

PRESCHOOL PARENT HANDBOOK



**New Vineyard Academy
4207 Rainey Road
Jackson, MS 39212**

**Center Phone: 601-487-2330
Email: newvineyardcdc@gmail.com
Website: newvineyardchurch.org**

**Gregory Divinity, Sr., Senior Administrator
Stephane Watts, Academy Director
Sherhonda Adams, Preschool Director**

TABLE OF CONTENTS

Welcome.....	3
Philosophy and Goals.....	4
Licensing.....	4
Admissions Policy.....	4
Hours of Operation.....	4
Dress Code.....	5
Staff/Child Ratio.....	5
Open Door Policy.....	5
Supplies.....	5-6
Daily Schedule.....	6-7
Tuition Policy.....	7-8
Supervision Policy.....	9-10
Biting Policy.....	10-11
Class Transitioning.....	11
Transportation Policy.....	11
Confidentiality Policy.....	11
Child Abuse Reporting.....	11-12
Field Trips.....	12
Guidance and Discipline Policy.....	12-13
Meals and Snacks.....	13
Emergency Policy.....	13-14
Illnesses Policy.....	14-15
Medication Policy.....	15
Outdoor Play.....	15-16
Sunscreen Policy	16
Insect Repellant Policy	16
Potty Training.....	16-17
Parent Participation.....	17
Handbook Receipt.....	19



Welcome Message from the Headmaster

Welcome to New Vineyard Academy where we strive for excellence. We seek to provide a place where children can grow spiritually, academically, and socially in a caring and challenging environment where they can feel loved and grow in confidence.

NVA is richly blessed with a dedicated and experienced staff, each of whom are committed to academic excellence and building Christ-like character in our students. We strive to offer a variety of learning experiences that will inspire innovative thinkers and confident lifelong learners. We believe that each of our students is equipped with God given gifts, and we offer a variety of opportunities for students to discover their potential.

It is our mission to partner with parents to provide an excellent education grounded in a Biblical worldview. Parents are encouraged to become involved in their child's educational experiences, such as field trips, classroom parties, Parent/Teacher Fellowship, and other school activities. We understand that educating a child takes teamwork. It is important that parents and teachers work together to provide the best education possible.

Above all, our goal is to teach children to seek the Kingdom of God and to glorify Him in all we do. We firmly believe in Proverbs 22:6, "Train up a child in the way he should go, and when his is old he will not turn from it." We strive not only to instill Christ-like character in our students, but also to train them how to apply scripture to their daily lives.

It is a privilege and a blessing to serve as Headmaster of such an outstanding preschool and be a part of what God is doing here at NVA! If I can be of any further assistance to you, please contact me through our school office at 601-487-2330.

In His Service,

Gregory Divinity, Sr.

Gregory Divinity, Sr.
Headmaster/Pastor

PHILOSOPHY AND GOALS

The New Vineyard Community Development Center is a licensed childcare facility. The New Vineyard Community Development Center was established to provide quality, loving care for children ages 1 years to 4 years old. The staff recognizes the importance of balanced growth, so they will provide opportunities for mental, physical, spiritual and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own level. We will encourage children to learn and develop in math, reading, creative art, dramatic play, and Christian values. We will also work to get your child ready for school. Our daily program includes: education, arts and crafts, songs, circle time, biblical devotion, play, and so much more.

STATE LICENSING REQUIREMENTS

New Vineyard Community Development Center is licensed and complies with all licensing regulations and standards of the Mississippi State Department of Health. These standards relate to our staff, health, safety procedures, nutrition, caregiver to child ratio, and record keeping. We believe these standards are in the best interest of the children.

ADMISSIONS POLICY

A child is considered, to be, enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received and reviewed and approved by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

The forms listed below must be filled out and submitted before your child can start. Some of these forms will be updated yearly and parents are required to submit an updated form to the administrator.

- ✓ Child's Completed Enrollment Application
- ✓ Meal application
- ✓ Immunization Form 121

HOURS AND DAYS OF OPERATION

The NVCDC will be in operation Monday through Friday from 7:00 am to 6:00 pm. After 6:00 p.m., a late fee of \$2.00 per minute will be charged if a child is not picked up by 6:00 pm. In case of emergencies or required delays, parents should call the center at 601-487-2330 to inform us of the delay. Unfortunately, the late fee will still be assessed. **In the event of an emergency or late pick up, it is the parent's responsibility to notify the center as soon as possible.**

In order to uphold the integrity of the children's daily schedule, we request that children be dropped off at the center no later than 8:30 a.m. with the exception, of a doctor's appointment.

Students who are repeatedly picked up late or coming in after 8:30 a.m. will incur the following:

- 1st offense: verbal warning
- 2nd offense: written warning
- 3rd offense: a late fee of \$2.00 per minute will be charged if a child is dropped off after 8:30 a.m. without a doctor's excuse

DRESS CODE

Please send your child in dry diapers, pull-ups, or clothes and dressed ready for play. Do not send your child in their pajamas or soaking wet diapers or clothing. Please make sure that your child wear closed toe shoes, for safety. Uniform requirements for children are listed in the registration packet and the uniform policy will be strictly adhered too.

Hair Styles and Accessories

Infants, Toddlers, and Two-year old students are not allowed to wear hair beads to school. Beads pose an ingestion threat for young children. Parents are encouraged to use a very limited amount of barrettes for this age group for safety issues. All New Vineyard Academy students are required to maintain modest hair styles.

STAFF/CHILD RATIOS AND MAXIUM GROUP SIZE

New Vineyard Community Development Center will not exceed the following state required ratios:

Age of Children	Number of Children to Caregiver
Less than 1 year	5
1 years old	9
2 years old	12
3 years old	14
4 years old	16
5 through 9 years	20
10 through 12 years	25

Because we desire to provide a higher level of quality care, we will strive to maintain the ratio within the classrooms. Ratios for toddlers and preschoolers maybe doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency. Also please refer to our staff/child ratio signs posted at the entrance of each classroom area.

OPEN DOOR POLICY

Parents have welcome access to the childcare facility, at all times, with the exception of COVID 19 regulations and rules. Welcome access shall be defined as a parent having access to areas of the facility available to their child only and non-disruptive to normal daily activities.

SUPPLIES

Please send your child with the following daily/as needed and please label your child's book bag and all belongings:

Infants:

- Bottles and food (Please label all bottles with the child's name)
Milk/formula bottles must be previously prepared. We will not mix nor pour formula from a container. Please do not put cereal in your child's bottle.
- Diapers
- Wipes
- Kleenex
- Change of clothing (at least three complete outfits)
- Gallon zip-lock bags
- Lysol wipes and disinfecting spray

One Year Old's

- Diapers
- Wipes
- Kleenex
- Large plastic feeding bib
- Change of clothing (at least two complete outfits)
- Gallon Zip-lock Bags
- Sippy Cups (Please label all bottles/cups with the child's name)
- Lysol Wipes and disinfecting spray

One to Three Year Old's

- Diapers/Pull-ups/Underwear (3-5 pairs for potty training)
- Wipes
- Change of clothing (at least two complete outfits)
- Gallon Zip-lock Bags
- Towel/Blanket
- Lysol Wipes and disinfecting spray

Three to Four Year Old's

- Change of clothing (at least two complete outfits)
- Gallon Zip-lock Bags
- Towel/Blanket
- Lysol Wipes and disinfecting spray

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as safe place to learn, grow and play, where they can know what to expect and when to expect it.

A typical Toddler/Preschoolers day would include:

7:15 am - 8:15 am	Arrival and Supervised Free Play/Breakfast Snack
8:15 am – 8:45 am	Circle Time (Devotion, Bible Verse, Pledges, Story of the week, Numbers, Shapes, Colors, Songs, Months of the year, Days of the Week, Weather, Teacher facilitated activities/lessons
8:45 am – 9:30 am	Reading/Language Arts
9:30 am – 10:00 am	Math
10:00 am – 10:30 am	Inside or Outside Structured or Assisted Teacher Play
10:30 am – 10:45 am	Restroom Break/Handwashing
10:30 am – 11:30 am	Lunch Time
11:30 am – 1:25 pm	Nap Time
1:25 pm – 2:00 pm	Afternoon Snack/Handwashing/Restroom/Diaper Check-Change
2:00 pm – 3:00 pm	Science (Monday/Wednesday)/Agriculture (Tuesday/Thursday)
3:00 pm – 3:30 pm	Outside/Inside Free Play
3:30 pm – 4:15 pm	Dinner
4:15 pm – 5:00 pm	Arts & Craft
5:00 pm – 6:00 pm	Free Play/TV Time

TUITION POLICY

Full time (weekly basis): The fee for families paying the full-time monthly rate is due on the 1st of the month, no later than the 2nd of the month.

Ages 0-13 months:

- \$135 per week

14 months to 24 months:

- \$120 per week

Ages 25 months-36 months:

- \$110 per week

Ages 37 months to 4 years:

- \$110 per week

TUITION POLICY cont.

Discounts: Sibling discounts of \$5 per week for the daycare are offered. (Example: If a 1-year-old is attending daycare and has a 3-year-old sibling attending, tuition for the 1 year old will be \$480 per month and 3-year-old \$420 per month). This discount does apply in conjunction with the after-school program.

Vacations: The center must be notified of vacation dates at least **two weeks in advance**. Each child is granted 2 weeks of free vacation during the regular school year (one free week of vacation in the fall and one free week of vacation in the spring). These weeks may not be used for individual days, they must be used as a whole week. If the child is on vacation more than 5 days without proper notification, **the normal tuition rate will be charged after the first week**.

Birthdays: Birthdays can be important to the parents and the child. We ask the parents the celebrations at school need to be simple. For the parties, parents might provide a birthday crown/hat, balloons to help make the birthday child feel extra special. On your child's birthday, the teacher will do their best to assist with the parents and your child with the party. For birthdays we do allow for parties to be held from 1pm – 2 pm during our regular classroom snack time. To conform to state regulations, only commercially-produced, store-bought items that are transported in their original containers, unopened and listing all ingredients are allowed. Home baked items cannot be served to the children. Food allergies and other food related restrictions require careful selection of appropriate items. Please ask the front office or teachers of any food allergies.

Holidays: The center will close to observe the following holidays and **full tuition is due for any periods including holidays**.

- Martin Luther King Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Eve and Thanksgiving Day
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day

Registration Fee: A non-refundable registration fee is charged to each child's account. The registration fee is due annually for the months of August to May. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks: Payments not made by Tuesday at 5 p.m. of each week, a fee of \$5.00 will be assessed to the account per child, per day until the balance has been paid in full. If a full payment is not received by the Friday of each week, childcare accounts will be considered seriously past due. If a full payment is not received by the Friday by 6:00 pm, your childcare services will be interrupted, and your child will not be able to return to school until the balance has been paid in full. If you leave without paying a balance, your account will be terminated and will be submitted to a collection agency and reported to all three credit bureaus.

A \$50 fee will be charged for the 1st returned withdrawal/check NSF. The 2nd returned withdrawal/check NSF will be charged a \$70.00 fee. After the second returned withdrawal/check NSF you will be required to pay by money order or credit card thereafter, or be subject to dismissal from the program.

Parking: Be courteous and cautious! Do not block parked vehicles. If there will be a delay in your departure, please park in designated places.

Change of Information: Please notify the office, promptly of any changes in contact information (mailing address, telephone number, email address). It is your responsibility to keep this information current.

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged after 6:00 pm. Please remember our staff members are anxious to get home on time to their families and commitments.

Withdrawals: Parents wishing to withdraw their child(ren) may do so at any time. A two-week notice is required and appreciated.

Inclement Weather: On rare occasions, it may be necessary to close the center due to inclement weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch the news or listen to the radio for closing information. On these occasions, regular payment is expected.

SUPERVISION POLICY

A majority responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff person are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival and Departure: Parents are required to bring their children into the classroom and to sign the child in using the computer upon entrance by the door. Any special messages, special pickup notes, and etc. are to be given to the teacher and the director. **Children may not be dropped off at the entrance of the building or be sent inside alone.** Staff must be made aware of each child's presence before the parent departs. At the time of pickup parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out. No child is permitted to be passed over the playground fence for pick up or drop off.

Supervision of Infants/Toddlers/Preschoolers

At no time will a child be left unattended. Staff will always supervise children, including naptime. If a child becomes ill, they may be isolated in a section of the room not used, but within the sight and hearing of a staff member.

Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at the center from another program (ex. Child arrives after a part time Head Start program or a school ager arrives at the center after school). If

a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

School Delays/Cancellations

Our program will operate a full day program for school agers when school is closed for vacations, delays or cancellations, but school agers will be in a separate area from preschoolers.

Release of a Child

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let your relatives know about our pick-up policy ahead of time, so they will bring a picture ID so they will not be offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

BITING POLICY

When biting occurs, these immediate steps will be taken:

- Separate the child who bit and the bitten child.
- Staff will say to the child who bit, "No, biting hurts!" or "People are not for biting."
- "I cannot let you hurt other people like that." The staff will use his/her tone of voice and facial expression to show the child biting is unacceptable.
- The staff will focus their attention on the victim rather than the on the child who bit and will apply first aid as needed.
- If skin is broken staff will wash with warm water and soap and will apply ice pack or cool cloth to help prevent swelling.
- Another staff member will keep an eye on the child who bit to prevent repetition of the behavior.
- Both parents (the biter and the one that was bitten) will be notified of the bite and if the bite has broken the skin.
- If appropriate, staff will have biter help assist the bitten child so both children learn the appropriate ways of touch and relate to other children.
- After a couple of minutes, staff will go to the child who bit and get him involved in an activity.

- Depending on the biters age, staff may encourage an apology, efforts to cheer the bitten child.

Follow up steps include:

1. See that tetanus immunizations are current on the child who was bitten.
2. Document the incident.
3. Inform the parents.

The child who repeatedly bites

Repeated biting behavior, regardless of child's age and developmental stage, needs to have a behavior management plan made by caregivers and parents together.

When should you be concerned about biting?

- If the child doesn't care that biting hurts, or if she seems to get pleasure from it.
- If a child keeps getting bitten.
- If a child keeps biting the same child.
- If a child bites at home but not at the center, or vice versa.
- If child repeatedly bites and usual distractions or positive discipline methods fail to change biting behaviors.

CLASS TRANSITIONING

You will be notified when your child is ready to be moved up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is the best interest of the child and space is available in the next room.

TRANSPORTATION POLICY

New Vineyard Community Development Center transports children in a vehicle that is fully insured and driven by a licensed driver.

CONFIDENTIALLY POLICY

Our goal is to strive for excellence in services to your child. We will communicate with outside persons only with your written permission.

LIMITS TO CONFIDENTIALITY

There are three circumstances, in which there is an ethical and legal obligation to breach confidentiality. These three circumstances include:

- **CHILD ABUSE**

We are mandated reporters of past or present child abuse. This includes physical abuse, sexual abuse, and neglect. There is no statute of limitation on child abuse reporting. We are dedicated to the welfare of your child. If a report of abuse is needed, we will make you aware of this and discuss any concerns you may have.

- **THREATS OF SUICIDE**

If an individual makes statements that suggest the individual is suicidal, then we must communicate that information to appropriate family members and possibly to the appropriate mental health support organizations. This would be true for children or other family members.

- **DANGER TO OTHERS**

The staff of this center has a concern for the welfare of your child(ren) and society as well. If we believe, that someone is in danger of being hurt, we will take steps to inform that person and, if necessary, others to ensure that person's safety.

FIELDTRIPS/TRANSPORTATION OF CHILDREN

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency unit will be contacted. The center will be providing transportation on routine trips for school age children going to/from school. This transportation will be done on the vans owned by the center and a staff member with first aid and CPR trainings will be present in the van.

We will be taking periodic field trips, which will also be done with a trained staff member in the van. Before departing the center, a count will be taken of all of the children, and they will mark on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian along with the child's car seat.

RECORDS AND FORMS

All documents and forms must be signed on or before the first day of care. Please provide a photo copy of your child's immunization Form 121. Forms will need to be updated yearly.

GUIDANCE AND DISCIPLINE POLICY

NVCDC staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dismiss the child. Every attempt will be made to work together with the

parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

MEALS AND SNACKS

NVCDC provides breakfast at 7:00-8:00 am, lunch at 10:15 am, afternoon snack around 1:00pm and dinner at 3:30 pm. Each of the snacks will contain at least two nutritional foods. The lunch and dinner will meet all child care licensing requirements. If your child has allergies, and requires a modified diet, we must be notified of this in writing . **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

EMERGENCY POLICY

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the gymnasium of Daniel Memorial Baptist Church on Terry Road which is about 3 miles from the center. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid and CPR. In the case of a minor accident/injury staff will administer basic first aid and CPR. If the injury/illness would be more serious, first aid would be administer and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any

of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency unit; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 business days of the incident.

ILLNESSES POLICY

NVCDC provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. Please plan ahead and have a backup care plan in place if you are not able to take time off from work/school. We ask that you not bring a sick child to the center out of regard to the other children and the staff. If a child with any of the follow symptoms will be immediately isolated and discharged to the parent or emergency contact:

Fever 99.9 degrees and higher

This includes the night before/morning of daycare ~ No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they can not come to daycare the next morning.

Rash ~ Unexplained rash ~ Consult doctor/Need a note stating your child is not contagious.

Vomiting or/and Diarrhea ~ All symptoms must be gone and no Vomiting or Diarrhea for 24 hours

Strep Throat ~ Consult doctor/Need a note. Child must be on antibiotics for 24 hours and be without a fever without medication for it.

Flu/Bronchitis/Pneumonia ~ Consult doctor/Need a note stating it is ok to come back to daycare. This usually takes about 2-3 days before they can come back to daycare. Must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.

Ear Infection ~ Consult doctor/Need a note. Child must be on antibiotics and no fever for 24 hours before returning.

Conjunctivitis (red eyes with yellow discharge)/Pink Eye ~ Consult doctor/Need a note. Child must be on eye drops/antibiotics for 24 hours.

Head Lice ~ Usually takes 24 hours to treat head and house ~ When all nits have been removed and child is cleared from the doctor. Need a note.

***PLEASE BE COURTEOUS OF ALL CHILDREN IN THE FACILITY, AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED.**

Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into care.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

MEDICATION POLICY

Our center will not administer medication to children in the daycare/preschool program. We advise parents to give children their medication in the morning and afternoons at home. If a child requires medication in the middle of the day, we ask that the parent designate a family member to stop by the center and give the child their medication. In the event of an emergency, we will administer medications for relief of an excessive high fevers or allergic medications such as Benadryl. These will be emergency situations only.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis, weather permitting. We will limit the amount of time outside when the temperatures are very warm or very cold.

Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 40 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities

such as hula hoops, obstacle courses, dancing and exercising in the cafeteria. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens and boots in the winter time.

SUNCREEN POLICY

Parents must provide written permission for school staff to apply sunscreen on their child. All bottles must be in the original container, labeled with the child's name.

INSECT REPELLENT POLICY

Due to our landscape, mosquitoes can be prevalent on campus in the fall, spring, and summer. While the school does take measures to reduce the nuisance, spraying the students with insect repellent is an added safety measure. As a school, we request permission to apply insect repellent before students go outside for recess or PE lessons. Permission is granted via the Authorization to Dispense Medications form during the registration process. We ask that Toddler and Primary parents apply your chosen brand of insect repellent to students before coming to school.

POTTY TRAINING

A parent/caregiver consultation is required prior to toilet training. When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation.

PLEASE NOTE: We will only assist your child in potty training if you have successfully begun training at home for one week prior.

We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and **must also** show signs of readiness (Please read the Potty Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

The child **must** be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will use pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups, (until child is ready for regular underwear) and a few extra changes of clothing.

Proper Clothing

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During potty training your child needs to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waist. Please **DO NOT** dress your child in the following:

- No tight clothing
- No shirts that snag in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing

No belts
No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

Required Supplies

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups – you will be notified when the supply is running low.

Potty Learning Schedule

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the potty or not: upon arrival at the center before and after breakfast, before and after lunch, before and after nap, before and after going outside, and just before going home.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Academy Director
3. Senior Administrator

Employees with concerns are asked to follow the same chain of command, starting with the administrator. Please feel free to bring concerns up when they occur. Often, they can be addressed when they are small problems, before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one.

PAGE LEFT BLANK INTENTIONALLY

PARENT ACKNOWLEDGEMENT OF HANDBOOK

I have received and read the New Vineyard Community Academy Parent Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I further understand that the parent handbook may be modified or amended by New Vineyard Community Development Center at any time and I will be notified of new policies and procedures as they develop. By signing this acknowledgement, I agree that I understand the policy and procedures and respect and follow the guidelines of New Vineyard Community Development Center. By signing this acknowledgement, I agree to pay all fees and cost associated with my child's enrollment at New Vineyard Academy. I understand that I must pay weekly on time payments.

Parent's Signature _____

Date _____