

The Child Development Center
Family Handbook
Updated June 2022



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N. Chesterfield, Virginia 23235
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Welcome

The staff of the Child Development Center is pleased that you have chosen CDC for your child's preschool. We are eager to work with you to provide high quality care and education for your child. Together, we will support and celebrate your child's physical, cognitive, social, emotional, and spiritual growth. Welcome to the family!

At CDC, we know a lot about children; we have been loving and teaching them for nearly 50 years! We are trained to understand how children grow and develop, as well as how to best plan for their learning. However, we realize that no one knows your child like you do. So please share with us your insights, needs and experiences, to help make this a true partnership. Working together, we can ensure that your child's early learning experiences are positive, successful, and fun.

Purpose of Handbook

This handbook provides information about the mission and operations of our preschool. The Child Development operates according to:

- the mission of Huguenot Road Baptist Church,
- the guidelines and requirements as a Religiously Exempt Child Day Center, following standards as set forth by the Virginia Department of Education,
- the standards of the National Accreditation Commission for Early Care and Education Programs (NAC) of the National Association of Child Care Professionals, and
- The philosophy, goals, and curriculum of this early childhood program.

School-Home Connection

You are always welcome at CDC and are encouraged to participate in any part of our program. Examples of family involvement include:

- Classroom Celebrations/Activities
- Classroom Parent Network
- Parent-Teacher Conferencing
- Preparation of Learning Materials
- Multi-Cultural Sharing
- Classroom Reading/Leading
- Reading/Learning Activities at Home
- School-wide Events (Family Night, Art Fair, etc.)
- Communication Connections (phone, email, calendars, newsletters, classroom folders, etc.)
- Field Trips
- Sharing family experiences (a new baby, pets, travel photos, books, profession, hobby, etc.)

Mission Statement

As a ministry of Huguenot Road Baptist Church, our mission is to serve our community by welcoming and nurturing preschool children and their families. We are an Religious Exempt non-profit preschool, dedicated to excellence in early childhood education by providing young children with experiences that foster joy, growth, and a love of learning.

Philosophy

The Child Development Center ministry strives to provide a high-quality early childhood program that promotes a safe and nurturing Christian environments for all preschoolers. With the emphasis towards a “hands on” developmentally appropriate approach, each child will be able to develop in the following areas – social, emotional, spiritual, intellectual, and physical.

Goals and Objectives

The goals and objectives of the Child Development Center are designed to meet the individual needs of each child through interactive activities. Special emphasis will be placed on fostering and encouraging social and emotional growth and development. Each class through its curriculum will provide many opportunities for a child to accomplish the following:

- Gain an understanding of God’s love for each of us
- Feel special, accepted, safe, and secure away from home with other adults and children
- Experience school as fun, stimulating, and satisfying
- Enhance positive self-esteem and confidence by performing tasks independently
- Follow simple directions and accept limits
- Use equipment safely and observe healthy practices
- Express feelings, emotions, and needs in a socially acceptable manner
- Observe God’s creation through the natural world
- Experience music and movement in a variety of ways
- Strengthen skills in listening, speaking, concentration, and problem solving

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

QUALIFICATIONS OF PERSONNEL

X Staff position descriptions are posted/available for review.

DESCRIPTION OF FACILITIES

The Center is located at__10525 W Huguenot Rd, N Chesterfield VA 23235

The size of the building is _56,000 sq. feet _ The number of rooms used for the Center is__11. .

The kitchen facilities ~~are~~ **are not available** for use by the Center.

Play equipment consist(s) of: Installed Octagon climber, installed Lil Tykes climber with slides, installed fire truck, installed rockers (2), Large installed metal climber, sandboxes W/lid, assorted free use toys.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:

New fencing installed July/2017, shrubbery dividing areas of playground, trees for shade

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is ____135_____. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 135.

FOOD SERVICE (Check appropriate response)

The Center ~~intends~~ **does not** intend to provide food service. The description of the service consists of the following:

Student provided a personal mid-morning snack.

HEALTH REQUIREMENTS FOR STAFF

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

PUBLIC LIABILITY INSURANCE

The Center is ~~is~~ not covered by public liability insurance which provides coverage if someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

*Privately purchased insurance by CDC/HRBC

*Tanja N. Cottrell
Director, CDC*



Dear Friend of CDC,

Welcome! Thank you for choosing the Huguenot Road Baptist Church Child Development Center for your preschooler. We believe that getting our children off to a good start in life is vitally important. For over forty years, this congregation has supported the education and spiritual nurture of children through the wonderful program we refer to simply as “the CDC”.

You will find this to be a safe, welcoming place filled with loving leaders who are devoted to helping your child reach his/her fullest potential. At Huguenot Road Baptist CDC they will learn how to value themselves, to respect others and to appreciate God’s beautiful world. We provide a place where children experience a healthy balance of both freedom and structure.

Feel free to contact the CDC staff or the church staff as you have needs or concerns that require assistance. If you are searching for a church home, the doors of Huguenot Road Baptist Church are open to you. We have strong children, youth and adult programs and ministries that seek to connect us with God, our world, and each other. We invite you to join in worship, in education, in fellowship, or in any other aspect of the life of this fellowship of faith.

Please accept this open invitation to be a part of any and all activities that HRBC has for children and families. From community events like Back-To-School Bash and Vacation Bible School, to family events like Movie Night and Christmas Eve, there are many points for you and your family to connect to this “family of faith.” The invitation isn’t just for special events, though – when our doors are open, you and your family are welcome and encouraged to join us, including Sunday mornings and Wednesday nights.

May God bless you as you engage in the joy and responsibility of loving, caring for and raising your child. Thank you for allowing us to be a part of this wonderful journey with you.

*Blessings,
Dr. Bob Lee
Senior Pastor*

Dear CDC Family,

We are so happy you are here! Huguenot Road Baptist Church is a place where children are loved, valued, and encouraged in their growth and development in all areas of life – cognitive, physical, emotional, social, and spiritual. We appreciate the opportunity to grow with you and your family.

Children & Family Events will be shared via the weekly CDC Preschool Email. However, each family is welcome to contact the HRBC Church office to be added to the general distribution list for the church membership. It’s a wonderful way to connect to our community and our church. We hope to meet you soon!

*Sincerely,
The Children’s Ministry Team*



May 2022

And Jesus said, “Let the little children come to me and do not hinder them, for the kingdom of heaven belongs to them.”

*It is my distinct pleasure to **WELCOME** each family to the Child Development Center of Huguenot Road Baptist Church. Childhood is a time of Wonder, Amazement, Exploration, and Growth. No two days will be alike for any of our preschool children. We celebrate their unique personalities, and delight in their personal growth.*

In selecting the Child Development Center of Huguenot Road Baptist Church, you have selected a preschool with a rich forty-eight-year history and a bright future. Our staff is engaged, energetic and fully prepared to explore the world with your child. Each of us at CDC is strengthened by the pastoral staff of Huguenot Road Baptist Church, and the CDC Liaison Team.

“Childhood is a Journey, not a race.”

In the coming year we will journey together encouraging every child to Love Learning and Develop new friendships. To learn more about the world in which they live. Your child’s educational journey is just beginning. On behalf of the staff of the CDC, the staff, and members of Huguenot Road Baptist Church,

WELCOME TO CDC.

Respectfully,

Mrs. Tanja Cottrell

Director, Child Development Center Preschool

Child Development Center Preschool

Tanja Cottrell, Director

tanja@hrbcrichmond.org

Or

preschool@hrbcrichmond.org

School 804-946-4001
Cell 980-275-0029

www.hrbcpreschool.org



Huguenot Road Baptist Church Staff

Dr. Bob Lee, Pastor

Rev. Phillip Brown, Associate Pastor of Music, and Worship

Mr. Aaron Everic, Associate Pastor for Youth Ministries

Mr. Jim Townsend, Associate Pastor for Older Adults Ministries

KEEPING OUR CHILDREN HEALTHY

Every day, your child should bring a nutritious snack. WE ARE A NUT FREE SCHOOL.

PLEASE DO NOT SEND POPCORN, SWEETS, NUTS OR SNACKS CONTAINING NUTS.

SNACK IDEAS

Fruits

Apples
Apricots
Avocado
Bananas
Blackberries
Blueberries
Cantaloupe
Cherries
Clementine
Coconut
Cranberries
Dried fruit
Figs
Grapefruit
Grapes
Honeydew melon
Kiwi
Mango
Nectarines
Oranges
Papaya
Peaches
Pears
Pineapple
Plums
Raisins
Raspberries
Star fruit
Strawberries
Tangelos
Tangerines
Watermelon

Vegetables

Broccoli
Carrots
Cauliflower
Cucumbers
Mushrooms
Olives
Peppers
Pickles
Pickled beets
Radishes
Squash
Tomatoes

Other Ideas

Breakfast bars
Cheese
Crackers
Goldfish
Pretzels
Rice cakes



GOOD EATING HABITS



Eat plenty of fruits and vegetables. Children should eat at least five servings each day.

Drink more water. Encourage your child to drink water instead of soda and sweetened drinks.

Drink 1% or skim milk. Children over the age of two should drink low fat milk.

Plan healthy snacks. Have your child sit at a table for snack time and turn off the TV. Fruits and vegetables are great snacks.

Eat with your children. Families who have meals together eat healthier and are less likely to be overweight.



GET MOVING!

Be active for at least one hour per day. Provide many opportunities for your child to run, play, chase, jump, and dance.

Limit Screen Time to less than one hour per day. Spending a lot of time in front of the TV can lead to childhood obesity and other health risks.

Be active together. Go to the park, take a walk, or ride bikes together. Work and play together as a family.

(Code of Virginia Article 13 - Section 46.2)

The major requirements of Virginia's Child Safety Seat Law can be found at the following link:
<https://www.vdh.virginia.gov/child-passenger-safety/>

- **Effective July 1st, 2019 New Virginia Law Requiring Child Safety Seat to Remain Rear-Facing Until Child is Two Years Old.**
- Staff of the CDC will not load a child in a car without an appropriate car seat. Please ensure a substitute driver has an appropriate car seat before sending them to pick up your child.
- Child restraint devices are required for children through the age of seven (**until 8th birthday**). Safety seats must be properly used and approved by Department of Transportation standards. **There is no height or weight requirement associated with this law. The Virginia law is based solely on age.**
- 4 to 7-year-old children should remain in their forward-facing car seat with a harness until they reach the top height or weight limit allowed by the car seat's manufacturer. Once they outgrow their forward-facing car seat with a harness, it is **time to travel in a booster seat ... but still in the rear seat.**
- Children **can no longer ride unrestrained** in the rear cargo area of vehicles.
- The law **applies to anyone** (i.e. parents, grandparents, babysitters) who provides transportation for a child in any vehicle manufactured after January 1, 1968. Public transportation (taxis, buses), regulation school buses, and farm vehicles are exempted.
- The child restraint law is primary enforcement -- no other violation need be committed prior to ticketing for failure to have a child in an approved seat.
- A \$50 civil penalty fine is imposed for failure to have a child in a child restraint device. Any person found guilty a second or subsequent time, on different dates, will be fined up to \$500. All fines collected go into a special fund to purchase safety seats for low-income families.
- There are assistance programs for low-income residents who cannot afford a safety seat. Contact Virginia Department of Health, Division of Injury and Violence Prevention at 1-800-732-8333 for more information.
- **Restraining a child under the age of 8 with only a seat belt is illegal** in Virginia and will put them at risk for serious injury or death. A belt-positioning booster seat raises your child up so that your vehicle's lap and shoulder belt is properly positioned across his/her shoulder and thighs.
- Get help: Certified Child Passenger Safety Technicians **are available to check your car seat installation for free.** Call Virginia's Child Passenger Safety Information Line at 1-800-732-8333.

Injury Prevention Hotline 
1-800-732-8333
for resources and information

General Characteristics of Preschoolers

An infant:

- Senses love from the way she is treated.
- Needs to be held securely (but not tightly).
- Learns through hearing.
- Needs lots of time and space for exploring.
- Must be treated as an individual.

A one-year-old:

- Is constantly active, moving from one interest to another.
- Learns to reason and think through physical manipulation.
- Imitates the activities of the adults around her.
- Explores with his five senses – seeing, hearing, touching, tasting, and smelling.
- Uses the word “no” frequently.
- Wants everything now. Her understanding is limited, and she cannot wait.
- Is interested in himself. Has little interest in cooperative play.

A two-year-old:

- Learns best when all five senses are used.
- Likes to feel, pound, pat, and manipulate objects.
- Has a shortened attention span.
- Listens to a short story, conversation, or song.
- Learns by doing and hearing something over and over.

A three-year-old:

- Has a vivid imagination. Is imitative.
- Asks many questions. The first word in a sentence seems to be why, how, or what.
- Forgets quickly. Has to be told the same thing over and over.
- Learns through her senses. Is active and seldom still.

A four-year-old:

- Is a bundle of energy and needs freedom to move. Tests his world through explosive behavior.
- Needs freedom to experiment yet consistent guidance.
- Finds security in the very limits he defies.
- Is interested in many areas. Their actions thoughts and needs are unpredictable because their interests change often.
- Is curious. Has a strong desire to learn. Questions begin with how and what.
- Expresses herself well verbally. Delights in new words, name-calling, and silly sentences.

A five-year-old:

- Is calm, secure, and eager to please.
- Relishes adult approval and attention.
- Asks “why” questions and grasps ideas quickly.
- Prints his name with pride, but encounters problems when he uses scissors.
- Enjoys planning projects before attempting them. Participates in group play, but may sometimes prefer one friend.

-from Sunday School Leader Enlistment Campaign Kit: Growing Together. Copyright 1996. Convention Press.

A Typical Day at Preschool

9:15	Doors open to allow Check-in & Daily Health Screenings. Children arrive and participate in pre-selected activities as other children arrive.
9:30 – 10:00	Children gather for a morning group experience of stories, songs, games, conversation, and opportunities to plan for their day.
9:45-10:00	<i>Chapel conducted every 1st and 3rd week of the month.</i>
10:00 – 11:00	Children choose activities from different learning centers, such as dramatic play, blocks, books, art, puzzles, music and nature experiences.
11:00 – 11:15	Clean up time
11:15 – 11:45	Bathroom, wash hands, snack
11:45 – 12:15	Outside play or gym time
12:15 – 12:20	Prepare to go home
12:20	Departure carpool begins

* Please note This is a sample of a typical preschool morning. Each class has its own schedule and plans that are based on age-appropriate materials and activities. FLEXIBILITY is a big part of the preschool morning. Children attend a weekly music class as well as enjoying music as a part of the daily curriculum.

Children who stay for Lunch Bunch or Enrichment follow this schedule.

12:30 p.m. Wash hands; eat lunch; relax and play.

Enrichment schedules vary slightly, all Enrichment is conducted between 1:00-2:00 p.m.

2:00 p.m. Carpool for all Lunch Bunch & Enrichment students.

THE CHILD DEVELOPMENT CENTER AT HUGUENOT ROAD BAPTIST CHURCH

2022-2023 POLICIES AND GUIDELINES

A. REGISTRATION AND FEES

Children, ages 18 months through five, are accepted into our program through a first-come, first-served registration process. Enrollment begins in November and opens to the community in January of each year. During the enrollment period, priority is given as follows:

1. to children of members of Huguenot Road Baptist Church and currently enrolled children,
2. to siblings of currently enrolled children,
3. to children of the community.

Application forms are available on the CDC website hrbcpreschool.org and from the CDC office. Completed forms can be returned to the CDC office with required registration fee.

The registration fee of **\$100** is non-refundable and is due with the application. The first tuition payment for the new school year will be due May 1 (September's tuition). October's tuition is due September 1, and so on until the last payment is made on April 1. Tuition may be paid monthly, quarterly, or yearly in the amounts below:

<u>Class</u>	<u>Yearly</u>	<u>Quarterly</u>	<u>Monthly</u>
2 Day	\$1,755.00	\$585.00	\$195.00
3 Day	\$2,295.00	\$765.00	\$255.00
4 Day	\$2,700.00	\$900.00	\$300.00
5 Day	\$3,060.00	\$1020.00	\$340.00

Activity Fees: \$125 for 18 mo.-5 yrs. paid once each year with second tuition payment. This fee covers enrichment activities scheduled throughout the year.

Reminder: One month's notice is required if you withdraw your child from CDC. If less notice is given, no refund will be made, and a month's tuition fee will be due. A **\$35.00** fee will be charged for any returned check. **Missing two consecutive tuition payments will result in withdrawal from the program.**

PLEASE NOTE: Tuition payments are due on the first of the month. There will be a \$35.00 LATE FEE for tuition payments made after the fifteenth (15th) of the month.

Conditional Enrollment - The teacher carefully evaluates the compatibility of each child in the class. If any enrolled child is unable to profit from the program, the parents will be called for a conference with the teacher and director. After every effort has been made to work with the child and to help him/her to adapt and benefit from the program, the director has the authority to withdraw the child from the school.

- Electronic payments may be made through our Brightwheel App. A usage fee of 2.75%-3.50 is charged for this service.
- Save postage and time-**Electronic** Banking Payments are Welcome.

Limited scholarships are available. Applications are available from the preschool office.

B. HEALTH AND WELLNESS POLICIES

The School Entrance Health Form (from the Virginia Department of Health) provides a physician's statement of your child's general health. This form **must** include current immunizations, health care summary and name, address, and signature of a physician. For more information regarding immunizations visit:

<http://www.vdh.virginia.gov/epidemiology/immunization/PIV/documents/ImmTimingSchedulePIV.pdf>

The completed health form **MUST** be turned in to the CDC office **BEFORE** your child begins school. **This is for new students & those with health updates only.**

Also, the *CDC Emergency Information/Authorization Form* must be signed and returned to your child's teacher prior to the first day of school.

Please report ANY allergies or special needs to your child's teacher before the school year begins.

It is vital to safeguard the health of all children and staff of the CDC by adhering to the following policies:

All CDC Staff & Substitutes Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

COVID – 19 policies will be followed as prescribed by the Virginia Department of Health, and the Virginia Department of Education. As of the time of this publication directives are changing frequently. As changes occur the Director will address those changes to CDC Staff, Students, Families and appropriate HRBC Staff.

Each child will be given a daily health screening upon arrival. Any child showing signs of illness will not be able to attend school that day.

Children/Staff with the following symptoms should not attend school: Fever, sore throat, runny nose, colds and/or cough, earache or headache, rash, diarrhea, vomiting, drainage from the eye or other symptoms that would prevent the child from participating in ALL activities while at school.

If there are signs of a communicable disease/illness, the child/staff should stay at home until the symptoms have subsided. A doctor's note stating that the child/staff has been seen and may return to school may be required.

Lice are a very common condition in childhood. If detected at school, a parent will be called to pick up the child for treatment. Children who have been treated for the condition may return to school nit-free. Repeat situations may require a prescription application.

Students/Staff with a fever of 100 or higher may not attend school. Students/staff should be fever free (without medication) and, symptom free for 24 hours before returning to school.

If your child is sick or unable to come to preschool, please call and let us know they will not be

attending. If you know of an absence in advance, it is helpful to call or send a note or email to the teacher or director.

Parents will be called to pick up their child if he/she develops signs of illness while at school. While waiting for the parent to arrive, depending on the circumstances, the child may be waiting with the director or assistant director in the CDC office or reception area. If the parent cannot be reached, the school will call the person listed on your child's Emergency Information Form.

In the event of a serious accident/illness, the parent will be called immediately, and a staff will administer emergency procedures. If the parent or emergency contact cannot be reached, a CDC staff member will call the child's physician and/or 911. Your child's teacher, the director or another staff member will accompany the child if there is a need to transport to a hospital. Serious injuries are reportable to Virginia Department of Education.

Medication Administration:

Trained CDC Staff may administer prescription/medications. Including but not limited to: Epi Pen/AVQI emergency injection of epinephrine Prescription liquid or topical ointment or cream.

If your child has a medication need, please notify the Director. Before medication can be administered forms completed by a physician are required and must be completed before the medication is brought to the preschool.

Medication (with current prescription in the original container) and instructions must be given to the CDC Director or staff member, who will store the medication in a location that is inaccessible to children.

If needed, sunscreen should be applied to children before coming to school.

C. OPENING AND CLOSING DATES

The actual school opening day may vary from year to year and will be publicized by CDC to the parents. The closing day will be in May before Memorial Day. Follow the Child Development Center's calendar for holidays and special closings.

Although most of CDC's closed days coincide with the Chesterfield County Public Schools schedule, refer to CDC's published dates for definite closings. There may be days during the school year when CDC closes for professional development for the staff. A CDC calendar will be provided to each family prior to the first day of school.

D. ARRIVAL AND DEPARTURE

The hours of operation are 9:30 am - 12:30 pm, Monday through Friday. Children should not arrive before 9:15 am and should be picked up promptly BY 12:30 pm. If an emergency arises, please call the school immediately. Children will be ready for pick-up at 12:20p.m. If someone other than the parent or a person listed on the Security Release Form is coming to pick up the child, please send a note to school indicating the person who will do so. The person picking up your child will be asked to show a photo ID. If an emergency arises, please call the school immediately at 804-946-4001. If this number is in use, please call the church office at 804-272-2072.

Note: A late fee of **\$30.00** will be charged after a parent has received one warning for arriving

late for afternoon pick-up.

It is important that children arrive at school on time (**by 9:30 am**) to ensure that they do not miss important activities of their day. It is ***not safe and not permissible*** to drop any child off at the door and assume that they will get to their classroom on their own.

E. CARPOOL DROPOFF AND PICKUP

All children may be dropped off and picked up from CDC through a convenient carpool line in front of CDC entrance facing Huguenot Road. Your child will be assisted out of the car each morning (beginning at 9:15 am) by a CDC teacher and back into the car after the school day ends (beginning at 12:20 pm). Please help us keep the carpool line moving quickly and safely.

- **IMPORTANT:** Let the school and carpool driver know of any change in your child's routine carpool arrangements. Written notes are the best way to communicate a change in carpool. Please call the CDC as soon as possible if an emergency arises.
- VA law requires any driver to secure children under age eight in a child safety seat.
- To keep the carpool line moving smoothly, *please display your assigned carpool sign* in your car window.
- Children should remain seated until your car reaches the unloading point.
- ***Please refrain from using cell phones*** during the morning carpool and after-school carpool time. It is an important time to communicate with your child and with our staff.
- Staff will open the car door once the car is in **Park**. Many newer model vehicles will not open doors unless the car is in park.
- Children should be picked up by 12:40 pm. A late fee of **\$30.00** will be charged after a parent has received one warning for arriving late for pick-up.

F. MESSAGES

Written notes signed by the parent to convey daily messages are encouraged. Phone or email or Brightwheel messages received during the school day will be received by the administrative assistant and conveyed to the teacher before dismissal time.

G. ABSENCES

There will be no tuition refund for absences. When a Staff member or a child is absent due to illness such as Strep Throat, Flu, or Covid 19 a signed note from a doctor stating the staff or child may return to work/school will be required. Please contact the teacher or the CDC office (by phone or email) whenever your child is absent. If the CDC director has not received a written request for withdrawal, the child's tuition should be paid.

H. HOLIDAY AND WEATHER CONDITIONS

CDC Weather Delay Openings: The CDC will open on 1 and 2 hr. delay day with the following understanding: The CDC is a tenant unit of Huguenot Road Baptist Church. We rely on the church to facilitate the plowing of snow and ice. All efforts will be made by the church to provide

a safe opportunity for staff, students, and families of the CDC to attend school on a delay day opening.

One-hour delay: The CDC will open one hour late at 10:30 a.m. Pick up will remain at 12:30 p.m. After school enrichment activities will be offered. Pick up for Enrichment will remain at 2:00 p.m.

Two-hour delay: The CDC will review the availability of staff and determine if Staff-Student ratios can be met. If so, the preschool will open at 11:00 a.m. ALL STUDENTS WILL BRING A NUT FREE LUNCH AND BE DISMISSED AT 1:00 p.m. After school Enrichment activities will be offered. Pick up will remain at 2:00 p.m.

I. EMERGENCY PROCEDURES

In case of an emergency, children will be kept at school until someone with proper authorization arrives to pick them up. Emergency information is vitally important in an emergency. Please fill out all emergency forms completely and notify us immediately of any changes. Fire and tornado drills are held on a routine basis. At least one staff person in each classroom has been trained in CPR and First Aid.

J. SAFETY AND SECURITY

Our first priority is to keep your child safe while in our care. Huguenot Road Baptist Church policy requires that two (2) adults be with every group of children.

All Staff, Substitutes and Volunteers of the CDC ,will follow standards of Fingerprint background checks implemented in the Fall of 2017. For information or questions on this new policy, please contact the Director or Administrative Assistant.

Our CDC building is secure, with all outside doors being locked during the school. Parents and visitors must ring the buzzer for admittance. Security cameras monitor each outside entrance, and areas of public use such as our gym and playground facilities.

Children will only be released to parents or to other adults listed on the Security Release Form.

K. CONFIDENTIALITY

All information about CDC children, families and staff is privileged communication, and will be respected with regard to confidentiality. However, by Virginia law, caregivers are required to report suspected cases of child abuse and neglect to the Department of Social Services.

L. CLOTHING AND PERSONAL BELONGINGS

Dressed for Success in Preschool

Play is a child's work. Every day is both a day of work and a day of play. You will encourage both for your child by following these simple suggestions.

Clothing: Label everything! You will be asked to provide a seasonally appropriate change of clothing for your child. Please know that each item inside should be labeled. As your child grows and the seasons change you will be asked to switch out the change of clothes here at school.

Potty Training: All children regardless of age are at some stage of toilet training. It is expected that children will be potty trained by the age of 3 yrs., 3 months. When a child is discovered to be wet or soiled, the Director will be called to assist the child and be changed into clean clothing. This is an update to our previous policy. Any child with a medical need for assistance will be granted that support. A doctor's note describing the medical need may be required.

Elastic waist pants or shorts are the greatest encouragement to a child's independence in toilet training. Button closures and belts are very difficult for a child to manage, and accidents often occur due to this obstacle.

Skirts and dresses are wonderful for our little girls. Please consider a diaper cover or shorts under a skirt for those wearing diapers or pull-ups. The mulch will stick to a diaper leaving a child very uncomfortable. Shorts or leggings allow our older girls to sit in the sandbox and hang on the play equipment while remaining modestly covered.

Shoes: All children will run, jump, climb, they may even dance or twirl. Please consider these activities when choosing the shoes your child wears to school. I respectfully request that sneakers or shoes that buckle or tie are at the top of your list. We strive to prevent discomfort or injury to our children. Open toed shoes or sandals are not the best choice. Shoes must always be worn at school.

Outdoor play: We strive to take our students outdoors every day. Only precipitation or frigid cold will keep us indoors. Light jackets are ideal for fall and spring. Please send what you know your child will wear. The teachers will show all students (even our 2 yr olds) how to put on their own coats. This is a fun skill to practice at home.

COSTUMES: Costumes may not be worn to preschool. Costumes often have hanging parts, hoods, capes, or masks that can be caught on furniture or playground equipment.

Personal Items: Please do not allow your child to bring toys to school. Throughout the year, your child's teacher may request certain items to be brought from home.

M. SCHOOL PICTURES

Studio pictures will be taken of your child during the fall and/or spring. The date and time will be announced. Other children in the family are welcome.

N. FAMILY FIELD TRIPS

There will be two major field trips during the year for all CDC children and their families. Parents and children should plan to meet us at the location of the field trip. If necessary, please make arrangements with another parent to transport your child. The CDC is not responsible for transportation to and from a field trip destination.

If a field trip is cancelled due to weather or for another reason, please remember that school will be open, and children should come to school instead of meeting for the field trip. When there are questions about field trips, call the school office (804-946-4001) or check your email/or Facebook page to find out about a change.

O. CURRICULUM

Each teaching team plans for classroom learning with the help of WEE Learn Curriculum Guide, The Creative Curriculum, Milestones of Children's Development (Virginia's Early Childhood Development Alignment Project), and Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year-Olds (Virginia Department of Education). Lesson plans are prepared monthly and posted in each classroom.

Learning begins with what children know and builds on their interests, ideas and desire to learn. Meaningful learning results when children's natural curiosity connects with real-life experiences. Some curriculum themes emerge from the normal events of a classroom or from the daily experiences of children's lives. These may include:

- a favorite book or rhyme
- the arrival of a new baby
- a field trip
- weather and seasonal change
- a special visitor
- holidays and celebrations
- a nearby construction or renovation project
- a family trip
- community helpers or vehicles
- a musical experience, song or instrument
- school, church or community event
- observations of the natural world
- a sickness or injury
- a family or classroom pet
- an object from home
- favorite food or restaurant

Preschool activities and upcoming events are shared with parents through monthly calendars and newsletters.

P. TEACHING BASED ON CHRISTIAN BELIEFS

The belief that each child is special to God is the spiritual foundation which guides our teaching. Our teachers seek to provide a warm and loving environment in which respect for self and others is nurtured daily. We believe a Christian environment will help your child grow in his/her

ability to appropriately understand, relate to and care for all of God's creation. The natural world will be a frequent theme in art, science and other activities.

Monthly chapel experiences, held in the sanctuary, give children the opportunity to hear Bible stories, sing songs of praise and offer prayers of thanksgiving.

Each family's specific beliefs or doctrines will be respected.

Q. DISCIPLINE

Our goal is to guide children in becoming happy, responsible, and cooperative participants in our program. Teachers use praise, guidance, redirection, modeling, and setting clear limits to lead children to make positive choices and develop successful interactions with others. In some situations, teachers may use age-appropriate time out, a strategy which gives a child the opportunity to step out of a situation, breathe, reflect, and talk calmly with the teacher about the problem.

At CDC, we encourage children to talk about their feelings, and guide them to talk with each other to verbally resolve any conflicts. If a conflict continues or escalates, the teacher may bring the child to the director for assistance. We emphasize that each child is always loved and cared for, and that our job is to keep everyone in our school safe. We model the kindness and respect that we expect from all CDC children.

R. SNACKS

Each day, your child should bring a snack. Please do NOT send in drinks for your child. Water will be available. Refer to the list of acceptable snacks located in this Family Handbook. Please do not send in popcorn, nuts (or nut products), fruit roll-ups, chocolate, or sweet snacks. They will be returned home. We are trying to encourage healthy eating habits.

Check out www.kidswithfoodallergies.org for information about childhood food allergies, resources, recipes, and a list of children's books on the topic of allergies.

BIRTHDAY REMINDERS:

- Your child's birthday is very special to us. You are welcome to provide a snack or treat for the class. *Check with your child's teacher to make birthday arrangements.*
- A sweet treat (with coordination with both the Lead Teacher and the Director) is acceptable for birthday celebrations.
- No goodie bags or gifts should be sent to school.
- Invitations will only be sent home through CDC if ALL children in the class are included on the invitation list.

S. EARLY DROP OFF-or-LUNCH BUNCH

Early Drop Off or Lunch Bunch are optional extended day programs for currently enrolled CDC students. Children may arrive early or remain after school outside of the normal school day hours.

Early Drop Off: doors open at 8:30 am. Parents walk children to the designated classroom for drop off. Students will share a light dry cereal (provided by CDC) before taking children to their classrooms for the start of the school day.

Lunch Bunch: children are excited to bring their lunch in addition to a morning snack. When packing your child's lunch, help your child to know their lunch box style/design-labeled with their name. Please use containers or baggies that can be easily opened (**no glass containers**) and handled by your child (please avoid pre-packaged meals and sugary drinks). CDC teachers sit with children during lunch, sparking conversation about good manners and nutrition, and encouraging independence (unpacking/opening lunch items) and responsibility (cleanup).

Remember to include items your child will need: spoon, fork, napkin, etc.

Children are not allowed to share food during Lunch Bunch due to the possibility of food allergies.

After lunch, there is quiet time and time for free play. Children should be picked up by 2:00 pm. A late fee of **\$30.00** will be charged after a parent has received one warning for arriving late for pick-up.

To enroll your child in Early Drop Off or Lunch Bunch, please ask for an application. Early Drop Off is \$6.00/day. Lunch Bunch is \$12.00/ day.

T. COMMUNICATION

Communication is a vital ingredient in the success of the preschool experience. The teachers and director are available throughout the year to talk with parents about their children, school policies or other concerns. Your input is important to us. Please do not hesitate to call the school (272-1331) or email the director at preschool@hrbcrichmond.org

Classroom visits are scheduled with each family prior to the first day of school. This brief visit gives parents the opportunity to ask questions about the CDC program and provides time to get acquainted with teachers in a comfortable home setting.

Classroom visits will take place prior to Labor Day. Children and parents come to the classroom at a scheduled time to meet briefly with the teacher and other families. Sign-up sheets are available for parents who are interested in helping with various needs during the school year. A parent meeting will be scheduled before the first day of school. Date and time is TBD.

An electronic newsletter will be sent to the parent/family email given to the Director. Emails routinely are scheduled and delivered on Sunday mornings at 6:30 am. Please ensure you are receiving these important emails each week/month. The email provides parents with information regarding curriculum, schedules, field trips, special events or requests, etc.

Please check your child's bag and/or folder each day for important information.

When parents are visiting the school or helping in the classroom, please take note of the calendar and other important information posted on the CDC bulletin board in the main hallway.

U. CONFERENCES AND EVALUATIONS

Conferences and evaluations may take place in one or more of the following ways:

- Teachers and parents are encouraged to share information.
- Fall Conferences will be scheduled for **ALL** students.
- Notes may be sent home with your child in a daily folder to share specific information.
- Telephone conferences or email may be initiated by parent or teacher to inform or inquire about your child's progress.

V. RESOURCE PARENTS

Would you like to be a resource parent for CDC? Doctors, dentists, nurses, police, mail carriers, and many other community helpers visit the school and share with the children. Do you have an interesting collection or hobby? Would you like to come to your child's class and read a favorite book or lead a small group experience? Please let your child's teacher know so she can include this in her planning schedule.

Do you have a special or unique mode of transportation that you would be willing to share with CDC children during Transportation Week? We will work with your schedule if you are interested in sharing a truck, motorcycle, RV, boat, bike, kayak, police car, truck, etc. with us in the spring. Please let the director or your child's teacher know if you can help.

Other ideas or suggestions are welcome.

W. ROOM PARENT NETWORK

Each classroom will need two parents to assist in a variety of ways as needed by the teacher or director. Some of their responsibilities may include coordinating items needed for class parties, notifying parents of any emergency closing situations, notifying parents about upcoming events/field trips, assisting with the Teacher Appreciation Luncheon in the spring, assisting teachers with any materials needed in the classroom and attending network meetings to learn of other needs. If you are interested in becoming a room parent, please contact your child's

teacher.

We do not discriminate on the basis of race, color, religion, national origin or sex of children seeking enrollment in the Child Development Center. It is our intention that all applicants are given equal opportunity and that enrollment is based on available age-appropriate space.

A Child's Prayer

Thank you, God, for this new day
In my school to work and play.
Please be with me all day long,
In every story, game and song.
May all the happy things we do
Make you, our Father, happy too.

Huguenot Road Baptist Church



HUGUENOT ROAD BAPTIST CHURCH
10525 West Huguenot Road ♦ N. Chesterfield Virginia 23235
(804) 946-4001 ♦ preschool@hrbcrichmond.org

Child Development Center Preschool
COVID 19 Policy and Guidelines
Updated July 2022

The Child Development Center is a part-day preschool ministry of Huguenot Road Baptist Church. As a Religiously Exempt program the CDC is governed by the Department of Education of the Commonwealth of Virginia and meets or exceeds the minimum standards for childcare. The standards relate to personnel, health requirements, staff training, administration, general supervision, ratios, physical environment, space, furnishings, health, and safety procedures. As a Religious Exempt program, we follow but may not align with Public or Private K-12 programs.

The Child Development Center Preschool will follow the guidelines and policies set forth by the Virginia Department of Education and the Virginia Department of Health regarding the care of children and staff both in everyday operations and in respect to the rapidly changing Coronavirus guidelines.

These Policy guidelines will include but are not limited to: VDH Guidance for K-12, Child Care, and Day Camp Parents dated July 2022.

Class Ratio's

Age-based adult – to - child ratios must be followed.

The CDC Preschool places additional limits on classes:

- Toddlers – 18 mo by September 30th, 2022, = 6 students & 2 staff
- 2 yr olds – Age 2 by September 30th, 2022, = 10 students & 2 staff
- 3 yr olds – Age 3 by September 30th, 2022, = 12 students & 1 staff
- 4 yr olds & Pre-K – Age 4 by September 30th, 2022, = 12 students and 1 staff

Group Sharing: Groups of children may share the same physical space (e.g., classroom, gymnasium) so long as Covid Positivity Rates remain in Low to Moderate Transmission. If High Transmission becomes an issue Groups will not mix until positivity rates subside.

Outdoor education and play: is encouraged as much as possible.

Space Sharing: Groups of children can play outside at the same time so long as Covid Positivity Rates remain in Low to Moderate Transmission. If High Transmission becomes an issue Groups will not mix until positivity rates subside.

Wellness Policy: Daily Health Checks will be conducted at drop-off and throughout the preschool day.

COVID Symptoms may include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- shortness of breath
- chills
- loss of taste or smell
- sore throat
- muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this continued Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Children and staff need to be symptom free without any medications for 24 hours before returning to the facility. A doctor's note may be required and may be faxed to the preschool at: 804-323-1103..

In the event of a Confirmed Case of Covid 19 – Student or Staff:

If children, staff, or parents develop COVID-19 symptoms, VDOE recommends that childcare programs follow the guidance of the CDC, Virginia Department of Health (VDH), and federal and state officials. If a possible diagnosis is suspected, please contact the Director immediately. The Director will contact the local health department.

All information and updates will be sent via email by the Director or Administrator of the Child Development Center.

Tuition Payments

The CDC Preschool is a non-profit organization and operates solely on tuition revenue. In the event of a prolonged closure tuition will be collected to support the continued education and programming for students and to pay staff salaries.

Travel and Leisure Activities:

- During this time of heightened concern for the safety and health of all our students, staff, and families the CDC Preschool requests everyone to plan for travel and leisure activities with the very health and life of every person a top priority.
- Travel within the United States and abroad is permitted. *However*, the Department of Health suggests when traveling to a Coronavirus hot spot, families and staff consult

with the local health department for the latest updates and possible self-quarantine information.

Physical Property:

- Huguenot Road Baptist Church will consult with its vendors for adjustment of the HVAC system to allow more fresh air to enter the program space and ensure that ventilation systems operate properly.

Handwashing:

- *Wash hands, wash hands, wash hands.* Children and staff will wash hands throughout the school day upon arrival, any time they touch their face, use the restroom, before snack, after snack and multiple times during a play activity as well as before and after visiting the playground.
- Hand Sanitizer is a last resort option and will only be used if handwashing is not readily available and will be used at the discretion of staff. Staff will observe the application, and absorption of the hand sanitizer before another child is given hand sanitizer. Again, hand sanitizer is a last resort if hand washing is not immediately available.

Routine cleaning:

- All staff will clean throughout the day. Touchpoints, toys, equipment, door handles, flat surfaces, and at any time any surfaces that become soiled.
- Janitorial Services will clean the facility daily after 2:00pm.
- A commercial supply company is contracted to ensure the facility has the needed cleaning supplies to meet the needs of our students and staff.

Child Development Center Communication:

- The Director, Assistant Director, and Teaching teams will routinely send emails and communication to each preschool family.
- The CDC uses an email platform called Constant Contact for weekly email updates, and school wide announcements.
- The CDC preschool has adopted the use of Brightwheel for communication between families, staff, teachers, and administration. Instructions for downloading and using the App will be shared with all parents and families.

The Child Development Center Preschool will continue to monitor all updates, changes and recommendations of the Centers for Disease Control, Virginia Department of Education, and the Virginia Department of Health. Updates and changes will be shared by an email announcement by the Director.