



Information and Guidelines

TABLE OF CONTENTS

I. PURPOSE	4
II. ADMINISTRATION	5
III. FACILITIES	5
IV. INSURANCE.....	5
V. ENROLLMENT	
A. Age.....	5
B. Required Forms	5
C. Parent-Center Agreement.....	5
D. Grouping	5
E. Termination.....	6
VI. HOURS AND ATTENDANCE	
A. Full-time	6
B. Half Day Preschool.....	7
C. Afterschool.....	7
VII. SIGN-IN, SIGN-OUT	7
VIII. FIELD TRIPS	7
IX. HOLIDAYS AND SNOWDAYS.....	8
X. FEES	
A. Registration	8
B. Fee Schedule.....	8
C. Method of Payment	9
D. Returned Checks.....	9
E. Late Pick-up.....	9
F. Vacation Policy.....	9

XI.	HEALTH AND SAFETY	
	A. Authorization of Persons to Pick up Child.....	10
	B. Medication (updated policy on page 14)	10
	C. Sickness	10
	D. Communicable Disease	10
	E. Injuries.....	10
	F. Child Abuse.....	11
	G. Transportation	11
	H. Procedures for Dropping Off and Picking Up Children.....	11
XII.	DISCIPLINE.....	11
XIII.	COMMUNICATION AND FAMILY INVOLVEMENT	
	A. Newsletter.....	11
	B. Daily Reports	11
	C. Cubby.....	11
	D. Visiting Policies	11
	E. Family Activities.....	12
XIV.	FOOD	
	A. Meals.....	12
	B. Special Diets.....	12
	C. Special Occasions.....	12
	D. Contamination or Spoilage.....	12
XV.	CLOTHING	
	A. Appropriate Clothing	12
	B. Special Needs.....	12
XVI.	TOYS	13
XVII.	NONDISCRIMINATORY POLICY.....	13
XVIII.	UPDATED MEDICATION POLICY.....	14
XIV.	ORGANIZATIONAL CHART.....	17

I. PURPOSE

Dear Parents:

The purpose of this handbook is to inform you of our policies and programs. Please read it and refer to it often as the staff of Cool Spring Child Care Center works together with you to provide a safe, secure, learning, and fun environment for your child.

Cool Spring Child Care Center is part of the total ministry of Cool Spring Baptist Church. We are committed to provide quality care and positive learning experiences for children in a Christian environment. Through love and understanding we will endeavor to foster those feelings basic to our Christian faith. Because children learn by doing, and because experience has proven to be an excellent teacher, our program is designed to provide those experiences that should help your child develop spiritually, mentally, physically, emotionally, and socially. The morning learning center time focuses on activities and regular evaluations. The supervised afternoon playtime continues to support the children by providing guidance and security and allowing them to progress in confidence, competence, and an appreciation of others.

The best assurance for the success of your child's experiences is the close cooperation and understanding of parent and staff. We encourage parent participation, and we would like to hear your ideas and suggestions.

Our commitment is to provide quality childcare in an environment where each child is respected and treated as a person. At any time, if you have questions or concerns please call me or your child's teacher and arrange for a conference.

Sincerely,

Sharon Neeley
Child Care Center Director

II. ADMINISTRATION

Cool Spring Child Care Center is governed by a team of church leaders who are a part of Cool Spring Baptist Church. The center is administered by a director, assistant director, school age program coordinator, teachers, and staff. The childcare center director reports to the pastor of the church as well as the Child Care Ministry Team.

III. FACILITIES

Cool Spring Child Care Center is located in Cool Spring Baptist Church on Atlee Station Road in Hanover County. The first and second floors of the children's building and the kitchen in the basement are used for the center. Rooms are furnished and equipped for active use by small children. A fenced playground provides opportunities for children to run, climb, slide, swing, and play in the sand; a paved area is available for games and riding toys; and the Rec Center is available for group games and basketball.

IV. INSURANCE

Cool Spring Child Care Center is covered by public liability insurance and student accident insurance.

V. ENROLLMENT

A. Age

Cool Spring Child Care Center provides full time care for children ages six weeks through five years of age; an after school and summer program for children in Kindergarten through twelve years of age; and a half day preschool program for three and four year olds.

B. Required Forms

The following documents are required in order for a child to be admitted into the center:

Registration Form (includes Emergency Medical Authorization)

Physical Examination and Immunization Certification

Proof of Identity (birth certificate, hospital record)

It is important that you notify the center of any changes in address, employment, phone number, etc.

C. Parent-Center Agreement

Once you have decided to place your child at Cool Spring Child Care Center and your child has been accepted, a parent-center agreement is issued. The center will provide services in exchange for a predetermined fee with the provision that you agree to follow all policies and procedures as set forth in the parent-center agreement.

D. Grouping

Children will be grouped according to their age and when they will be eligible to enter Kindergarten.

E. Termination

1. Parent Initiated

Cool Spring Child Care Center requires that two weeks written notice be given for withdrawal of a child.

The center will work with parents who wish to remove their child for the summer (ie. schoolteachers) and re-enroll them in the fall; however, children who do not attend for the summer will not be accepted back into the program until after Labor Day.

2. Center Initiated

Cool Spring Child Care Center will terminate a child if it is determined that the child is not benefiting from the program or if a discipline problem cannot be solved. Teachers, staff, and the director will do everything possible to work problems out. If it is determined after conferences with parents and the child that problems cannot be resolved, the parents will be given no less than fourteen days notice prior to termination.

VI. HOURS AND ATTENDANCE

The center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Children should be in their classroom by 9:00 a.m. in order to gain full benefit from the developmental and educational program.

Children who arrive before 8:30 a.m. will choose from various activities including blocks, housekeeping, manipulative games and toys, books, trucks, and more.

A typical daily schedule is as follows:

A. Full-time

7:00-8:30	Supervised Play
8:30-10:30	Learning Centers Snack Circle Time
10:30-11:30	Outside Play (weather permitting) or indoor movement activities
11:30-12:00	Lunch
12:00-12:30	Story Time Prepare for nap
12:30-2:30	Nap
2:30-3:15	Wake-up Snack
3:15-6:00	Afternoon Activities Outside Play Learning Centers Story Time

B. Half Day Preschool

- 9:00-10:00 Learning Centers
- 10:00-10:30 Snack
- 10:30-11:00 Circle Time
- 11:00-11:40 Outside Play (weather permitting)
or indoor movement activities
- 11:40-12:00 Story Time; prepare to leave
(Three Day Class stays until 1:00 and is served lunch)

C. Afterschool

- 2:30-3:15 Arrival and snack
- 3:15-5:30 Choice of Activities
 - Art
 - Table Games
 - Cooking
 - Outdoor Play
 - Homework
 - Manipulatives
 - Blocks
- 5:30-6:00 Clean-up; prepare to leave

VII. CHECK-IN/CHECK-OUT

Parents/guardians will check children in and out each day using our computer system in the child care office. Any special instructions should be written and given to your child's teacher or another staff person. Each child will have a folder in the office with a security card—upon checking children out the authorized person will take the security card to the child's teacher.

VIII. FIELD TRIPS

Pre-kindergarten and schoolage children will take various field trips throughout the year. You will be notified in the monthly newsletter when and where the children are going. Parents are always welcome to go on trips with the children. Please let your child's teacher know if you are interested in going as a chaperone.

A permission slip must be on file with the center in order for your child to participate in field trips.

IX. HOLIDAYS AND SNOWDAYS

Cool Spring Child Care Center will close on the following days:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Two Days at Christmas
- New Years Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day

If a holiday falls on a Saturday the center will close on the preceding Friday; if a holiday falls on a Sunday, the center will close on the following Monday. Exceptions may be made for Christmas Eve, Christmas Day, and New Year's Day.

In case of inclement weather the center will remain open if at all possible. If severe weather occurs and citizens are requested to stay off the roads the center will close. Closing information will be carried on Television Channel 12. A message also will be placed on the voicemail at the center (746-4179).

If Hanover County schools open one or two hours late due to inclement weather, the ½ day preschool program will be held as scheduled. If Hanover County Schools are closed the ½ day preschool program will be closed.

X. FEES

A. Registration

The yearly registration fee is due each year in March or at the time of enrollment. Registration fees are used for supplies and activities.

B. Fee Schedule

Each parent will be given a fee schedule upon the enrollment of a child. Parents are required to pay the full weekly/monthly fee regardless of holidays, illness, etc. The only exception to this is the week before Labor Day. The center is closed on Friday before Labor Day in order for teachers to prepare for the new school year. The weekly rate for this week only is reduced by one fifth of the regular weekly fee.

C. Method of Payment

Weekly tuition payments are due each Friday for the following week. Monthly tuition payments for the half day preschool program are due the first class day of each month beginning in September . Late payments of fees will result in a \$10.00 late fee. If two payments in a row are missed your child will be dismissed from the center. We engage a well trained and qualified staff and are responsible for seeing that they receive regular wages for their time and efforts. This responsibility requires that we receive each child's payment on a regular and prompt schedule.

Payments made by check can be placed in the payment box on the sign-in table. If paying in cash, you will be given a receipt. Please give your cash payment to someone in the office and receive your receipt upon payment.

D. Returned Checks

The service fee charged by the bank will be charged for any check rejected by a bank for payment to the center. If more than two checks are returned by the bank you will be asked to pay in cash for a period of sixty days.

E. Late Pick-Up

A late fee of \$8.00 will be charged for each additional fifteen minutes or portion thereof when children are picked up from the center after 6:00 p.m. If a child is not picked up within fifteen minutes of the center's closing time, the staff person in charge will call parents or emergency contacts in the case that parents cannot be reached.

F. Vacation Policy

Children who are enrolled in the center year round will receive one vacation or sick leave week after being enrolled in the center for a period of six months. If your child only attends during the school year or only during the summer you are asked to pay for each week whether or not he/she attends.

Because of staff shortages, anyone whose child does not attend the center the week before Labor Day does not have to pay. This week is in addition to your regular vacation week.

XI. HEALTH AND SAFETY

A. Authorization of Persons to Pick Up Child

You are asked to notify the center in writing of persons authorized to pick your child up. The center will not release your child to an unauthorized person if you have not made previous arrangements with the center. The center will accept a phone call from you in an emergency case only.

B. Medication (SEE UPDATED POLICY ON PAGE 14)

If your child needs to take medication at the center a Medication Authorization Form must be filled out and signed by the parent/guardian. All medication must be brought in original containers and must be labeled with the child's name, amount to be given, and time of dosage. Medication must be given directly to a staff person and will be kept in a locked cabinet or in a lock box in the refrigerator. Please let the office know if medication needs to be refrigerated. A staff person will administer medication as instructed by the parent/guardian and will record the date and time given on the Medication Authorization Form. Children are not allowed in the medicine cabinet or refrigerator to get their own medicine.

Medication cannot be given for more than ten consecutive days unless a consent form is filled out and signed by the child's doctor for a long term prescription. A long term consent form can be obtained from the child care office.

Medication will be returned to the parents when the date(s) to be given on the Medication Authorization Form expires. Any medication with an expired date will be disposed of.

C. Sickness

If your child has a fever or is not well enough to participate in regular activities he/she will not be permitted to come to the child care center. If your child gets sick after arriving at the center you will be notified to come and take your child home. We will keep your child as comfortable as possible until you arrive. Children must be symptom free (ie. normal temperature, keeping food on stomach, etc.) for a period of twenty four hours before returning to child care.

D. Communicable Disease

If your child has been exposed to a communicable disease while attending the center you will be notified at the end of the day. Please notify the center if your child has signs or symptoms of a communicable disease or has a diagnosed communicable disease.

E. Injuries

If a child gets injured at the center, an injury report will be filled out and kept in the injury report log in the child care office. The child's name will be highlighted on the sign-in sheet to let parents know to come to the office to read and sign the report. The center will notify the parent of a serious accident or injury (ie. broken bone, unconsciousness, deep cut, concussion, foreign object in eye, nose, or ear) and will notify the parent of a minor accident or injury (small scratch, cut, scrape, minor bruise) at the end of the day.

F. Child Abuse
All child care employees are required by law to report any suspected case of child abuse to the Virginia Department of Social Services. Employees are trained in their responsibilities and the proper procedures for reported suspected abuse.

G. Transportation
Children are transported to and from school by county school buses or the center's mini bus and on field trips in the mini bus.. Each child is required to wear a seatbelt on the bus.

H. Procedures for Dropping Off and Picking Up Children
Persons bringing children to the center or picking children up from the center shall park in a parking space and walk with children into the center or to the car from the center.

Parents shall enter and exit the parking lot using the correct entrance and exits. The entrance to the parking lot is on both sides of the building—the exit from the parking lot is on the side of the church closest to Route 301.

Parents driving to the playground to pick up children should be cautious of children playing on the back of the parking lot or children crossing the parking lot.

XII. DISCIPLINE

Discipline begins at home. Please help your child to understand that while at the center the teacher will be his/her guide. Rules will be explained thoroughly and enforced with kindness. Enforcement will be removal from an activity, sitting away from the group, and discussion of the problem. No physical punishment will be used. No child will miss a meal or snack as punishment.

XIII. COMMUNICATION AND FAMILY INVOLVEMENT

A. Newsletter
A bi-monthly newsletter is printed with information regarding activities and field trips for each class. The newsletter will be placed in your child's cubby when printed.

B. Daily Reports
Parents of full-time preschool children will receive a daily report. This report will let you know if your child ate well, napped well, had an enjoyable day and will inform you of special accomplishments or happenings during the day.

C. Cubby
Each child has a cubby in his/her classroom for personal belongings, artwork, and information that needs to go home. Please check each day for daily reports, activity sheets, soiled clothes, or special communications.

D. Visiting Policies
You are invited to visit your child's class at any time. You do not have to have an appointment.

E. Family Activities

Activities such as family picnics, special programs, and parent meetings will be held each year to encourage family involvement. These activities provide the opportunity for you to get to know your child's classmates, teacher, and other parents.

XIV. Food

A. Meals

The center serves two snacks and a hot lunch each day. Snack menus are posted on the bulletin board outside of the child care office. You will receive a lunch menu at the beginning of each month.

B. Special Diets

If a child is on a special diet because of religious or medical reasons, parents should provide this food with specific written instructions to the center in regards to this food. The special diet food must be clearly labeled with the child's name. The center will monitor the situation to insure that only the child on the special diet will be served this food. If special diet food for a child becomes lost, inedible, or inadequate in nutrition or quantity, the parent will be notified. The center can provide any food item that is on the menu for the day. If a child is on a very strict diet that will not allow him/her to eat food that the center has on hand the parent should provide the center with staples to keep on hand that can be given to the child.

C. Special Occasions

Parents may bring food to the center for special celebrations such as holidays or birthday parties to share with the child's class.

D. Contamination or Spoilage

Food brought to the center or stored at the center will be checked for possible food contamination or spoilage before use. All food will be refrigerated if necessary.

XV. CLOTHING

A. Appropriate Clothing

Children should wear clothing appropriate for the season. Children will spend time outside each day if weather permits. Please send a jacket, coat, or sweater in cool weather. Closed toed shoes are required for the playground.

B. Special Needs

Each preschool child needs to have a complete change of clothing that is appropriate for the season in his/her cubby. Please have all clothing marked with your child's name. When an accident occurs please replenish with a fresh set of clothing. Your child also needs a small child-size blanket for naptime. Please mark this and any outer clothing (jackets, sweaters, etc.) with your child's name.

XVI. TOYS

In order not to lose or break personal toys children are discouraged from bringing toys from home to the center except on designated Show and Tell days. Your child's teacher will let you know when these days are. Children should bring Show and Tell items in a bag and place it in their cubby until the teacher instructs them to get it out. Children may bring a stuffed animal to sleep with. All personal items should be marked with the child's name.

XVII. NONDISCRIMINATORY POLICY

Cool Spring Child Care Center does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admission policies.

XVIII. Medication Policy

In order for medication to be administered to children at the center the attached requirements must be met. By law, we cannot administer any medication without the proper written authorization.

- Over the counter or prescription medications include but may not be limited to:
- Topical creams, ointments, and lotions—including but not limited to:
- Diaper rash ointments
- Antibiotic ointment
- Cortisone cream
- Sunscreen
- Insect Repellant
- Oral Medications (anything given by mouth including teething gel)
- Inhaled/Nasal Medications (nasal sprays or drops)
- Medicated Patches
- Eye drops or eye cream
- Ear drops
- Nebulizer
- EpiPen

Written permission required by parent

- The center's medication consent form must be completed by the parent for any of the medications/ointments listed if they are to be given 10 days or less.

Written permission required by health care provider for:

- Medication whose instructions are not consistent with directions on the medication label (ie. Including but not limited to age and special health conditions)
- Medication to be given 10 days or more (except for over the counter ointments, creams, and lotions)
- Epi Pen injections
- Nebulizer treatments

This form must be updated by the parent and health care provider every six months.

Over the Counter Medication Labeling Requirements

Over the counter medication must be in its original container and be labeled with the child's first and last names; dosage; and times to be given/applied.

Prescription Medication Label Requirements

Prescription medication must be in its original container and be labeled with the following:

- Child's first and last names
- Authorized prescriber's name
- Pharmacy name and telephone number
- Date prescription was filled
- Name of the medication
- Route of administration
- Dosage of the medication
- Date the medication is to be discontinued or length of time, in days, the medication is to be given

Medication samples supplied by the child's health care provider must be appropriately labeled with the same information that is required on a pharmacy label—the health care provider must label the samples with the required information.



COOL SPRING CHILD CARE CENTER

Medication Consent Form

Child		Date
Medication* (SEE BELOW FOR MEDICATIONS REQUIRING WRITTEN PERMISSION BY HEALTH CARE PROVIDER)		
Dosage	Time(s) to be given	Date(s) to be given*
Symptoms that necessitate administration if medication is to be given as needed or any special instructions		
Signature of Parent or Guardian		

HEALTH CARE PROVIDER'S WRITTEN PERMISSION REQUIRED FOR

- Medication whose instructions are not consistent with directions on the medication label (including but not limited to age and special health conditions)
- Medication to be given 10 days or more (except for over the counter ointments, creams, and lotions)
- Nebulizer treatments and Epi Pen injections

Name of Health Care Provider: _____ Phone: _____

Signature of Health Care Provider: _____ Date: _____

Date	Time	Medication	Dose	Comments (Errors, Reactions)	Given By

XIX. Organizational Chart

Cool Spring Child Care Center

Organizational Chart

Child Care Director

Child Care Assistant Director

School Age Program Coordinator

Preschool Teachers
Preschool Assistant
Teachers

Cook Office Assistant

School Age Teachers
School Age Assistant Teachers