

PARENT HANDBOOK

Lakeside Baptist Day Care Center



Lakeside Baptist *Church*

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Approved by: Lakeside Baptist Day Care Board

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Parent Handbook

Lakeside Baptist Day Care Center, Inc.

I. STATEMENT OF PURPOSE

- A. The major goal of Lakeside Baptist Day Care Center is to promote the social, emotional, physical, intellectual, and spiritual development of each enrolled child. The Center uses Christian values and practices designed to duplicate the benefits of an enriched home environment as parents and staff share their cooperative responsibilities for the child's training and care.**

- B. To accomplish these goals, the Center provides well-rounded, carefully planned, educational learning experiences in a Christian setting that includes music, art, dramatic play, games, indoor and outdoor play, stories, puzzles, and other areas of creative expression with supervision by trained, experienced staff members.**

- C. Parents are invited to visit the Center often and to discuss any concerns or suggestions. Parental adherence to the guidelines included in this handbook is an essential component in achieving this goal.**

II. LICENSING COMPLIANCE

- A. The Lakeside Baptist Day Care Center, Inc., is licensed by the Department of Social Services Commonwealth of Virginia. The Center is inspected on a regular basis by the following agencies: Commonwealth of Virginia Department of Health, the County of Henrico Division of Fire, and the State of Virginia Department of Social Services.
- B. In compliance with state requirements, the Center maintains specified insurance for public liability and accident coverage. Information about licensing and/or compliance regulations may be obtained from the Central Regional Office of the Department of Social Services Administration, Wythe Building – Suite 130, 1604 Santa Rosa Road, Richmond, Virginia 23229, phone (804) 662-9743.

III. LICENSING STANDARDS

A copy of the *Standard for Licensed Child Day Centers* adopted July 8, 1993 and amended effective March, 2008 by the Virginia Department of Social Services Division of Licensing Programs (7 North 8th Street, Richmond, Virginia 23219-1849) is available for on-site or over-night review by an individual without cost or restriction. Contact the Day Care Director or Associate Director or office staff for assistance with this matter.

IV. HOURS/DAYS OF OPERATION:

- A. The Center's hours are from 7:00 A.M. to 6:00 P.M. Monday – Friday.

- B. The Center is open Monday through Friday, year round, except for one Friday each August or September for Center-side staff development and on the following holidays: New Year's Day, Good Friday (Friday preceding Easter), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas eve, and Christmas Day.

**EXACT DATES OF SCHEDULED CLOSURES ARE
ANNOUNCED DURING THE FIRST WEEK OF EACH
CALENDAR YEAR.**

- C. Emergency closing. In the event of area closings due to snow or other inclement weather, the Center is closed only if conditions are too hazardous for driving. Television station WWBT Channel 12 will be notified to announce any closings of the Center. The closing will also be on the Center's answering machine (266-1846), Website, (www.lakesidebaptistdaycare.me), and Facebook (www.facebook.com/lakesidechurch.daycare).

- D. If a holiday falls on a weekend, the holiday is observed either on Friday or the following Monday. Parents will be notified of which will be taken as a holiday.

V. ORGANIZATION AND ADMINISTRATION

- A. The Day Care Board of Lakeside Baptist church has general supervision over the Lakeside Baptist Day Care Center program and its employees. This board works directly with the Director of the Center in preparing budgets, purchasing major equipment, long and short range planning, and assisting with concerns brought to their attention. The board is responsible for evaluating and adjusting fees for the Center. The board reviews and approves all salaries and allowances paid to all personnel employed by the Center. The board completes annual job performance reviews of the Director and the Associate Director. Board members serve three (3) year terms.
- B. The Director is the fully authorized administrative representative of the Day Care Board and as such, exercises all powers, rights, and authority in fulfilling all duties and responsibilities conferred by the Day Care Board. These include:
1. The hiring, promoting, transferring, demoting, disciplining, and discharging of employees;

2. The supervision, direction, management, and administration of the Center, its properties and facilities, and on-the-job activities of all employees;
 3. The design, selection, and implementation of educational approaches, procedures, and curriculum utilized by the Center.
- C. The exercise of the foregoing powers, rights, authority, responsibilities, and duties, may be delegated to the Associate Director or other qualified staff member(s) in the absence of the Director. The final exercise of the foregoing powers, rights, responsibilities and duties rests with the Day Care Board.

VI. ENROLLMENT

- A. Prior to attendance at the Center, a completed application form, fee agreement, family information form and record of immunizations, and birth certificate for the child must be on file in the office of the Center. The parent/guardian must indicate emergency room preference and must provide no less than two additional phones and address contacts for emergency use.

- B. The Center requests notification two (2) weeks in advance of the withdrawal of a child. Without this notification, regular tuition for two (2) weeks is due.

VII. CHILDREN SERVED

- A. The Center serves children six (6) weeks through twelve (12) years of age in a daily schedule of preschool and school age activities consistent with their individual developmental needs and interests. The Center is neither equipped nor staffed to serve children with serious special needs. Children with minor or temporary special needs are considered following an individual assessment.

VIII. CHILD/TEACHER RATIOS

- A. Infants are accepted in the Center at six (6) weeks of age and continue in the infant room until at least eight (8) months of age. Some may continue longer depending on individual growth and development. The child/teacher ratio for infants is 4:1.
- B. Creepers are children eight (8) through fifteen (15) months of age. The child/teacher ratio for creepers is 4:1.

- C. Toddlers are children sixteen (16) through twenty-four (24) months of age. The child/teacher ratio for toddlers is 5:1.
- D. Two (2) year-olds are children twenty-four (24) through thirty-six (36) months of age. The child/teacher ratio for two (2) year-olds is 8:1.
- E. Older two (2) year-olds (no less than thirty-one (31) months of age) may be grouped with younger three (3) year-olds (no more than forty one (41) months of age) to meet age, developmental, or space needs. The child/teacher ratio for older two (2) year-olds is 8:1.
- F. Three (3) year-olds are children thirty six (36) to forty eight (48) months of age. They are grouped for classroom activities according to age and developmental needs. The child/teacher ratio for three (3) year-olds is 10:1.
- G. Older three (3) year-olds (no less than forty one (41) months of age) may be grouped with younger four (4) year-olds (no more than fifty three (53) months of age) to meet age, developmental, or space needs. The child/teacher ratio for older three (3) year-olds is 10:1.
- H. Four (4) year-olds participate in pre-kindergarten activities designed to enhance school readiness. The child/teacher ratio for the four (4) year-olds is 10:1.

- I. School age children, five (5) through twelve (12) years old, are divided into classroom groups to provide age-appropriate care and activities before and after school hours. Transportation is provided to area schools. Parents can call the Center for the listing of schools. The child/teacher ratio for school age classes is 18:1.

IX. EDUCATIONAL PROGRAMS

- A. The Center programs are designed to provide a warm, secure, Christian atmosphere in which each child experiences positive feelings about self, family, school, and church. Daily activities promote understanding of self and others while providing opportunities for each child to work and play as an individual and as a part of a group. A variety of self-chosen activity Centers encourage development of self-direction and problem-solving skills while fostering exploration of each child's interests.
- B. The child's developing language skills, movement skills, thinking skills, and behavior patterns are monitored daily. Planned learning experiences provide each child with age-appropriate information and enrichment that promote feelings of affection, acceptance and achievement designed to result in social and emotional growth. These are evidenced by the child's development of positive self-esteem, self-responsibility, and creativity.

C. Each classroom teacher submits weekly or monthly lesson plans to the Director.

Parents receive a copy of the weekly or monthly lesson plans.

X. FEES

A. For convenient access and reference, a complete listing of the fee schedules for the current school year is provided for parent(s) at time of enrollment or re-enrollment.

B. All fees are collected by either the Director or other personnel designated by the Director. A receipt is issued for all cash payments. DO NOT LEAVE CASH PAYMENTS WITHOUT OBTAINING A RECEIPT!

C. Payment: All fees are due and payable in full, in advance, on Thursday of the prior week. Unless special arrangements have been made with the Director, the Center does not accept partial payment of fees. A tuition payment box is provided for the convenience of parents paying by check.

D. Overdue Account

A Late Payment is any amount that is not paid before the grace period expires (Monday at 6:00P.M.)

A Grace Period is two (2) days from the due date. Generally, this will be on a Friday or Monday. Therefore, payments will be late at 7:00 A.M. Tuesday business day.

A Payment Arrangement can be made at any time (prior to the due date) by:

1. Dropping a note in the check drop box.
2. Contacting the Accounts Receivable Clerk by phone (264-4467) or E-mail (arc@lakesidebaptistdaycare.me.)
3. Leaving a voicemail on the Accounts Receivable Clerk's answering machine (264-4467).

Should an account fall behind, the parent/guardian will receive a phone call from the Accounts Receivable Clerk to make them aware of their account status. This is meant as a service to the parents/guardians. If you prefer a different type of correspondence, please let the Accounts Receivable Clerk know.

Check your Inbox on Wednesday afternoons or Thursday mornings for your most recent account updates (Billing is done on Wednesdays.)

E. Overdue Account Fees

Initial Late Fee is \$5.00 on Tuesday morning (\$25.00 fee if excessively late) and/or receives the FIRST Warning Notice (if not paid in full before Wednesday).

Additional Late Fee is \$20.00 on the next Tuesday (\$25.00 fee if excessively late) and/or receives FINAL Warning Notice (if not paid in full before Wednesday).

Excessive Late Fee is \$25.00 initially on Tuesday morning for being late ten (10) times within a year and/or relevant warning.

F. Overdue Account Warnings

1. **FIRST** WARNING NOTICE. Parents are provided a written notice of overdue accounts on Tuesday if payment has not been made by that time.
2. **FINAL** WARNING NOTICE. If the account has not been completely paid up by the second Tuesday, written notice is given to the parent(s)/guardian(s) that their child(ren) will be withdrawn from the Center unless payment is made by the following Friday, four (4) days later. Delinquent accounts may be referred to legal counsel for action.

- G. A registration fee is due at the time of initial registration. A re-enrollment fee is due annually on or about September 1 for each child.
- H. No adjustments or reductions are made in weekly tuition charges due to closure for weather conditions or due to absence on snow days, sickness, or closure dates which are provided to the parent at the beginning of the school year or time of enrollment.
- I. After no less than twelve (12) months of continuous enrollment and with a two (2) week prior written notice, one-half the regular tuition is charged when a full-time enrollee is on a week-long vacation. This reduced tuition is limited to two (2) weeks per year.
- J. A late fee shall be charged for late pickup of a child according to the following schedule:

6:05 P.M., \$5.00

6:06 P.M. and after \$1.00 a minute

Late pickup charges are due no later than the next Monday. Repeated tardiness may result in the withdrawal of the child from the Center.

XI. DAILY SCHEDULE:

A general schedule is provided as a framework for daily activities at the Center. Though time frames may often vary to accommodate age-level needs, all components of the schedule are included in the plans for each day.

The goal of the daily schedule is to provide a wide variety of classroom activities that promote the social, emotional and intellectual growth of enrolled children. Many activities, indoors and outdoors, are designed to give each child an opportunity to develop self-direction and self-responsibility. These activities also expand their interests and abilities while enhancing their personal self-esteem and creativity.

Each Daily Schedule includes the following:

- Greeting of child
- Health Inspection
- Child Selected Activities
- Toileting
- Morning and Afternoon Snack
- Lunch
- Nap Time
- Both Indoor and Outdoor Time

Activity centers in the classrooms include art, books, manipulative toys, home living, blocks, puzzles, and nature.

Large group activity time involves the children in art projects, Bible stories, music, language activities and/or fine motor activities,

sensory activities, and Science,

Both indoor and outdoor play includes music, games and stories.

Weekly Chapel Time (if age appropriate)

XII. HEALTH AND MEDICAL PROCEDURES

- A. Children must be in good health to be accepted for enrollment at the Center. A current Commonwealth of Virginia School Entrance Physical Examination and Immunization Certificate completed by a physician are required at the time of enrollment or re-enrollment at the Center. Updated medical forms are due at ages two (2) months, four (4) months, six (6) months, twelve (12) months, fifteen (15) months, eighteen (18) months, and between the ages of four (4) and six (6) years.
- B. Medical forms are available at the Center. Children should be symptom-free of signs of illness prior to being brought to the Center. Such signs include, but are not limited to, fever, rash, diarrhea, vomiting, deep cough, pink eye, or sore throat. Except for short-term medical exemptions, all children are expected to participate in outdoor play periods.
- C. A child should not return to the Center for at least twenty-four (24) hours after experiencing a fever of 101 degrees

Fahrenheit or higher. In compliance with health regulations, a brief physical inspection is made daily of each child upon arrival at the Center. Any child whose physical condition appears to endanger exposure of disease to other children cannot be accepted that day. Parents are to notify the Director of the Center immediately if their child contracts any communicable illness other than a cold. Exclusion from the Center for common childhood diseases is based on guidelines listed on the disease chart published by the State Health Department. A copy of these guidelines is in the Center's office.

- D. **Medications** are given only when signed in the medical book by the Center's trained staff members to dispense the medicine. All medication must bear an authorized prescription label stating dosage instructions for the designated child.

A written Consent Medicine Form (available in the Center's office) must be signed before the Center can administer medication. This is valid for only one day at a time unless a physician's statement and written parental/guardian consent are on file confirming the child's need for long-term maintenance medication.

All medications must be in the original container and directions must include the child's full name and dosage. Prescriptive and non-prescriptive medicines, other than those approved for long-term maintenance dosage, are to be taken home at the

end of each day.

The Center's trained staff member will place medications in the lock box or refrigerator located next to the Center office for use and storage during the day. All medications must be logged in the medical book by the Center's trained staff member each day and initialed by the trained staff member who administers the medication to the child.

E. **For minor injuries**, the center provides parents with two (2) copies of a completed accident report form that describes the injury and treatment on the date of the incident/injury. Parents are asked to sign and return one copy to the Director of the Center. Copies are retained on file for three (3) years.

F. When **injuries occur that require medical attention**, the Director or Associate Director or other qualified staff member(s) of the Center notifies the parent to arrange either to meet the parent at a medical facility or to wait for the parent to come for the child. A parent must be present at the medical facility before treatment can begin. In event a parent, or person designated by the parent, cannot be reached, referral is made to the physician listed in the child's records with the parents being responsible for any costs incurred. A member of the Center staff remains with the child from the time of injury until a parent is present.

- G. In the event of **serious injury**, the Center immediately calls 911, then notifies the parent and arranges to meet them at the emergency room indicated on the child's enrollment form. Emergency numbers are used as needed to facilitate parent contact. A member of the Center staff remains with the child from time of injury until a parent is present.

IT IS MOST IMPORTANT THAT THE CENTER HAVE CURRENT EMERGENCY INFORMATION ON FILE FOR ALL CHILDEN FOR ALL HOURS THEY ARE IN ATTENDANCE.

XIII. BEHAVIOR GUIDELINES

- A. Respect for people (self and others) and property (personal, Center, church, or that of another person) provides the basis for all rules and governs all decisions about making and enforcing rules. Positive reinforcement is the primary form of discipline throughout the Center.
- B. Caregivers are expected to maintain acceptable classroom behaviors using management techniques that are fair, firm, friendly, and consistent with the child's understanding. Isolation from group activities, but in full view of the teacher and for a limited period of time (one minute per year age of child), is used to help a child improve behavior or attitude. Caregivers are prohibited in the use of any form of physical force or contact, in the denial of food at lunch or snack time,

as well as the use of abusive, loud, and sarcastic or threatening remarks when dealing with behavioral concerns. The following guidelines apply through the Center.

- C. Chairs are for sitting, tables for working. Children are not to climb on or sit on tables.
- D. Only staff members may handle and operate audio visual equipment.
- E. Children are to be within sight and sound of a staff member at all times. School age children are permitted to go to the restroom by themselves.
- F. Running and loud voices are restricted to outdoor play areas.
- G. Children remain seated at snack and lunch times until they finish eating. A calm, relaxed atmosphere is maintained during all meal times.
- H. Guns, ropes, knives, and any other toys which encourage rough, violent or war-like play, are to be left at home. If one of these items is brought to the Center, the item will be removed from the child and the item sent home.
- I. Toys and videos from home are to be brought to the Center only on announced sharing days. Such toys are to be clearly

marked with the owner's name. Videos brought for sharing must conform to copyright laws, be age-appropriate and have a "G" rating or for school age children "PG." All items brought for sharing are to be returned to the parent at the close of the day. The Center is not responsible for items brought from home that get broken at the Center.

- J. Interesting nature items and many other items are welcome additions to classrooms. Please check in advance with your child's teacher about appropriate dates or times to share special items.
- K. Written permission from the Director is needed prior to bringing any pets to the Center. Under no circumstances are pets to be left overnight at the Center.
- L. Comfort toys, such as blankets or bears, may be brought if needed. Please be sure they are identified with the child's name.
- M. Children should not bring candy, gum, drinks, or snack food unless approval has been given for a special occasion.
- N. Children are not to misuse playground equipment. Children are to walk to and from the playground areas.
- O. Any child who consistently or repeatedly fails to follow these guidelines is to be referred to the Director. If, following the

Director's contact and consultation with the child and the parent, improvement in behavior is not evident, the Director may advise the parent in writing that the child is on a two (2) week probationary period, pending improved behavior. Continued failure to comply with behavior guidelines can be cause for the Director to request that the parent withdraw the child from the Center.

XIV. SECURITY ENTRY CARD:

- A. When parent(s) visit the Day Care Center, they are given a Security Entry Card Application Form which is to be filled out and returned to the Center's office with the child's/children's registration packet(s). Within the next week, the Director or Associate Director of the Center will provide each Day Care Center family a Security Entry Card.
- B. The Security Entry Card must be used in order to enter the building.

Security Entry Cards are only programmed to operate during the hours the Center is open (7:00 A.M. – 6:00 P.M.).

If a parent consistently does not use their Security Entry Card to enter the building, the Director or Associate Director will contact the parent as to why they are not using the Security Entry Card.

C. Parents should return their Security Entry Cards to the office the last day a child(ren) is registered at the Center. The issued Security Entry Card will be deactivated.

D. Parents are to **report immediately** the loss or physically damaged Security Entry Card to the Director or Associate Director.

Parents are **required** to replace the card at their own expense. It is a nonrefundable fee of six dollars (\$6.00) for a replacement card.

A Security Entry Card that does not work properly will be replaced at no cost.

Additional Security Entry Cards may be purchase for six dollars (\$6.00).

E. Parents are reminded and cautioned that allowing persons who they do not know to enter the building with them is **unsafe and unacceptable**.

F. Parents are **not to allow** anyone to use their Security Entry Card.

G. Failure to comply with this policy may lead to further action by the Lakeside Baptist Day Care Board.

XV. VISITORS

- A. All visitors to the Center, other than parents and/or designated guardians of enrolled children are to respond to voice inquiry at the security door to obtain entrance to the Center. Once cleared for entrance, all visitors are to report immediately to the office of the Center.

- B. The Director, Associate Director or office staff is available to answer questions, to provide coverage for any staff member the visitor needs to see, to take messages for staff members or parents, or to handle other special needs.

- C. Parents and/or guardians are asked to notify family members and friends of this security policy designed to enhance the safety and well-being of all enrolled children.

XVI. RELEASE OF CHILDREN

- A. Employees of Lakeside Baptist Day Care Center are authorized to release enrolled children only to a parent or designated guardian. If the parents are separated or divorced, the child is released only to the custodial parent unless otherwise designated by the custodial parent. When there is any doubt or question about who is authorized to pick up a child, the Director or Associate

Director or other qualified staff member(s) is to be notified prior to the release of the child.

- B. The Director is to have on file the names of any other persons, confirmed by the parent's signature, authorized to pick up their child. If an unfamiliar individual comes to pick up a child, the employee is to send for the Director to get verification of approval for release of the child.
- C. Persons, authorized or unauthorized, not recognized by staff members, are asked to present personal identification to the Director or teacher prior to release of the child.
- D. Copies of court documents that give sole custody of a child to a specified parent or guardian and/or copies of court documents that restrain a specified parent (or other persons) from contact with a child are to be hand-delivered to the Director and are to be placed in the child's folder. This is the only way, by state regulation, the Center can stop a parent from picking up their child. All staff members who have any responsibility for this child are to be informed of the situation.
- E. As a safety precaution for all enrolled children, parents are asked to refrain from making any special release requests other than those that may be due to an extreme emergency.

XVII. ARRIVAL AND DEPARTURE

- A. Upon arrival, parents are to bring their children into the Center. A parent must sign the child in and out in the designated book each day. The parent should also let the teacher know when the child is leaving the Center with them. A parent may be asked to withdraw their child from the Center if they fail to sign the child in or out more than three (3) times in a thirty (30) day period.
- B. Small group supervision is provided for pre-school children arriving from 7:00 – 8:00 A.M. each day. Infants, creepers, and toddlers are cared for in their assigned areas. Children two (2) years of age and older are cared for in the Fellowship Hall with their age group.
- C. The Center must be notified if the child will be arriving after 9:00 A.M. or will be absent for the day.
- D. The Center closes at 6:00 P.M. each day. A late fee shall be charged for the late pickup of a child according to the schedule in the Fees section of this handbook.
- E. In event parents are late coming for their child(ren) and the Center has not been notified, the Director is to attempt to reach the parent at the work and home phone numbers beginning at 6:15 P.M. and if unsuccessful in locating a parent, is to call emergency numbers provided by the parent. The

Director is to continue to make calls to these numbers every fifteen (15) minutes until a parent or guardian can be reached. If unable to reach a parent or emergency contact by 7:00 P.M., the office personnel will notify the proper authorities.

- F. The office personnel is to remain with the child(ren) until a parent or other designated adult arrives at the Center.

XVIII. CHILD ABUSE

By state law, caregivers are required to report all suspected cases of child abuse and neglect. When such cases arise, the alerted staff member reports the concern to the Director of the Center. The Director or the staff member is to promptly notify the Protective Service Unit of the Henrico County Department of Social Services by calling phone (804) 501-5437 or 1-800-552-7096.

XIX. CLOTHING:

- A. Children should be dressed appropriately in accordance with the weather in comfortable, washable, play clothing that can get dirty. Shoes must be worn. For safety reasons, children are encouraged to wear something other than flip flops. Weather permitting, the children play outdoors each day. Smocks are provided by the Center for painting activities. Coats or jackets and hats should be worn in cool or cold weather.

- B. Parents must supply disposable diapers or pull-ups and diaper wipes until their child is toilet trained.
- C. Each child should always have a tote bag containing a complete change of clothing available in the child's cubbie or on the coat hook in their classroom at the Center. This clothing should be suitable for change according to the weather or season. Young children may need multiple changes. Children are to bring a small, lightweight blanket for rest time. The blanket is to be taken home each Friday for laundering. Cot sheets and mat covers are provided by the Center and are laundered at least once each week.
- D. Parents are asked to identify all clothing and personal items with the name of the child and to check the tote bag daily for soiled items.

XX. FOOD

- A. A hot lunch and two (2) nutritious snacks, one each morning and afternoon, are provided by the Center. The menu is posted bi-weekly.
- B. Parents are to provide milk, formula, and /or other nutrients needed for bottle-feeding.
- C. Parents may provide cooked breakfast foods, special diet foods recommended for religious or medical reasons, foods for

- special celebrations, and field trips. Food brought to the Center should be labeled with the child's name and any special directions for use. Food should be wrapped tightly or in a sealed container. Food is stored in the kitchen until time for use. All foods are to be served at lunch or snack times. Leftover breakfast food is discarded. Other leftover foods are returned to the parent at the end of the day. Parents are notified of any spoiled or damaged food and the Center provides an appropriate replacement.
- D. All food for two (2) year olds through school age classes is served and eaten in the Fellowship Hall unless special serving arrangements are announced. Children are encouraged to develop mannerly behaviors while eating and to assist with cleanup of food areas after eating. Children participate in a short prayer of blessing before meals.

XXI. FIELD TRIPS

- A. Parents are asked to sign a field trip permission form at the time of the child's enrollment. Center-owned vehicles are used for all field trips. Two (2) or more adults, one of whom is the Director, Associate Director, or other qualified staff member(s) with supervisory credentials, accompany children on all field trips.

- B. In advance of the planned field trip, the Center provides parents with field trip information that includes a permission form listing the date, location, any extra costs, and times of departure and return. Specific educational objectives are a part of the planning and evaluation of each field trip. An important part of learning is seeing things where they happen.

XXII. SUBSTITUTES

- A. When a regular teacher or staff member is absent from the Center, the Director or Associate Director or qualified staff member(s) appoints a replacement or substitute to maintain the stated ratio and daily duties.
- B. Each regular staff member maintains a current folder of information for reference by the substitute about favorite songs, stories, activities enjoyed by the children as well as any important health concerns or special needs of individual children in the classroom group.
- C. Substitutes at the Center are regular staff members or office personnel.

XXIII. PLAYGROUND STANDARDS

A. Daily Playground Inspection

- An assigned staff member checks all outdoor playground equipment and fenced play areas each day to confirm that all equipment and resilient surfaces are in good, playable condition.
- Any defects in equipment, resilient surfaces, or fences are to be reported to the Director or Associate Director or office staff prior to outdoor play for children that day.
- A licensed inspector conducts an inspection of all playground equipment at least twice annually.

B. Playground Supervision

- All staff members receive training on their responsibilities for playground safety. Planned, supervised activities on the playground reduce accidents and promote a safer, happier environment.
- Staff members keep their eyes on the children at all times. To provide adequate supervision of all children, employees are to be stationed near playground equipment children are using.

- Staff members **alternate** between sitting and standing when supervising children on the **playground** unless there is a planned game with the children that requires otherwise. Staff members are to refrain from harsh communications to children across the playground.
- Staff members keep all playground gates closed and latched unless someone is entering or leaving the playground.
- Staff members check to be sure all assigned children are with them when leaving the building to go to the playground, to check again when leaving the playground to enter the building, and to check again upon return to the classroom.
- Staff members are positioned on the playgrounds to help meet the safety needs of all children. If a child is observed playing in an unsafe manner, the staff member is to immediately talk with the child giving directions for playing safely. The staff member is to take appropriate disciplinary actions if the child continues to play in an unsafe manner.
- The playgrounds are checked for toys and/or trash, and gates latched at the end of each day.

C. Child's Responsibility:

- Children are never to leave the playground area alone. This includes going to the restroom, classroom, or office.
- Children are to be encouraged to use play equipment properly and in a safe manner.
- Children are not allowed to climb on, over, under, or through fences.
- Children are encouraged to help keep the playgrounds neat and to pick up and take in playground toys and personal belongings.

D. Food and/or beverages (other than plastic water jugs) are not to be taken to the playground areas by staff members or children unless it is for a pre-planned activity such as a picnic.

E. Weather permitting, at least sixty (60) minutes daily is to be spent outdoors in active play. Ten (10) minutes of that time is to be a planned activity directed by the staff member in charge. On rainy or very cold/hot days, staff members are to provide time for indoor large muscle activity through rhythmic play with music or games. A schedule for supervision of any children who cannot go outdoors is developed and posted by the Director.

F. Response to Playground Injuries

- A minimum of two (2) staff members is to be with the children during outdoor playground activities.
- In event of serious injury to a child, one staff member stays with and comforts the injured child while the other staff member goes immediately to the office of the Director or Associate Director or to qualified staff member(s).
- Any staff members on break or in non-essential assignments are to report to the playground to help with the other children and to assist as needed.
- Additional emergency procedures to be followed are outlined in the staff handbook.
- All other staff members are to continue their assigned duties in calm, reassuring manner with the children in their care.

XXIV. TRANSPORTATION STANDARDS:

- A. The safe transportation of young children requires planning and communication between the home and the Center. The ride to and from the Center is an important part of the child's

day and can provide meaningful opportunities for positive communication between parent and child.

B. Parents are asked to assist the Center in maintaining parking lot safety for all children, parents , and staff members by observing the following guidelines:

1. Enter and exit the parking lot at a reduced speed of 5 mph.
2. Be alert to children and cars.
3. Park in marked parking spaces.
4. Turn car engine off. Never leave the car running while signing child in or out unless another adult is driving the vehicle.
5. Never leave other children unattended in the vehicle.
6. Never drive through, around, or over safety cones.
7. Fasten seat belts for self and all passengers.
8. Lock all doors when vehicle is in motion.
9. Remind child(ren) to walk, not run, from car to building and from the building or playground to the car.

- C. In compliance with federal, state and local guidelines, the following measures are observed by the Center.
1. The total number of children being transported in the vehicle never exceeds the number of available seat belts.
 2. The accompanying driver assures that all children are received by a responsible person.
 3. Children are not left unattended in a vehicle.
 4. Children enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
 5. Each person in the vehicle is seated in the manufacturer's designated area and remains seated and reasonably quiet while the vehicle is in motion.
 6. The driver and all passengers are restrained by seat belts when the vehicle is in motion.
 7. Children under eight (8) years of age are transported in car seats secured by seat belts. (Car seats are to be

provided by parents for field trips and other special outings requiring transportation.)

8. The driver holds a valid Virginia State Driver's License when transporting fifteen (15) or fewer persons. All drivers have current first-aid certification.
9. A first-aid kit is securely located in each vehicle used to transport children.
10. All doors are kept locked when the vehicle is in motion and when not in use.
11. After every use of the vehicle, the driver checks to confirm that all passengers have disembarked and that no person(s) remain in the vehicle.
12. All vehicles used to transport children meet and maintain the safety inspection standards of the Division of Motor Vehicles of the Virginia Department of Transportation.
13. The Center transports school age children to and from area schools.
14. With parental permission, the Center transports children ages two (2) and above on special field trips.

15. A cellular phone is carried in the vehicle anytime children are being transported. The phone is to be used by the driver only when the vehicle is not in motion.

D. After school transportation safety

1. A checklist of all children at each school scheduled for transportation to the Lakeside Baptist Day Care Center in a Center-owned vehicle is provided for the van/bus driver for use each day at each school location.
2. Parents are asked to notify the Center early in the day if their child is absent from school or if there are other reasons their child is not to be transported to the Center.
3. In event this contact has not been made, and the child is not on the Center-owned vehicle, the driver is to report the matter to the office personnel on duty immediately on arrival back at the Center. The office personnel is to make phone contact with the school to confirm the child's absence. If the child is not absent from school, the office personnel is to confirm the immediate return of the Center-owned vehicle to the school for the child. The office personnel are to also make contact with the parent to convey or confirm information received from the school. If a return trip to

the school for the child is needed, the Director or Associate Director or qualified staff member(s) is to again call the parent to confirm the child's safe arrival at the Center.

XXV. A FINAL WORD

Parents are considered partners at the Lakeside Baptist Day Care Center. Please review carefully all written communications from the Center. Parents of children under five (5) years of age should expect to receive daily reports. Your visits, questions, concerns, suggestions, and support are needed and welcomed. Please share them with your child's teacher, the Director, or the Pastor.

The Pastor and the members of Lakeside Baptist Church extend a cordial welcome to you and your family to participate in Bible Study, Worship and Fellowship activities.

Sunday School classes begin at 9:15 A.M. and are available for all ages.

Worship Service begins at 10:30 A.M.
A nursery is provided.

Wednesday Nights
Fellowship Meal 6:00 P.M.
Bible Study 6:30 P.M.

The Pastor's office is adjacent to the Center Director's office. They welcome an opportunity to meet you. Appointments for

conferences with the Pastor may be made by calling the Church Office at (804) 266-1613.