



Fisherman's Net Learning Center

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A Ministry of Norfolk Apostolic Church

Parent/Student Handbook

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Welcome to Fisherman's Net Learning Center!

We are so glad that you are considering us to help with your child's education. We are a religiously exempted licensed center that chooses to operate under the rules and regulations required of a licensed center. We do not discriminate against race, color, gender, or creed.

Philosophy and Objectives Opportunity

A Christian Learning Center is an extension of a Christian home. We believe that both work together to train young people in a Christian environment for time and eternity. The learning center staff works closely with the parents to train the whole child.

A child's early years provide a foundation for growth and development for the rest of his/her life. It has often been said that a child's personality and character have already been formed by the time he begins Kindergarten.

Our children progress through developmental stages that are basically the same for all children. Yet, the rate at which children progress through these stages can vary dramatically from one child to another. Our program at Fisherman's Net is based on the philosophy that each child is an individual who develops at his/her own rate. In order to help our children develop to their fullest potential, we provide a Christian environment that lays the foundation for each child to enter into an early relationship with Jesus Christ. They experience His love and compassion through the love and respect that the teachers show each of them.

Our children are taught that there are no "bad kids", every child is "good", but there are consequences for our actions. Sometimes, as humans we make poor choices, but that does not make us "bad". Instead it is a chance to learn and grow from our mistakes.

Programs Offered

The following programs are available:

Preschool Only (8:30-12:00)

- 5 Mornings a Week ~ Monday-Friday
- 3 Mornings a Week ~ Monday, Wednesday, & Friday
- 2 Mornings a Week ~ Tuesday & Thursday

Kindergarten Only (8:30-2:00)

- 5 Part Days a Week ~ Monday-Friday

Full Day School & Care (This includes Preschool/Kindergarten with before and/or after care. Open 6:30am-6:00 pm)

*Kindergarteners must attend 5 days a week in order for the program to be counted for the year.

- 5 Days a Week ~ Monday-Friday
- 3 Days a Week ~ Monday, Wednesday, & Friday
- 2 Days a Week ~ Tuesday & Thursday

Before and/or After Care

Public School Bus Transportation to and/or from Sherwood Forest is provided for students in Kindergarten -5th grade. Our Center provides Van transportation to and/or from Coleman Place for students in preschool 3- 5th grade.

- Before Care Only (6:30am-school)
- After Care Only (school-6:00pm)
- Before & After Care (6:30am-school, school-6:00pm)
- Early Release/Closed School Days
- Drop-in Care (must register and prearrange first)

Summer Camp (Open 6:30am - 6:00pm)

Our Goals

The goals established at Fisherman's Net are to inspire spiritual, cognitive, social, emotional, physical, and creative growth in our children. This is accomplished through the daily interaction of the students and staff.

Our goals in caring for children are:

- To provide the children with a clean and healthy environment
- To provide a safe, yet fun environment.
- To provide developmentally appropriate learning activities
- To teach the children to respect themselves and others
- To be sensitive to each child's needs and rate of development
- To offer opportunities of choice, experimentation, creativity, and problem solving
- Teaching the children the basic skills that they will use in everyday life
- To promote child individuality that will encourage children to fulfill their potential

The Organization Structure

- Pastor** Rev. Michael G. Blankenship is the Senior Pastor of Norfolk Apostolic Church and therefore, superintends all church ministries & operations.
- Program Director** The director is responsible for the actual day to day operation of this center. He/she will supervise all preschool staff, establish and implement staff training, and ascertain that this center remains in compliance with the minimum standards for licensed child day centers, as well as within the standards set by this autonomous preschool. The director will also address problems arising with students, parent and staff.
- Teachers** Lead Teachers are responsible for teaching/ministering to every child in his/her care. He/she creates lesson plans, establishes and maintains a good relationship with students, and maintains the daily schedule. He/she is required to maintain CPR and First Aid Certification, Food Handlers Certification, a current TB Test and Physical, Monthly Professional Training, Approved Lesson Plans, and a clean Background Check.

Our staff members are dedicated men and women of God who feel they have been called to this ministry. They love God and the children they serve. All are being trained extensively for their positions in order to meet the criteria established by the Commonwealth of Virginia for the positions they hold. We believe that each person can always expand their knowledge, and therefore require ongoing training.

Eligibility

Preschool students must be at least 30 months in age to attend. Children will be enrolled in the class that is appropriate for age and development as of September 1st just as in a Public School setting. Before and After Care students are welcome through 11 years of age. All enrollments are of course subject to availability.

Admission Policies and Procedures

1. Schedule an interview/walk through with our Director
2. Take Home an Enrollment Packet
3. Read the handbook thoroughly and fill out All Forms
4. Return ALL completed Forms and Important Documents to Fisherman's Net Director with a non-refundable \$20.00 enrollment fee per student
5. Decide on a start date upon space availability

Children's Admission Requirements

Admission requirements are as follows:

1. Shot Record (no more than one year old)
2. Physical (no more than one year old)
3. Proof of Birth
4. Enrollment Form
5. Emergency Release/Contact Form
6. Signature Release Form/Contract
7. Transportation Permission Slip (Public School Students)
8. Custody Paperwork (if necessary)

All documents must be completed and presented upon registration for ALL students. Shots must be kept regularly updated in compliance with state regulations. Proof of Birth can be a birth certificate, passport, or proof of birth letter from the hospital. All information about children in our care and their families is treated confidentially.

Contact Information Changes

It is important to keep your contact information current. Please always let the director know when you move, change your name, switch jobs, get a new phone number, new email address, or if there is a change in your child's medical information. We need correct information on all children and their parents at all times in case of an emergency.

Curriculum for Preschool & Kindergarten

Fisherman's Net Preschool uses the ABeka curriculum, which is a well-rounded, phonics based curriculum that gives ample opportunity for social, emotional, physical, and intellectual development. An evaluation will be completed each quarter to promote and mark each student's progress. The assessments help evaluate skills, ability level, and needs of each child. The director or teacher will be happy to discuss the assessments with any parent.

Fisherman's Net Preschool- Kindergarten is more than likely the first opportunity that your child will have had to experience "school". Our staff's interaction with them today will affect them for the rest of their educational experience. We strive to make this a positive, enjoyable and exciting experience for them.

Christmas Program

We know as parents you love to see your child perform on the stage and so do we. The students at our Center will perform at a program in which our church organizes. The hands-on Christmas program is called "A Night in Bethlehem" and takes place in our gym. The dates and information for this will be announced in our monthly center newsletter.

Hours of Operation

Our Preschool classes are held Monday through Friday from 8:30am – Noon. Preschool Students may be registered for two, three, or five mornings per week. Two day per week children will attend on Tuesday and Thursday. Three day per week children will attend on Monday, Wednesday, and Friday.

Our Kindergarten classes are held Monday through Friday from 8:30am – 2:00pm. Kindergarten students must attend school every day. If a kindergarten student is tardy/absent more than the allotted days he/she will be unable to receive credit for completing the school year.

Before and/or After Care is available to a limited number of students. This includes students attending our Preschool, our Kindergarten, or Public School. The Before Care hours of operation are from 6:30am to 8:30am for our Preschool and Kindergarten or drop off at public school. After Care hours of operation are from noon for our preschool, 2:00pm for our Kindergarten, or pick up at school until 6:00pm. We CLOSE promptly at 6:00pm, therefore; we urge you to pick up by 5:50pm to ensure an on time pick-up. **There is a late pick up fee of \$15 per every 5 minutes per child.**

Center CLOSED/Holidays

The following schedule indicates the days that the preschool will be closed and those days that we are open for “child care only”. The “child care only” days are those that normally have several students out of class. We use these days for activities and review, but do not present any new material due to the low attendance rate.

Church Holiday/ Ladies Event, instead of Veterans Day	Closed
Thanksgiving and the following Friday	Closed
Christmas Eve, Christmas Day and the day after (24 th , 25 th , & 26 th)	Closed
Christmas Break	Child Care Only/Play Days
New Year’s Eve	Closed
New Year’s Day	Closed
Martin Luther King Day	Closed
President’s Day	Closed
Good Friday	Closed
Spring Break	Child Care Only/Play Days
Memorial Day	Closed
Independence Day	Closed
Labor Day	Closed

Inclement Weather

Fisherman’s Net closes when faced with weather conditions that warrant safety precautions for students and staff. If we need to close for the day or close early, a Notice will be listed on our website FNPreschool.com, as long as the internet connection has not been compromised. We also urge you to sign up for text message notifications listed at the bottom of the Emergency Release/Contact Form. Our goal is to have the decision made and families notified by 6 AM. Our decision to close or have a delay will closely be related to the decision of the Norfolk Public Schools. We are usually listed our local news channels 3 WTKR.

Daily Center Schedule

6:30-7:30 – Quiet Play Time
7:30-8:30 – Movie Time as we settle down for the day
8:15 – Off to School for Coleman Place Elementary
8:30 – OUR SCHOOL BEGINS - Restroom/AM Snack for our Students
8:55- 9:45 – Whole Group Calendar, Prayer, Circle, & Lesson/Story Time with Mrs. Terri
9:00 - Off to School for Sherwood forest Elementary
9:50 – 10:30 – Language Development/Skills
10:30-11:00 – Outside/Gym Play/Restroom
11:00-11:30 – Phonics/Numbers
11:30-12:00 – Stations/Continued Learning time
12:00 – PRESCHOOL Dismissed
12:00-12:30 – Lunch
12:35 -1:00 – Clean Up/Restroom/Movie or Quiet Books for Preschool
Learning Time/Worksheets for PREK-4 - 2nd Grade
1:00-3:00 – Rest Time for Preschool Students
Review/Learning Time/Worksheets for PREK-4 - 2nd Grade
2:00 – PRK-4 – 2nd Grade Dismissed
2:00-3:00 – Quiet Play Time
3:00-3:15- Wake Up Time/Restroom for Preschool
3:15- 3:35 – Preschool – Our 2nd Grade Students PM Snack
3:45- 4:40 – Outside/Gym Play for Preschool Aged
3:45-4:45 – Coleman Place Arrives around 3:45, Sherwood arrives around 4:00 –
Snack for older Students /Homework Time
4:45 -5:40 – Older Students Outside/Gym Play
4:45- 5:40 – Stations/ Indoor Play for Preschool Aged
5:40-6:00 – All Students Inside for Inside Play/Movie

Policy for Late or Absent Children

In the event that your child will be late, absent, picked up by another adult, or will not need to be picked up from Public School, we ask that our parents contact us to let us know.

State Law requires our Kindergarten – 2nd grade students to be in school 159 days to count as a full school year. They are also considered tardy if not at school by 8:30am. Every 10 tardy days will count as one absent day.

Policy for Arrival and Dismissal of Children

All students MUST be escorted into and out of the building by an adult. All students should be checked in and signed out by a parent or authorized adult and staff member each day.

All Public School Before Care students need to be at our center by 8:10am to ensure transportation to school that morning. All students attending our Preschool or Kindergarten need to be at our center by 8:30am as to not be considered tardy. We CLOSE promptly at 6:00pm, therefore; we urge you to pick up by 5:50pm to ensure an on time pick-up. **There is a late fee of \$15 per every 5 minutes per child.**

At pick-up the child will be released to his/her parent or authorized person over the age of 18 on the approved to pick up list (we cannot release a child to a sibling who is not yet an adult). Identification checks will be made in the event that the staff member on duty does not recognize the parent. ID checks and verification of parental permission for pick up will be completed if the person coming for the child is someone other than the parent.

Food Services

Parents of children attending our Preschool or Kindergarten have the choice of either bringing a Bag Style Lunch for their child, all of which must not require refrigeration or the use of a microwave, or paying and participating in our Food Service Program. For a minimal weekly fee, we will provide Lunch (4 days hot, 1 day bag style) for your child. Menus are available in the lobby. In the event that a child NOT signed up for our Food Service Program forgets his Lunch, we will serve the child and the parent will be charged accordingly. A PM Snack is included in the tuition fee for each child enrolled in full time or after care. Snacks/lunch is only served at the stated times.

We teach the children that it is necessary to use table manners. The children are taught to wash their hands before eating, be seated at the table, pray over their food, use their napkin, not to play with their food, and to clean up any mess that they may make. We know that this is a work in progress and do not expect perfection at the beginning. ☺

All food is served on/in a paper towel, cup, or paper plate. Food should not be directly put on the table's surface. Water from our water fountain is always offered during the day and after coming in from playing outside or in the gym.

Children with Food or Milk Allergies

A notice will be posted in every classroom to remind the staff of what not to feed certain children.

***Please always communicate with our staff about all food allergies in order to keep your child safe.**

Withdrawal/Termination Policy

All students are enrolled on a six-week probationary period. If at any time during the first six weeks, whether the parents or our learning center feel that it is in the best interest of the child or the center, withdrawal or termination may occur without notice. After the six week probationary period has been completed, a paid two-week notice is required for withdrawal from this preschool. Conversely, the center will give a two-week notice for any child who is not on disciplinary probation. If termination is necessary, the parents will receive a written statement explaining the cause for termination of services, unless extenuating circumstances apply.

Financial Policies

Just as you are dependent on your pay check, our center is dependent upon the tuition of the students and gifts of friends for our operating expenses. All contributions to our church/center are tax deductible. Your child care tuition payments will be receipted by the center/church and are possibly deductible based on your tax situation.

Tuition is due on Monday morning, for the week in advance. Payments may be hand delivered to the director or placed in the drop box mounted just outside the director's door. Payments may be made by cash, check, or credit card. (For your convenience, an ongoing weekly credit card charge can be set up) Please always completely fill out ALL payment envelopes, so that it is credited to the proper account. Tuition checks can be made to "Fisherman's Net Learning Center"/ "FNLC", or our church "Norfolk Apostolic Church"/"NAC".

Your child care tuition is a weekly fee and is due in full whether your child is in attendance or not. This includes, but is not limited to days absent from school, Holidays, Winter Break, Spring Break, inclement weather days, or days that your family might go on vacation. Tuition payments not received on time will be subject to a **\$15 per day late fee**. Payments are considered late as of Wednesday at noon. In the event that a child's tuition payment is not received by end of business on Wednesday, the child cannot be received into the school on Thursday and will not be eligible for classes/care until the account is current. If late payments occur more than 2 times the student may be asked to withdraw from the center.

There is a \$30 fee for all returned checks/denied credit cards. In the event that you have a second check returned/credit card denied, no matter what the reason may be, you will be required to make all additional payments by cash, money order.

Failure to meet the financial obligation to our center will result in the pursuit of all collection options, at the expense of the parent, as well as adversely affecting your credit rating.

Vacation

All students will earn one day of vacation per month that tuition is paid on time. "Vacation Days" are given at a 50% off the regular tuition rate per vacation day. Vacation days may be used as earned or may be saved up and then used. Families wishing to take a vacation of more than two days at once will need to notify the director in writing **at least two weeks in advance**.

Student Dress Code

We teach the children that their body is their business and that it is not to be shown to or touched by anyone else. This of course excludes the normal restroom help that students may require from a staff member. With that said, all students need to have their bodies appropriately covered. Please plan to send you student to school in shirts **WITH sleeves**, this way their upper body is not exposed. Pants, shorts, dresses, and skirts are all expectable options for their bottom half, but need to fit the child correctly. Again, we do not want to see their bodies. Please take into consideration that he/she needs to be able to maneuver his/her clothing to use the restroom. Some buttons/belts are just too hard or too tight, which may result in a restroom accident. Although it is not a "requirement" we ask that parents of little girls who come in dresses or skirts have them wear a pair of shorts or leggings/tights underneath to assist with not showing their undergarments – at least until they are old enough to remember that feet belong on the floor, not behind their ears.

All students must wear shoes and socks. Due to safety issues, we prefer tennis shoes – or something similar with a rubber sole. Please remember that although sandals or "flip flops" are cute, they can be dangerous when running at the park or in the gym.

Jackets or sweaters should be worn whenever the weather requires them. Please think about the periods of outdoor play that the kids have each day, as well as those occasional fire drills that require being outside

for lengthy periods of time. It is better to send a jacket that is not needed than to have your child spend his “outdoor time” in another classroom because it’s too cold to be outside without one.

As we are a Christian Center, NO Obscene or inappropriate pictures/words should be on your child’s garments. Basically, our dress code is simply “a common sense approach”. We also believe that the Bible teaches us that there should be a distinction in dress between males and females. Therefore, when at our center we ask that this be followed. This includes but is not limited to clothing, hair styles, and accessories.

During Field Trips students will wear a special Fisherman’s Net Learning Center T-shirt over their clothes to be uniform and easily identified.

Motivation and Discipline Policy

Our children are continually encouraged and praised for positive behaviors. It is important for them to realize that good behaviors receive positive recognition.

Conversely, when children demonstrate negative behaviors, we respond with calm, clear, and concise correction. The child’s attention is focused on the fact that the negative behavior has occurred. Then, he/she is redirected and counseled as to why the action was inappropriate.

We do not use physical punishment at Fisherman’s Net. When redirection and talking to the child has not achieved acceptable behavior, it is our policy to place the child in time out. Time out is done by removing the child from the activity currently in progress for an age appropriate time out (one minute per year of the child’s age). The child will then review with the staff member the actions that led to the time out. We will explain why it was not acceptable and help them to understand what would have been the correct behavior/action. He/she will then return to the current activity or be redirected to a more appropriate activity.

If the child cannot sit in time-out or settle down, he/she will be escorted to the office where the director will attempt to handle the situation by working with the child. If all fails, we will call the parent and have a conference style call with the parent, student, and director. If the problem is resolved, the child may return to class after serving their time out. If it is not resolved, the parent will be required to pick up the student in a timely manner. If the child is remorseful and ready to make the right choices he/she may return the next day. If the student continues to have behavior problems, the child will be suspended for one week. The third time, the child will not be allowed to come back to the center and termination will result. If, in the event that a child displays unacceptable behavior which may result in physical harm to his/her self, other children, staff, or church property, the parent will be notified and the child must be picked up within one (1) hour of the phone call. A child may be suspended or terminated at any time if it is deemed necessary for safety reasons to all persons involved. **There is no reimbursement when a child is picked up due to behavioral problems, suspension, or termination.**

Child Guidance Policies

Fisherman’s Net will enforce the following guidelines as set forth in the minimum standards:

1. The staff will use limits that are clear, fair, consistently applied, appropriate, as well as understandable to the children.
2. The staff will provide children with reasons for limits and patiently enforce them.
3. The staff will accept age appropriate behavior and expect behavior that is on the child’s development level and try to guide them into making good choices.
4. The staff will redirect children to acceptable and appropriate activities.
5. The staff will help children to use words to express their feelings, frustrations, and to resolve any conflicts between students or staff.
6. The staff will arrange equipment in a way that promotes desirable behavior.

Disciplinary Probation

Parents of students who have difficulty with inappropriate physical contact such as hitting, kicking, pinching, biting, etc. will be issued a written warning and the student will be placed on disciplinary probation. Should the child continue to have the above problems, it will be necessary to terminate his/her care at our center. In the event that termination is deemed necessary, the child may or may not be issued the traditional two-week notice. The safety of the children is paramount in this instance and may not allow the opportunity for "notice".

Discharge Policy

A child may not be authorized to attend if an outstanding payment is due, we have an unpaid returned check, or daycare tuition is not paid, as explained in the financial section of this handbook. Once all outstanding balances are paid in full, normal daycare attendance may resume. A child may be terminated from care due to behavioral problems and/or problems with the parents. In this case, the parent will be notified of either immediate dismissal or a one-week termination notice depending on the situation. **There is no reimbursement when a child is discharged due to suspension or termination.**

Illness

In the event of an illness while a child is in attendance, we require that the child be picked up immediately or at least within one hour from our phone call. This includes but is not limited to fevers of 101 degrees or more, diarrhea, vomiting, or anything else that may be contagious. **Student s must be 24 free of these symptoms before being readmitted to our center.** All medical expenses are the parent's responsibility. We want to keep our center as healthy and safe for our children as possible. Additionally, when a child is ill, he/she wants to be at home with a parent. **There is no reimbursement when a child leaves the center due to illness.**

All children's temperatures are taken under the arm only. The thermometers and protective covers are kept in each room's first aid kit. In the event that head lice or bed bugs are found on your child or his/her belongings, he/she **will not be allowed to return to the center for at least 24 hours after being completely cleaned of all lice and eggs.** Before being readmitted, he/she must be inspected and found clean of all lice and eggs by Fisherman's Net staff member.

Parents must provide a written action plan to take in an emergency situation if their child has allergies, intolerance to food, medication, or other substances.

Injuries & Incidents

All staff is required to report all injuries/incidents to the director immediately after they occur or the staff becomes aware of them. Action/ First Aid will be taken immediately and an injury/incident report will be completed and given to the Director for a signature. The parent will then be called if necessary. Parents will need to sign and leave the centers copy of the report and will be given a copy of the report to take home with them when they pick up their child.

First aid kits are always on hand. A first aid kits are located in every room, in the director's office, taken outside when playing or having a fire drill, taken to the gym, and taken on field trips. Staff will administer appropriate first aid to all injuries and document the first aid procedures on the injury report. If a child has a minor injury, the parent will be notified at pick-up time. In the event of a physical accident or emergency illness, Fisherman's Net has permission to seek outside medical attention as we see fit for the child's best interest. **Any and ALL medical expenses are the parent's responsibility.**

Fisherman's Net Injury Prevention Plan

1. The director reviews injury reports annually or sooner if needed, to make sure supervision of children is adequate and play materials/equipment are safe.
2. All unsafe situations discovered in the building and/or on the playground are reported to the director or manager on duty immediately.
3. Classrooms do a toy safety check daily as well as a classroom equipment check to ensure safe conditions in the classroom.
4. All electrical outlets are inspected daily to ensure protective caps are in all of them.
5. Any broken toys or equipment are removed from the classroom and discarded or repaired immediately.
6. All medications are locked in proper storage containers in the office.
7. We have a monthly contract with a pest control company to control bugs and rodents to ensure a safe and clean environment.
8. All toys are used in an appropriate manner and not too many are scattered on the floor at any one time to prevent accidents.
9. All toys in each classroom are age appropriate for the children served there.
10. All wet spots or spills on floor surfaces are cleaned up immediately to prevent injury.
11. State ratios of staff to children are always maintained.
12. No children are allowed in the diaper changing area unless accompanied by a staff member.
13. No running is permitted in the center, running is for outside.

Seriously Injured Child or Emergency Action Plan

1. The injury is immediately reported to the director or manager in charge.
2. Assessment and the severity of the injury will be completed.
3. 911 will be called if needed.
4. Parents will be contacted.
5. Medical consent forms and the child's information will be ready for the paramedics.
6. The name of the hospital to which the child is taken is determined.
7. A staff member will go to the hospital if the parent is not at the center when the child is ready to be transported.
8. The staff who witnessed the injury will complete an injury report and turn it into the director or manager in charge as soon as possible after the injury.

Medication

1. Medication is NEVER to be place in a child's backpack, pocket, or on a height level at which a child could reach.
2. Only MAT certified Fisherman's Net Staff may legally administer medication.
3. The student's parent MUST turn in a completed Medication Administration Form for each medication that the student needs to take. The form must be reviewed and kept at the center to enable us to administer medication.
4. Certified Staff will only administer medications in which a completed form has been turned in and reviewed. Medications must be properly dated, labeled with the student's information and the box or pamphlet should also be presented. Prescribed antibiotics and/or other long term medications MUST be presented in the original container and MUST include the physicians' information, the child's name, and the dose plainly printed on the label.
5. No medication, even if it is over the counter, will be given for more than ten days without authorization from a physician in writing. Long term administration of medication is allowed with written authorization from physician on the Medication Administration Form.

****All Medications and Forms must be reviewed by /with the director before it can be left at the center.** It is always best to call and set up a meeting with the director before bring any medication to the center. All medication is stored in locked boxes. Medication must be brought in a zip lock bag with a measuring device. We will not administer suppositories.

Procedures for Identifying Where Children are at all Times

1. Director/manager will maintain hourly ratio checks.
2. Children are checked/signed in and out by our staff and the parent in our log .
3. Bathroom checks are conducted.
4. All teachers keep an accurate list of the children in their room.

Policy for Lost or Missing Children

1. Staff reports missing child to the Director or manager in charge.
2. Director or manager checks the building and area around the center quickly.
3. Director or manager calls the police immediately and gives them a copy of parent information and medical release forms.
4. Director or Manager calls the parents.
5. Staff involved documents the incident (when and where the child was last seen).

Procedures for Identifying Where Children are on Field Trips

1. Director/ Staff will do a head count before leaving the center.
2. Director/ Staff will make a list of all children going on the field trip and place them in small groups with chaperones.
3. Staff will have a constant view of their group and will have the correct student to staff ratio.
4. Children will wear T-shirts with Centers Information printed on them.
5. Director/ Staff will do periodic head counts during the field trip.
6. Director/ Staff will set a designated meeting place.

Policy for Lost or Missing Children on Field Trips

1. Staff designates a safe place to stay if a child becomes lost.
2. Staff reports missing child to the person in charge of the field trip.
3. Immediately notify the field trip site security.
4. Call police and parent.
5. A staff member will look for the missing child while other staff watches over the children.
6. Staff involved documents the incident, when and where the child was last seen.

Evacuation Plan for Fire Drills and Emergencies

Upon hearing the fire alarm or having to evacuate the center, teachers will get their attendance sheets and assemble the children together to exit. Teachers will lead children through their primary exits unless it is unsafe to do so. In this case, secondary exits will be used. Each classroom has a diagram of primary and secondary exits to be used in emergency situations posted next to the exit doors.

Teachers will lead children to the designated safe place outside the building on the side parking lot near the gym. Once the children are at a safe place, teachers will take roll and verify that everyone is there. The director or manager in charge will do a thorough check inside of the building to make sure everyone has gotten out safely, checking all classrooms and bathrooms. The director or manager will then exit the building with the emergency contact files for all children in attendance and the sign in sheets. Once the building has been declared safe again, the director will inform the teachers to return the children to their classrooms.

In the event of an emergency or necessary evacuation, the emergency contact files and attendance sheets will be used to contact each parent, informing them of the situation and the procedures for picking up their child. The center practices monthly fire drills with all the children and staff for their protection and to prepare for an emergency situation.

General Policies

1. The staff members on duty are responsible for getting proper identification from all persons picking up children. Parents are required to cooperate with the center in carrying out all governmental laws, rules, and regulations affecting the operation of the center.
2. Parents are expected to escort their child in and out of the center and see that the child is under supervision before leaving the premises.
3. We ask that the children do not bring toys, books, or videos to the center. They learn to share our toys well, but have a very difficult time with their own property in this type of environment. Additionally, we cannot be responsible for lost or broken property.
4. Property of the center that is misused, resulting in damages will be charged to the parent or the staff member responsible for the damage. The cost will be determined by the Sr. Pastor.
5. Children must come bathed and well-groomed each day. We do not have a bathtub.
6. Children will never be left unattended.
7. Staff shall be able to hear a child in the bathroom and will check on a child who has not returned from the bathroom after five minutes.
8. The center practices fire drills on a monthly basis with all the children in our center for the protection of our children and staff in an emergency situation.
9. Students who arrive after the beginning of the preschool session (8:30am) will be greeted and assisted with their belongings, then included in the current activity.
10. The learning center closes at 6:00pm sharp, no later than 5:50pm pick-up is suggested. Any child still in attendance at that time will be charged a **\$15 per 5 minute per child incremented late fee.** This fee is due on the Monday morning following the late pick up.
11. Parents are asked not to send their children in with new expensive clothing. Play clothes are best. The children are here to experiment, play, create, and learn with various different art supplies. We do not want their clothes ruined.

Transportation Policy

1. All children must have a permission slip to be driven by our staff.
2. Children and drivers must wear seat belts at all times when the vehicles are in motion and all children ages eight and under must be in approved car seats.
3. Children must abide by the rules while riding in vehicles to/from public school and on field trips. Students who do not do so will be suspended and or terminated from transporting.

Conflict

Since this is a Christian Center, if any issues of conflict arise between the school staff and any parent, the issue should be handled according to the scriptures. Specifically, Matthew 18:15-18 & 1 Corinthians 6:1-7. The Senior Pastor will make judgment concerning the matter. Should the situation arise, however, that a parent OR the school believe that we are at an impasse and unable to resolve a conflict, it is understood that neither party will bring lawsuit against the other party to be addressed in the courts. The policy at this academy is to enter into binding arbitration rather than a court of law. Registration in this academy requires that you agree to enter into binding arbitration.

Reporting of Child Abuse and Neglect

Staff suspecting any form of child abuse or neglect must bring it to the attention of the director or the manager on duty immediately. As childcare providers, we are legally responsible to do so. All staff must document any suspected forms of abuse or neglect. The director will determine whether or not CPS is to be notified. A written record of the incident must be kept explaining what the child said about the incident and a description of the injury or neglect. This documentation will be kept in the child's file.