



PRE SCHOOL PROGRAM



September 5th, 2017 - June 15th, 2018

Windsor Baptist Learning Center

P.O. Box 498

Windsor, VA 23487

September 6th, 2016 - June 16th, 2017

The Windsor Baptist Learning Center (WBLC) intends to operate during the 2017-2018 school year for ages 2 through 12, which includes full time care, pre school and before & after school care, from 6am-6pm, Monday-Friday. The following point considerations are offered:

The preschool program will be conducted at the house located at 7 North Court Street, Windsor, Virginia. This building and the property is owned and exclusively occupied by Windsor Baptist Church.

The WBLC operates under the Church Exemption Provision of the Code of Virginia. The WBLC will also operate under the provisions of the Conditional Use Permit granted to Windsor Baptist Church by the Town of Windsor, Virginia.

The WBLC operates under the provisions of a business license acquired from the Town of Windsor and provides services for a maximum of 41 children between the ages previously mentioned.

An administrator and a team of teachers coordinate all WBLC programs. Teacher's assistants are also utilized depending on the ratio required by law for the amount of students enrolled.

Sincerely,

The Windsor Baptist Learning Center Supervisory Team

Windsor Baptist Learning Center

Dear Parents,

We would like to thank you for considering our learning center and entrusting us with the well-being of your child. You can take comfort in knowing that when your child is here, our staff treats each child as if they were their own. Their health, safety, and happiness is our first priority.

At the Windsor Baptist Learning Center our goal is to provide a safe, happy environment that nurtures your child with a Christian character and stimulating learning experiences. We accomplish this with a bible-based curriculum and a variety of learning opportunities. We utilize the classrooms to their fullest extent as well as the outdoors and all it has to offer. We use those opportunities not only for fun, but also to encourage a child's natural curiosity.

We are excited and anticipate a great year ahead. As always, if you have ideas or suggestions on how we can improve our program, please feel free to let us know. We value the input of our students and their families. We thank you for allowing us to share this time with your child.

Sincerely,

The Windsor Baptist Learning Center Staff

Windsor Baptist Learning Center

(757) 242-3134

PRE SCHOOL PROGRAM HANDBOOK

2017-2018

Statement of Intent:

The Windsor Baptist Learning Center is a self-supporting ministry of the:

Windsor Baptist Church
4 Church Street; P.O. Box 498
Windsor, VA 23487
(757) 242-6391

This program will be operated during the 2017-2018 school year for children ages 2-4 under the Church Exemption Provision Code of Virginia. The specific requirements of this provision are available upon request.

Statement of Policy:

The following are the principle policies of the program:

Purpose: To provide quality childcare and learning in a Christian setting. The program provides children, ages 2-4, with help in their mental, emotional, social, physical, and spiritual development in a safe and loving environment. We believe a key to the success of this program is close interaction between our team teachers and the children. Thus, the criteria for our teacher selection are that of proven ability to provide mature, responsible supervision and at the same time relate to the children on their level.

- 1. Eligibility:** A child must be age 2-4 to participate in the Pre School Program.
- 2. Enrollment Capacity:** The combined programs at WBLC can provide a semi-structured environment for 81 children on a weekly basis.
- 3. Schedule of operation:** The Pre School Program operates Monday through Friday from 6am to 6pm.

This program will begin September 5th, 2017 and continue through June 15th, 2018, except for the following holidays: Thanksgiving Day, Christmas Day, New Years Day, Fourth of July, Labor Day and Memorial Day. All other closings will be posted. We observe IOW School inclement weather closures. Admin will determine any other days after the first day.

Health Requirements: Each child enrolled must have a completed health record form or a copy of an updated health form. A medical doctor or nurse practitioner must sign the form. Each child will have a daily health screening upon arrival at the childcare by a certified staff member. If symptoms of illness are observed, the child's parent will be notified and expected to come for the child *within one hour*. Until parent's arrival, the sick child will be safely located in the childcare office. Parents are asked to please notify the Administrator if their child has been exposed to a contagious disease. (Children who are contagious must have a doctor's release form in order to return.)

Leaving and Calling for a Child: An authorized person must drop-off and pick up your child. The person who brings the child **must stay** until a team teacher or the administrator acknowledges the child. Your child will only leave with persons known by the WBLC staff to be authorized to pick up the child, unless you call and give us permission for someone else to do so. That person must have proper identification and let the teacher know when the child is gone for the day (*a child cannot be held responsible for this action*). Their team teachers, for their safety, sign children in and out daily.

Records: The WBLC Administrator will keep records of all attendance, health, tuition and identification of each child. Phone numbers where you may be reached at home or work are also provided in case of an emergency. If there are any changes made, the parent must notify the administrator as soon as possible.

Insurance: Public liability insurance coverage is provided by Manry Rawls Ins. Included in this coverage is a provision for limited medical payments in the event a child's primary coverage is exhausted.

Discipline: As in any group setting, a level of reasonable order must be maintained. The staff member will determine the duration of a "time-out", not to exceed five minutes per occurrence. If the child shows a consistent inability to function within the reasonable limits of group behavior, his or her parents will be contacted and asked to meet with the WBLC Administrator to determine a suitable course of action, which could result in the withdrawal of the child from this program.

Fees and Rates:

Registration Fee (non refundable) -

A **\$100.00** one-time fee will apply provided your child is continuously enrolled in WBLC Programs.

Supply & Craft Fee (non-refundable) - **\$25.00** per child

Full Time Care with Pre School (6am-6pm) - **\$150.00 weekly** per child

Pre School Only (9am-12pm) - **\$100.00 weekly** per child

Clothing Fee (\$5.00/item). This fee will be applied when it is necessary to clothe a child from our clothes closet. The charge will be reversed upon return of the garments to WBLC.

Note: Tuition is charged weekly, whether or not the child attends the entire week. This is to hold a "spot" for the child in the program. There will be a tuition credit for the days that the WBLC is closed, such as posted holidays or inclement weather closings. Each family is allowed one (2) weeks of vacation time during the program year. The Administrator must be informed **two weeks prior** to your vacation on a **Vacation Request Form**. You will not be charged for the week of your vacation.

***If you refer a child to the WBLC, when that child enrolls and is attending the Pre School Program, a \$50 one-time tuition discount will be deducted from your child's tuition.**

Fees: Tuition Fees are due in **full** each **Friday by 6:00pm**, weekly or bi-weekly, as agreed upon and stated in the WBLC contract. A **late fee of \$15.00** will be added to your tuition total if tuition is not paid by the due date. Tuition Statements will go out each Monday morning.

Responsibility of payment on time is that of the parent who signs the Parent Program Agreement Form. Any parent who allows their account to become two weeks overdue will be asked to withdraw their child from the program. Parents will be expected to contact the WBLC Administrator as far in advanced as possible if a problem arises in fulfilling this obligation. A **written** two-week notice of withdrawal of a child from the Pre School Program is also required to be given to the WBLC Administrator. **Parents will be charged tuition until one is received.**

WBLC reserves the right to refer all unpaid matters to a collection agency or attorneys to settle such transactions, including collection fees.

Facilities:

History: The Windsor Baptist Learning Center is located at 7 North Court Street. This building was formerly the residence of WBC members of the Fulgham family dating back to 1904. Prior to that time, it served as a boy's dormitory for a Christian Academy founded by Rev. Joseph F. Deans in the 1880's, who also was one of the founders and first pastor of Windsor Baptist Church. In 1990, our church purchased the house and property on which it is located. The house is remarkably sound and offers room for our childcare programs.

Recreation Area: Directly behind the house is a fenced-in play ground in which the Brotherhood of Windsor Baptist Church and the WBLC have developed jointly. Equipment is provided for appropriate ages. Directly beside the main facility is a grassy area suited for group recreational activities.

Routine Safety Procedures: The Fire Marshall performs a fire inspection annually, for state requirement. We have a monthly fire drill during childcare hours. This gives the staff and children an opportunity to practice their exit routes posted in each room of the childcare building.

Food Provisions: Each child will be provided 2 snacks and something to drink each day. The snacks will include such items as cookies, chips, fruit, etc.

****Parents will need to send a breakfast (if required) and a lunch and drink each day with the child. Please include a freezer pack in their lunch box.***

General Staff Qualifications and Responsibilities

WBLC Director

Responsibilities: This person is responsible for the entire WBLC program, which includes, but not be limited to, the following areas:

- The content of the program offered to the children placed in our care.
- Program functions, including orientation, training and scheduling of all staff that directly supervise children, whether or not the administrator personally performs these functions.
- Performs all listed required duties indicated in the WBLC Administrative Guidebook.

Qualifications: This person shall be at least 21 years of age or older, exhibit strong Christian character, has a love and concern for both children and adults, and possesses a basic knowledge of childhood development. He/She will possess a minimum of an Associates Degree in Early Childhood Development/Education or its equivalent or be in the process of completion within one year of the date of hire; up-to-date certification in the above degree; maintain Continuing Professional Education (CPE) yearly; and have at least 2 years experience in a licensed (or church exempt) childcare setting with management/directory responsibilities, and a Child Development Certificate. The Administrator will be required to participate in developmental workshops/seminars on a regular basis.

****The supervision of the entire staff, including the Administrator will be under the review of the WBLC Supervisory Team, which is appointed by the church annually.***

Team Teachers

Responsibilities: Individuals working in this capacity are responsible for program implementation and the direct supervision of children.

Qualifications: Each teacher shall be at least 21 years of age or older. This person shall exhibit strong Christian character, have a love and concern for both children and adults, have a basic knowledge of childhood development.

They will possess a minimum of an Associates Degree in Early Childhood Development/Education or its equivalent or be in the process of completion within one year of the date of hire; up-to-date certification in the above degree; maintain Continuing Professional Education (CPE) yearly; and have at least 2 years experience in a licensed (or church exempt) childcare setting with management/directory responsibilities, and a Child Development Certificate. The Team Teachers are required to participate in developmental workshops/seminars on a regular basis.

Team Assistants

Responsibilities: Individuals working in this capacity are responsible for aiding in the supervision of children and assisting team teacher in scheduled program activities.

Qualifications: Assistant shall be at least 17 years of age. Individuals working in this capacity shall exhibit strong Christian character, have a love and concern for both children and adults and be familiar with daily program activities. Assistants will be required to participate in developmental workshops/seminars on a regular basis.

All WBLC Staff

Health Requirements: In accordance with church exemption law, each staff member must be examined annually by a practicing physician to be free from any disability, which would prevent them from caring for children.

Background Checks: Each staff team member has passed a Virginia State Police Criminal Background Check, Department of Social Services Central Registry Release Check, has signed a Sworn Disclosure Statement, and is certified in CPR, first aid and daily health screening for children.

**WBLC Pre School Program 2017-2018
Agreement between WBLC and Parents**

The Windsor Baptist Learning Center agrees that:

- A.** In return for the sum, which the parent agrees to pay, the WBLC will give regular childcare to the enrolled child, from 6am-6pm for full-time or 9am-12pm for part-time, Monday through Friday except for the holidays previously stated.
- B.** The Administrator or a Team Teacher will examine the child daily for symptoms of illness before being admitted each day.
- C.** Reasonable care and judgment will be exercised in all matters related to the welfare and safety of the child.
- D.** In case of an accident or illness, the Administrator or Team Teacher will promptly take such reasonable measures as in their judgment at the best interest of the child. The parent (s) will be notified, as soon as possible, of the accident or illness by telephone or other means of communication.
- E.** WBLC will provide, in addition to physical care, the following services: emotional, social, mental, moral/spiritual development opportunities in a group setting.
- F.** WBLC will give written notice in event of any exposure to a contagious disease/illness within the school.
- G.** WBLC will not release the child to anyone other than the parent/guardian or persons on the child's emergency list.

The Parent(s) agree that:

- A.** The parent will pay WBLC a non-refundable registration fee of \$100 and a non-refundable Supply & Craft Fee of \$25.00 using a check or money order. Credit/debit cards are accepted as well.
- B.** The parent will pay in full **by 6:00pm weekly or bi-weekly, on Friday of each week**, the sum of \$150.00 for Full Time Pre School or \$100.00 for Pre School Only, as agreed upon, for regular care given to each child enrolled in the Programs. Responsibility for payment on time is that of the parent who signs the Parental Agreement form.

If tuition is not paid on time, a \$15.00 late fee will be included in addition to the tuition payment. There will also be a charge of \$1.00 for every minute that the parent is late picking up the child.

Parental Agreement: A signed Parental Agreement form for **each** child participating in the childcare program is required.

Record Requirement: Any person enrolling a child **must** present proof of guardianship at the time of enrollment.

If the Parent/Guardian sees that the tuition or fees cannot be paid on time, he or she has the responsibility to make acceptable arrangements for delayed payment with the Administrator before payment is due. If acceptable arrangements for payment have not been made upon payment due date plus a two-week grace period, the contract for services for the child will be immediately terminated. **Parents will be charged for the agreed upon weekly tuition until a written two-week notice is given.*

If a tuition payment is returned to the WBLC by the bank, a NSF Fee (Returned Check) of \$40.00 will apply. In addition, a late fee of \$15.00 and a bank fee of \$10.00 will be added. Only 2 NSF checks are allowed. After that, a Cashier's Check or Money Order must be remitted for tuition payments.

- C.** If a child needs a **non-prescription** medicine during the day, he or she will need to have a medical authorization form filled out and on file in the WBLC office. This will include information as to the type of medicine to be given, time and expiration date.
- D.** In case of illness or accident, when a parent/guardian cannot be contacted by WBLC, and if, in the judgment of the team teacher or administrator, the illness or accident requires a physician, the physician listed on the emergency contact page may be called at the parent's expense.
- E.** In the event a child has a contagious illness, the parent is to notify the WBLC Administrator immediately. The child will not be allowed to return until danger of the contagion is gone.
- F.** In all emergencies, the WBLC has permission to take such responsible measures as are, in the judgment of the administrator or team teachers, necessary for the welfare and safety of the child.
- G.** The WBLC reserves the right of dismissing any child if, after enrolling, he or she seems unable to participate in group activities.
- H.** Liability for a child's action while attending WBLC is the parent's responsibility.
- I.** The WBLC is not liable for accidents or illness occurring to the child while he or she is in its care, unless proof is presented that the accident or illness was the direct result of the staff's negligence.
- J.** The parent is to give a written **two-week** notice to the WBLC Administrator if a child is being withdrawn. A parent should also call or give notice if the child will be unable to attend for anytime, being aware that if the child is absent, they are still responsible for the weekly tuition payment.

IMPORTANT INFORMATION

If a child is continually noncompliant as well as the parent, we may withdraw that child from the program with proper notice. You will be given a two weeks' notice and in that time, you should be able to find another means of childcare. If any parent has any concerns, they are more than welcome to address those with admin; however, being constantly accused of something that is false is grounds for dismissal. This is what is called a hostile provider/family relationship and must be terminated immediately. A termination notice will be given to families that fit the criteria.

Pre School Program Supply List

Please bring the following for your child:

- A Breakfast/Lunch & Drink daily (please use an ice pack)
- A complete set of extra clothing (take home each Friday)
- 1 Bottle of Hand Sanitizer
- 1 Bottle Pump Hand Soap
- 2 Boxes of Kleenex
- Diapers/Pull-Ups & Wipes (if needed)
- Kinder Mat
- Sheet (or pillow case) for Kinder Mat (take home each Friday)
- Blanket for naps (take home each Friday)

Please label all of the above with your child's name.

In the event there will be a Field Trip scheduled, you will be notified and we will adjust the child's needs accordingly.



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