

Ivey Child Development Center

Parent Handbook

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Any questions about the Handbook can be answered by calling 526-6544

Welcome

Dear Parents, Guardians and Friends:

We would like to extend a warm welcome to you and your family this school year. We look forward to a school filled with challenging and engaging instruction in a safe, orderly learning environment.

In our efforts to realize this goal, we urge you to read the contents of this handbook. Contents include the rules, regulations, and plans that support our instructional program and reinforce our expectations for students. The handbook is designed to answer day-to-day questions that you might have regarding your child's life at IVEY CDC.

We believe that a school-parent partnership is the key to an effective school. We are committed to providing an open-door policy, and we invite you to participate in planned activities.

Together we can help our children GROW!

Amanda Denny,

Ivey C.D.C. Director

Mission Statement

Ivey CDC strives to form a strong partnership between the school, home and community for all students.

As a parent/caring adult, I will:

- Have high expectations of my child.
- Show respect and support my child, his/her teacher and the school.
- Check & Return folder daily/ check mail slot.
- Send my child to school regularly, on time, well fed, & rested.
- Notify the teacher of changes affecting behavior, attendance, attitude, or achievement.
- Support the school in its efforts to maintain proper discipline.
- Remember that there are two sides to every issue.
- Assist my child in learning to resolve conflicts in positive ways.
- Attend school functions.
- Attend at least one parent conference during this year to discuss my child's progress.
- Notify the school of any communicable diseases or illnesses my child gets diagnosed with within 24 hours.

As a student, I will:

- Attend school regularly.
- Behave well and abide by all school rules and resolve conflicts in positive ways.
- Listen and participate in class.
- Get to bed at a reasonable hour and get plenty of sleep each night.

As a teacher, I will:

- Tell you and your child what we are studying.
- Keep you informed about your child's achievement and behavior.
- Expect your child to put forth effort to the best of his/her ability.
- Assist your child in learning to resolve conflicts in positive ways.
- Provide instruction to promote academic achievement appropriate for your child's ability.
- Treat your child with dignity and respect.
- Respect you as a parent as we work together in the best interest of your child.

As the director

- I support positive parent involvement, Therefore I will:
 - Promote an environment that allows positive communication among parents, students and teachers.
 - Provide opportunities for parents to be involved in the school and their child's education.
- I support a safe environment for all students and staff. Therefore I will:
 - Provide a safe environment for all students and staff.
 - Enforce a 100% no tolerance policy for physical contact between students.

Philosophy

Ivey Memorial United Methodist Church Child Development Center is designed to provide for the mental, social, emotional, physical and spiritual growth of children ages 2 ½ through 12. Our programs expose children to a variety of stimulating experiences, healthy social-emotional contacts, individual and group activities, and supervised play—with skillful guidance by trained teachers. With loving care and guidance the teachers encourage social development by providing opportunities for intellectual development at levels pertinent to the needs of each age group. The church believes that each child is a child of God and should have every opportunity to develop at his/her own potential. Parental involvement is encouraged.

Goals

1. To provide a safe, healthy environment for children, where they are given loving care and guidance.
2. To encourage healthy social development in which children become increasingly self-disciplined and self-controlled.
3. To provide opportunities for intellectual development through classroom activities that are developmental in nature and pertinent to the needs of each age group.
4. To encourage parent involvement by sharing and exchanging ideas so that the growth and development of each child can be the shared responsibility of the center and the home.

Children's Bill of Rights

We, the Faculty and Staff pledge to recognize and honor this Children's Bill of Rights.

Every child in our program has the right to be respected as an individual with concern for his or her interests, handicaps, special talents, and individual style and pace of learning.

Every child has the right to a calm, warm, loving and nurturing environment where physical attention (hugs and cuddling) is freely given so that a child feels valued and secure, and is thus able to develop positive self-esteem.

Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his daily activities, which can only be provided in small classes.

Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.

Every child has the right to a clean, safe environment in which to spend his/her day.

Every child has the right to experience a variety of activities throughout the day that help him or her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning and development in language

skills, gross and fine motor skills, cognitive skills, social skills and emotional/psychological maturation.

Daily Operational Procedures

Programs

Ivey Memorial United Methodist Church Child Development Center is licensed to serve children who are 2 ½ and potty trained through 12 years old.

We are not equipped to serve children with serious development problems. However, children with minor special needs will be considered on an individual basis.

The following programs are available:

Preschool and Pre-K

Full day hours are from 6:00am to 6:00pm. Drop off times are between 6:00 a.m. and 9:00 a.m. The preschool programs commence at 9:00. If your child will not be in attendance or you need to drop off late due to appointment please (drop off before 11:00 or after 2:00) make sure to notify the office.

Full Day (M, T, W, TH, F)

Two Full Days (T, TH)

Three Full Days (M, W, F)

Preschool and Pre-K -half-day programs

Hours are from 9:00am to 12:00pm. The preschool programs commence at 9:00 and end at 12:00 promptly. If your child will not be attending please make sure to notify the office.

Two Half Days (T, TH)

Three Half Days (M, W, F)

Full Week Half Days (M, T, W, TH, F)

Hourly and Drop-in Care

Hourly/ Daily Drop-in Care offered between the hours of 6:00am and 6:00pm

Your child must already be registered with the office and have all correct documents on file to obtain these services. Hourly care is monitored by times recorded on sign in and out sheets. If you neglect to sign in or out you will be charged for a full day of care.

Before and After School

Transportation is provided to C.C. Wells, Harrowgate, Lakeview, and North Elementary Schools.

Chesterfield County school bus picks up and drops off Marguerite Christian students.

Ivey CDC often provides a full day summer camp program and extended day care when school is out. Throughout the year, Ivey CDC students participate in many events such as Grandparent's day, Christmas Program, Graduation, etc. Your child is strongly encouraged to participate in these activities.

Daily Operational Procedures

Holiday Closure

The center will be closed on the following days:

Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve through New Year's Day

No Tuition will be due while the center is closed on Christmas Eve through New Years.

Additional Days/Hours

Children enrolled in the half day program should advise a week in advance if changes are needed. Last minute requests will be considered only if sufficient space and staff are available to adequately meet the needs of the additional child.

Children who are enrolled in the After School Program may come to the school for a full day when their public/private school is not in session (i.e. in service days, inclement weather, school holidays, etc.). Parents should discuss these extra days with the Director to ensure space.

Attendance

Prompt, regular attendance is expected each day if students are to progress in their education. Excessive absences may affect how much your child retains. If your child is to be absent for any reason please contact the school by 8:30. Teachers attempt to wait until everyone has arrived to start their activities. Punctual arrival helps the entire class adapt to a smooth routine. The director should be notified of any ill child ASAP. This enables us to keep track of illnesses that occur at public school.

The number to the school is 526-6544.

A sick child should not be in school. Children are required to be able to participate in all school activities to include but not limited to outdoor play. Outdoor play is a vital part of our program. All children need to participate in fresh air activities with their class. Those unable to do so should have a physician's medical note submitted.

It is very important that parents of school age students notify us by 2:00 when their child will not be riding the bus to Ivey. Otherwise the bus, snack, and all activities will wait until we can verify a student's absence. Infractions to this policy could result in a loss of transportation privileges.

Daily Operational Procedures

Enrollment – Class Placement

Enrollment is open to any child 2 ½ (potty trained) to 12 years of age provided the school can meet his/her needs. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, or political belief.

Interested parents and children are invited to tour the center and meet the staff. Parents must complete a registration packet and submit proof of immunization and show an original birth certificate before the child will be admitted to the classroom. Upon receipt of the completed application and the registration fee, placement will occur on a first-come, first-serve basis. If not included as part of the tour, prior to the child's attendance, a conference with the parent and child is requested to acquaint each new family with the environment, staff, and schedule for the child. Children are grouped according to age and developmental level.

Student Records

For each child enrolled, this file is confidential, and it will be shared with other staff members only as required to meet the needs of the child.

Emergency contact information must be reviewed by the parent at least every January, June, and September for accuracy. It is important that the office be notified of any changes in a child's family such as custody, guardianship, address, and telephone number. This is to protect your child and minimize confusion.

Medical records are required to be updated annually, or whenever the child's immunization status changes.

Access to student records is controlled in compliance with existing laws and regulations. Parents have access to all records pertaining to their child. If parents wish to review records it is required that an appointment be made in advance with the administration.

General

1. An application must be made, with the appropriate fees accompanying the application.
2. All students are accepted without regard to race, color, sex, or national origin.
3. A physical exam and immunization record must be completed and signed by the child's physician (or health department) prior to the child's first day in the Preschool (the immunization forms must be updated again between the child's fourth and fifth birthday). * **Note: All students must have Hepatitis B immunization on shot records.**
4. All students are admitted on a 2-week probationary basis.

Birth certificates

An **original** state issued birth certificate must be produced and data from the certificate made a part of the child's record prior to admission of any pupil for the first time to a public school.

Social Security Number

Each child is required to have a Social Security number prior to entering school.

Custody Papers

If a parent or guardian has custody papers, the school office must have a copy on file. Without proof of custody, legally, we must release a child to either parent.

Daily Operational Procedures

Fees and Tuition

Registration Fee

The established registration fee shall be charged for all new enrollments. The fee is only paid thereafter in the event that a child is withdrawn and reenrolled.

Tuition Payment

Tuition shall be paid **in advance** of services.

Weekly payments are due each Monday.

If your child is absent for illness or vacation, **the weekly tuition is still required.**

There is no credit given for scheduled school holidays, child's illness, or closing due to acts of God.

Late Payment Fee

A late payment charge of \$10.00 will be assessed to any account not paid within 2 days of its due date.

Failure to Pay

If payment for services is not received by close of business of the 2nd day following the due date (Wednesday when the due date is on Monday), services will be denied until payment is brought up to date. For weekly payment, this will include tuition and late fees for the past week plus tuition for the coming week. Upon full payment, the student(s) may be reenrolled should space still be available.

Withdrawal

We require a **paid 2-week withdrawal notice**. Notice of withdrawal must be submitted in writing to the director using the withdrawal form at the end of this book. A copy of the form can be obtained at the center office. All accounts must be paid in full at the time of withdrawal.

If a parent withdraws with an outstanding bill, Ivey Memorial will pursue collections on these fees. The parents will be responsible for expenses that take place concerning this matter.

Returned Check Fee

There will be a \$25.00 service charge for all returned checks. There will be no exceptions made in this policy. After receiving two returned checks, the center will only accept money orders. This will be waived if there is a proven bank error.

Late Pick-Up Fee

There will be a late charge for any child who is picked up after the closing time for his/her program. The minimum late charge will be \$5.00 for 1-15 minutes, \$10.00 for 16-30 minutes, \$15.00 for 31-45 minutes, and \$20.00 for 46-60 minutes. The time clock in the center office will be the official time device. If we have not been in contact with a parent or guardian and the child has not been picked up by 7:00 P.M. we are obligated to inform the State Division for Youth and Family Services and the appropriate local authorities. Consistent lateness after 6:00 P.M. will cause for the child's dismissal from the school. Our State License only allows us to operate until 6:00 P.M.

Daily Operational Procedures

Parking and Speed Limit

The speed limit through the parking lot is **5 mph**. Parent parking is located at the front, side, and rear of the building. **Please do not park in the handicap spaces without a handicap permit.** For the safety of all, children must be accompanied by a parent in the building and in the parking lot. Parents should enter through the double doors.

Arrival and departure

Upon arrival each morning, children must be signed in. Children are to be escorted by their parent/guardian to their designated classroom / assigned area and dropped off with the supervising staff member. **Children are required by law to be under adult supervision at all times.** Parental involvement in helping a child get settled with that staff member will help your child adjust quickly into the morning routine.

IVEY CDC will not release a child to any parent, relative, or other person who appears to be impaired by the use of drugs or alcohol or to any person who does not have the proper safety seat. In the event this situation occurs, a phone call will be made to the parent or emergency contact person.

Since the safety of the children is our utmost concern, Ivey CDC maintains a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least two individuals to whom the child may be released either on regular or emergency basis. **All persons authorized to pick up must be 18 –children will not be release to anyone who is under the age of 18.**

Advance written notice is required for any other individual to be authorized to pick up a child. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. Once this individual arrives at the school, a staff member will need to verify the individual's identity by reviewing 2 forms of identification before the child is released.

If a non-custodial parent is not authorized by the custodial parent to pick up the child, please inform the Director. A copy of the appropriate documentation must be included in the child's school record. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via phone. If the Director is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of a child, the local police will be notified.

Once a child is released by the supervising staff member it becomes the responsibility of the person picking up the child to supervise him/her.

Parent Involvement

Parents are welcome at the center and are encouraged to visit or volunteer their services in many ways. A parent of a child in care shall have free access, without prior notice, throughout the center whenever children are in care. We only ask that you let the office know you are present. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to the Ivey CDC. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing.

Daily Operational Procedures

Visitors to our building

Everyone wants safe schools. Everyone wants the reassurance that his or her child will attend a school where the environment is healthy and safe from harm.

Safe schools do not just happen. Rules, policies, and regulations are only effective if everyone is willing to cooperate and support a safe school effort. The following are procedures needed for visiting a school:

Visitors are asked to schedule appointments, and are allowed in the childcare areas only at the discretion of the Director / Assistant Director.

Procedure

As you enter the school, please observe the following:

1. Enter and exit **only** at the school's main entrance.
2. All visitors entering the building must report to the office, sign in and get a visitor label. Upon leaving, please return to the office, sign out and leave the label. School personnel have been instructed to ask visitors to report to the office if they have no visitor label. Upon signing in, visitors may be required to submit a valid driver's license to the school office. Upon departure from the property, all visitors must sign out in the office and return the visitor's pass. At that time, the driver's license will be returned.
3. Visits should be limited to volunteer work in the classroom, lunch with your child, or other special classroom functions. Unannounced visits to the classroom are discouraged as they distract the students from the teacher's educational time. If you would like to observe in your child's class, please make arrangements with the teachers ahead of time. Thank you for helping us maximize every moment of the instructional time for students.

Volunteers

Parent volunteers have proven themselves to be valuable to our school, the children, and the teachers. We value parent volunteers and encourage each parent to consider offering time to volunteer at our school. Sign-up sheets and other information are sent home early each year. **All volunteers are required to complete a confidential registration form, which can be obtained in the office.** To keep students safe, the school system will check the names of volunteers against the Virginia Sex Offender Registry. All volunteers must sign in and out at the school office.

Fundraisers

We ask that all families try to sell our Fundraising products. We attempt to make the products easy to sell, however we understand that some families may not want to sell. If you would like to opt out of Fundraisers we suggest a \$20.00 donation in lieu of attempting to sell the product. Fundraisers are done to:

- Raise funds for special events / equipment for the children
- Keep tuition down

Daily Operational Procedures

EMERGENCY CLOSINGS

Ivey CDC will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, or states of emergency, it may be necessary for the school to cancel classes or delay the opening time. Parents should call the school answering machine for announcements of school closings or delays. This information will be posted on Channel 6. We will make every effort to make and post our decision by 5 a.m. Should parents be prevented by weather conditions from reaching the facility to pick up their children, closing staff members will care for the children and maintain proper staff-child ratios until such time as the parents can safely pick up their children.

Should the building require emergency evacuation, the staff-child ratios will be maintained and the children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information and class attendance records with him/her to the new site. Parents will be contacted by telephone as to the location of the children, or by radio broadcast if phone transmission is not possible.

*In the event of an emergency – we request that you **do not** call the school we will need the line for outgoing calls. We understand you will be worried; however we must have open lines for calls to emergency personnel in order to provide the safest situation for your child.*

An Emergency Preparedness Plan is available for your review in the office

A plan is available in the office for your review, which covers in place and out of place shelter in case of an emergency within the center

SAFETY DRILLS

Tornado drills – 2 times per year

Fire Drills – once a month

Code Blue (lock down) – 2 times per year

Shelter in Place (chemical emergency) – 2 times per year

PROCEDURE FOR LOST CHILD

If something happens and your child becomes lost while in our care, the teacher is to report this immediately to the director who will then report it to the parents and the proper authorities so that the child can be located.

REPORTING SUSPECTED CHILD ABUSE

Since we are licensed by the State of Virginia, section 63.1-248 of the code of Virginia requires any person providing full or part-time childcare for pay on a regular basis to report to the proper authorities of any child abuse or neglect. When a staff member has information or evidence of suspected child abuse, the Director is informed and Department of Social Services is contacted and given this information. The Department of Social Services will determine what, if any action will be taken.

Discipline

Discipline policy

It is the policy of **Ivey CDC** keep disciplinary issues minimized and to help children monitor their own behavior. The staff present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourage self-control, self-discipline, responsibility, and cooperation.

The staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For example: “We walk inside the building” vs. “No running!” This philosophy of discipline is in accordance with the school belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. Redirection is our preferred method of correcting negative behavior; however, “time out” may be used selectively for children who are at risk of harming themselves or others. The period of “time out” will be just long enough to enable the child to regain control of him/herself and will never be longer than 1-2 minutes per each year of age. During a “time out” the child will be visually observed by a staff member.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child’s safety or that of others, and then only for as long as is necessary for control of the situation. Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavioral plan. If a child’s behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day. Open communication between home and school is considered the key to effective discipline.

At no time will a child be subjected to physical corporal punishment (shaking, hitting, biting, pinching, etc.), nor will a child be humiliated, frightened, or verbally abused by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child’s age, emotional state, and past experiences will be considered in discipline matters. Any violation of the school’s discipline policy should be brought to the Director’s attention immediately.

Discipline begins at home. Therefore, it is primarily the responsibility of the parents to see that children behave appropriately while at school.

General policies on behavior applicable throughout the school are few in number and strictly enforced. Basically, they are as follows:

1. Each student is responsible for his/her own behavior.
2. Students are expected to be courteous to all staff members, volunteers, and church members.
3. Each student must respect the rights and property of others.

4. Hurting self and/or hurting others are not permitted in this school.
5. Move about the building orderly—without running –quiet in the hallways.
6. Talk in a quiet manner.
7. Keep the building and grounds neat.
8. Listen when others are talking. Raise hand to speak be courteous.
9. No gum or candy.
10. Any gestures related to martial arts or acts of violence will not be permitted.
11. Pay attention to fire drill procedures.
12. Students must never leave school or the school grounds without permission.
13. Weapons and alcohol are not permitted on church property.

Discipline

Discipline Procedures

The administration and teaching staff believe strongly in the idea of helping children to learn self-discipline and self-respect. Moreover, we are deeply committed to promoting good citizenship and student awareness of the rights of others. The staff is encouraged to provide positive reinforcement of students' good behavior. When disciplinary action becomes necessary, the following sequence is implemented in most cases:

1. The teacher tries to handle the problem at the classroom level and gives the student the opportunity to resolve the matter.
2. If the problem persists, the teacher is expected to notify the director and the parent to report the behavior and ask for support.
3. If the problem is still evident, the principal talks with the student and decides appropriate consequences. Which could include any or all of the following:
 - a. Parental Conference—the parents, teacher(s) and Director will meet to discuss the situation to form a plan that is mutually agreeable to all parties in order to alter the undesired/unsafe behavior.
 - b. Early Dismissal—If the child continues to be disruptive or the inappropriate/unsafe behavior continues after the parent conference has occurred, the parent will be called to come pick the child up and the child will be sent home for the remainder of the day. No tuition adjustment will be made.
 - c. Suspension—should the behavior continue after the early dismissal has occurred, the child will be suspended from attending school for a period of 3 full school days. It will be the parents' responsibility to arrange for alternate care during the suspension period. No tuition adjustment will be made.
 - d. Disenrollment—the Director/Assistant Director will disenroll a child if the undesired/unsafe behavior continues after the above procedures have been exhausted. This may occur without notice.

At the discretion of the Director/Assistant Director, pupils may be excluded from off campus school activities, field trips, etc., because of inappropriate behavior or if a pattern of disciplinary concern warrants such action. The Director/Assistant Director also has the authority to disenroll a child without following the above procedure if the child's behavior is so extreme that it endangers the health and safety of other children or staff, disrupts the learning environment of the other children or unnecessarily burdens the faculty or staff of the IVEY CDC.

Parents will be required to pay for damages done by their child to the building, equipment, books, and other school property.

Final Word

The Pastor and/or director reserves the rights to deny, cancel, sever or suspend a child's enrollment if deemed in the best interest of the child or the school. In such cases, any unused tuition will be refunded.

Food Services

Food Restrictions and Guidelines

If a child cannot eat certain foods, such as in the case of allergies, please supply alternate foods from home. We must have a letter from your child's doctor stating the allergy. No child will be served food substitutes without a doctor's written request. Students need a balanced lunch in order to maintain good classroom concentration.

The Health Department asks that all food, whether commercially prepared or home cooked, be proportioned out in clean and sanitized containers complete with the date and a label indicating the ingredients. Lunches containing perishable items must be contained in an insulated bag.

Any food item that requires reheating will be micro waved to ensure that the proper temperature of 165 degrees is reached. Therefore, all such foods should be sent in microwave-safe containers. For lunch, sandwiches, yogurt, soup, fruit, crackers, cheese, etc. are recommended so that children receive a serving from each food group. Please try to include milk or 100% fruit juice as a beverage. If a beverage is not provided, children will be offered milk. Please try to avoid foods that contain excessive amounts of sugar, preservatives, artificial flavoring and colors, and caffeine. Lunches should be ready to serve (fruit peeled, soup in a microwave-safe container, etc.) and will be reheated if requested. Items that require refrigeration must be labeled and placed in the appropriate place in the refrigerator in the kitchen. Remember to pack spoon/fork/napkins. **No candy or soft drinks** are allowed.

All cups, bowls, spoons, etc. must be taken home daily. Department of Health requirements do not allow us to wash and store these items.

A child will be encouraged to eat the balanced meal that the parent has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal. Uneaten food will be thrown away. Please review the daily report, which includes a section on appetite and food consumption.

Field trip lunches should be packed using the above guidelines

Breakfast times

Students who eat breakfast at school prior to 8 a.m. should bring their breakfast in a bag labeled with the date and full name and take it to their classroom.

Children who arrive after 8 a.m. should eat breakfast at home. Some of our children have food allergies and we must monitor all meal and snack situations. Reminder we are a peanut free school! A mid-morning and afternoon snack is served daily.

Snacks

Morning and afternoon snacks are provided on a daily basis. These may include items such as goldfish crackers, cheerios, pretzels and graham crackers. 100% fruit juice is served with all snacks. The snack menu is posted on bulletin board outside of daycare office for parents' review.

Food Services

Cafeteria Rules

Most children are very cooperative in trying to use “restaurant” or “dinner table” manners. We are committed to using a positive reinforcement system while stressing the importance of appropriate lunchroom behavior. Please review these rules with your child.

1. Talk quietly—use a “restaurant” voice.
2. Walk in the cafeteria.
3. Pick up food and trash under, on and around your table.
4. Eat your main meal first, then your dessert.
5. Keep your legs under the table.
6. Listen to and obey all instructions.

Parties

Appropriate holidays are celebrated in a Christ-centered manner. Jesus is the center of Christmas and Easter, and God's harvest and blessing is the theme for October and November. The classroom teacher will organize and conduct parties. Students may celebrate birthdays at school with advance permission from the teacher.

If you wish to provide cupcakes or a cake for your child's birthday, please advise the teacher as to the date which you wish to provide this treat. We would like for you to leave your cupcakes or cake in the kitchen so as to provide minimal disruption of the class. The teachers will be notified and may pick up the treat at a time when it is appropriate.

All Cupcakes/Cakes must be store bought. **No homemade items are allowed.**

Distributing invitations to parties

Distribution of party invitations at school is not recommended. Only in cases where invitations are extended to every child in the class will this be considered. Our intention is to avoid hurting the feelings of any child not included in the invitation.

Health/Medical

Accidents and Injury

Should a child become injured at school, the parent will be notified via an accident report form. The parent will be asked to sign this form indicating that he/she has been notified, and a copy of the form will be included in the

child's school record. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs.

In the event of an emergency, the child will be transported by ambulance to the nearest hospital and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is correct.

Our staff is designed to provide only minimal emergency care. It is imperative that parents provide accurate emergency information in the event that bactine and band-aids are not sufficient first aid to handle the needs of the student. We may not give aspirin or any other internal medication, unless the criteria in the section "Administering Medicine at School" are followed.

Health/Medical

Health Policies

The health of the children is very important to us. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a preschool setting. A child who is unable to participate in all school activities due to illness should not be in attendance. By establishing and maintaining a healthy environment and responsible health policies, all of our children will benefit.

If a child does arrive in the morning showing symptoms of ill health, the school will be unable to accept him/her. The exception to this requirement would be that a licensed physician has indicated in writing that there would be no health risk to your child or to any of the other children or staff.

Examples of health symptoms that require exclusion from the program include (but are not limited to):

1. Severe pain or discomfort particularly in joints, abdomen, or ears.
2. Vomiting or diarrhea (2 or more episodes in 24 hour periods).
3. Severe coughing or sore throat.
4. Oral temperature of 101.0 degrees or more, accompanied by other behavior changes/symptoms.
5. Jaundice (yellow) skin or eyes.
6. Red eyes with discharge.
7. Infected, untreated skin patches/lesions or severe itching of body/scalp.
8. Difficult or rapid breathing.
9. Skin rashes (excluding diaper rash) lasting more than 24 hours.
10. Swollen joints, visibly enlarged lymph nodes, or stiff neck.
11. Blood/pus from ears, skin, urine, stool.
12. Unusual behavior characterized by listlessness, loss of normal appetite, or confusion
13. Symptoms of chicken pox, impetigo, lice, scabies, or strep throat.

If a child becomes ill during the day, a parent will be advised immediately. The child will be given the opportunity to rest or have quiet activities until a designated release person can pick the child up. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours. The exception to this requirement would be that a licensed physician has indicated in writing that the child does not present a health threat to others and is able to participate in all school activities.

In cases of certain communicable diseases, the school is required to file a report with the Department of Health within 24 hours so that control measures can be implemented. **Parents and staff are required to notify the school within 24 hours if a child or family member has developed a known or suspected communicable disease.** If a child has not been fully immunized for some of these diseases (due to the child’s age, medical condition, or religious reason) he/she should be excluded from the school during an outbreak of a vaccine preventable illness as directed by the state health department. Examples of “Reportable diseases” include (but are not limited to):

Health/Medical

Communicable diseases

<u>DISEASE</u>	<u>FIRST SYMPTOMS</u>	<u>INCUBATION</u>	<u>ISOLATION</u>
Chicken Pox	Fever, Loss of appetite, red spots, blisters	14-21 days	6 days, symptom-free
German Measles	Signs of cold, swollen glands, fever	14-21 days	4 days or more until well
Measles	Signs of cold, runny nose, cough, red eyes, fever	10-14 days	7 days or more until well
Mumps	Sore throat, fever, nausea, pain and swelling about jaws	14-21 days (avg. 18)	7 days or until all swelling is gone
Scarlet Fever & Other Hemolytic Streptococcal Infections	Sore throat and fever	2-7 days	4 days or until well if under antibiotic therapy
Whooping cough	Signs of cold, cough with whoop, vomiting while coughing	7-14 days	3 weeks or more after appearance of cough
Fever	Chills, hot forehead, 100 degrees or more body temperature	2-7 days	48 hours (at least 24 hours after fever is gone)
Flu	Chills, fever aches in joints, nausea	7-10 days	4 days or more or until well
Conjunctivitis	“Feeling” something in eye, water/pus discharge, eyes itching burning, sensitivity to light		As long as red (about a week)
Head lice	Rash at nap of neck or ears		Until treatment is verified

All parents will be informed by posting if a communicable disease is reported. The IVEY CDC follows the reporting guidelines as established by the PA chapter of the American Academy of Pediatrics. A copy of these guidelines is on file in the Director's office and is available for your review.

Health/Medical

Administration of Medication

Medication will be administered only by written consent, and only those medications provided by the parents will be administered. Containers must be clearly labeled with the child's full name. Prescription medicine must be in the original container with the child's name, the doctor's name and the dosage plainly printed on the druggist label. Medication can only be given for ten working days without further authorization from the doctor. Medications left at the center after the requested administered period has expired will be discarded.

General information on medications

Medications will be dispensed at noon. The first dose of any new medication should be given at home, at least 24 hours before the child returns to the school to insure that there are no adverse reactions.

The Director or designated staff member MAT certified is responsible for checking the medication logs and dispensing the medication. To ensure that the medication has indeed been dispensed to the child, the medication log will be signed and dated at the time it is given by the person administering the medication

All MAT certifications are located in the daycare office.

Medication, **non-prescription as well as prescription**, to be given at school require the parent to complete a form. A written order from the student's physician giving the name, dosage and time interval of medication is required for each medication. The prescription label on the bottle may be accepted as physician's order. The medication must be brought to school by the parent or guardian in the original container, properly labeled by a registered pharmacist. Please allow yourself 20 minutes to complete paperwork.

Any uncertainties you may have in reference to administering medication should be referred to the clinic immediately. **Under no circumstances will internal medication be given without written parental consent.**

Long term medications lasting more than 10 days requires a meeting.

Allergies that may require medication—if a child has an allergy which may require emergency medication, an authorization packet must be on file. If it is determined that the child is in need of this emergency medication, a staff member will dispense and document this on the medication log. The parent would be notified so that upon arrival at the school, the medication log could be completed and signed.

Sunscreen & Topical Ointments—Due to respiratory concerns, powders will not be used. If a child requires over-the-counter diaper ointments or lotion, these must be labeled with his/her first and last name. The parent must complete an authorization form for each type of ointment. This authorization is good for the duration of the school year. This is to include sunscreen and Eczema lotions.

No medication is to be brought to school by the child; The parent must bring the medication to the school and check it in with the office.

Bloodborne Pathogens

PLEASE NOTE: Due to the regulation from Occupational Safety and Health Administration 1910.1030 (dealing with Bloodborne Pathogens), if your child has gotten sick or has blood on his clothing, it is important for a parent to either pick up the child or provide a fresh set of clothing for him/her so as not to tie up the clinic. For health reasons, soiled clothing will be bagged and kept in the clinic for only two (2) days. The clothes must then be destroyed.

Transportation

Transportation & Safety

Before any child is allowed to ride in the van/bus, his/her parent must sign a permission slip and a school bus code of conduct form.

The following rules must be followed while riding in the van or bus.

1. All seat belts must be fastened.
2. Proper child safety restraints that meet Federal and Virginia laws are required.
3. Students should report to Ivey at least 15 minutes prior to the scheduled departure of the bus and be ready to board. Bus drivers cannot wait for students.
4. Bus drivers may assign seats. Students will remain in seats while the bus is motion and be responsible for any damage to seats.
5. Students shall not extend any part of their body or any other articles out of the bus window.
6. Students shall not throw any object inside the bus or out of the bus window.
7. Students are under the authority of the Chesterfield County Public Schools while on the county buses. Conduct should be similar to the classroom.
8. Students will be allowed off a bus only at school or their field trip stop. Unauthorized stops will not be made.
9. Glass objects and other dangerous objects are not to be transported on the school bus.
10. Scuffling, fighting, and use of profane language will not be tolerated and will result in an immediate suspension from the bus. A parent conference will need to be held before services resume.
11. Students cannot eat or drink while on the bus going to or from school.
12. Students must not make any loud or unusual noise or attempt to distract the driver in any way.
13. Students must keep aisles clear. Any articles too large to be held in lap or placed under seat cannot be carried on the bus.
14. Live animals or insects may not be carried on the bus.
15. The Emergency Door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow the instructions of the driver.
16. The driver and school officials are not responsible for articles left on the bus.

17. The bus driver is required to report any misconduct that jeopardizes the safety of the bus or passengers to the Director for disciplinary action.
18. The Director has the authority to suspend riding privileges for anyone violating these rules.
19. Radios, Walkman, MP3 player, iPods or other mechanical headsets are not allowed on the bus.
20. Students who have soiled (bathroom accident) (blood) clothing may not be transported on the school bus.

If your child does not follow these rules the child may be brought back to the center or not allowed to go on the next field trip.

The center may require a parent to accompany a child who cannot follow the rules on a field trip.

RIDING A SCHOOL BUS IS A PRIVILEGE. STUDENTS WHO CONTINUALLY DEMONSTRATE UNSAFE BUS BEHAVIOR MAY HAVE THIS PRIVILEGE REVOKED FOR THE REMAINDER OF THE SCHOOL YEAR.

Transportation

Field Trips

As part of the Ivey CDC, periodic field trips will be planned to provide the children with exposure to fun and educational experiences in our local community.

Field trip information (including any necessary monies) will be sent home in advance of each trip. We must have the original signed permission form before the first trip is taken. Insurance regulations prohibit permission being given by phone.

In the event that permission has not been obtained the child will NOT be allowed to attend. If space availability and ratio allow, the child will be sent to another classroom for the duration of the trip. If space, or ratio do not allow the child will have to be picked up.

Children are transported to field trips, and to and from the public schools serviced by our School Age Program. Children are supervised at all times while being transported and van safety rules are enforced. Children are strictly monitored around traffic. Staff will insure that streets are safe to cross for the children and if necessary, stop traffic before leading the children across a street. Children must be secured in a child safety seat up until age 8.

Our vehicles are driven by licensed and trained drivers. Our vehicles are regularly inspected and maintained for safety. The drivers have access to emergency phone numbers, first aid supplies and assistance from the center, if needed, at any time.

Child Safety Seat

Virginia law requires that children under the age of 8 years to be restrained in a child safety seat that meets federal standards.

Virginia laws requires all children age 8 through 15 be properly secured in an approved safety belt without exception, when the child is in the vehicle.

Additional Vehicle Safety

Drivers will have cell phones with them on trips. In the case of an emergency the drivers will be allowed to use cell phones to get help. Cell Phones / Texting will not be allowed while on the Bus/Van.

Student Services

Parent Communication

IVEY CDC provides many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring from time to time. Examples of the types of communication that parents will receive include:

DAILY FOLDER: A daily written report is prepared on each child in the school. This provides a parent with an overview of the activities in which the child participated as well as information on meals & sleep. The teachers will also provide comments on the child's progress. Parents should check their folder daily for these reports and any other messages.

PARENT CONFERENCES: At least twice a year, or more often by request, a formal parent/teacher conference time is scheduled. This is to summarize each child's progress in detail. A written developmental report summarizes the teacher's evaluation. These conferences are generally scheduled in January and June.

INFORMATION BOARDS: These are located by the door of each classroom. Information is provided about upcoming school and community events. Individual classroom boards have lesson plans, class schedules, and attendance information posted. It is recommended that parents check the boards regularly to get updates on the planned program in the classroom.

DAILY FEEDBACK: These are the daily communications between staff and parents in the morning and evening to provide updates on the children's health, dispositions, etc. A long dialogue may not be possible at the drop-off and pick-up time as the staff is responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged. Naptime is usually the most convenient time for this type of conference.

NEWSLETTERS: Periodic newsletters are sent home to keep parents posted on school activities. These will be placed in each child's daily folder/ mail slot .

PARENT-TEACHER INTERACTION

Any parent wishing to speak with a teacher should arrange an appointment in the office. Parents should not go directly to the classroom unless an appointment time has been scheduled.

Occasionally parents are uncertain whom to contact regarding specific questions.

Below are guidelines which should be followed in designated order:

- Problems in classroom—teacher, administrator (in that order)
- Absentee—school office (804)526-6544
- School bill, fees, and financial information—bookkeeper/office

Student Services

Proper Dress

Student dress should be appropriate for full participation in the total summer program. There is no official dress code. Previous experiences have shown that good judgment supersedes the necessity of a dress code. However, we specifically require that children not wear open toed shoes due to the potential danger during physical play.

Children should wear play clothes to preschool. **Please send your child to school in clothes that can tolerate paint, glue, dirt, etc.**

When dressing your child for the center, please keep in mind the following considerations:

1. Clothing needs to be comfortable enough for active play and free of complicated fasteners so that the children can move freely and use the bathroom easily and independently.
2. Part of each day is spent on the playground, so clothing needs to be durable.
3. Many of the classroom activities are messy (art activities and paint), and we suggest clothing that is washable.
4. During times of the year that the weather is changeable, layers of clothing would be better than one heavy item.
5. All clothing needs to be labeled with the child's full name.
6. If you do find that items of clothing are missing, please check the lost and found box in the office.
7. Children should not wear open-toed shoes such as sandals or flip flops because of the danger of injuries. Tennis shoes are the best footwear.

Parents, you are the key in working with the school in maintaining these appearance standards. Please check your child before he leaves home to make sure he is dressed nicely and groomed properly. When your child is enrolled at Ivey CDC, this means you pledge on the part of your family to abide by these regulations

Toileting Accidents

It is not uncommon for younger children to experience toileting accidents particularly after nap time. The procedure for this situation it is to first retrieve the student's change of clothes. The teacher working with the

student will send him/her into the stall. The teacher will then coach the child on what to do, if help is needed. The teacher will bag the soiled clothes to be taken home, then give the child their clean clothing. The child will be encouraged to use the restroom, if possible. After the student has completed this changing process, he/she will wash their hands and return to class. The bagged, soiled garments will be placed with the child's things to be taken home. It is important that a set of clothes be returned the next day. If a student has an accident and does not have a change of clothes, the parents will be called and asked to bring clean clothing.

Separation Adjustments

It is normal for a child to go through an adjustment during the big change from home to preschool. There may be tears when separating from the parents. Teachers can usually distract the children easily, and most children settle in within the first two weeks of attendance if they are here full time. Parents can help with this adjustment by telling the child good-bye quickly and leaving. When parents linger, it is difficult for the teacher to distract the child. Please do not slip out without your child's knowledge as this is very upsetting to the child and makes the adjustment harder. Feel free to call and check on his/her progress or drop back in to reassure yourself that he/she is fine.

Student Services

Toys from Home

It is recommended that all toys remain at home except as noted "Items to Bring to School". It is very difficult for young children to share favorite possessions, and all toys that enter the school must be shared. In addition, many toys break easily and contain small parts. These types of toys are inappropriate for our setting.

"Show and Tell" items may be brought on Fridays during the school year. Suggested items include books, photographs, special treasures such as seashells, or theme related items. Anything pertaining to violence (guns, war toys, etc.) or having to do with political or religious beliefs is not appropriate for "show and tell". Material deemed inappropriate for a preschool audience will not be used.

These items must be in a bag and labeled with the child's name. They must be left in the child's cubby until show and tell and returned immediately afterward. Co-operation with this policy will reduce problems in the classroom and eliminate the problems of personal items being lost, damaged or destroyed. The center will not be responsible for these toys.

Personal Belongings

Each preschool child will need to bring a complete change of clothing, including such things as shirt and pants or dress, underwear and socks. Be sure that each item is labeled with the child's name.

In addition, each child must bring one flat twin sheet for use at naptime. Additionally a small blanket and a special snuggle toy may be brought if desired. If they bring a pillow the pillow must have a pillowcase. Failure to provide one twin size flat sheet will result in us having to call you at work to bring it.

All items brought to school should be conspicuously labeled. Extra clothing should be provided as seasons change and as the child grows. Rubber soled, closed-foot shoes such as sneakers are the most appropriate school shoes for climbing, running, and playing outside. Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor playtime, even in the winter snow. Labeled clothing that is attached where possible (hoods on coats, clips on mittens) will lessen missing items. Nap sheets are sent home weekly to be laundered.

Lost and Found

If the child's name is written on personal articles, there is usually no problem getting them to the rightful owner. If you notice any items of clothing are missing, please check in Lost and Found, Located on the coat rack in the large fellowship hall. Unclaimed articles are removed from the school at the end of each month or sooner, as necessary.

Playground Safety

Swings: Students must swing straight forward, sitting and facing the center of the playground. There should be no sideways or twisting motion in the swing. When getting off the swing, students will drag their feet, slowing down the motion, then step out of the swinging position. Students will not jump out of the swing, scale the swing's framework, stand, or kneel on the swing. Only employees are permitted to push students on the swing.

Conversation and behavior should be in keeping with the school code at all times. Playing violently, unkindly or with the intent to intimidate is not permitted. Karate/any fighting gestures are prohibited. Screaming/loud noises should be avoided.

Student Services

Rest Time

All Children in the Preschool classes are required to lie quietly on their "Cots" for approximately 30 minutes. This allows those children who do wish to sleep, a quiet length of time in which to fall asleep. Quiet music is played, the lights are dimmed, and it is a period of relaxation for all. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves on their cot while their classmates rest. Naptime is generally two hours long.

Although we make every effort to meet each child's individual rest needs, it is difficult to guarantee a specific length of naptime, or wake-up time for each as a child's rest needs vary with activity level, sleep patterns the night before, etc. It is equally difficult, and in opposition to our child-centered program, to keep a child awake if he/she wants to rest.

Naps/Restroom/Water Breaks

Children take naps daily to be refreshed for the afternoon and evening.

Preschool students will be taken to the restroom by their teacher in the morning before class begins. Each teacher will take their class to the restroom after recess, lunch, nap and before afternoon recess. If a student needs to use the restroom in between these times, they may let the teacher know so attention will be given to this need.

All students should attempt to use the restroom at these appointed times. Students must wash their hands after using the restroom. After washing their hands the students will wait in line for further instruction from the teacher. Restroom doors should be propped open allowing visibility from the hall.

Students will be taken to the drinking fountain after returning inside from outdoor play.

During hours of extended outside time, teachers will announce restroom/water breaks. The children will then line up to be escorted to the restroom area.

Smoking Policy

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, use of any tobacco products will be limited to designated areas on school grounds. Parents, staff and visitors are asked to comply with this policy. Smoke detectors and fire alarms are located in our building. Please do not smoke in the presence of children.

Educational Resources

Chesterfield County Public Libraries

OPEN

Monday, Tuesday, Wednesday, Thursday

10 a.m. – 9 p.m.

Friday & Saturday

10 a.m. – 5:30 p.m.

Central Library 9501 Lori Road Chesterfield VA 23832 748-1774	Chester Library 12140 Harrowgate Road Chester VA 23831 748-6314
Ettrick-Matoaca Library 4501 River Road Petersburg VA 23803 526-8087	Enon Library 1801 Enon Church Road Chester VA 23831 530-3403

Colonial Heights Public Library

OPEN

Monday, Tuesday, Wednesday

10 a.m. – 8 p.m.

Thursday, Friday, Saturday

10 a.m. – 6 p.m.

Colonial Heights Library

1000 Yacht Basin Drive

Colonial Heights VA 23834

520-9384