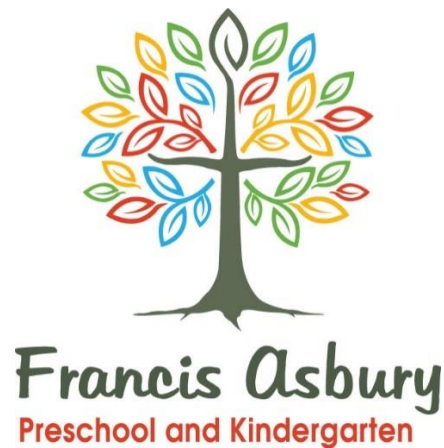


Francis Asbury Preschool

Parent Handbook

2020 – 2021 School Year



He that plants trees loves others beside himself. ~ Thomas Fuller

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Francis Asbury Preschool Mission and Philosophy

As members of Francis Asbury United Methodist Church, we seek to provide a warm and nurturing Christian preschool in the heart of Virginia Beach. It is our belief at Francis Asbury Preschool that each child is a unique individual created by God. We have created an environment that encourages children to explore the world around them. We do so by exposing children to the process of learning through play. We see every experience as a learning opportunity in which a new skill can be taught.

It is important that the children gather together for Chapel to celebrate the joy of living in God's world. Students of all faiths and denominations worship together to explore common bonds, create awareness of the needs of others, and develop a relationship with our Creator.

Francis Asbury Preschool children will become well rounded individuals by encouraging them to explore their natural sense of wonder; discover their creative spirit; learn problem-solving skills; develop lifelong morals and values; build a positive self image; develop self-control and consideration of others; increase coordination and balance; and know that learning is fun!

Our Classes

Classroom Goals

Before children enter kindergarten, they need to develop basic social and emotional skills just as much as reading and math readiness skills. These skills include a sense of trust in the world and the adults who make it a safe place. When our children leave Francis Asbury Preschool, we want them to have the self-confidence that they can do things for themselves and that they can make choices, solve problems and be creative. We also strive to build on the formation of concern, empathy, compassion for others, and toleration of others' differences.

Curriculum Goals

All of our classes follow weekly themes developed by the director and teachers. The themes mirror the Virginia SOL's. In addition to weekly themes, the children will also be exposed to themes that are Christian based. All themes will be age-appropriate and increase in specificity as the children grow. This is a center based program which encourages children to learn through their play.

Our 2-year olds are learning that they can be safe and have fun while away from home. We will work to meet the following goals with the 2 year olds:

1. Cultivate cooperation: with the environment as well as with each other.
2. Develop coordination: body awareness, gross motor skills, and fine motor skills to prepare for writing.
3. Develop concentration: this is done through group work as well as through opportunities to choose their own work and work from the beginning to the end of a work cycle.
4. Develop independence in all areas including potty training.
5. Learn basic courtesy and manners: saying please and thank you, how to greet someone new, how to help when someone needs it, etc.

6. Continue to encourage language development: Increase vocabulary as well as learning basic conversation skills (taking turns, talking, listening to others, etc.)
7. Begin basic academic skills such as letters, numbers, colors, shapes, etc.
8. To learn about Jesus and what it means to be a disciple.

Please know that we will adjust our lessons to meet the needs of all children wherever they may be.

Our three year olds continue to learn that it is fun to learn outside of the home and to be part of a larger community.

We will work to meet all of the above goals with your child as well as add the following:

1. Letter/sound identification
2. Beginning writing skills
3. Number recognition
4. Basic counting skills
5. Colors and shapes
6. Beginning science and social studies concepts

Please know that we will adjust our lessons to meet the needs of all children where ever they may be.

Our Pre- Kindergarten children are extremely busy expanding and developing on the strong foundation formed in previous years of preschool. This will help prepare them for success in Kindergarten. The Pre – Kindergarten children will be expanding on all of the skills listed above as well as adding the following:

1. Write letters (both capital and lowercase)
2. Sound identification and forming words
3. Write numbers (1 – 20)
4. Do simple addition and subtraction
5. Recall first and last name, phone number, address, and birth date
6. Expand science and social studies concepts
7. Begin reading groups (begin basic sight words, learn basic phonemic skills)

Please know that we will adjust our lessons to meet the needs of all children where ever they may be.

Our Kindergarten class will expand and enrich the love of learning through numerous hands on experiences. The Kindergarten children will continue to improve and develop the skills listed above as well as add the following:

1. Develop Reading skills (comprehension, recall, retell, expand sight word vocabulary, develop phonemic skills)
2. Create plays and skits pertaining to science and social studies skills
3. Actively participate in the scientific process presented in experiments
4. Count to 100 (count by 5's, 10's)
5. Practice writing numbers 1 – 100
6. Write words and sentences (with appropriate grammar markings)
7. Expand addition and subtraction skills
8. Develop math skills, (money, time, measurement)

Please note that all parents will have the opportunity for conferences twice a year. This is the time in which the teacher will discuss your child's progress using our assessment tools.

Children's Chapel/Daily Prayer

We hold children's chapel for all of our children. This will allow each child the opportunity to praise God, learn about being a part of a community of worshipers, and become aware of God's presence in his/her daily life. There will also be many opportunities for prayer throughout the school day, i.e.; before snack and lunch, at the beginning and end of each day, etc. We want the children to really become aware that God is always there to listen to and help them.

Prayer Needs

As a Christian Preschool we will hold daily prayer as a staff as well as with the children. If you have any prayers you would like us to keep in mind, you may speak directly with the director or fill out the prayer request form and drop it in the school drop box. We are happy to pray for you. Please know that all concerns are kept confidential by our staff.

Daily Schedules/Transitions

Each individual teacher will create a schedule for their classroom. This schedule will come home with your child in your welcome packet or within the first week they attend school. The schedule will have a balance of quiet and active periods, outdoor/playground play, group work, snack, individual lessons, and individual choice time. If you have any questions regarding your child's schedule please feel free to contact the teacher or director.

Classroom Discipline

We will be consistent in behavioral expectations and ask for your support of the school rules. There are three basic school rules.

1. Have respect for yourself
2. Have respect for others
3. Have respect for your environment

Behavioral guidance will be constructive, age and stage appropriate and intended to redirect your child to an appropriate behavior. It is our belief that all children should be *taught* and not told. Children are more likely to take experiences that they have *learned* with them. They are less likely to remember things that are only explained or told to them. *They should be taught what they are permitted to do* and explained what *are acceptable* activities and behaviors. We will utilize Dr. Kersey's "101 Positive Principles of Discipline" to assist us in teaching the children acceptable behaviors.

As a last resort, we may have the child sit for some "Me Time". This will allow the child to collect her or himself and think about what they should be doing and decide for themselves when they are ready to rejoin the group with an appropriate behavior.

If the above measures are not successful, we will enlist the parents' help. Together we will determine how we can motivate the child to behave in a positive way.

When a child exhibits recurring inappropriate behavior such as biting, scratching, pinching, hitting etc. which becomes serious enough to affect or disturb others in the group, the director will be advised. If the behavior continues, the Director or teacher will schedule a meeting with the parents.

In an extreme situation, we may ask that the child be withdrawn from school. A special meeting with director, teacher and parent will be held. There will be no refunds for early dismissals.

Preschool Staff

Francis Asbury Preschool is very selective about hiring. Our staff consists of only experienced, kind and creative individuals who have shown that they can further young children's development with patience and understanding. In addition to having education, experience and regular training to keep their skills sharp and their ideas fresh; the teaching staff is also CPR and First Aid certified. All staff members must have a background check and central registry check completed prior to their first day of work. All staff employed at FAP MUST have a current TB screening on file. This documentation is on file at FAP. Staff position job descriptions are available in the school office for your viewing.

Lines of Authority

At Francis Asbury Preschool all preschool staff report directly to the Preschool Director. Should the Preschool Director be unavailable the staff report to the Administrative Assistant. Finally, if this is not a possibility the staff will report concerns to the Head Pastor. Parents with students enrolled at Francis Asbury Preschool should report concerns or questions to (first) the Preschool Director, (second) the Administrative Assistant, (third) the Preschool Board, (fourth) the Head Pastor.

Pre-School Hours of Operation

Francis Asbury Preschool hours are 8:30 – 12:30, Monday through Friday. For the success of your child's day please make it a priority to arrive no later than 8:45am as it is difficult for children to settle into the routine after circle time has begun. Please make a note that due to lack of the need we are no longer offering extended care for students in our school. Prompt pickup at 12:30 will be necessary. We thank you for your attention with this matter.

Keys to a Successful Day

Children thrive for a routine and consistency. That being said these 5 steps are keys to aiding your child in having a successful day at Francis Asbury Preschool.

1. Make sure your child comes to school rested and has eaten a good breakfast.
2. Help your child attend school regularly and arrive at school by 8:30am, so they are able to enjoy the preschool hours.
3. Pay close attention to the weather and make sure your child is dressed appropriately. Being cold or hot can easily frustrate a child.

4. Do not allow your child to bring toys from home, unless otherwise asked by your child's teacher.
5. Accidents, spills and messes happen. Please maintain a complete weather and size appropriate change of clothing in the classroom.

Admission Information

Admissions

Children between the ages of 2 years and 5 years are eligible for enrollment to Francis Asbury Preschool for the 2020 – 2021 school year. A visit to our facility is an important first step to admission. This is your opportunity to tour the school and discuss your child care needs and concerns. Feel free to schedule a second visit to sit down with the Director to discuss any questions you may have. Francis Asbury Preschool fills open positions from our waitlist.

Wait List

Licensing requirements limit our enrollment. Once we are full, we will maintain a waiting list. Available spaces will be filled from this list. It is the family's responsibility to update their status every month. FAUMC member's children, Francis Asbury Preschool staff children and children with siblings in our school have first priority on our waitlist.

Enrollment Requirements

Francis Asbury Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school and does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and other school administered programs. Once you receive notification of an available space, your nonrefundable registration fee will hold your child's space until the first day. The following items must be completed and returned to the Director on or prior to the first day of attendance:

- Registration fee
- Contract
- Allergies form
- Birth Certificate (viewed by staff)
- Emergency Contact and Registration form
- School Entrance Health form
- Up to date certified Immunization Record

The maximum number of children that Francis Asbury Preschool will service is determined by the Certificate of Occupancy. The maximum number of children to be in care at any one time is dictated by the local building inspector.

Tuition

As stated in the contract, all fees/ tuition are paid on a monthly basis. Families will have tuition due on the fifteenth of the month preceding care. A late charge of \$20 is assessed on any payment received after 12:30 p.m. on the last business day of the month preceding care.

Unless otherwise approved, failure to keep your account current will result in dismissal of your child from the program and your account will be subject to further action. You will also be held responsible for costs related to the collection of any outstanding fees and tuition. There is a \$15 fee for all returned checks and you will be responsible for any additional fees associated with the returned check. After a second incident of this nature, tuition must be paid in cash or by money order for the remainder of the contract period.

Because we pay our staff whether your child attends or not, we cannot give tuition refunds or days missed for inclement weather. You are responsible for the full month's tuition whether your child attends or not. There are no discounts or credit given for sick days, inclement weather days or holidays.

Tuition may be mailed or given to the Director in the school office. Tuition may be paid by cash, money order, check or credit card. Checks should be made out to Francis Asbury Preschool (FAP).

Withdrawal Policy

As stated in the contract, tuition and fees are the sole income of the school. Therefore, if you choose to withdraw your child from the school during the school year or change your schedule and contract, you must give 30 days' notice in writing to the Director, or you will be liable for the remainder of the tuition due for that school year, as well as all costs related to the collection of any outstanding fees and tuition. Records will not be released until this balance is paid. Appeals for release from this payment may be made to, and will be decided entirely at the discretion of, the Francis Asbury Preschool Board. Voluntary or discretionary withdrawals will not be considered by the Preschool Board as representing grounds for consideration of release from payment of the annual balance due.

School Closings

In case of inclement weather, we will follow the lead of the Virginia Beach Public Schools. If the public school is closed or delayed due to poor weather we will also be closed or delayed. In the event the public schools are delayed for 2 hours or more Francis Asbury Preschool will be closed for the day. In the event of a major weather related closing, such as a hurricane, FAP may choose to reopen before the public schools. A message will be left on Francis Asbury Preschool's (757-376-8394) recording regarding any school closings due to inclement weather. If FAP closes for more than 5 days in one school year, due to inclement weather, the board will vote as to how the families will receive reimbursement. All decisions regarding refunds or reimbursement for inclement weather closings will be assessed by the preschool board in April.

School Calendar

Tuesday, Sept. 8	First Day of School for Tuesday, Thursday & 5 day students
Wednesday, Sept. 9	First Day of School for Monday, Wednesday, Friday students
Tuesday, Sept. 8	Pick-up line begins
Monday, Oct. 12	Columbus Day – SCHOOL CLOSED
Sunday, Oct. 18	FAP Anniversary Service @ 10 ALL FAMILIES INVITED TO ATTEND
Thursday, Oct. 29 IF POSSIBLE	Trunk or Treat for Mon, Wed, Fri students beginning @ 9:30am
Friday, Oct. 30 IF POSSIBLE	Trunk or Treat for Tues and Thurs students beginning @ 9:30am
Tuesday, Nov. 3	Parent/ Teacher Conferences – SCHOOL CLOSED to students
Wednesday, Nov. 11	Veteran's Day – SCHOOL CLOSED
Tuesday, Nov. 24 IF POSSIBLE	Thanksgiving Feast – <u>ENTIRE SCHOOL COMBINED</u> @ 10:30
Wed. – Fri., Nov. 25 – 27	Thanksgiving Holiday – SCHOOL CLOSED
Thursday, Dec. 17 IF POSSIBLE	Christmas presentation Tues & Thurs students @ 9am
Friday, Dec. 18 IF POSSIBLE	Christmas presentation Mon, Wed, Fri students @ 9am
Monday, Dec. 21 – Jan. 1	Christmas Break – SCHOOL CLOSED
Monday, Jan. 4	School re-opens after Christmas break
Monday, Jan. 18	Martin Luther King Day – SCHOOL CLOSED
Monday, Feb. 01	SCHOOL CLOSED – Staff Development Day
Monday, Feb. 15	President's Day –SCHOOL CLOSED
Friday, March 05	Parent/ Teacher Conferences – SCHOOL CLOSED to students
Thursday, April 01 IF POSSIBLE	Easter Presentation and Art Show Stroll – <u>ENTIRE SCHOOL COMBINED</u> @ 10:15am
Friday, April 02 – 09	Easter Break – SCHOOL CLOSED
Monday, April 12	School re-opens after Easter Break
Friday, May 28	Last day of school End of the year program and Graduation @ 9am All students are invited to participate!

What to Bring

Please clearly label all clothing (including socks, underwear, and seasonally appropriate attire), book bags and other personal items your child brings to school with them.

Please provide your child with a healthy snack, drink and lunch (please refer to Snack and Lunch section on page 13 for healthy suggestions).

All forms listed under Enrollment Requirements must be turned in on or before the first day of school.

Please bring in items from the schools supply list. This list was sent home in your welcome packet. If you need an additional copy please stop by the office. We do ask that **each** child brings in the items requested on the supply list to ensure that we will have enough supplies throughout the school year. Thank you for all of your support!

Personal Belongings and Child Attire

Weather permitting, we take the children outdoors every day. Please dress your child in weather appropriate play clothes and comfortable shoes everyday. If it is cold, please remember to send in a coat, hat and mittens.

Children should wear safe, comfortable clothing that they can operate without assistance. Please remember the convenience of elastic waistbands and Velcro shoes when getting ready for school in the morning. For your child's safety we are asking that all children wear closed toed shoes to school each day i.e. flip flops, open toed sandals are NOT permitted.

Please help your child's teacher by printing his/her name on all loose articles of clothing and all personal belongings brought to school. **We cannot be responsible for lost or damaged items.**

Birthday Celebrations

We love to celebrate birthdays at school. Please feel free to bring something in on these special days. Speak to your child's teacher for a head count and the best time of day to do this. Also please discuss with your child's teacher any food allergies in the classroom. For the safety of all children please only provide store bought treats to the classroom.

To avoid hurt feelings, we ask that you do not distribute invitations at the school unless everyone in the class is invited. Teachers will be happy to assist you with this.

Parent Participation

Volunteers

Your participation in our school is encouraged and welcomed in many ways, i.e. special holiday celebrations, end of the year events, attend chapel, read to the class or simply as a volunteer in the classroom. Each teacher will ask for parent volunteers as they need them, but if you have a special talent (cooking, sewing, gardening, singing,

etc.) that you would like to share with the class please let the teacher know. We look forward to working with you throughout the year.

Parents and guardians are always welcome at our school. We encourage you to come visit and observe our classrooms. We welcome your visit at any time during our school hours. Please be sure to check in at the preschool office before heading to your child's classroom. Due to our school doors being locked during school hours, please call ahead so that someone can meet you at the door.

Room Parent

Francis Asbury Preschool would like to have at least one room parent for each classroom. This person/s will help coordinate with the classroom teacher to schedule class parties and other special events. This person/s will also communicate with the preschool director and assist in passing the word around about special events for the school as a whole i.e. Teacher appreciation week, end of the year gifts for staff and fundraisers. The assistance from all parents helps our program become and remain as strong as we can possibly be.

Fundraisers

We have a saying at our school, "From Tiny Seeds Grow Mighty Trees." Your children are God's most precious seeds and it is our job, as their teachers, to help them grow and flourish into Mighty Trees! In order to give them the best educational experience possible we have begun a new fund that allows you to donate directly towards our Mighty Trees Fund. Our goal with the Mighty Trees Fund is to raise approximately \$10,000 each year. All fundraising monies will be put directly back into our program and will enrich the instruction given to the students. We are asking each family to consider making a donation towards the Mighty Trees Fund at the start of the school year or at any time you feel so called to do so. Support for this fund will allow us to not have any additional fundraising events throughout the year!! Just a onetime donation! We have the following donation tiers available to donors.

Up to \$75 – Plant a Seed – with this level donation your family or business name will be added to our annual Mighty Tree Fund Banner.

\$76 to \$200 – Sprout into a Sapling – with this level donation in addition to the Plant a Seed benefits your family or business name will be added to our cover photo on our Facebook page. Additionally, your FAP enrolled children will receive a FAP water bottle.

\$201 to \$500 – Grow out your Branches – with this level donation in addition to the Sprout into a Sapling benefits your family or business name will be added to the homepage of our website. As well as receiving a FAP shirt for your children enrolled at FAP.

Over \$500 – Become a Mighty Tree – with this level donation in addition to the Grow out your Branches benefits your child will have the opportunity to create a 5x7 family tile which will be on display at FAP for years to come! Additionally, your entire family will receive an FAP shirt!

Due to the large number of business owners in our school we are not able to offer a direct sales type "party" as a fundraiser. However, should an individual parent wish to hold an event off premises and donate the event proceeds to the preschool that is permitted.

Parent/Teacher Communication

Informal communication between parent and teacher/director through notes or telephone calls are always welcome. There will be two parent/teacher conferences scheduled in November and March (please see the School Calendar on page 9 to pencil in the dates at home). Special conferences can be arranged upon request. A monthly calendar and/ or newsletters will be emailed with information on future events and current happenings. The following are some suggestions of ways you can help facilitate communication:

- Please read carefully the notes and newsletters.
- If you have a concern about your child's development, please ask for a conference. Teachers are happy to discuss your child's growth and progress.
- Please complete any program evaluations that are sent home during the year, so we can better meet your family's needs.
- Please do not talk about your child in front of him/her. Children can be sensitive about being discussed as if they were not present.

Drop-off & Pick-up Routines

Drop Off

Arrival is the most important part of the child's day. It is the transition time between home and school. We ask that your child arrive on time. It is sometimes difficult for a child to enter a class already in full swing. The more prompt you are, the more able the teacher will be to step in with a helping hand or loving hug to make that transition go smoothly.

The school doors will open at 8:30am. Before that time teachers are preparing for the days activities. **We ask that at 8:30am you park in an open space and escort your child into the building through the front entrance of the church. Please walk your child to their designated classroom. FAPK does not offer a bus or van pick up service. Therefore, all children must be escorted by a parent or guardian.**

The front doors will be open and manned by a staff member from 8:30 – 8:45. At 8:45 the preschool entrance will be closed and locked for the safety of the children. If you arrive later than this, please ring the bell to the right of the glass doors after stating your name you will be buzzed into the building. Please escort your child into their classroom and make contact with the teacher. This procedure assures that we have responsibility for your child.

Your child's safety is one of our highest priorities. Therefore, it is required that all parents and guardians dropping off children sign them in on our Sign In/Out sheets. This form is located by each classroom door. Please ask your child's teacher where specifically they keep it. Please inform other family members, sitters, friends etc that may drop off your child of this procedure. We appreciate your support with this matter.

Your concerns are important to us. However, drop-off and pick-up times are not always the best times to have a conference because we want to give you our undivided attention. If you have a concern you need to talk about, please feel free to see the director or schedule a conference time with the teacher.

Pick-Up

Our school day ends at 12:30pm, Monday – Friday. We will have a pick-up line beginning the third week of school. The pick-up line will begin promptly at 12:30pm. We will “fill” four cars a time. We will bring your child/ren to your car. We ask that the parent or guardian picking up the children load them into the car. Our staff is not responsible for buckling children into safety harnesses.

If you do not wish to use the pick-up line in the afternoon you may park in an open parking space, as to not crowd the front entrance and walk in to the school to pick up your child. The front doors of the church will be open and manned from 12:30 -12:45. All children must be signed out from their classrooms on the Sign In/Out Sheet. Please keep in mind that, as you take your child’s hand and say goodbye to their teacher, you become responsible for your child. It is imperative that once your child/ren are under your supervision you always have them in your sights. It is not ok, nor is it safe, for your child to wander into a room or around a corner without you. Also, for your child’s safety encourage him/her to use their “walking feet” while indoors.

Under no circumstances may children be released to another child or to anyone not appearing on your child’s authorized pick-up list. You may at any time add names or remove names on your authorized pick-up list.

Authorized Pick-Up

We keep on file a copy of the names of the people authorized to pick up your child. This list should be kept current and only include names of people you want to have access to your child. If for some reason, someone other than those on your child’s Authorized Pick Up form will be coming, please notify the school in writing. Thank you for understanding that for safety reasons, children cannot be released to another child. In addition, new adults picking up your child must have a picture I.D. or your child will not be released to them. Please inform “new adults” that may be picking up your child that they need to park in an open space and come into the building to have their I.D. checked and verified with our list.

Policy for Late Pick-Up

Our preschool day ends promptly at 12:30 pm. We ask that parents cooperate in picking their children up on time. If an emergency arises causing a parent to be delayed, please call our preschool (757-376-8394) and let us know. **If you are not able to arrive at 12:30pm which requires your child to stay unexpectedly you will be charged \$15 starting at 12:40pm and an additional \$10 every 10 minutes you are late after 12:40pm.** All late pick up fees are due upon arrival to Francis Asbury Preschool and can be paid in cash or check. Due to the regular tardiness of numerous families this policy will be enforced daily.

Health and Safety

Snacks and Lunch

Francis Asbury Preschool asks that parents bring in their child's snack and lunch each day of school. Please keep in mind that your child may wish to have a drink at both snack and lunch time. Please plan accordingly. We suggest packing your child's lunch and drink in a lunch box that includes an icepack. The teacher will not have access to a microwave to heat up lunch items so please plan your child's lunch accordingly. We do ask that parents keep food allergies in mind when packing lunch. While your child may not have an allergy their friend may.

We believe learning does not stop when we break for snack and lunch. We use this time to teach the children about healthy food choices. Please keep this in mind when preparing your child's meals. Some healthy snack and lunch choices are (but are not limited to) cheese sticks, yogurt, whole wheat crackers, humus, any fruit, sandwich (any type **except peanut butter**), tuna fish, pasta salad, celery sticks (not permitted in 2's class, see below), carrot sticks (not permitted in 2's class, see below). Of course no meal would be complete without water or milk. We prefer that parents not introduce new foods at school because of the possibility of a new allergy and also having a hungry tummy during the school day. Instead we encourage you to try new foods at home for a few days then pack them for school.

Additionally, the 2-year-old safe food policy should be adhered to at all times. The 2-year-old safe food policy is as follows...

2-year-old Safe Food Policy

We are asking your assistance in not providing the following snack and lunch items for the 2-year-old class.

- Raw vegetables (i.e. carrots, broccoli, cauliflower etc.)
- Popcorn
- Whole grapes and tomatoes
- Whole hot dogs
- Fruit snacks and candy
- Hard, plastic, bendy or straight straws

In place of these unsafe foods/ items the following are acceptable safe options

- Steamed vegetables
- Grapes and tomatoes cut in half (or ¼ if they are large)
- Hot Dogs slices cut in ¼'s
- No straws are needed, drinking out of a cup is a great skill for us to practice!

Emergency Information

Emergency information is required to be on file for your child on or before their first day at Francis Asbury Preschool. If there are any changes in your address, telephone numbers, place of employment or emergency contacts, please notify the Director in writing.

Medical Report and Immunizations

According to state daycare law, the school must have a medical report on file for each child before school attendance, and a new form must be completed each subsequent year. Please help us keep your child's health files current with recent immunizations. Immunization records are required in order for your child to attend. If your child has not been immunized due to religious beliefs then we must have a Certificate of Religious Exemption form on file on or before your child's first day of school.

Medicines

Francis Asbury Preschool will only administer emergency medications to children such as inhalers, epi-pens, or other medications deemed necessary by a physician. We ask that you schedule needed antibiotics or other medications around school hours.

All medication will be administered by the director or those staff members trained to properly give medication. In order for the medication to be given at the school a MAT form must be filled out by the parent or doctor. The medication **MUST** be in the original container with the prescription label intact, the prescription label must have the child's name on it. The parent must also supply the syringe, dropper, measuring cup etc., this item and the medication should be in a Ziploc bag clearly labeled with the child's name. The parent must fill out the MAT form, give it and the labeled bag to the director for the day. The ziplock bag and all contents will be given back to the parent for disposal. **Please do not put medications in the child's bag or give to the child's teacher.**

The school reserves the right of refusal when there is non-compliance with any of the above. All medication is given at the parent's own risk.

Cough drops and throat lozenges **cannot** be brought to school as these are considered a "choking hazard."

Sunscreen, Insect Repellent, Chap Stick and Diaper cream/ointment

- It is the school's policy not to apply sunscreen. There are several products out on the market that last throughout the day.
- It is the school's policy not to apply insect repellent.
- It is the school's policy not to apply diaper cream/ointment.
- It is the school's policy to not apply or allow children to apply chap stick.

Please adhere to this policy by not bringing these items in to the school.

Allergies

It is our first priority to make sure that all children are kept safe throughout their time here at Francis Asbury Preschool. Any child with an allergy to a food, bug sting, medicines etc. should be noted in their file. In some instances Francis Asbury Preschool may opt to make a classroom a “free zone”. This means that a child in the classroom has a severe allergy to a particular food item and the family and school has opted to make the classroom free of that item. This means that this item is not permitted in the classroom. This will be done in instances where a child has a life-threatening allergy to a particular food item. Thank you in advance for your understanding and patience while we work hard to keep all of our children safe and healthy.

Francis Asbury Preschool is a peanut free school. This means we ask that you not provide snacks and lunch choices containing peanuts or containing traces of peanuts.

Note: We will do our best to accommodate “free zone” requests when it pertains to necessary dietary staples. **

**Free zones will be created for life threatening allergies. It is not possible to cut out essential dietary needs such as dairy, vegetables and fruits for children with allergies. Therefore, we will be making other accommodations when the food your child is allergic to is brought into the room, such as closely monitoring what he/she is reaching for and possibly separating the child from the group during these times. Please see the director to discuss what will be done to best meet your child’s needs.

Francis Asbury Preschool will provide each teacher with a list of children with food allergies. If you do not see your child’s name on the list please see the director and update your child’s file. Please understand that your child’s name and allergy item will be posted in the room. This is done for safety reasons ONLY so that all staff members and volunteers that enter your child’s room will know that your child is not permitted to have a specific item.

If it is medically necessary for a prescribed antidote to be kept at school please speak with the director and fill out a MAT form. As with any other medication, allergy antidotes and medication must be in the original bottle and labeled with the child’s name, prescription number, name of the doctor and dosage directions and have a current MAT form on file.

As with many things with children allergies tend to change, children grow out of an allergy and may develop new ones. Please see the director to update your child’s file when you have discovered new allergies or when they have outgrown one. It is imperative that our files are up to date! Note: **Informing a teacher does NOT update your child’s file. You must see the director.**

Accidents/ Medical Emergencies

We make every effort and take precautions to provide a safe environment for your child. However, minor accidents may happen, in which case an Accident Report will be available for parent signature. In the event of a major accident the school will take immediate necessary action and inform the parent/guardian by phone. The school has insurance coverage for accidents that happen on the school premises that require medical treatment.

Please note that in situations where there are incidents involving another classmate the other children’s names will not be given, because doing so would be a breach of confidentiality. Please understand that we do discuss the incidents with both families.

Illness Exclusion

Every effort is made to keep children healthy. The staff has been trained to follow proper sanitation habits and trained in the observation of children's communicable diseases. Keep in mind we play outside every day. If you feel your child is not well enough to be outside, she/he is probably not well enough to come to school. Please do not bring your child to school if he/she has any of the following symptoms:

- A temperature of more than 100 F, or has had one in the past 24 hours
- A constant cough, wheezing, excessive nasal discharge, sneezing, vomiting or diarrhea.
- Any undiagnosed rash
- Sore or discharging eyes, ears, or throat
- Any contagious childhood ailments such as pink eye, ring worm, impetigo, etc

A doctor's note may be required before your child can return to the program.

If your child develops any of these symptoms during the day, we will notify the parents and require that your child be picked up within 30 minutes. Children who become ill during school hours must be isolated from others to prevent illness from spreading; therefore, you may pick your child up in the office.

Parents/guardians must inform the school within 24 hours if their child, or any member of the immediate household, has developed any reportable communicable disease (measles, mumps, chicken pox, scarlet fever, strep throat, etc). Families will be notified if there is an outbreak of any communicable disease at school. The school can be reached at 757-376-8394.

Children should be free of fever (without the aid of medication), vomiting, and diarrhea for a full 24 hour period before returning to school. This means if your child left school with a fever, vomiting, or diarrhea, he or she will not attend school the following day. If you have questions about whether your child can come to school please speak with the director. Furthermore, if you administer any type of fever reducer to your child to reduce their fever they are not permitted to attend school that day.

Toileting Accidents

Due to Francis Asbury Preschool building structure and classroom arrangements we request that all children who are in our 3 year old, Pre-K and Kindergarten class be potty trained. Children who are enrolled in our 3 year old class and are not potty trained may release their space while they work on potty training their child. You may hold your child's place in the 3 year old class only if the monthly tuition is paid. If you are unable to pay the tuition then your child's space will be filled with someone from our waitlist. Once your child is potty trained you may reapply for a position in our school. While we are requesting our 3 year olds to be potty-trained, toileting accidents are simply a fact of life. Regularly scheduled bathroom breaks, during which everyone in the class is given the opportunity to visit the restroom, will be spaced throughout the day to avoid accidents. At Francis Asbury Preschool, we try to handle toileting accidents as quickly, calmly and discreetly as possible. Children are encouraged to let a teacher know any time they need to use the restroom. In order to give the children time to adjust to the preschool the first month in school we will be flexible with our potty training policy meaning we will not implement the withdraw requirement. However, after the first month if a student is

regularly having accidents and has 3 or more for 2 day or 3 day students and 5 or more for 5 day students we will ask that the child be removed from the classroom until they become more able to express their needs.

When a child has an accident, he/she will be escorted to the restroom and given a plastic bag in which to put the soiled clothing in (this will be done by the child or a gloved staff member). The child can then use the toilet, wash their hands, and change into their spare set of clothes. Soiled clothes are then sent home to be washed. Your child will need a new set of spare clothing when this occurs.

Potty Training

Francis Asbury Preschool does not require children in our 2 year old room to be potty trained. However, we understand that this is typically the age when potty training may begin. It is Francis Asbury Preschool policy to not potty train children. Given our shortened hours it would take too much instructional time out of a school day to sit each child on the toilet when they are not expressing interest. We ask the parents to work on potty training the children at home first. Once the child has expressed an interest and uses the restroom consistently we will begin to expose them to our classroom restroom. We will assist the parents in the potty training process by having potty parties where children who are potty trained will be permitted to use the restroom and his/ her classmates will have a potty party (sing and dance) for them after they “go”. This may also encourage those that are not potty trained to become interested. Please discuss this further with the 2-year-old staff and the preschool director to complete a potty training readiness checklist.

Handwashing Procedures

Francis Asbury Preschool works extremely hard at ensuring we are maintaining a clean and germ free environment. Please assist us in teaching your child/ren the proper way to wash and scrub their hands. Children should use warm water and soap and wash for at least 20 seconds, long enough to sing “Twinkle Twinkle Little Star” one time through. We ask that all children and staff wash their hands before and after snack and meal times, as well as after using the toilet. Naturally there will be additional times that hand washing occurs throughout the day.

Fire Safety

Fire drills are held monthly. Each room has a posted evacuation plan. All children, staff and any parents at the time of a drill MUST evacuate the building. Drills are timed and a log is kept for the fire departments inspection.

Lockdown Procedure

Francis Asbury Preschool will go into a lockdown if any of the following situations occur

- Contacted by the Police department and informed of a dangerous situation in our area
- An unknown person has gained access to the building
- An unknown person has been sighted on the premises
- We believe there is dangerous situation occurring on the premises of the building

All staff members will take appropriate measures to keep all of the children in their care safe, this includes removing children from the room (when possible), moving children to a specific location within room, locking classroom door. Please know that while the school is on lockdown the parents and guardians will not be able to gain access to the building. This will be done for your child's safety. Once we know that the dangerous situation has been handled and there is no longer a threat to the children in our care we will contact every parent and make arrangements for you to pick up your children.

Child Abuse

All persons in child-related programs are required by law to report suspected child abuse or neglect to the Virginia Department of Social Services. Francis Asbury Preschool staff members have received training to help identify signs of possible abuse or neglect. When we see signs, we are required to file a report with the Department of Social Services, who may conduct an inquiry. We are not required to contact the parents of the child who we suspect is being abused. In these difficult situations our commitment is to the child and their safety.

Licensure

Francis Asbury Preschool is licensed by the Virginia Department of Social Services as a Licensed Child Day Center. Personnel meet Social Services' requirements and adhere to a strict staff-child ratio. Our facility operates in conformity with applicable federal, state and city laws and regulations as a licensed child day center. A copy of our license is posted by the school office. Our entire school is inspected annually by the fire inspector and the Virginia Beach Health Department. These inspections are also posted by the school office.

Addendum

PUBLIC LIABILITY INSURANCE

Francis Asbury Preschool possess public liability insurance which provides coverage in the event that someone brings suit against FAUMC for personal or bodily harm suffered during the operation of the center as a result of negligence. FAUMC insurance coverage is through United Methodist Insurance and has a maximum coverage limit of \$1,000,000.

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL (Check appropriate response)

_____ Attached are position descriptions of staff presently employed with the Center.

X Staff position descriptions are posted for your review. Details regarding staff qualifications is posted in parent handbook.

DESCRIPTION OF FACILITIES

The Center is located at 1871 N. Great Neck Rd.

The size of the building is 19,112 sq feet

The number of rooms used for the Center is 6

The kitchen facilities are are not available for use by the Center.

Play equipment consist(s) of playground structure, little tikes houses, tricycles, sand box

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:

N/A

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 60. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 60.