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Welcome to Sharon Baptist Day School!



We are honored that you have chosen Sharon Baptist Day School to fulfill your child's developmental needs. We understand that we are with your child a good part of the day and that makes it essential that your children learn more than just academics from us. We promise to teach to the whole child; guiding their social, emotional, and cognitive development as well as health and environmental awareness through biblical principles.

This handbook is meant to serve as a guide to our policies and outlines what you can expect from us and what we expect in return. We want to work with you to provide the utmost care for your child. While no one knows your child better than you, it is imperative that we work together. If you have any questions or concerns, please let a Sharon Baptist Day School staff member know. We thank you for the opportunity to love and teach your child!

CONFIDENTIALITY

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health, or discharge of a child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

Religiously Exempt Day School

Sharon Baptist Day school is a religiously exempt center. This means that we are unlicensed (due to being a religiously exempt facility) by the state of Virginia, but we are regulated by all state guidelines regarding employee background checks, yearly certifications of the center, as well as employee health and safety reports. We also comply with periodically, unannounced inspections of our facility by the state – to include the Department of Social Services, Fire Marshall, Sanitation Department, and yearly Fire system checks.

Physical Facility

Sharon Baptist Day School operates inside the building of Sharon Baptist Church in Hampton. The education wing of the building is the portion that the Day School uses. There are currently 4 rooms that are used for classrooms and 2 rooms used for Infant classes. We have an enrollment capacity of 100 children in the age range from six weeks through five years. The building is kept in neat, working order with running water, electricity, heating and air conditioning. We do not offer any use of kitchen facilities as the children are required to bring a packed lunch from home. We do have an outside play area, weather permitting, that is used. There is a fenced in area containing ride-on toys, kitchen sets, etc. All of these areas and toys are kept in working order and safe for play by the children. Sharon Baptist Day School's liability insurance is provided through an addendum from the master insurance policy of Sharon Baptist Church through Church Mutual Insurance Company.

Reporting of Suspected Child Abuse and Neglect

Parents should be aware that Sharon Baptist Day School is required, under penalty of law, to report suspected cases of child abuse and neglect. All staff is trained on how to detect child abuse, report child abuse and to protect children from child abuse. Such cases will be referred to the Virginia Department of Family Protective Services and the authorities immediately. The child abuse hotline number is 1-800-552-7096.

Safe Sleep Practices

At Sharon Baptist Day School, we adhere to the safe sleep guidelines recommended by the American Academy of Pediatrics. These include, but are not limited to:

- Only 1 child per crib
- No soft toys, blankets, pillows, bumpers, etc. in the crib with child (bare crib space)
- Child will always be placed on their back when laid down

STAFF POLICY

All Sharon Baptist Day School programs are staffed by highly trained teachers. Sharon Baptist Day School is owned and operated as a ministry of Sharon Baptist Church. Substitutes may be used when regular staff is absent. Substitutes shall meet all requirements as laid forth by Sharon Baptist Day School.

All Staff and substitutes are subject to:

- Criminal Background Checks
 - o Sworn statement of affirmation
 - o Fingerprint based background check
 - o Search of the criminal history name check and sex offender registry check from any other state a person has resided in the past 5 years
 - o Child abuse and neglect registry search for Virginia and any other state the person has lived in within the past 5 years
- Education and work verification
- Drug-Testing
- Medical Evaluation by a Physician

- Emergency Certification
- Training

We believe Sharon Baptist Day School's excellence is ultimately measured by the quality of its staff, which is why we are selective when it comes to our teachers and employees. Every employee at Sharon Baptist Day School is held to the highest standards and must complete a rigorous pre-employment screening process.

ADMISSION

Children are admitted to Sharon Baptist Day School regardless of sex, race, age, color, or national origin.

The following forms are required on, or before the first day of the child's attendance in the program:

1. Completed Enrollment Application.
2. Copy of Current Immunization Record and Health Screening.
3. Emergency contact information of at least (1) emergency contact including name, phone number, and address.
4. Payment of registration fee.
5. Signed form acknowledging agreeance and understanding of Sharon Baptist Day School policies.
6. Payment of 1st week's tuition is due upon receipt of enrollment application, immunization records and health screening.

All forms may be obtained online at SBDaySchool.com or at our office located at 2625 N. Armistead Ave, Hampton, VA 23666. Please call 757.838.1201 for more information.

Applications are accepted on a first-come-first served basis. In the case of Sharon Baptist Day School reaching full enrollment, a waiting list will be established. Preference will be given to siblings within a family.

PAYMENT PROCEDURES AND FEES

Registration Fees are non-refundable and non-transferrable. Please understand

that tuition is based on enrollment not attendance.

Fees

Registration Fee: \$100, due upon initial enrollment (enrollment papers are given in exchange for registration fee).

Re-enrollment Fee: \$50 per student annually to re-enroll for the upcoming year.

*Enrollment papers (including physical form and shot records) must be completed and turned in **BEFORE** attendance.*

First week of tuition: Paid when enrollment papers are turned in.

Tuition is paid a week ahead and must be paid by close of business on Wednesday or late fee will be incurred.

Late Fee: \$35 applied on Thursday

If no payment is made by the following Monday, no child attendance until payment is made in full.

After two weeks of no payment, the child will be automatically withdrawn from program.

Tuition will still be charged for week of no attendance.

Curriculum Fee: a curriculum fee will be paid at the time of the re-enrollment fee for the upcoming school year. This fee will cover the cost of the students workbooks and is based on the age/class of the student.

Transition Toddler (16-24 months): \$45

Toddler (2-3 year olds non-potty trained): \$55

Preschool (3 year olds potty trained): \$65

Preschool (4 year olds potty trained): \$80

Reservation fee: Half of tuition

2 weeks of vacation allowed without payment, must give 2 week written notice for waived reservation fee.

Returned Check Fee: A **\$30.00 fee** will be charged for any returned check. This fee must be paid along with the payment for the returned check in cash or with a cashier's check or money order. The total amount must be paid in full in order for your child to attend Sharon Baptist Day School. After two checks have been returned due to insufficient funds; cash, a cashier's check, money order, debit, credit card or ACH transaction are the only acceptable forms of payment from then on.

We accept Cash, Credit Cards, Money Orders, ACH Transactions and Checks. All checks should be made payable to Sharon Baptist Day School. All checks must include the parent/guardians driver's license number and the name of your child. Sharon Baptist Day School reserves the right to increase tuition and other charges upon one month's written notice.

Tuition

General Rates:

Infants (6weeks - 16months): \$210/week

Transition Toddlers (16months - 24months): \$200/week

Toddlers (2years - 3years – non-potty trained): \$180/week

Toddlers (2years – 3 years – potty trained): \$170/week

Preschool (4years - 5years – fully potty trained): \$165/week

Additional Services:

¹Drop-In (space availability up to 2xs/week): \$45/day or \$90/week

Early/Late hours (additional fee for all 12 hours of care): \$15/day

After Hours Pick-Up: \$15/**every 15 minutes or any portion thereof**

Discounts:

Active Sharon Baptist Church Members Discount: 10% off prices

Military Discount: 12 hours of care, no extra charge (*applies to Infants through Preschool classes*)

Cash Discount (for cash and money order payments): \$10 off per payment (*applies to full-time enrollments only*)

Absences

Tuition must be paid in full, without deduction for absences of any duration or for any cause. This is necessary due to staffing and operational costs that are incurred on the basis of fixed levels of enrollment. Please understand that tuition is **based on enrollment NOT attendance**.

Each family is granted two weeks of vacation time every year during which time they do not have to pay tuition. Two week written notice is required to use your vacation days. If your child is absent from Sharon Baptist Day School for two consecutive weeks without notification to the Director, your child will be considered withdrawn from our school. If you choose to re-enroll your child, depending on space availability, you will be charged another registration fee.

TAXES AND RECEIPTS

A year-end total of the amount paid for your childcare services at Sharon Baptist Day School will be given to you after January 15th. A monthly receipt of childcare services can be provided to you at your request only.

DAILY PROCEDURES

Typical Hours of Operations

6:00 am - 6:00 pm

Typical Daily Schedule

Breakfast: 7:45am – 8:15am

Bible Time: 8:15am-9:00am

Educational time: 9:00 am - 11:30 pm

Lunch time: 11:30 pm - 12:00 pm

Nap time: 12:30 pm - 2:30 pm

Afternoon snack: 2:30 pm - 3:00 pm

Afternoon educational play time: 3:00 pm - 6:00 pm

Holidays

Sharon Baptist Day School will be closed for the following holidays:

New Year's Day

Martin Luther King Jr. BDay

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day and the Friday after

Christmas Day and the day after

Sharon Baptist Day School reserves the right to close for ministry related reasons in the event of a conflict with Sharon Baptist Church. If such a closure is going to take place, Sharon Baptist Day School will let the parents know in a timely manner.

Drop Off/Pick Up Procedure

To access Sharon Baptist Day School, parents will be provided with a key fob in order to enter our premises. All teachers will take attendance of each child electronically checked into their classroom to ensure the safety of our classrooms. Please notify us if you are picking up your child early, especially during naptime.

No child will be allowed to leave Sharon Baptist Day School without being accompanied by those designated as primary caregivers on his/her enrollment form as an "Authorized Person" or after that, in writing via signed note or email. Anyone dropping off or picking up a child must be at least 18 years of age or older. Giving note or verbal permission to your child's teacher is unacceptable.

In an emergency, if you need to make arrangements over the phone to give permission for someone who has not been authorized to pick your child, please ask to speak to the Director. The Director will assist you in the process. The parents need to call to speak to the Director with the name of the person picking up the child. If at all possible a signed note should be given to the person picking up the child so that we can keep that in their file. If a note is not able to be given an email must be sent to the Director at dayschool@sharonbaptisthamptonva.com, so that we have record for the child's file of the change for that date. The note or email needs to include the child's name, date they are being picked up by a new person, and the name of the person picking them up that day. In all cases in which you authorize the release of your child to a person who has not picked up your child before, or whom is unknown to the staff member on duty, we will ask that person to provide appropriate picture identification that we will scan and keep in our files.

Check-in/Check-out Procedure

Each family is provided with 2 key fobs free of charge. If you need additional key fobs they are just \$10 per key fob. Upon un-enrollment please return all key fobs to the Director. If you have purchased an additional one at any time we will refund you the \$10 once all are returned at un-enrollment. If someone new is picking up your child please give them your key fob so that they are able to get in the building. If you misplace your key fob, please let us know and we can get a new one made for you for an additional \$10. If you are unable to get in the building due to not having a key fob for an extended period of time, you will be charged a \$5 fee for each time that you must be let in. Please let the director know if you have any questions.

Please remember to sign your child in and out at the kiosk right inside the front door. This is how we take attendance each morning. This is also the way that we make sure that we have each child in the event that we need to evacuate the

building for an emergency. Checking your child in and out at the kiosk is a very important step for us in using SmartCare. If you do not check your child in when you arrive we will assume that they were here at 6am, and if you do not check your child out when you leave we will assume they were here until 6pm. If either of these times incur extra charges, those will be posted to your account and will need to be paid at the time of your next tuition payment in order for your child to continue to attend.

Please have your child dropped off for school no later than 10am to avoid and disturbances during the normal routine for the day. If there is any need to drop off after this time, it will need to be approved by the Director in advance.

Inclement Weather Closings

- If weather conditions warrant that Sharon Baptist Day School is cancelled for the day, then all day programs will be closed.
- If Sharon Baptist Day School closes early due to deteriorating weather conditions, procedures for emergency closing will go into effect as noted in "Emergency Closings."
- Parents should contact Sharon Baptist Day School at 757.838.1201 for updates on program closings or delays. Parents may also access this information on our website at www.SBDaySchool.com as well as our facebook page.
- **Emergency Closings-** Program operation/closing decisions will be made by Sharon Baptist Day School's Director. If the emergency is a mechanical failure, natural disaster, or there is imminent danger to the children or staff, we will contact parents immediately and request that children be picked up. If parents are unable to come for the child, the staff will call the emergency contact person designated on the child's enrollment form.
- Fire drills and emergency evacuation- Each month children and staff practice procedures to be used in the event of a fire or other emergency requiring escape from the day school.

TRIAL PERIOD AND TERMINATION

All new children will be cared for on a two week trial period (14 calendar days), beginning on your child's actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours' notice. After the trial period, a two week written notice is required to terminate the agreement. Payment is still due the Wednesday proceeding the following week of care whether your child is here or not.

We will also give a two week notice of termination, but reserve the right to terminate any time for any of the following reasons:

- Failure to pay fees on time.
- Failure to pay fees.
- Failure to comply with policies.
- Failure to complete forms in a timely manner.
- Child is not adjusting to the day school.
- Lack of communication between the guardian and the day school.
- Child excessively biting, hurting other children or adults.
- Guardian attempts to conceal an illness with medication before bringing the child to the day school.
- Behavior from the child is uncontrollable and is harmful to themselves or others.
- Verbal or physical abuse of any person or property by child, parent, relative or friends.
- False information given by the guardian either verbally or in writing.

OPEN DOOR POLICY

Sharon Baptist Day School has an open door policy. Parents are welcome to drop in occasionally during regular business hours without securing prior approval to observe their child and/or the program. However, please remember that younger children have a difficult time when parents come to visit and leave without taking the child with them.

We encourage and welcome parents to visit us and their child throughout the day; but we do ask you not to disturb the class during naptime. If it is necessary for you to pick-up during naptime, please let us know in advance, so we can minimize interruptions to the daily routine. There will be NO drop-offs allowed during nap time.

If you would like to have lunch at Sharon Baptist Day School with your child, we ask you to arrange it with his/her teacher beforehand.

MEALS AND SNACKS

At Sharon Baptist Day School we serve a healthy, nutritious breakfast in the morning and a snack in the afternoon. Lunch time is from 11:30 - 12:00 p.m. Children are encouraged to try new foods, but may refuse what they do not want to eat.

Withholding food is never used as a form of discipline.

Infants will always be fed according to their own schedule. Parents are required to write, date and sign monthly feeding instructions regarding children not eating table food yet. Parents are to provide Breast milk, Formula, and/or Baby Food. All formula will be mixed by the parent beforehand, labeled with child's name, dated and refrigerated as needed. Any leftover formula will be discarded. Breast milk and formula will be heated in warm water, or a bottle warmer, not microwaved.

For children 16 months on up, parents must provide their own sack lunch at this time. It may be hot lunch, needing three minutes or less to heat. We ask you not to send soft drinks, candy, gum, or anything with peanuts (this includes peanut butter).

When parents provide a child's meals and/or snacks from home, it is with the understanding that Sharon Baptist Day School is not responsible for its nutritional value or for meeting the child's daily food needs.

If your child is allergic to any foods, please let us know. In particular, if your child has an allergy that can cause a life-threatening reaction such as anaphylactic shock, we urge you to work with our Director to make sure we have an agreed-upon plan for emergency situations.

Our menus do not include nut or peanut products. Parents may not bring any food items to Sharon Baptist Day School that has these ingredients.

PROPER DRESS AND ADDITIONAL CHANGE OF CLOTHES

Children should be dressed in comfortable clothing that would permit them to participate freely in a variety of activities. Remember that young girls are still learning to keep their dresses down, so if your child wears a dress we ask that they also have shorts underneath them to cover their underwear at all times. Footwear is required at all times and closed-toe footwear is recommended. Please make sure that any sandals have straps on the back of the foot to help them stay on. Children are not permitted to go barefoot. Children should be provided with appropriate outerwear for outside activities. All clothing should be clearly labeled with the child's name.

We encourage self-help skills. Younger children should be sent in clothing that he/she can fasten and unfasten by him/herself.

In the event of spills or toileting accidents, each child is required to have two complete changes of clothes, including pants/shorts, shirt, underclothes, and socks, at the center. Each article of clothing should be labeled with the child's name and placed in a Ziploc bag. Parents will need to replenish used clothing.

OUTDOOR PLAY

This is a special time of the day to release energy and simply enjoy the physical rewards of active play. We actively monitor temperatures for the day, and keep

children indoors when it's too hot or too cold. In the hot summer months, we schedule our outdoor playtimes early in the day to take advantage of the cooler morning temperatures.

Please make sure your child brings a coat or jacket to wear when he/she will use the playground on cold days.

In addition, sunscreen is a very effective protection against the sun's rays. If you would like us to apply sunscreen to your child prior to outdoor playtime, we will gladly do so, provided you supply us with your preferred sunscreen brand. Please make sure to write your child's name on the container with a permanent marker and give it to your child's teacher for safe storage. You also need to add the sunscreen's name on your list of authorized medication so we can apply it to your child. **Under no circumstances** may sunscreen be left in a child's backpack.

QUIET TIME AND NAPS

Your child may bring a blanket, pillow, and/or stuffed animal for naptime, but they must be small enough to be stored in his/her backpack when not in use. Please refrain from sending in large sheets, blankets, pillows, or sleeping bags.

The children have a 2 hour naptime daily. While all children are encouraged to take a nap, they are never forced to sleep and may have a quiet, peaceful rest time instead.

TOILET TRAINING

We recognize that toilet training is an important step in the early development of all children. When you believe your child is ready to begin the process, discuss what you plan to do with his/her teacher. The teacher will have suggestions to assist you. Your child will have the greatest success when parents and teachers work together in a consistent team effort. If the timing's right, it should be a natural progression, not an ordeal to worry about.

Children who are in the toilet training process must have two changes of clothing on hand every day.

PARENTS' RESPONSIBILITIES

Parents have the responsibility to:

- Let the staff know if their child will not be attending the program for the day.
- Observe the rules of the program as set forth by Sharon Baptist Day School.
- To share their concerns with staff members if the program is not meeting their child's needs.
- Listen to concerns that staff members have about their child's behavior, and to work towards an agreeable solution to any problems that might occur.
- Know about any change in program policy or procedure.
- Know the discipline procedure of the program.
- Replace any equipment that their child is responsible for misusing.
- To sign their child in and out of the program EACH day.
- To notify a staff member when another authorized person is picking up a child.
- Inform staff if their child has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Notify administration in writing of withdrawal from the program at least two weeks in advance
- Pay fees on time.
- To keep the child's records up-to-date with changes in phone numbers and addresses.
- Pick up children on time; contact the center if they are to be late.
- Be available to be reached by telephone in case of an emergency; be able to pick the child up or have someone pick the child up within 1 hour of the call.
- To insure that all information reported on the health inventory is accurate and up-to- date.
- Inform staff of any and ALL relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
- Be available for parent-staff conferences in a reasonable amount of time.
- Inform staff and provide appropriate documentation pertaining to child custody issues.

ARRIVALS AND DEPARTURE

Use the Drop-Off/Pick Up entrance with your personal Key Fob when arriving and departing with children at Sharon Baptist Day School.

Children are to arrive clean and bathed. It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief during drop off times because the longer you stay the harder it gets. A smile, good-bye kiss, and reassuring words that you will be back are all that is needed. In our experience, children are always quick to get involved in play activities as soon as their parents are gone.

No drop-offs during the designated daily nap time will be accepted. If you must pick up your child during nap time it must be made brief and providers must be told beforehand so they can prepare the child for pick up without interrupting the other children's nap.

Personal Belongings

It is your responsibility to make sure everything your child brings or wears to school has his/her name clearly written on it in permanent marker.

All children love to bring personal items to school with them, but please understand we have plenty of toys and materials at our school already. If your child brings an item to school, it may be lost or damaged. The risk is yours and Sharon Baptist Day School cannot be responsible for personal belongings.

Your child must not bring to school any weapon or replica of a weapon or any other item that may encourage overly aggressive play. Small or delicate items, which could be easily swallowed or broken, should never be brought to school. All items brought to school should fit in your child's backpack. Please do not bring larger items unless it's something needed for a special assignment/project that has been previously arranged with your child's teacher.

Please do not send any toys, food, candy, gum, or pocket change with your child. If your child needs a special toy or item for sleeping that's okay, but it will remain put away until rest time.

Supplies

²INFANT—THREE YRS OLD SUPPLY LIST

The following items must accompany your child to school and must be properly labeled:

1. At least eight disposable diapers.
2. One box of baby wipes.

² As Needed Per Age Group

3. Diaper ointment (NO POWDERS).
4. Two crib sheets.
5. Two small blankets for naptime cover.
6. Any security buddies needed to rest well (for naptime ONLY).
7. At least two complete changes of clothes.
8. Infants requiring bottle feeding must bring enough bottles to meet the day's needs. All unfinished bottles MUST go home EACH evening. Each bottle must be labeled with your child's name.
9. Lunch for each day (may be hot lunch, needing two minutes or less to heat).
10. Sippy cup or water bottle to be used throughout the day.

Preschool Supply List

The following items MUST accompany your child to school and must be properly labeled:

1. A complete change of clothes, including underwear and socks. This outfit will remain at school in case of spills or accidents.
2. A crib sheet for cots for nap.
3. A small blanket to be used as a cover.

4. Any security buddies needed to rest well (for naptime ONLY).
5. Water bottle to be used throughout the day.
6. Lunch for each day (may be hot lunch, needing two minutes or less to heat).

HEALTH AND SAFETY ISSUES

Emergency information:

Parents must complete the emergency contact information on the child's enrollment form, including the name and phone number of at least one (1) emergency contact other than the parent/guardian, completed and signed by the parent/guardian. These person(s) should be available to pick up the child in the event that the parent/guardian is unavailable to pick up the child. Emergency person(s) should be available during the day school operating hours. Parents

should inform this person(s) that they have been designated as an emergency "backup" person for the child and inform them of the above mentioned responsibilities. Parents should keep the center informed of any and all changes to information regarding the emergency contact.

Enrollment forms will be updated annually at the beginning of each school year.

Procedure for administering Medication:

We recognize the administration of medications is an important part of helping to maintain your child's overall state of welfare and health. We will administer all prescription medications that need to be administered more than two times daily. We do not administer medication "as needed" with the exception of allergy and asthma medications. We do not administer over the counter medication.

Medication will be administered according to the following requirements:

- All medications must be in their original containers.
- For prescription medications administered more than twice daily, the pharmacy label with the child's and physician's names, the prescription number, dosage, and frequency must be current and legible.
- The child must have received the first dosage of the medication prior to coming to the day school. This is to ensure that the child does not experience any negative or allergic reaction to the medication.
- With the exception of prescription allergy and asthma medications, medicine will not be administered on an as-needed basis. A specific time must be indicated on the authorization form.
- An "Authorization to Administer Medication" form must be completed in full by the parent and given, along with the medication, to an administrator.
- Clearly indicate if the medication needs to be refrigerated.
- We recommend you have your pharmacist prepare your child's prescription in two containers, one for home and one for school, in case you forget to take the prescription medication home at the end of the day.
- Medication can be very dangerous in the hands of children and must NEVER be left in a child's backpack where it might be accidentally available to any child.
- We understand that sometimes children dislike taking medication and parents have become very creative in finding ways to administer medications. However, we ask that parents do not put any medications in

their child's food or beverage.

- Medications left at the school beyond administration dates, expiration date, or the end of the school year will be destroyed.

For any specialized medical assistance other than a medication that a child may need, we must have a physician's order to be able to accommodate. (Ex. Apnea monitor, helmet, leg brace, etc.)

First Aid:

Scratches and scrapes will be treated with soap and water, antiseptic cream and a Band-Aid if needed. For major emergencies that require the services of an Emergency Medical Team, the child will be transported by ambulance to the nearest hospital and you will be notified immediately. For minor emergencies, you will be notified and you will transport the child if medical treatment is needed. If circumstances warrant, and you cannot be reached, we will get in touch with your designated emergency contact.

Illness:

For children who become ill while at the center: parents will be contacted and the child could be sent home for the following reasons:

- Temperature of 100 degrees or greater
- Elevated temperature (but less than 100 degrees) along with unusual behavior
- Vomiting
- Liquid stools
- Uncontrollable and persistent cough
- Appearance of acute illness or complaint of severe pain
- Onset of any suspicious rash

Parents may not bring their child if:

- The child has a temperature of 100 degrees or greater within the previous 24 hours. The child must be fever free WITHOUT the aid of any fever reducing substance for 24 hours. Administering Tylenol to reduce your child's fever so that you can bring him/her to childcare is grounds for termination.
- Persistent vomiting and/or diarrhea in the 24 hours before the child comes

to the day school.

- The child has any rash or acute onset associated with fever or symptoms of illness.
- NOTE : If a child has been ill with a contagious disease, Sharon Baptist Day School requires a doctor's statement indicating the disease is no longer communicable and the child is allowed to go back to school. Your child will be accepted back into day school when a doctor's note states he/she is no longer contagious.

Infectious or Communicable Disease—Parents should report to Sharon Baptist Day School if their child has contracted an infectious or communicable disease.

According to the seriousness of this matter, once this information is reported to the center, staff will post a Health Alert notifying parents of possible exposure of all children to the disease. Please be aware that the child's identity will be held in strictest confidence.

A child who has had these infectious or communicable diseases may return to the center under the following conditions:

- Strep Throat--After twenty-four (24) hours of antibiotic treatment.
- Impetigo (pink eye)--After forty-eight (48) hours of antibiotic treatment.
- Chicken Pox--When the last blister has scabbed.
- Pinworm--Any time after being on medication for 36 hours.
- Ringworm--With the onset of medication and is properly covered.

Under NO CIRCUMSTANCES will parents be allowed to bring a sick child to our school. Sick children expose other children, as well as teachers. Do not bring your children if they are sick!!

Accidents:

Parents will be asked to complete emergency information at the time of enrollment. If an accident should occur, prompt medical attention will be sought and parents/guardians will be notified immediately. Parents/guardians will be asked to review and sign an Incident Report for any major incidents. A copy will be made available upon request.

Procedures for handling medical emergencies:

If your child becomes critically ill or has an injury that requires immediate attention of a physician, Sharon Baptist Day School will:

- Contact emergency medical services to take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR if needed.
- Contact the physician identified in the child's record.
- Contact the child's parent.
- Ensure supervision of other children in the group.

Video Surveillance:

For the safety of our children and staff much of our facilities are monitored by video surveillance. The videos are observed daily by administration. Videos may be viewed by request of law enforcement.

Photos:

Each class is set up with a digital camera to catch every moment of your child's time at Sharon Baptist Day School. We reserve the right to use any photos taken within the classroom on our website and/or webpages and in publications produced by the day school. By signing the form at the end of this policy manual you agree to allow Sharon Baptist Day School to take photos and use them in the above written manner.

HEALTH AND IMMUNIZATION RECORDS

We are required to have specific medical and immunization information to be on file for each child within one week of enrollment.

Your child will be excluded from attendance at Sharon Baptist Day School if this information has not been submitted, is not current, or is incomplete.

Whenever your child receives an immunization, it is very important for you to give us a copy of its documentation from your child's health care provider in order to keep your child's records up-to-date.

CHANGE OF INFORMATION

Parents must inform Sharon Baptist Day School of any change in address, place of work or telephone numbers. This is IMPERATIVE in the event that we must contact you because your child is sick or injured.

BEHAVIOUR RULES

We believe the best way to prepare children to live successfully and productively is by helping them develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. Discipline is used to teach a child, not to punish a child. We achieve this through the use of positive guidance techniques that offer developmentally appropriate choices and set clear and consistent rules and consequences.

The children are explained the rules of our school frequently, so they are all familiar with the guidelines:

- No running, jumping or screaming permitted inside the school.
- No biting, hitting, pushing, grabbing, kicking, spitting, or pinching others, including your parents.
- No standing or climbing on toys, chairs, tables, or furniture.

- No mistreatment of toys, i.e. standing on, throwing, bashing, hitting with.
- No mistreatment of the school belongings.
- No name calling, teasing, swearing, bad language.
- No gun or violent play allowed.
- No going out the door or off the playground without an adult.

DISCIPLINE

The following methods of discipline will be used:

- Encourage children to solve problems themselves.
- Intervention and discussion.
- Re-direction to another play area.
- Loss of privileges.
- Time out.

If we have concerns about a child's behavior, we will inform his/her parents as soon as possible and collaborate on a plan of action for positive change. If there is a chronic behavioral issue that needs attention (might include such things as biting, use of bad words, chronic hitting, etc....) together, parents, teachers and administration, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all. We have a strict hands-off policy in regards to discipline.

BITING POLICY

The center's policy in regard to biting is established for the protection and health

of all the children in the program. A bite is considered dangerous if it leaves a red mark on the other victim's skin or breaks the victim's skin. When a child bites another child or staff member, the child will immediately be removed from the situation. He/She will be firmly told that biting hurts and that he/she is not allowed to hurt the other children.

Infants will be isolated in a crib or high chair while care is given to the injured child. Toddlers and Preschoolers will be isolated in a chair while care is given to the injured child.

After the time period (same times apply as in time-out situations, i.e. 1 minute per age of the child), the child will be allowed to return to the group if they are willing to cooperate and agree to stop biting. Efforts will be made to have the biting child comfort the child that was bitten and mend any hurt feelings between them. Staff members will provide appropriate medical care to the bitten child.

Staff members will notify parents of both children of the incident. The parents of the biting child will be informed of the circumstances under which a child can be suspended and/or expelled for continued biting behavior.

Staff members will diligently supervise children who are exhibiting biting behaviors and will actively discourage the reoccurrence of the behavior.

We understand that biting is a phase that some children go through, therefore this is the pattern that we will follow regarding biting incidents:

- First bite – the parents of the biting child will be sent a message letting them know that this is a warning and further biting incidents will result in further action.
- Second time – any biting after the first time, especially excessive biting, will result in a 1 week suspension. This will be at the discretion of the Director.
- After 1 week suspension – if the child returns after the 1 week suspension, any biting incident will immediately result in another 1 week suspension.
- After 2nd suspension – if the child returns after a 2nd week of suspension, any biting incident will result in immediate dismissal from Sharon Baptist Day School with no refund of tuition for that week of care.

If a child is asked to leave the center for a suspension period, the parents may

choose to continue to pay the tuition for that period of time in order to hold their child's spot. If they choose not to pay the tuition during that time period, their continued enrollment at the center is not guaranteed. If a parent is called about picking up a child due to a biting incident, the parent will need to pick up immediately. The child will not be allowed to finish out that day of school.

PARENT INVOLVEMENT

Parent involvement and participation are key factors of the success of our school. Sharon Baptist Day School seeks to have on-going and regular communication with parents. Parents are encouraged to ask questions and express concerns at all times. Parents are invited to offer feedback about our programs anytime. Your suggestions and recommendations for how our programs can be enhanced will be appreciated. Sharing your concerns about the programs will be welcomed and addressed in a timely manner.

Means by which staff communicates with parents include, but are not limited to, the following:

- Parent Handbook: This handbook contains information and policies pertaining to Sharon Baptist Day School.
- Email, Website, Handouts, Bulletins, and Monthly Newsletters.
- Most information will be on the website and/or emailed to parents.
- Periodically written information is sent home regarding our school programs and activities.
- Parents are strongly encouraged to read and respond to this information. On occasions parents will be asked to sign for information that they receive. This is to ensure that each parent receives critical information.
- Telephone: Parents, on occasion, may be contacted by telephone.
- In addition, opportunities are provided for parents to participate in special events that are scheduled throughout the year.

WEBSITE INFORMATION

Please check Sharon Baptist Day School's website at www.SBDaySchool.com for updates and important information. Our webpage will explain some of the activities we are doing, days off, or any other pertinent, fun information that may be of interest to you. Also on the website are important forms that you can download and email directly to Sharon Baptist Day School.

LOST OR STOLEN KEY FOB

Lost or stolen key fob must be reported to Sharon Baptist Day School Director. A charge of \$10 will be applied to the guardian's bill for the lost fob to be replaced.

LIABILITIES

Children will never be left unsupervised nor will they be abused or neglected while in our care at Sharon Baptist Day School. However, accidents do happen. Parents will be responsible for any medical expenses incurred should an accident requiring emergency medical treatment occur. Parents will also be responsible for any damage, beyond the normal everyday occurrence, to property or equipment. Parents also waive, release and forever discharge Sharon Baptist Day School from any and all claims against us

I have read Sharon Baptist Day School Policies and Parent Handbook. I understand the content and agree to abide by the terms outlined in the handbook. I understand that changes may be made to the policies at any time and I will be notified of any changes. I also consent to allow my child to be photographed and videoed within the guidelines of this manual according to sections entitled Photos and Video Surveillance.

Parent's Signature _____ **Date** _____

Staff Signature _____ **Date** _____

FORMS

New Student Form



Child's Name: _____ Birthday: _____

Classroom: _____ Start Date: _____

Schedule Days: ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri.

Estimated Drop-off: _____

Estimated Pick-up: _____

Nutrition Restrictions: _____

Allergies: _____

Field Trip Restrictions: _____

Emergency Contact Information:

Parent Name: _____ Phone: _____

Company Name: _____ Phone: _____

Parent Name: _____ Phone: _____

Company Name: _____ Phone: _____

Contact: _____ Phone: _____

Contact: _____ Phone: _____

Person(s) Allowed to Pick-up: _____

Person(s) Not Allowed to Pick-up: _____

By signing the bottom of this page, I verify that all above listed information is correct. Information may be updated as needed.

Parent: _____ Date: _____

Infant Feeding Plan

Sharon Baptist Day School Infant Feeding Plan



Date _____

Child's Name _____

Birthdate _____

Does this child take bottle? Yes _____ No _____

Is the bottle warmed? Yes _____ No _____

Does the child hold own bottle? Yes _____ No _____

Can the child feed self? Yes _____ No _____

Does the child eat:

Strained Foods		Whole Milk	
Baby Foods		Table Foods	
Formua		Other	

What type of formula is used? _____

Amount of formula to be given? _____

Updated amounts of formula? _____ Date _____
_____ Date _____
_____ Date _____

Does your child use a pacifier? Yes _____ No _____

If Yes, When: _____

Food Likes _____

Food Dislikes _____

Allergies (include any premixed formula) _____

Infant's Schedule

	<u>Time</u>	<u>Type and amount of food</u>
Breakfast	_____	_____
Lunch	_____	_____
Dinner	_____	_____

Instructions for the introduction of solid foods:

Any additional/updated instructions regarding adding new foods or other dietary changes:

Signature of Parent/Legal Guardian _____

Signature of Day School Staff _____

Each person administering medication is to sign on the back side of this form and identify initials used above.

