



Culpeper Baptist
Child Development Center, Inc.
2019 Family Handbook

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WELCOME

Welcome to our center family! We look so forward to the forming of great relationships with you and your son or daughter. The start of a new year always marks such an exciting time in the life of a center. There is nothing more exciting for a center director than watching the forming of great bonds between children and his or her teachers. We have a great vision for our center in 2019 and expect that that vision will impact your son or daughter in a mighty way. Thank you for allowing us to be a part of your child's educational journey. We couldn't be happier.

— Amy Martin, Director

Welcome to the Culpeper Baptist Child Development Center and Culpeper Baptist Church. The CDC has been a vibrant part of our church's ministry to Culpeper since the 1940's. Every year we have "alumni" bringing their children to our center to enroll them. Thank you for entrusting your child to us. We look forward to a great year as we help children grow. If there is anything our church can do to help your family, please let me know. Of course you are always invited to join us for any of the activities of our church. I look forward to meeting you in the hallways over this next year.

— Dan Carlton, Pastor

Culpeper Baptist Church

Culpeper Baptist Church provides many church programs and organizations to help each family member develop spiritually and come to know Christ in a personal way. Our Child Development Center families are encouraged to participate in any or all church activities.

The church has multiple events to participate in – Bible Studies, small groups, Parents Night Out evenings and other activities just to name a few. To stay up to date "like" the church on Facebook and follow their website.

Sunday Services

Contemporary Worship – 8:30 am

Sunday School for all ages – 9:45 am

Traditional Worship – 11:00 am

ABOUT US

Philosophy

We believe children need a learning environment which will:

- ✓ Nurture each child as a unique and valuable individual
- ✓ Encourage the total development of each child
(physically, socially, spiritually, emotionally, and intellectually)
- ✓ Encourage a strong feeling of self-respect and respect for others
- ✓ Provide hands – on opportunities for the child to interact with his/her environment
 - To manipulate
 - To observe
 - To inquire
 - To explore
 - To create
 - To formulate solutions
 - To refine and extend his/her knowledge

Mission

We are here as Christian leaders to help each child grow to his or her full potential spiritually, physically, emotionally, mentally and socially while encouraging each child to attain this in a loving, fun Christian atmosphere.

Culpeper Baptist Child Development Center is a non-profit ministry of Culpeper Baptist Church and is religiously exempt from licensure. A licensing application was turned iThe center operates to provide a quality Christian preschool education and childcare opportunity to help meet the needs of children in our community. The center currently serves children 6 weeks through fifth grade. We are a Virginia Quality Level 2 program.

Hours of Operation

Child care services are provided from 7 a.m. to 6 p.m. Monday through Friday.

Elementary Before and After School Care is provided during the Culpeper County school year from 7 a.m. – bus pick-up and bus drop off – 6 p.m. Monday - Friday. We provide care during early dismissal days and full day care during work days, most holidays, and most snow days.

Summer care is available from 7 a.m. – 6 p.m. Monday - Friday in between elementary and preschool school year schedules.

Contact Information

The center can be reached by calling (540) 825-9798. Voicemail will be available if calling the center outside of regular business hours or when finding the center may be on with another caller. Email is another acceptable means of communication. CDC teachers will share their email addresses at the start of each school year. Teachers have very limited ability to email throughout the day. Emailing cdcoffice@culpeperbaptist.org is another way to communicate general information with the center throughout the day.

Liability Insurance and Inspection

The CDC maintains active liability insurance which covers all of the workings of the center. As part of our licensing, we are fire and health inspected annually, including our food service area.

Administrators and Office Support Staff

Who to contact and how to reach us:

Megan Hawkins is our Office Coordinator and can be reached by calling the center at 540-825-9798 or via email at cdcoffice@culpeperbaptist.org. She is happy to handle any day to day needs/changes for your child's time with us. She is the person to contact if your child will be picked up by someone different, coming a different schedule for the day, will be late/picked up early, has contracted an illness, etc. She can also be your direct link to your child's teacher if needing to share information while your teacher is teaching. She will be the one to contact if contact information or emergency pick-ups change as well, i.e. someone that was recently allowed but is no longer allowed to pick-up your child.

Erica Weaver is our Early Childhood Coordinator and is able to be reached by calling the center at 540-825-9798 or via email at earlyed@culpeperbaptist.org. She is available to assist with any questions or concerns with direct link to all things 6 weeks through Junior Kindergarten. She is our expert on our infant and preschool schedules, pedagogy, curriculum and day to day routines.

Lee Ann Warstler is our Financial Director and can be reached by calling the church office at 540-825-8192 or via email at administrator@culpeperbaptist.org. She supports our center by handling tuition billing, tuition payments, billing agreements and requests for schedules outside of our normal offerings.

Amy Martin is our Center Director and can be reached by calling the center at 540-825-9798 or via email at cdc@culpeperbaptist.org. She is the overseer of all programs and available to assist with any questions or concerns. Please direct questions and concerns regarding the following items to the reflected people below. This will ensure speedier support.

Admission & Enrollment

In order to enroll, an application must be completed and a copy of your child's birth certificate and physical/immunization record must be on file. An enrollment fee must also be paid prior to your child's first day of attendance.

An enrollment fee of \$100.00 is due at the time of enrollment. This fee is non-refundable.

Based on space availability, our facility enrolls children from 6 weeks old to 12 years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, we would love to meet your family and learn more about what may be needed to best care for your child. If both the center and family are in agreement that the center has the ability to meet the needs of the child, services can begin. It is important that both the center and family feel comfortable before proceeding with care.

ARRIVAL AND DEPARTURE

General Procedure

We open at 7 a.m. Please do not drop-off your child prior to our opening. Parents are expected to accompany their children and sign them in.

We close at 6 p.m. Please allow enough time to arrive, sign your child out, and leave by closing time.

Half day students are to arrive no earlier than 8:45 a.m. and are to depart by 11:45 a.m.

There will be an early and late charge for every child that is not dropped off or picked up according to the above schedule. A \$5 fee for the first minute and \$1 for each additional minute will be charged when attending outside of the scheduled times.

It is necessary for an adult to accompany your child to and from the building. The center assumes no responsibility for children let out at the outside entrance or those not delivered to their scheduled location. All children must be signed in and out by someone 18 years of age or older. We must have written authorization for any adult other than those listed as authorized pick up people and/or under the emergency contact listing on your application. Parents must sign children out an additional time if picking their child up from the playground. Going to the playground gate and meeting one's son or daughter and a staff member is required.

If a child has not been picked up after closing or after an announced center emergency and we have not heard from you, attempts will be made to contact you and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call Social Services.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 10 am, please call or email us at 540-825-9798/cdcoffice@culpeperbaptist.org. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 540-825-9798 or by emailing cdcoffice@culpeperbaptist.org before 1:00 pm the day of.

Withdrawals

A written notice, at the start of one month for the next, is required by the center when a child is being withdrawn. Failure to not notify will result in fees for the next month being required. Remember that all fees on the account at the time of withdrawal are expected due.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child may be required to show a picture ID as verification. Please notify your pick-up person of our policy.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Celebrations

There will be several times during the year when classes will have a celebration in honor of a holiday. Please watch your child's classroom bulletin board for information on how you can help. The center is very happy to celebrate each child's birthday at school. Parents should consult with the child's teacher concerning party ideas.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Center Policies

Termination: Our center reserves the right to terminate a child’s enrollment for several reasons:

- If a child’s needs are not able to be met by the staff of the CDC
- If a child’s behaviors are dangerous to the staff and students of the CDC
- A balance of more than \$100 is accrued and not paid by the end of the month of charge

Our center policies not included in this handbook are reviewed and updated on an as needed basis. They are available for review upon request to the center director.

Child Abuse and Neglect

COMPLIANCE WITH SECTION 63.1-248.3 OF VIRGINIA LAW RELATING TO REPORTING OF SUSPECTED CASES OF CHILD ABUSE AND NEGLECT

Section 63.1-248.3 states:

“...any teacher or other person employed in a public or private school, kindergarten, or nursery school; any person providing full or part-time child care for pay on a regularly planned basis; any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred. Any person required to file a report who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined...”

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified complete copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. If no legal documentation is on file, either parent has the right to access the child regardless of who is listed on the registration form.

Child to Staff Ratios

Children are supervised at all times. Our enrollment capacity is 275 children between two floors of Culpeper Baptist Church. We maintain the following Virginia standards for child to staff ratios:

Age	Child to Staff
6 wks – 16 months	4 to 1
16 months – 2 yrs	5 to 1
2 yr olds	8 to 1
3 yrs – public school	10 to 1
Kindergarten - 12 yrs	18 to 1

Closing Due to Extreme Weather

For closing information, please call the center and listen to the voicemail, sign up for Remind 101 text messages, check the church's website at culpeperbaptist.org, and/or check your email or the center's Facebook page. When the public schools are closed, there is no half day program. When there is a public school delay, the half day program usually operates on its regular schedule. During inclement weather, the school will attempt to remain open for daycare. We ask that parents cooperate by not bringing children to school on days when Culpeper County Schools are closed, unless they are not allowed leave time from work for inclement weather. We will make every effort to be open when practical and safe. Please keep in mind that we have to ensure the parking lot is clear and that an adequate number of staff members can be present.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. If you think it might be a possibility we will be needing to close early, please check one or more of our media outlets. Your child's early pick-up is your responsibility to arrange.

Closings for Holidays and Trainings

A center wide school year calendar will be handed out each August with all of the days the center will have a change of schedule throughout the year. The center will be closed on the following days each year: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, July 4th (July 3rd in 2020), Labor Day, Thanksgiving and the day following, Christmas Eve, Christmas Day and the Day following. The center will be closed for three teacher work days or training days throughout the calendar year as well.

Clothing

Children should wear comfortable play clothes which are suitable for indoor and outdoor play. Children will frequently take part in art activities, water/sand activities, floor activities, times of movement and have active outdoor time. Our playground is used as an extension of the center and daily programs are conducted outside whenever weather permits. Please help us by sending your child in clothes that can get dirty, wet and clothes suitable for the daily weather. Children will continue going to the playground in cold weather months and may trek outside on drizzly days. Please ensure that all removable pieces of clothing are labeled.

Sandals and flip-flops are not appropriate for center or outdoor play and make it difficult for your child to participate in many of the center's daily activities.

Communication & Family Partnership

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Monthly teacher newsletters provide center news, events, announcements, etc.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Letting the office staff know you are present is required for the safety and protection of our children.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional

conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that is developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

The children are encouraged to learn about the Bible and grow in their relationship with Jesus. The church's Children's Director and CDC staff enjoy helping the children do this by leading them in song, prayer, discussions, stories, nature walks, etc.

The Culpeper Baptist Child Development Center, Inc. has adopted the HighScope Curriculum. HighScope's Goals for Young Children are:

- To learn through active involvement with people, materials, events and ideas
- To become independent, responsible, and confident – ready for school and ready for life
- To learn to plan many of their own activities, carry them out, and talk with others about what they have done and what they have learned
- To gain knowledge and skills in important academic, social, and physical areas

Our classrooms are very focused on the development of social skills with each child such as sharing, taking turns, merging into play with others, making wants known verbally, and following directions from an adult other than their family members. At the same time, we introduce the alphabet, colors, shapes, and numbers up to 10 to the child in fun ways such as nursery rhymes and finger plays (which assist the child with pre-reading skills), art experiences, stories and games. The day is spent with alternating group times, individual times to select an activity and more active play-outside every day that the weather permits. The teachers work diligently to maintain language rich environments that enhance development in all areas.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

EMERGENCIES

Missing Child

Your child's safety is very important to us and we will make every effort to be in visual contact with them at all times. In the event a child is not immediately accounted for, the teacher will notify the administrators who will alert the rest of the staff and check all classrooms and other available areas of the building. If the child is not located within 10 minutes, the parents will be notified and the police contacted with the parent's consent. The available center staff will continue to search the church building and grounds. The remaining staff will reassure the children in their care while staying calm and vigilant.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper staff member escort will accompany and remain with the child until a family member or emergency contact arrives.

Emergency Plans

In case of any announced emergency (weather or otherwise) the following procedures will be practiced annually and followed:

- The children will be grouped according to class to be sure all children are accounted for.
- The children will lock down safely in their rooms, be escorted to the lower level fellowship hall or be escorted to one of our off site locations depending on the type of emergency.
- The center office and/or teachers will begin using messaging apps, e-mails and/or phone calls to contact parents or emergency contacts. Classroom teachers once settled will also reach out.

Plans for the following emergencies can be found in the center office: fire, tornados, earth-quake, lock-down, and shelter in place. They are also practiced with the staff several times annually and are shared with staff before they ever work with children.

Our off-site locations are: Culpeper Volunteer Fire Department, Yowell Meadow Park and the Culpeper Library.

In a weather related emergency, if it is safe, please come to pick up your child.

In the event of a school-based emergency, please follow the plans below (excerpts from Culpeper County Public Schools "What Parents Need to Know During a School-Based Emergency): Please know that coming to your child's school if you hear information regarding a "lockdown" or other security measure will distract and disrupt the operations of school staff, law enforcement, or first responders who are keeping your child safe.

Please know that texting or calling the school or a school staff member may distract the staff and your child from hearing directions from other school staff or cause their phone to make a sound which may actually endanger your child.

Please know when calling the school for information during an emergency, the school staff cannot or will not answer the phones and release information during an incident.

Please sign up for Culpeper County Code Red text and call alerts as information may be released through law enforcement in serious incidents. Go here: <https://public.coderedweb.com/cne/en-US/57C435CB23A0> for more information.

Please make sure that your correct phone number is on file at the center so that school text alerts and calls can be received.

Please don't overreact to rumors or social media postings from members of the public. Repeating rumors via social media and/or calling the school or 911 to relay information that you did not personally witness may divert attention and resources of the school staff and law enforcement.

Above all, please trust the training and experience of law enforcement, school staff, and first responders to keep your child safe.

We will remain in our secure area until all children have been picked up or the emergency is over and we can return to our regular routine.

Fire Safety

Our center is fully equipped with alarms, lights and extinguishers.

Our fire evacuation plan is reviewed and practiced with the children and staff on a monthly basis.

Food Allergies

If your child suffers from food allergies, you must provide the center with notice. We take every precaution to provide children with an environment free from their known allergies. The CDC's kitchen facility and classrooms are also used by many different groups of people and although the counters and tables are sterilized, we have no control over the foods served by another group; therefore the CDC cannot take responsibility for these items. If your child has a life threatening food allergy, parents may be made responsible for all daily snacks and meals provided to the child. All food will need to arrive in a lunch box labeled with child's first and last name clearly marked on the outside. Please speak with the director for more information.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care on file with the center.

We ask that you are very mindful of what your child brings to school if in a classroom with a child that has an allergy.

Nut Safe Center: The Child Development Center is a nut safe environment. All foods sent in to the center must be free of all nuts. Please check all snack items and lunch items sent in for either your child individually or for your whole class snack for any nut ingredients. Unless your classroom teacher tells you otherwise, we will allow items that say something similar to "manufactured in a facility that contains nuts" but are unable to allow anything with a specific nut ingredient. We also cannot allow items that say "may contain." If a specific teacher has a child with the most severe of allergies, he or she will contact his or her classroom parents for further

procedures. Please be diligent about checking ingredients even in items that you may not think would have nut ingredients. Other than produce items, all items being sent in to the center must have a listing of all ingredients. Baked goods can be sent in as long as ingredients are listed.

GUIDANCE

General Procedure

The Culpeper Baptist Child Development Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center. Our center will not practice or threaten any discipline that is physical in nature, and will not force, threaten or withhold food, drink, or nap.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.

- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Illness

In the interest of all concerned, children with any sign of a contagious disease will not be permitted to attend. The center has the right to refuse a child who appears ill. Please notify us immediately if a child contracts a contagious disease so we can notify parents of children who have been exposed. Parents will be notified if a temperature of over 100 exists. You will be called and asked to retrieve your child within one hour of notification if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive. In case of emergency, we will make every attempt to notify you or someone listed as an emergency contact. If you cannot be reached, 911 may be called and your child may be taken to the local hospital for treatment.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever of 100 degrees or higher.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools.
- Vomiting
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours w/o medication.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child contracts a reportable communicable disease listed below, a physician's note stating that the child is no longer contagious and may return to our care is required.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Some included examples among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism

- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Inclusion

Culpeper Baptist Child Development Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on individual capabilities and needs.

Injuries

Safety is a major concern in child care therefore, to prevent injuries, daily safety checks are completed inside and outside the center area. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an accident report outlining the accident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit.

In the event of a serious medical emergency, 911 will be called. Parents or legal guardians will be contacted immediately following any contact made to emergency personnel.

Medications

All medications should be brought to the center office with specific instructions for administration. Medications should never be left in a child's cubby or with the child to administer independently. Our MAT certified staff members will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. A medicine administration form is required and can be located in the center office.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. A specific form is required and can be located in the center office. If the medicine is a prescribed prescription, the medication packaging must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

- **Non-prescription medications** require a medicine administration form signed by a parent or legal guardian. Non-prescription medication should not be administered for more than a 10-day period unless a written order by the physician is received. Non-prescription medications must be designed for the age of your child. It cannot say “4 or under, consult a doctor” and be given to your child who is 3 without doctor permission.
- **Non-prescription topical ointments** (e.g., anti-itch cream) require a medicine administration form signed by a parent or legal guardian specifying frequency and dosage to be administered.
- **Sunscreen** is not required at our center. Parents of those children that wear sunscreen must apply in the morning prior to a child arriving at school. If desiring your child to have it reapplied in the afternoon, the afternoon staff members will apply any labeled sunscreen that is provided. We must have a sunscreen form on file at the center showing permission.
- **Insect Repellent** is not required at our center. If desiring your child to have insect repellent applied, please contact your child’s teacher. Any insect repellent brought to the center should be clearly marked with a child’s first and last name. Any application of insect repellent will occur outside of the church building. We must have a sunscreen/insect repellent form on file showing permission.
- **Diaper Cream** is not required at our center but can be applied if we have a diaper cream form signed and on file at the center. Diaper cream must be labeled with your child’s name.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Non-Discrimination

At Culpeper Baptist Child Development Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

NUTRITION

Lunch is provided each day for children able to eat center food. The center also provides snacks to children daily. A menu for all lunches and snacks will be e-mailed to all families the week prior to the month beginning. It will also be posted on the bulletin boards outside all classroom areas.

Foods Brought from Home

Food items brought from home are permitted under the following conditions:

- There are no nut ingredients listed on the packaging label, including “may contain” nuts.
- Please label with child’s full name all food containers and cups brought in to the center.
- Baked goods may be made at home if they, contain no nut ingredients, are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required.
- All bottles and food brought from home need to be labeled with the child's full name, the date it was brought in and what the food is or bottle is (breast milk or formula).
- Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all of the children at a snack or meal time.
- Preschool leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.
- Infant Leftover food: If an infant doesn't eat directly out of a baby food jar, that food can be saved as long as labeled "leftover". Breast milk can also be saved for parents as long as labeled "leftover".

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
Cheese on Crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice

Preschool Snack Suggestions (please supply spoons, forks, plates and/or bowls)

Fresh Fruits (ready to eat) Graham Crackers Whole Grain Crackers Cheese flavored crackers (Cheese Nips, Goldfish) Cheese (cubed, sliced, string or can) and crackers Dry cereal with milk, cereal mixed with raisins, chocolate chips, etc. Celery/Carrot Sticks Fruit Cups or Jello Cups Pretzels or Popcorn Oatmeal or fruit cookies	Wheat Thins Fruit Bars Box of Instant Pudding and Milk Yogurt
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Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff members' days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Outings & Field Trips

Weather permitting; we conduct supervised preschool walking trips around the community. Children are accounted for at all times. A permission statement for participation in walking trips is included in the application. We will be visiting various locations in town throughout the year. These trips will all involve walking. If you or another family member are able to join the trip, please make other arrangements for younger siblings so your full attention can be on your preschooler and his/her classmates.

Elementary children are able to go on field trips requiring bus transportation. A permission for these trips is included in the application. All trips will be announced to parents in advance. Trips are typically taken over breaks and summer vacation.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

Parking lot – Please familiarize yourself with our lot

There is only one way in and one way out of our top parking lot. Please be sure to enter off of Scanlon Street and exit onto Blue Ridge Avenue. Do not make a return exit on to Scanlon Street or enter backwards from Blue Ridge Avenue.

PERSONAL BELONGINGS

What to Bring

Infants

Each infant and toddler child should have two to three complete changes of clothes on hand at the center. Please make sure to check the spare clothes when seasons change. Spare clothes should also include socks and a pair of shoes.

Infant and Toddler families must supply all diapers and diaper cream. The center will provide wipes for all children.

Infant families should provide all bottles that will be necessary for daily feedings. If your infant or toddler has a preferred sippy cup, please send that along as well. Toddler families, please provide a water bottle for your child.

Preschoolers

Preschool families, please prepare to send one complete set of spare clothes with socks and shoes along with your child. A water bottle for classroom and playground use is also requested.

Please label all items brought from home with your child's name (i.e., clothes, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found area located at the 2nd floor center entrance. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity or appropriate for naptime. We are not responsible for lost or misplaced items.

Pick-Up and Drop-Off Instructions

No child is to be admitted before 7:00 am or should be picked up after 6:00 pm. Half-day students are to arrive no earlier than 8:45 am. and are to depart no later than 11:45 am. There will be an **early** and **late** charge of \$5.00 for the first minute and \$1.00 for every minute following for any child dropped off before 7:00/8:45 and/or picked up after 11:45/6:00. If your child will arrive after 9:00 am, please call or email the center so they will be included for snack and lunch. It is necessary for an adult to accompany your child to and from the classroom. The center assumes no responsibility for children dropped off outside the care of an employee. **All children must be signed in and out by an adult (18 and over). We must have written authorization for any adult other than those listed as authorized pick up people and/or under the emergency contact listing on your application.** Parents must sign children out an additional time if picking their child up from the playground. Going to the playground gate and meeting one's son or daughter and a staff member is required.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately. We have the right to refuse dismissal of any child to someone who appears to be under the influence of drugs or alcohol.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Rest Time

Children in our youngest two classrooms must bring two labeled crib sheets to store at the center. The center will launder the crib sheets daily. Our youngest children are only able to use a muslin style, breathable fabric blanket for rest. A pacifier can also be offered. They will nap on demand when the staff feel the child is showing signs of being ready to rest.

After lunch, our full day children in the toddler and preschool program participate in a quiet rest time. Children are not required to sleep and may be given quiet activities after attempting to sleep for 30 – 45 minutes.

Each child in a full day preschool program should bring labeled nap belongings that all fit in a back pack. No loose items are permitted. A crib sheet, blanket and small pillow or stuffed animal are recommended. These items are expected to go home for laundering every Friday.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Sample Daily Schedules

Infant Schedule (Children eat, rest and receive diaper changes on demand)

7:00-9:00 Welcome children and families as they arrive for drop off

9:00-4:00 Children will explore music and movement, language, arts and crafts, sensory activities, fine/gross motor skills, and build relationships and trust through social and emotional cues. They will also have outside opportunities and/or buggy rides depending on the weather.

4:00-6:00 Children start leaving for the day and there is opportunity for teacher and parent communication.

Toddler Schedule

7:00-8:00 Welcome children/interactive playtime/breakfast if brought in

8:00-8:30 Check/change diapers/potty

8:30-9:00 Circle time/reading time (circle time can include music and movement play as well)

9:00-9:15 Snack time

9:15-10:00 Art/craft of the day

10:00-10:30 Change diapers/potty

10:30-11:00 Outdoor play or other indoor activity during inclement weather
11:00-11:15 Wash hands/story time
11:15-12:00 Lunch time/check diapers/potty
12:30-2:30 Nap Time
2:30-3:00 Change diapers/potty as children wake up
2:30-3:00 Snack time
3:00-3:30 Music/outdoor play time
3:30-4:00 Interactive play
4:30-6:00 Check and change diapers/potty end of the day playtime as children depart.

Preschool Schedule

7:00-8:45 Welcome children/interactive playtime/breakfast if brought in
8:45-9:00 Greeting time
9:00-9:15 Large Group time
9:15-9:30 Wash hands and bathroom breaks
9:30-9:50 Snack time and Planning (Children will plan what areas of play/activities they will go to during work time)
9:50-10:30 Work time (Children will implement their plan for the day while teachers move around and interact with children at their level. Children are free to change activities as suits their interests.)
10:30-10:40 Clean up time
10:40-10:50 Recall time (Children will meet in their small groups to recall what they accomplished during Work Time.)
10:50-11:15 Small Group time (During this time, a small group of children meet with an adult to experiment with materials, try out new skills and solve problems.)
11:15-11:30 Bathroom break
11:30-12:00 Outside time
12:00-12:30 Lunch time
12:30-2:30 Rest
2:30-2:45 Wash hands and bathroom breaks
2:45-3:05 Snack
3:05-6:00 Outside and play time as children prepare for pick up and teachers have the opportunity for parent communication

Elementary School Year Schedule

7:00-7:30 Elementary children arrive for before care

7:30 Busses leave to deliver children to elementary schools and/or elementary school busses pick up children from the center

7:30-3:30 Elementary children are at school

3:30 Elementary children will start arriving back at the center for after school care

3:30-4:00 Snack time as children arrive

4:00-4:20 Homework Club

4:20-5:20 Clubs (Every six weeks elementary students pick a new club that interests them to participate in. Examples of clubs are: sports club, fashion club, Drums Alive, science club, etc.)

5:20-6:00 Outside and play time as children prepare for pick up and teachers have the opportunity for parent communication.

Elementary Full Day Schedule

7:00-9:00 Welcome children/interactive playtime/breakfast if brought in

9:00-9:15 Morning meeting

9:15-12:00 Children break in to age groups and participate in planned activity rotations (may include: active games, outdoor time, snack time, arts/crafts, music, worship, technology)

12:00-12:45 Wash hands and prepare for lunch

12:45-2:30 Quiet club like activities (may include: foreign language, journaling, art, cooking, movement, STEM, etc.)

2:30-3:00 Wash hands and prepare for afternoon snack

3:00-6:00 Outside time and/or free play time as children prepare for pick up and teachers have the opportunity for parent communication

Smoking

The poisons in secondhand smoke are especially harmful to the developing bodies of infants and young children, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Social Media

The CDC recognizes that social media has become the relevant method of self-expression and community interaction in our culture. The CDC respects the right of the families of the students in our school to use social media. However, because the nature of these sites is essentially public, certain requests apply.

Please do not disclose any information that is confidential to the families of the CDC. Examples of confidential information include families' financial situations, health care information, contact information, etc.

Please make it clear to readers of your social media site that the views expressed are yours alone and that they do not necessarily reflect the views of the CDC or the families attending our

institution.

Good judgment and discretion are expected from all CDC families.

Please remember that it is the preference of many families to not have any pictures taken or displayed of their son or daughter.

Staff Members

Our center operates with the following individuals and with a similar line of authority: Center Director, Early Childhood Coordinator, Financial Director, Office Coordinator, Teachers, Teacher Assistants, a cook and two bus drivers.

Staff Qualifications

The directors, teachers, and assistants are certified in CPR and First Aid and have had a criminal background check completed with the VA Department of Social Services and the Virginia State Police. All staff members have an annual physical to show they are free from any disability which would prevent them from caring for children.

The directors, teachers, and assistants attend at least 16 hours of preschool related professional development every year to stay current on teaching and learning methods, nutrition, and safety information. Every staff member is required to complete Child Abuse training and several have been certified in giving medication through Medication Administration Training (MAT). Staff members are also required to do an annual physical to ensure no physical concerns will prohibit them from attending to the children.

We discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our staff members outside the programs and services we offer is a private matter, not connected or sanctioned by Culpeper Baptist Child Development Center.

Swimming

Water activities are provided for all CDC children numerous times over warm months. Infant and Toddler children that are not potty trained will be able to play with water but not in a wading pool. Preschool children will have slip and slide days as well as some opportunities to wade in small pools. Water will be changed between classes. Elementary children will have access to water activities on the church grounds and will also go to numerous swimming outings each summer. The staff will ensure that the rules of the location are followed and that procedures for safe swimming and safe attendance keeping are in place. A swim permission form will be requested from all elementary families.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The elementary application form must be completed and on file with the center in order to be eligible for this service.

Transportation to and from the Child Development Center

Currently our center only transports children from elementary schools using our personal center vehicles. Our before and after care program now services all elementary schools. Children from Yowell Elementary, Sycamore Park Elementary, Emerald Hill Elementary and Pearl Sample Elementary are transported using our CDC vehicles. Farmington Elementary and AG Richardson Elementary students are transported by the county school system. Parents will be notified if there are any other plans to transport other children from our center. Parents must sign an approval to transport upon initially enrolling in before and after care programming.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Billing Policy*.

Early/Late Pick-up Fees

It is very important that you drop off or pick up your child between the hours of 7am and 6pm. There is a \$5.00 fee incurred 1 minute before/after opening or closing, with an additional \$1.00 per minute for all other minutes outside of the hours of care. Early and late fees are added into the next billing cycle. Families dropping off or picking up early or late more than 3 times may have their drop off or pick up time adjusted.

Late Payment Charges

Late payments can pose serious problems for our programs. It has been necessary to put procedures in place to reduce their impact.

If payment is not received when due, a late fee of \$ 25 will be added to your account.

If the account is not paid in full by the end of the month, your child will not be permitted to come the following month until the account is paid in full.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a minimum fee of \$10. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Update Information

If you move or your address and/or telephone number change for any reason, please let us know immediately. Please also update your child's teacher if there is a change in your child's life (birth, death, divorce). A new copy of immunizations is due upon request or updates from your pediatrician.

Weather/Emergency Related Closings

For closing information, please call the center and listen to the voicemail, check your email, CBC's website or the center's Facebook page. When the public schools are closed, there is no half-day program. When there is a public school delay, the half-day program usually operates on its regular schedule. During inclement weather the school will attempt to remain open for day care. We ask that parents cooperate by not bringing children to school on days when Culpeper County Schools are closed, unless they are not allowed leave time from work for inclement weather. We will make every effort to be open when practical and safe. Please keep in mind that we have to ensure the parking lot is clear.