

**COVENANT CHILD CARE
PARENTS' MANUAL
2004 Dock Landing Road
Chesapeake, VA. 23321
(757) 465-2662
(2018-2019) School Year**

HOURS OF OPERATION

Before & After School Care

1. **Before school** (students in **a.m. kindergarten through 5th grade**): **6:30 to 7:35 am.**
2. **Afternoon kindergarten** (attending school in the afternoon): **6:30 to 11:09 a.m.**
3. **Morning kindergarten** students (attending a.m. kindergarten): **11:09 a.m. to 2:19 p.m.**
4. After school hours for grades **K through 5th grade**, on regular school days, are **2:19 to 6:00 p.m.**

5. Care will be provided, at no additional fee, on specified early dismissal days between the hour of dismissal and 6:00 p.m. **Parents must provide a lunch on early dismissal days. No Microwavable items!**

6. Operating hours on **designated teacher workdays** are **6:30 a.m. to 6:00 p.m.** at no additional charge. **Parents must provide a lunch. No microwavable items!**

7. An updated yearly schedule of teacher workdays and holidays will be attached to this information packet.

PRESCHOOL

1. The preschool program starts at 9:00 a.m. and ends at 12:00 noon. It will run from September –May

2. No preschool on school holidays or designated teacher's workdays.

3. Preschool for 4 yr. olds is Monday through Friday.

We are **closed** on the following holidays:

September - Labor Day
November - Veteran's Day
Thanksgiving Holidays
(2 days)
December - Christmas Holidays
(following the Chesapeake public
school calendar)
January - Lee-Jackson-King Day
February - Presidents' Day
Spring/Easter Holidays -
(following the Chesapeake public
school calendar)
May - Memorial Day
June - Last day of school
Closed for camp preparation
July - 4th - closed

SUMMER CAMP

Summer Camp hours of operation are as follows:

6:30 a.m. to 6:00 p.m., Monday through Friday
during the summer school break with the
following exceptions:

Specific dates of operation are to be determined.

**NO FEE CREDIT IS GIVEN FOR SCHEDULED
HOLIDAYS, SICKNESS, INCLEMENT WEATHER
CLOSINGS AND SUMMER CAMP PREPARATION
DAY.**

ADMISSION POLICY

Covenant Child Care and Covenant's Preschool has been designed to meet the needs of families in the Western Branch Community. We provide affordable and quality care for their children. Covenant Child Care provides a unique program of age and stage appropriate care for school-age children before and after school and during summer camp. Covenant Child Care accepts school-age children irrespective of race, creed, religion, marital status of parent (s), sex, ethnic or national origin. A diverse environment enriches the experiences of children by providing exposure to unique cultures and backgrounds.

All children attending Covenant Child Care are required to have a copy of their current immunization record and birth certificate on file in our office. Please submit a photocopy of the Chesapeake Public Schools' medical form which contains immunization records. It is the parents' responsibility to update the medical records for their child during the year. Other information required by us is obtained through our Information Packet which parents must fill out and return prior to your child's first day of attendance. All children's records are kept confidential.

TERMINATION POLICIES

In the event a parent elects to withdraw his/her child, written notice must be given at least two weeks in advance. If the Director does not receive two weeks **written** notice, parents will be charged a fee equal to two week's tuition.

The Supervisory Board of Covenant Child Care Program reserves the right, in consultation with the Director, to terminate services to a particular child if continued care of the child might jeopardize the quality of care for the other children in the program. Problems which begin to upset or influence other children in the program will be deemed sufficient reason to request a conference with the parents to discuss strategies for change. If, in consultation with the parents, we can not come to an agreement on a course of action for the child, then the child's attendance may be terminated. If the parent does not agree to attend a conference to be held within 48 hours, the child's attendance may be terminated. We realize that Covenant Child Care may not always be able to provide the type of care or services a child might need.

The Board also reserves the right to terminate care to those persons whose account is thirty (30) days past due. Written notice will be provided if termination of services becomes a consideration.

Should your account become delinquent because of extenuating circumstances, please contact the Director, so steps might be taken to ensure continued care for your child.

FEES

1. Fees for the school year (37 weeks) are calculated upon the following weekly rates:

- ◆ **Weekly fees for After School Care are:**
- ◆ \$90.00 for the first child
- ◆ \$80.00 for each additional child in a family
- ◆ \$110.00 for Kindergarten children who receive A.M. or P.M. & After School care
- ◆ \$90.00 for Kindergarten children who receive A.M. or P.M. care only
- ◆ **Fees for Before School Care are:**
- ◆ \$3.00 per day for the first child
- ◆ \$2.00 a day for additional children

Please note that the Chesapeake Public School calendar is 40 weeks long. Covenant families are not paying for 3 weeks of vacation during the year. However, for the purposes of billing, the 37 weeks have been divided into equal monthly installments. December will be counted as having three weeks and June two weeks.

2. Fees are calculated on a monthly basis and account statements will be available on the 25th of each month. Fees must be paid monthly whether or not your child attends.

3. Fees must be paid monthly and are due on the 1st school day of the month. A five (5) day grace period is given and if not paid within this time period, a late payment fee of \$15.00 will be charged. If you are unable to make this payment schedule, you must contact the accountant prior to the due date. If fees are not paid as scheduled, your child will not be able to attend until all fees are paid.

4. Late charges: A fee of \$10.00 will be assessed to those persons who fail to pick up their child by 6:00 p.m. A fee of \$1.00 per minute will be assessed to those persons whose children are not picked up by 6:16.

PRESCHOOL FEES

**1. \$225.00 a month for 4 yr. olds
(September-May)**

2. Late Charges for Preschool:

Parents need to pick their children promptly at 12:00 noon. A late charge of \$10.00 will be charge after 12:10.

3. Checks should be made payable to Covenant Child Care and may be placed in the locked collection box located to the left of the rear entry doors. Checks may also be mailed to:

Covenant United Methodist Church
ATTN: Covenant Child Care
2004 Dock Landing Rd.
Chesapeake, VA. 23321

PLEASE DO NOT SEND PAYMENT WITH YOUR CHILD

(7)

STAFF

Covenant Child Care staff are qualified and skilled care givers whose life experiences have led them to be nurturing professionals. Each staff member maintains a current certification in emergency First Aid and CPR. Reference checks are conducted, documented and on file for all Covenant Child Care employees. A Criminal History/Sex Offender Search is also required. In addition to these procedures, all staff have continuous training on proper procedures, ethical practices and current child development practices. Staff training takes place in the Fall of each year prior to opening and periodically throughout the year. A copy of staff training materials is available upon request.

ARRIVAL

1. Children receiving before school care and afternoon kindergarten students being dropped off in the mornings must be escorted into the building and be signed in by a parent or designated adult. Children will be greeted by the Covenant staff and escorted to and from Chittum by the staff.
2. On regular and early dismissal days the students will be met at school by the staff and escorted to the church. An escort must be provided for any child staying after school for any reason. **No child will be permitted to walk unescorted to Covenant.** Please let us know in advance if your child needs to be escorted at any time other than the usual pick-up time.

(8)

3. On teacher work days, parents or designated adults must accompany their child into Covenant and sign them in.

DEPARTURE

1. The parent or designated adult must come into the church and sign the child out of the program when they are leaving. This will ensure safety and supervision of the children.
2. A child will be released only to his/her parent, guardian, or an authorized individual designated on the registration form on file in the office. An exception to this would be an individual bearing a note authorizing him/her to pick up the child on behalf of the parent. Those persons will be asked for identification. **If a parent wishes to have another individual pick up the child, he/she must provide written authorization to the Director, in advance. In an emergency situation the parent may call and give the name of a person who may pick up their child.**
3. Prompt pick-up is appreciated. Parents who pick up children late will be assessed the late charges as described under Fees. **We reserve the right to terminate enrollment for chronic late pick-ups.**
4. If a child is not picked up by 6:00, the staff will call the person designated as emergency contact in the child's registration form.

ATTENDANCE GUIDELINES

If your child is absent from school, or will **not be picked up from school** by the Covenant staff please call to inform the Covenant Child Care Director at 465-2662 prior to normal arrival time. An answering machine has been provided for your convenience. When your child does not meet our staff at the designated place and time, we check with the school office and nurses' office to see if they have been sent home. If there is no record of your child being sent home, we will call you to check on him/her. Your phone call to us, if your child will not be picked up, helps save time.

DISCIPLINE POLICY

At Covenant Child Care we respect each child as an individual. We always endeavor to treat your child as an individual, recognizing that no single way of interacting with children is universally correct. We want to work in partnership with our families to help our children grow and develop. To that end, the staff will set appropriate limits, model acceptable behavior, redirect, reinforce positively, and teach problem solving skills. Children will be encouraged to use words to settle disputes. Staff are never allowed to spank, hit, shame children, withhold food or drink, or coercion of any kind.

Children who need to be corrected will be spoken to individually whenever possible. Those who are involved in activities which are not deemed appropriate will be redirected by the staff. When a child refuses to cooperate or continues an inappropriate behavior, a time out will be given to allow the child to cool off and reflect upon the situation. Time outs will be appropriate to the child's age and stage of development. The parent will be told about the time out at the end of the day. If excessive behavior problems persist, the child will be dealt with by the Director, and a phone call may be made to the parents. Parents are encouraged to share any special strategies that work well with their children.

In the event that your child gets into a physical confrontation or uses verbal profanity with student or teacher, these disciplinary steps will be taken:

DISCIPLINARY STEPS

- 1.** You will be notified via a letter.
- 2.** Your child will be suspended from Covenant for one day.
- 3.** Your child will be suspended until a conference is scheduled with you, your child and the Director.
- 4.** Serious misconduct such as biting, fighting, threatening behavior, physical assaulting another student or staff and tampering with any fire safety devices will result in immediate suspension until a conference is schedule.

SNACKS

Mid-morning snacks are provided for the afternoon kindergarten children. Mid-afternoon snacks are provided for all the children during the school year and teachers work days. During Summer Camp, mid-morning and mid-afternoon snacks are provided. A variety of nutritious foods are offered which the children are encouraged to try. Please **do NOT** send any gum, candy, or carbonated drinks with your child as a snack.

If your child has a dietary need, or any food allergy, please note this on the enrollment forms and notify the Director.

Parents are responsible for providing a bag lunch for PM kindergarten children on a daily basis. Sack lunches are also required for early dismissal and teacher workdays. Please **do NOT** send in carbonated drinks or excessive amounts of candy in lunches. Healthy, easy-to-handle foods are most suitable.

PHOTO POLICY

Because the care and protection of our children is our mission, cameras are not permitted on church property while child care is in session. We ask that photos only be taken with the written permission of the Director.

NOTE: The child care board has approved photos being taken at special events such as Thanksgiving dinner, Christmas plays, and cookouts.

TRANSPORTATION POLICY

Covenant Child Care operates a 15 passenger van for transporting children.

Parents will be required to sign a permission form allowing your child to ride in the van. Those forms will be kept in your child's file. When a field trip is planned, you will be notified in advance of date and place.

While children are in the van, the following policies will be in effect:

- ◆ ALL passengers must wear safety belts whenever the vehicle is in use. There will be no exceptions to this requirement.
- ◆ Children are in a booster seat until the age of 8 yrs. This is a state law.
- ◆ There may not be more occupants in the vehicle than the number of safety restraints.
- ◆ Field trips shall be planned to have a driver and another supervisory person accompanying.
- ◆ Children will be expected to observe all the safety rules that pertain to riding in a vehicle, such as keeping noise levels down and keeping hands, arms, and heads inside the vehicle at all times. Any infringement of these safety rules may result in a child not being able to ride in the van on future trips.
- ◆ All drivers shall be licensed and listed under the Covenant Child Care insurance policy.

SICK CHILD POLICY

The health and safety of every child is a matter of major importance. Good health practices are observed and encouraged at Covenant Child Care. In order to protect the children who are well, the center has stringent rules regarding sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations. The staff has been trained to follow proper sanitation habits in order to keep everyone healthy and has also been trained in the observation of children's communicable diseases. If your child does not attend school because of illness we do not accept them for the remainder of that day. If your child becomes ill at Chittum, the parent needs to be responsible for pick-up at Chittum. We do not provide care for a sick child.

If a child becomes ill while in the Covenant Child Care program, the parent will be contacted immediately. It is the responsibility of the parent to see that your child is picked up immediately. The sick child will be isolated until a parent or other designated adult arrives.

Please keep your child at home if he/she has any of the following symptoms:

- ◆ a fever of 100* or higher in the previous 24-hour period
- ◆ a cold that is less than two days old
- ◆ a heavy or green nasal discharge

- ◆ a persistent cough
- ◆ intestinal disturbance accompanied by diarrhea and/or vomiting
- ◆ eye pain, redness or eye drainage
- ◆ sore throat
- ◆ head lice
- ◆ A doctors note is needed stating your child is free of fever and contagious conditions such as pink eye, strep throat, and intestinal virus.

If your child has been exposed to any contagious disease, such as whooping cough, German or regular measles, mumps, strap, chicken pox, diphtheria or scarlet fever, it should be reported to the staff as soon as possible.

MEDICATION POLICY

Prescription and nonprescription medication will be administered by the center staff only if the following conditions exist:

1. The proper medication consent form has been filled out by the parent and given to the Director to keep on file.
2. The prescription to be given is in the **current original bottle** with the doctor's prescription instructions printed on it. (The child's name, name of medication, dosage amount and times to be given must be on the label.)

3. Nonprescription, over-the-counter drugs may be administered by the center only under special circumstances. The parent or guardian MUST sign our medication release form.

PLEASE DO NOT SEND NON-PRESCRIPTION MEDICINES WITH YOUR CHILDREN. THIS INCLUDES COUGH DROPS AND LIP BALM.

4. Medication shall be refrigerated when needed. When medication is stored in a refrigerator used for food, the medications shall be stored together in a LOCKED container.

5. All medications shall be kept in a locked place using a safe locking method that prevents access by children. If a key is used, the key shall not be accessible to children.

6. All medication shall be returned to parents as soon as the medication is no longer being administered.

7. AT NO TIME WILL A STAFF MEMBER ALLOW A CHILD TO GET AND/OR SELF-ADMINISTER HIS/HER OWN (OR ANY OTHER CHILD'S) MEDICATION.

8. Medication that is left at child care past the expiration date of the medication form will not be administered until an updated form is filed.

A log book recording the medications which are given to children shall be maintained and will include the following:

- ◆ Name of child to whom the medication was given.
- ◆ Amount and type of medication given.
- ◆ Date and time medication is given.
- ◆ Staff member administering medication.

WE CAN NOT BE HELD RESPONSIBLE FOR MISSED DOSES. WE ARE NOT REQUIRED TO ADMINISTER MEDICATION AND ONLY DO SO AS A SERVICE TO PARENTS. PLEASE UNDERSTAND THAT WE MIGHT FORGET.

ABUSE/NEGLECT POLICY

Many people think that “child abuse” is limited to physical harm. In reality, child abuse includes physical abuse and/or neglect, sexual abuse, and emotional maltreatment. Section 63.2-1509 of the Code of Virginia requires that child care providers report all cases of suspected child abuse or neglect to child protective services regardless of the abuser/neglector's relationship to the child. Any suspected child abuse will be reported to the Director or other immediate supervisor. The proper enforcement agency will be contacted. The purpose of reporting is to protect children from further harm. A report of suspected child abuse is not an accusation. It is a request for the helping process to begin. Staff members themselves will not conduct an investigation, nor are staff members allowed to contact parents about suspected abuse.

After an inquiry has been made by the proper authorities, parents will be informed that the complaint has been filed. Should a reported incident or suspicion involve an employed staff person or volunteer, the responsible supervisor will suspend the person from all duties and responsibilities until the investigation is complete.

All staff members have criminal history checks and receive instruction in child abuse prevention.

SAFETY

Information about substances to which your child is allergic must be noted in writing on your child's information sheet. Please report any changes or new information in writing.

If your child needs to be excused from any normal activity, the appropriate information must be provided in writing and will be kept in their file.

Accidents or injuries occurring during operating hours are recorded in an injury log which parents will be asked to sign.

CELL PHONES

Please refrain from using your cell phones while dropping off and picking up your children.

CLOTHING AND POSSESSIONS

Please mark any removable clothing, books, toys, lunch boxes, or other items with your child's name. Children should be dressed in clothing that is durable and comfortable. You may send clothes for your child to change into if the clothes they are wearing to school on a particular day are not suitable for after school care. **Younger children will need to keep a set of clothes to change into in case of accidents, spills, or excessive "messiness". Place a change of clothing in a zip-lock baggie with your child's name on it and we will store them here.**

CHILDREN WILL NOT BE ALLOWED TO WEAR MORALLY OFFENSIVE T-SHIRTS.

Children are outside on a daily basis, weather permitting. Please make sure they have appropriate outdoor clothing and shoes. Select shoes which give support and allow freedom of movement. **Shoes must be worn at all times. Flip-flops/slip-on shoes and slick bottom dress shoes should not be worn. If sandals are worn they should have a strap on the back of them. Another pair of shoes appropriate for active play should also be brought. Children will not be allowed to participate in active play wearing inappropriate shoes. No halter and spaghetti strap tops and no short shorts.**

Guns, ropes, knives, and other toys which encourage rough and violent play are NOT allowed on the premises. Children may bring toys from home only on designated days and show and tell days.
CCC is **not** responsible for lost or damaged items.

HOMEWORK ASSISTANCE

For school age children (1st-5th) grade homework assistance is offered from 3:00-4:00 PM.

VISITATION AND CONFERENCES

Parents are always welcome to visit Covenant Child Care during the program hours. Many activities that your child will enjoy at the center are things that they would like to share with you. If you have time to come a little early to pick your child up, or can drop in to participate in one of those activities, it always means so much to your child.

The staff's first responsibility is always to the children. Should you desire a conference, please arrange an appointment with the Director for a mutually convenient time.

Changes at home often affect a child's behavior at child care. To help the staff in being sensitive to special needs or circumstances, please share any appropriate concerns with the Director.

DISMISSAL FOR INCLEMENT WEATHER

DISMISSAL PROCEDURES FOR SEVERE WEATHER WILL BE THE SAME AS CHESAPEAKE PUBLIC SCHOOLS. IF THE PUBLIC SCHOOLS CLOSE EARLY, COVENANT WILL NOT BE OPEN. IT IS YOUR RESPONSIBILITY TO INFORM YOUR CHILD WHEN AND HOW THEY WILL BE CARED FOR IN THESE CIRCUMSTANCES.

If severe weather occurs after the normal school hours and the children are already at Covenant Child Care, we reserve the right to close early and will telephone all parents to arrange to have their children picked up.

When the public schools delay opening, Covenant will also delay opening by the same amount of time. Covenant Child Care will be open to a.m. kindergarten children.

If there is a two hour delay or more delay, Covenant Preschool is closed.

RELIGIOUS EXEMPT LICENSING

Section 63.1-196.3 of the Code of Virginia states that a child care center operated under the auspices of a religious institution may be granted exemption from licensure once documentation requirements required by the law have been fulfilled. Covenant Child Care has met those requirements and will continue to do so on a yearly basis. Regular health and fire inspections are maintained, as well as correct staff-child ratios and staff health and criminal records.

Any parent wishing to view our center's documentation may do so at any time simply contacting the Director.

Covenant Child Care is a non-profit child care center operated in the United Methodist Church. We are licensed for eighty-five(85) school-age children and maintain a staff-to-child ratio of one (1) adult to every sixteen (16) children. The Preschool maintains a staff-to-child ratio of two (2) adults to every (12) children. The facilities include separate classroom space for the Preschool, Kindergarten, homework rooms, a library, and the Big Hall. Outdoor activities take place on the premises as well as at the Chittum's playground.

Please refer any questions, concerns, or suggestions to the Director of Covenant Child Care. We look forward to a rewarding partnership with you in providing the best care for your child.

