accompanying chart we ask that you notify us of the exposure within 24 hours.
2. If your child shows any of the following symptoms you will be called and asked to come immediately. Your child will rest in a separate area while waiting for your arrival. Please help us protect other children by responding promptly. If your child has any of the following symptoms at home, we ask that you keep him/her out of the center until symptoms are gone or until your physician says it is all right to return.

The symptoms include:

- Fever greater than 101
- Severe coughing-child gets red or blue in the face
- High pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye-tears, redness of eyelid lining, followed by swelling and discharge of pus
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Headache and stiff neck
- Vomiting/diarrhea
- Severe itching of body or scalp or scratching of scalp
- Or as recommended in the Virginia Department of Health's current communicable disease chart.

For the welfare of your child, as well as the other children, make other arrangements in the event your child is ill. Call the center if your child will not be attending because of illness.

Apostles Preschool & Childcare will notify all families in the childcare center if a communicable disease breaks. I have read and understand the attached Infection Control and Sick Child Policy and I agree to abide by this policy for the protection of my child as well as the other children and staff members at Apostles Preschool & Childcare.

Parent's Signature