Kid's Harbor

Preschool and After School



Program Handbook

2021 - 2022

a ministry of Harrisonburg First Church of the Nazarene

Kid's Harbor

Preschool and After School

Mission Statement *KNOW* **God.** *GROW* **Together.** *GO* **Serve.**

Our mission is to provide strong foundations for future generations and to assist parents in the mentoring and nurturing of their children by having a safe, structured and loving environment for their kids.

Board of Directors

- Pastor Adrian Mills
- Vickie Dove
- Ashlea Link
- Pastor Julie Miller
- Jonathan Taylor
- Pam Charette
- Lenora Fowler
- Andrea Adams
- Kelly Blosser
- Sheryl Wyse
- Kathy Ridder
- Angela Kohl, KH Executive Director

Contact information for the Church Executive Manager and Board of Directors is available in the Kid's Harbor Office.

Kid's Harbor Contact Information

Kid's Harbor General Information	540-434-1901
Kid's Harbor Fax #	540-437-7233
Kid's Harbor Web Address	kidsharbor.org
Angela Kohl, Executive Director	540-437-7759
Buffy Stainback, Staffing Coordinator	540-437-7755
Sarah Woodward, Administrative Coordinator	540-437-7754

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Physical Facilities

Kid's Harbor is located at Harrisonburg First Church of the Nazarene, 1871 Boyers Road, Rockingham, Virginia, 22801, 540-434-1901. The Kid's Harbor main area is located in a wing of the excellently maintained HFCN building. We utilize fourteen rooms of the church during our daily operations; with additional privileges to use the café/kitchen areas as needed and other multi-purpose areas. We provide three separate play spaces with age appropriate play equipment. We also provide a large play area indoors.

Code of Compliance Statement

Kid's Harbor Preschool and After School is a religious-exempt program.

Enrollment/Capacity

The maximum number of children to be in our care at any one time (as dictated by the local building inspector) is 165. (Upstairs= 109 children, Main Floor= 150 children (77 children ages 2 ½ years and up, 73 children below 2 ½ years).

Returned Check Fee $25.00

Tuition

Tuition is due the first day of each week your child attends for all Programs. Tuition is due each week whether your child attends or not. If your child is absent, tuition is due the day your child returns to the Program. This includes when Kid's Harbor is closed for holidays, snow days and any other day the Program is not in operation. Tuition is expected for the entire session for which your child is enrolled unless you have submitted a written two-week notice, and your child will no longer be a part of the Program. It will be your responsibility to communicate with the Leadership Team if a custom payment plan is needed.

- Late payment fee: KH reserves the right to assess a late payment fee of $10 per week for payments not received on the dates specified.
- Late pick-up fee: KH reserves the right to charge $10 per 10 minute increments past 6:00 pm. *(See* **Arrival and Departure** section of the Handbook for more details).

Tuition which has not been paid by the end of the month shall be grounds for dismissal from the Program, unless you have been in communication with the Leadership Team and a payment plan has been developed.

Dependent Care Forms

Kid's Harbor is willing to process Dependent Care Forms. Please allow **three business days** for our Finance Coordinator to process these forms and return to your child's folder. Please turn into the Leadership Team.

Record Request

There are times that you, as a parent/guardian, may need to request a copy of your child's records. Parents/guardians should be advised that in the event you must make such a request, you will be responsible to cover the costs of labor and materials to respond to your request. Additionally, we must have an advance minimum notice of one week in which to accommodate your request.

Vacation Voucher

- Children enrolled in the full-day Preschool Program on a full-time basis will be granted one (1) week at no charge per year. (Vacation vouchers run on a yearly basis of June – May)
- Children enrolled in the Rising Kindergarten class or the full-day Preschool Program on a full-time basis for the summer only will be granted one (1) week at half price per summer.
- Part-time students do not receive a vacation discount.
- Morning Preschool, Summer School Age, and Afterschool do not receive a vacation discount.

We require a two-week written notice prior to the vacation week so we can plan accordingly. The free week must be used all at once, and cannot be divided among multiple weeks. Please place form in payment box.

Withdrawal

A written two-week notice from parents prior to withdrawal from the Program is required. This notice must be given to the Kid's Harbor Director. Fees are still applicable through the two week period. If you fail to submit a written two-week notice, you will be responsible for paying tuition for the two (2) weeks following your child's last day in the Program.

The Executive Director reserves the right to withdraw any child, which, in the Director's sole judgment, is disruptive to the Program. Prior to the decision of removal, there will be open communication between the child's parents, teachers, and Kid's Harbor Leadership. An appeal of these decisions may be made to the Board of Directors. Please see discipline policy for further details.

General Qualifications of All Staff

The staff is responsible for developing and implementing the activities and services offered to the children. No staff shall have been convicted of a felony or a misdemeanor related to abuse, neglect, or exploitation of children or adults. All staff shall be of good character and reputation; physically and emotionally competent and capable of carrying out assigned responsibilities; willing and able to accept training and supervision; able to communicate effectively both orally and in writing as applicable to the job responsibility. A staff member who is certified in First Aid and CPR will be on the premises at all times. Staff will have the ability to communicate with emergency personnel and understand instructions on a prescription bottle; communicate effectively and appropriately with the age group to which the staff person is assigned; communicate effectively with parents; provide a stimulating and safe environment for the age group to which the staff person is assigned; use materials, activities, and experiences to encourage children's growth and development. Staff members must possess a zeal for children and a heart for ministry.

Health Requirements for Staff

The Kid's Harbor Staff are certified annually by a practicing physician or nurse practitioner to be free of any disability that would prevent them from caring for children enrolled in the Program.

Enrollment Policy

- The Preschool Program will accept infants six (6) weeks of age to children five (5) years of age.
- The After School Program will accept children who are starting Kindergarten through 8th grade.
- The Summer School-Age Program accepts children age five (5) through Rising 8th Grade.
- We follow the local public school system's enrollment policy, so your child will be placed in a class according to their age as of September 30th.
- We do not discriminate on the basis of race, color or national or ethnic origin in the administration of educational policies or enrollment.
- Children are accepted on the basis of early registration with the following priority system:
    - Returning students
    - Children of KH staff
    - Siblings of new or returning students
    - Open enrollment
- Enrollment capacity is set by the Kid's Harbor Director within the parameters of State guidelines.

Forms

Before a child can attend, the parent or guardian must complete the following forms and return them to us with the enrollment fee:

- *Authorization for Emergency Medical Care*
- *Registration Form*
- *Copy of updated immunization record:*
    - *Immunizations must be recorded on either a Health Department form or a physician's form, have the child's name, and be signed or stamped by a licensed physician, the physician's designee, or an official of the local health department.*
- *Child's Birth Certificate*
- *Religiously Exempt Child Day Center Program Decision to Administer Medications*

Updated immunization records are required every six months for children under the age of two and between the child's fourth and sixth birthdays.

Hours and Schedule

The Full-Day Preschool Program operates from 7:30 am to 5:30 pm Monday through Friday. Parents must provide lunches with a drink, daily. Please see food policy.

The Morning Preschool operates from 9 am to 12 noon - Mondays, Tuesdays and Wednesdays.

The After School Program operates from 3:00 pm to 5:30 pm - Monday through Friday - beginning the first day of City and/or County Schools and ending the Friday after the last day of City and/or County Schools. We will be open for full-day care on teacher workdays, some holidays, some snow days and spring breaks.

The Summer School-Age Program will operate from 7:30 am to 5:30 pm - Monday through Friday - beginning the first Monday following the last day of school from City and County Schools and ending the day before school begins in August.

Kid's Harbor provides an afternoon snack on after school days, and morning and afternoon snacks on full-days. On full days your child will need to pack a lunch with a drink.

Please note that the Full-Day Preschool, the Morning Preschool and School-Age Programs will be closed on some holidays. Please consult the holiday schedule provided for you by Kid's Harbor and make note of the specific dates that the Program will be closed.

Access to Building

Safety and security is a top priority at Kid's Harbor. Upon admission, your family will be given a personal security door code. This code is intended **ONLY for your family and those on your child's authorized pick up list**. We ask that this code not be shared. If you feel your code needs to be changed for any reason, please notify Kid's Harbor Leadership Team immediately. Upon leaving Kid's Harbor, your code will be disabled.

Inclement Weather and School Cancellations

Weather is unpredictable. At Kid's Harbor, our goal is to make the safest and best decision possible for Kid's Harbor families and for our staff. To that end, it may become necessary to open on a delay or close as a result of inclement weather. Please plan for this possibility accordingly. The decision to close or delay will be made by the Kid's Harbor Executive Director.

- If Kid's Harbor is operating on a 1 hour delay, we will open at 8:30 a.m.
- If Kid's Harbor is operating on a 2 hour delay, we will open at 9:30 a.m.

Kid's Harbor After School:

- If Kid's Harbor **opens on time** (7:30 a.m.) and Rockingham County schools are on a delay, the buses will pick up After School children at Kid's Harbor.
- **Please note: If Kid's Harbor is on a delay, the Rockingham County school buses will NOT pick up children at Kid's Harbor.**
- If Kid's Harbor **opens on time** (7:30 a.m.) and City schools are on a delay, there is no transportation provided.

Kid's Harbor Morning Programs:

- If Kid's Harbor is operating on a **1** hour delay, Morning Preschool classes will be held at the regular time from **9 am to 12 noon**
- If Kid's Harbor is operating on a **2** hour delay, Morning Preschool classes will be held from **9:30 am – 12 noon**

Note: In the event of inclement weather, please refer to the following sources for closing/delay information. Decisions will be posted by 6:15 a.m.

- Call 434-1901 and dial extension 356
- Log on to WHSV.com - We are listed under the "Business" heading.
- Log on to kidsharbor.org and click link for closing and delay info.
- Text Alerts, if available (inquire at office for details)

Any early closings will be determined by the KH Executive Director. Parents/guardians will be contacted in the event of an early closure.

If the **Full-Day Preschool** is closed for four (4) or more consecutive days (excluding weekends) due to inclement weather, we will credit a percentage of the weekly tuition which has been set for your child's class.

Food Policy

Kid's Harbor will provide a morning and afternoon snack for the 2 Year Old Class and up. Parents are required to pack their child's lunch and drink. Please send lunches that do not require more than 30 seconds of heating. Please do not send multiple containers that require heating (we recommend sectional plates) or microwave meals that require multiple step heating. For safety, **please do not send glass containers**. If we have to provide a lunch for your child there will be a $3.00 fee. If your child has a food allergy, please inform your child's teacher and provide a list of foods that would be unsafe for your child. Please also provide extra snacks and treats in case your child is allergic to the provided snack.

Personal Belongings

Please clearly mark your child's personal possessions, including their coats.
Please do not allow your child to bring candy, gum, money, or valuables to Kid's Harbor!

Toys

We discourage bringing toys from home. Personal toys often interfere with daily activities, especially if the child is preoccupied with protecting his or her property. However, we realize that sometimes a special toy will help the child feel more secure, or will help in learning to share and respect the property rights of others.

Guns, action figures, and war toys tend to over-stimulate children and lead to rough indoor play and are not permitted at Kid's Harbor.

Clothing

Preschool children will be required to keep a change of clothes at Kid's Harbor. These should be seasonal and include underpants and socks. Kid's Harbor maintains a small tote of extra clothing. If it becomes necessary to clothe your child in Kid's Harbor spare clothing, please return them as soon as possible so they will be available again when needed.

Appropriate dress for Preschool is comfortable clothing and tennis shoes. It is important for your child to be comfortable as he or she will be active in both indoor and outdoor play. ***Shoes should be appropriate for running and playground activities*** (no sandals, flip-flops or dress shoes, which can cause accidents).

For all Kid's Harbor Programs, please remember that we still need fresh air during the winter months, so please send the appropriate attire for outdoor play (boots, gloves, etc.). Also, dress your child in clothes that are appropriate for working with paint and other messy materials. We provide some limited protection, such as smocks to cover clothing, for these activities, but sometimes the coverage does not provide complete protection. Please dress your child in clothing that is washable so that their fun and creative activities are not hindered.

Potty Training

Children must be fully potty trained before they may enter our full day four-year-old classroom. Fully potty trained is defined as not needing to wear pull ups at any part of the day, including nap time and remaining dry. Children that are entering the Morning Preschool Program (3 & 4-year olds) must be actively potty training and must arrive to preschool in pull ups.

Arrival and Departure

- Each parent or guardian will sign their child in at the time of arrival.
- No child will be allowed to leave the Center unaccompanied.
- If persons on the Authorized Pick-Up List, other than the parent/guardian, will be picking up the child, the parent/guardian should inform the child's teacher in writing.
- If a change needs to be made to the Authorized Pick-Up List, please notify the office in writing to make appropriate changes. In an emergency situation, we will make an addition to the Authorized Pick-Up List over the telephone, but a return phone call will be made to confirm that the request is legitimate.
- **NO CHILD WILL BE RELEASED TO UNAUTHORIZED PERSONS.**
- A parent/guardian must sign child out and accompany the child to their car. Please leave the programming area immediately. Please do not leave young siblings/other children in the car while picking up children at Kid's Harbor.

Our staff arrives 15 minutes prior to Kid's Harbor opening. This time is used for prayer and daily preparation. Please respect this time and do not bring your children into the building until 7:30 a.m.

Late Pick-up Procedure

Please be responsible to pick up your child on time. If any child is not picked up by 5:35 pm, the leader will call and check on the whereabouts of the person picking up the child. If parents/guardians cannot be reached, we will call emergency contact persons to pick up the child. In addition, a **late pick up fee of $10 per 10 minute increment** may be assessed (ex: 1-10 minutes late is a $10 charge, 11-20 minutes late is a $20 charge, etc.). If late pick-ups begin to be a problem, your child may be dismissed from the Program.

Parent Conferences

Parent conferences will be scheduled as the leader and/or parents deem necessary.
Please call the Director to request or coordinate a conference.

Communication

Open communication is essential to the operation of the Program. The Executive Director and Board of Directors encourage close contact between parents and staff members. Parent participation and sharing of ideas are considered a valuable asset to the Program. Should the need arise, the Board of Directors is accessible to staff and parents.

Parental Visits and Classroom Involvement

Parents are always welcome to visit and become involved in Kid's Harbor activities. Perhaps you have a particular hobby, talent or occupation you would like to share with us. You might like to talk to the group or conduct a science experiment or cooking activity. We welcome your participation. Please speak with the Kid's Harbor Director to schedule your visit.

Social Media Request: It is our commitment to ensure confidentiality and safety of all the children in our program. We ask that you refrain from posting pictures of other children in our program on social media sites such a Facebook, Twitter, Instagram, etc.

Discipline Policy

The Programs operate with three basic rules for the children:

- A child may not participate in any action that may hurt him/herself, another child, or a staff member.
- A child may not destroy property.
- Children should use appropriate and respectful language.

Discipline toward the children will be a positive, non-punitive manner. Staff members will not use any form of physical punishment (spanking, pinching, arm jerking, etc.). The staff will not use degrading or disrespectful language when speaking to a child. Food will not be withheld as a form of punishment.
Our Program expects that children will require direction and discipline; however, if the child's behavior regularly violates the Program's basic rules, the following steps will be taken:

STEP 1: A warning from the teacher, a private explanation if needed.
STEP 2: Parent/Guardian is contacted and informed of misbehavior.
STEP 3: Conference with Director, child, parent/guardian and other staff members involved to discuss the problem being encountered.
STEP 4: Discipline bestowed upon student with Director and parental agreement (developing an individualized behavior plan).
STEP 5: The Executive Director reserves the right to remove the student temporarily or permanently due to discipline problems encountered.

Excessive fighting, having inappropriate materials, smoking, possessing illegal substances or weapons will result in immediate placement in STEP 5.

Child Abuse

All childcare professionals are required by law to report any suspected cases of child abuse or neglect to Social Services.

Illness

If your child becomes ill or injured while at the Program, every attempt will be made to contact the parent/guardian. If necessary, the child will be taken to Rockingham Memorial Hospital for treatment. A completed Authorization for Emergency Medical Care Form is required at registration. The parent/guardian will be responsible for medical expenses.

A child needs to be excluded from attending the Program if:

- He/she has a temperature of 100.4 degrees or above.
- He/she has a communicable disease (this includes lice).

Parents will be notified immediately if a child arrives or presents during the day with any of the above symptoms. Parents need to make arrangements to pick up the sick child as soon as possible. Please notify the staff if your child is sick or has a communicable disease so we can inform other parents that the illness has been diagnosed in their child's class.

Children will not be permitted to attend Kid's Harbor until they have been <u>fever-free</u> (below 100.4 degrees) without fever reducing medication for the past 24 hours or if they show signs of recent illness, including the following symptoms:

- Mouth or throat sores
- Nausea
- Vomiting within the last 24 hours
- Watery, mucousy, or pink eyes
- Persistent green runny nose
- Recurrent diarrhea within the last 24 hours
- Severe pain
- Rash, unless a physician has determined it is not contagious
- Earache
- Enlarged glands
- Severe coughing
- Difficulty breathing or wheezing
- *Lice
- Listlessness; inability to participate in activities of the Program
- Illness that results in greater need for care than our staff can provide without compromising the health and safety of the other children
- Other symptoms of communicable diseases

*Kid's Harbor has a no-nit policy for lice. When your child returns to school following treatment, please have your child's head checked by KH Leadership prior to taking them to their classroom and wait for the "all clear" before leaving the Preschool. Kid's Harbor reserves the right to check a child's head for nits for up to two weeks or longer in case re-infestation occurs.

Parents will be notified immediately if a child arrives or presents during the day with any of the above symptoms. Parents need to make arrangements to pick up the sick child as soon as possible (not exceeding one hour). The above policy is a "framework" to make the best decisions possible regarding illness; no policy can cover every situation. The final decision about whether a child is excluded from the Program will be made by the Director. Our policy is designed to keep all of the children in our Program as healthy as possible.

Safety

Kid's Harbor is covered by a public liability insurance policy.

Absences

If your child will be absent from the Program, please notify your child's teacher or a member of the Leadership Team.

Child Passenger Law Compliance

In compliance with Virginia Law, all children under age eight (8) must be properly restrained in a child safety seat or booster seat. On the occasions of day trips and/or field trips, parents must provide proper safety seats for all children under age eight (8) enrolled in Kid's Harbor.

School Bus Drop Off

You will need to notify your child's school that your child is to be dropped off at Kid's Harbor. Peak View ES, Cub Run ES and Montevideo MS students will be dropped off at Kid's Harbor by buses. Transportation from Stone Spring ES will be provided by Kid's Harbor.

Medication Policy

Effective January 1, 2008, Kid's Harbor is a MAT Certified Program for medication administration. This certification places certain requirements on the Program for medication administration. This code is instituted by the Virginia State Board of Nursing and the State Board of Social Services. Under this code, only qualified staff are permitted to give both over-the-counter and prescription medications.

The following is a quick reference of requirements that must be met for our staff to administer medication:

- Medication and Authorization Forms must be given to a MAT certified employee.
- A specific form is required for all medications. Forms are available outside the office.
- A new/separate medication form is required for every medication.
- All administration tools (ex: dosing spoons) must be provided by the parent.
- Over-the-counter medication must be in its original container and be labeled with the child's first and last names. All packaging must be included.
- Prescription medication must be in the original child resistant container with the original pharmacy label stating all required dosing information.
- A package insert or copy of pharmacy printout must accompany the medication.
- A parent can authorize medication administration for over-the-counter and prescription drugs for a 10 day period (short-term) excluding Nebulizers, EpiPens and over-the-counter medications that do not give specific dosing instructions (ex: Tylenol for children under 2 years of age).
- Long-term Medication (routine and up to 12 months) requires a physician's written instruction on the authorization form. Forms must be updated every 12 months.
- Parent's instructions on the authorization form must be consistent with the directions on the medication or a physician's written instruction is required.
- Over-the-counter topical creams can be authorized by the parent for the long-term period. (12 months) THIS INCLUDES ALL DIAPER CREAMS, LOTIONS, and SUN SCREENS**.**

*****Please note that any new requirements to this code will be communicated to you as KH is notified.

These programs are sponsored by Harrisonburg First Church of the Nazarene. Although we do not teach Nazarene doctrine, we do use a Bible-based curriculum, read Bible stories, have prayer and celebrate Christian holidays. Our desire is to provide a Christ-centered, safe, and loving environment in which your children can grow and learn. We are grateful that this Church had a vision to help the community in this way, and we look forward to sharing in the lives of your children.

Kid's Harbor

Preschool and After School

Holiday Schedule
2021-2022 School Year

Dear Parents,

Please be advised that Kid's Harbor will be closed in observance of the following holidays. Please mark your calendars . . .

Monday, July 5, 2021	**Independence Day**
Monday, September 6, 2021	**Labor Day**
Friday, October 15, 2021	**KH Training Day**
Thursday, November 25, 2021	**Thanksgiving**
Friday, November 26, 2021	**Thanksgiving (observed)**
Thursday, December 23, 2021	**Christmas Break (floating holiday)**
Friday, December 24, 2021	**Christmas Eve**
Monday, December 27, 2021	**Christmas Day**
Friday, December 31, 2021	**New Year's Eve**
Monday, January 3, 2022	**New Year's Day**
Friday, April 15, 2022	**Good Friday**
Monday, May 30, 2022	**Memorial Day**

Blessings,
Kid's Harbor Leadership

****Dates subject to change at the discretion of the Executive Director**