



3166 Azalea Garden Road, Norfolk, Virginia 23513  
 757-309-4651 ~ fnpreschool.com ~ fnpreschool@gmail.com  
 A Ministry of Norfolk Apostolic Church

## Parent/Student Handbook

<b>Page 1</b>	Welcome Philosophy and Objectives Opportunity Programs Offered	<b>Page 8</b>	Student Dress Code.... Continued Motivation and Discipline Policy Child Guidance Policies
<b>Page 2</b>	Our Goals The Organization Structure Eligibility	<b>Page 9</b>	Disciplinary Probation Discharge Policy Illness
<b>Page 3</b>	Admission Policies and Procedures Children's Admission Requirements Contact Information Changes Curriculum	<b>Page 10</b>	Injuries & Incidents Fisherman's Net Injury Prevention Plan Seriously Injured Child or Emergency Action Plan Medication
<b>Page 4</b>	Hours of Operation Center CLOSED/Holidays	<b>Page 11</b>	Medication.... Continued Procedures for Identifying Where Children are at all Times Policy for Lost or Missing Children Procedures for Identifying Where Children are on Field Trips Policy for Lost or Missing Children on Field Trips Evacuation Plan for Fire Drills and Emergencies
<b>Page 5</b>	Inclement Weather Policy for Late or Absent Children Food	<b>Page 12</b>	Evacuation Plan for Fire Drills and Emergencies..... Continued General Policies Transportation Policy
<b>Page 6</b>	Food ..... Continued Children with Food or Milk Allergies Withdrawal/Termination Policy Financial Policies	<b>Page 13</b>	Conflict Reporting of Child Abuse and Neglect
<b>Page 7</b>	Financial Policies ..... Continued Student Dress Code		

# Welcome to Fisherman's Net Learning Center!

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

## **Philosophy and Objectives Opportunity**

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

We believe that a good education is vital and important for all children. We know that all children progress through developmental stages that are basically the same yet, the rate of these stages can vary dramatically from one child to another. Our program is based on the philosophy that each child is an individual who develops at his/her own rate. In order to help our children, develop to their fullest potential, we provide a well-rounded curriculum and a Christian environment that lays the foundation for each child to enter into an early relationship with Jesus Christ. They experience His love and compassion through the love and respect that the teachers show each of them. It is our goal for every child to succeed. This requires cooperation and work from the students, teachers, and parents/guardians. When all the parts work together, great things can be achieved!

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

## **Programs Offered**

The following programs are available:

**Private School for Ages 3** (by September 30<sup>th</sup> and fully potty trained) **to 5<sup>th</sup> Grade.**

**School Hours will be 8:15AM – 2:45PM.**

Students can arrive starting at 8:00AM and MUST be picked up by 2:55PM or a late pickup fee will apply.

Students will be considered late/tardy as of 8:20AM. Every 10 tardy days will equal 1 day absent. Students will NOT be admitted after 9AM without a doctor's note.

**We offer a limited after care program from 3PM-5PM daily for an additional fee.**

Students will need to be enrolled in this program. You will NOT be able to just use this program on an "as needed" basis, this program will be staffed according to enrollment.

**Summer Camp** (Open 8:00 AM - 5:00pm)

## **Our Goals**

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

Our goals in caring for children are:

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

## **The Organization Structure**

**Pastor** Rev. Michael G. Blankenship is the Senior Pastor of Norfolk Apostolic Church and therefore, superintends all church ministries & operations.

**Program Director** The director is the leader/manager of the center and is responsible for the actual day to day operation of the center. He/she will supervise all preschool staff, establish and implement staff training, and ascertain that this center remains in compliance with the minimum standards for licensed child day centers, as well as within the standards set by this autonomous school. The director will also address problems arising with students, parents, and staff.

He/she must maintain a Food Manager Certification, MAT Certification (Medication Administration Training), CPR and First Aid Certification, Physical/Mental Evaluations, a clean Child Protective and Federal Fingerprinting Background Check, and a clean drivers record.

He/she handles all enrollments and the processing of all tuition payments.

**Teachers** Teachers are responsible for teaching/ministering to every child in his/her care. He/she creates lesson plans, establishes, and maintains a good relationship with students, and maintains the daily schedule. He/she is required to maintain CPR and First Aid Certification, Food Handlers Certification, Physical/Mental Evaluations, Approved Lesson Plans, and a clean Child Protective and Federal Fingerprinting Background Check.

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

## **Eligibility**

Students must be at least 3 years of age to attend and MUST be fully potty trained. Children will be enrolled in the class that is appropriate for age and development as of September 30<sup>th</sup> just as in a Public-School setting. If a child is not able to do the work associated with the grade level, he/she may be placed in a lower grade. All enrollments are of course subject to availability.

### **Admission Policies and Procedures**

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

### **Children's Admission Requirements**

Admission requirements are as follows:

1. Shot Record (no more than one year old & updated yearly)
2. Physical (no more than one year old & updated yearly)
3. Proof of Birth (Must provide original birth certificate or social security card and a copy will be made for school record)
4. Enrollment Form
5. Emergency Release/Contact Form
6. Signature Release Form/Contract
7. Custody Paperwork (If applicable)
8. Medication/Asthma Action Plan (If applicable)

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

### **Contact Information Changes**

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

### **Curriculum**

Fisherman's Net uses Abeka for Preschool – Kindergarten. It is a well-rounded, phonics-based curriculum that gives ample opportunity for social, emotional, physical, and intellectual development. We strive to make this a positive, enjoyable, and exciting experience for them. An evaluation (Progress Report) will be completed each quarter to promote and mark each student's progress. The assessments help evaluate skills, ability level, and needs of each child. The director and teacher will be happy to discuss the assessments with any parent.

Fisherman's Net uses Alpha-Omega for 1<sup>st</sup>-5<sup>th</sup> Grade Classes. This curriculum is a mixture of teacher instruction and student self-paced work. It teaches self-reliance and how to be responsible as well as the importance of listening and following instructions. It includes Math, Language Arts (Reading, Grammar, Writing, Spelling), Science, History, and Bible. There are many hands on and video projects that bring the information to life. Students will have projects and reports to complete at home and return that count as part of their grade. Report Cards will be completed each quarter to promote and mark each student's progress. The assessments help evaluate skills, ability level, and retention of knowledge. The director and teacher will be happy to discuss the assessments with any parent.

### Hours of Operation

Our classes are held Monday through Friday from 8:15 AM – 2:45 PM. Preschool Students will have a small rest break from 1-2 PM daily.

Our PreK-4 –5th Grade classes are held Monday through Friday from 8:15 AM – 2:45 PM.

If a student is tardy/absent more than the allotted days, he/she will be unable to receive credit for completing the school year. Every ten tardy/late days will be counted as one absent day. Students MUST attend 159 days of school.

After Care hours of operation are 3:00 PM until 5:00 PM. We CLOSE promptly at 5:00pm, therefore; we urge you to pick up by 4:50 PM to ensure an on time pick-up. **There is a late pick up fee of \$15 per every 5 minutes late per child.**

### Center CLOSED/Holidays

A yearly calendar is available in a printed copy. We also have a calendar linked on our website [fnpreschool.com](http://fnpreschool.com). We will be closed for all holidays, spring break, winter break, and transition weeks between school to summer camp and summer camp to school. We will also take a summer break during summer camp. Tuition is still due for Most of these days.

Day Care Week June 3-7, 2024	Week Paid for Separately if Attending
June 10-14, 2024 – Transition Week	Closed – No Tuition Due
Juneteenth	Closed – Tuition Due
Independence Day & the Day After	Closed – Tuition Due
Summer Break July 10-12, 2024	Closed –Tuition Due for 2 Days (Mon & Tues)
August 12-16, 2024 – Transition Week	Closed – No Tuition Due
Labor Day	Closed – Tuition Due
Columbus Day	Closed – Tuition Due
November 7-8, 2024 - Church Ladies Retreat	Closed – Tuition Due
Veteran's Day	Closed – Tuition Due
The Day Before Thanksgiving	Closed – Tuition Due
Thanksgiving Day	Closed – Tuition Due
The Day After Thanksgiving	Closed – Tuition Due
The Last Friday in November or the First Friday In December	We Close at NOON – Tuition Due
Winter Break – December 23-January 3, 2024	Closed – Tuition Due for 5 days
*Different each year, but includes Dec 24-26 & Dec 31-Jan 1	
Martin Luther King Day	Closed – Tuition Due
President's Day	Closed – Tuition Due
Church Ladies Conference, One Friday in March	Closed – Tuition Due
Spring Break – April 14-18, 2024	Closed – Tuition Due
*Different each year, but includes Good Friday	
Memorial Day	Closed – Tuition Due
Day Care Week June 2-6, 2025	Week Paid for Separately if Attending
June 9-13, 2025 – Transition Week	Closed – No Tuition Due
Juneteenth	Closed – Tuition Due
Independence Day/Day Observed	Closed – Tuition Due
Summer Break - One Week in July	Closed – No Tuition Due

### **Inclement Weather**

Fisherman's Net closes when faced with weather conditions that warrant safety precautions for students and staff. If we need to close for the day or close early you will receive a text message notification. Our goal is to have the decision made and families notified by 6:30 AM. Our decision to close or have a delay will closely be related to the decision of the Norfolk Public Schools. We are also usually listed on our local news channel 3 WTKR as well.

### **Policy for Arrival and Dismissal of Children**

**All students MUST be escorted in and out of the building by an adult.** All students should be checked in and signed out by a parent or authorized adult and staff member each day. If your child will be late, absent, or picked up by another adult, we ask that a parent contact us to let us know.

School starts at promptly at 8:15 AM. Students may arrive starting at 8:00 AM. At 8:20 AM students are considered late/tardy. Every 10 tardy days will count as one absent day. State Law requires Kindergarten – 5<sup>th</sup> grade students to be in school 159 days to count as a full school year.

**Students will NOT be admitted after 9:00 AM. If a student has a doctor's note he/she MUST arrive by 11 AM to attend school that day.**

School is over at 2:45 PM. Students enrolled in "school only" MUST be picked up by 2:55 PM. **A late pick-up fee of \$15 for every 5 minutes will be required by the next morning to attend.**

If enrolled in our After Care Program, we CLOSE promptly at 5:00pm; therefore, we urge you to pick up by 4:50 PM to ensure an on-time pick-up. **A late pick-up fee of \$15 for every 5 minutes will be required by the next morning to attend.**

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

### **Food**

All students are required to bring their own food and water cup daily. Students MUST bring a "Bag Style Lunch." Please pack at least 3 items for lunch. Lunch needs to be well-balanced and include protein, carbohydrates, and fruit/vegetables. Students will not be allowed to eat candy at school. Any sweet treats like cookies will be saved for afternoon snack.

**We cannot refrigerate or microwave food for students. You are required to send any perishable foods such as but not limited to.... yogurt, meat, cheese, fresh fruit, and fresh vegetables on an ice pack.** This is to prevent food poisoning. You may send in "hot" food items in a thermos that keeps the food at a safe hot held temperature. I would suggest trying this at home to ensure it stays at a safe temperature after sitting out for 5 hours.

#### **What Is the Danger Zone for Food?**

The danger zone refers to the temperature range that accelerates bacteria growth in food. According to ServSafe recommendations (an authority on foodservice training material), food temperatures between 41 and 135 degrees Fahrenheit represent this danger zone. Bacteria thrive and multiply most rapidly between temperatures of 70 and 125 degrees Fahrenheit. The longer food sits in the temperature danger zone, the greater the risk that bacteria will grow. Students need to eat breakfast BEFORE coming to school. They need to bring a morning snack, at

**Students will only be permitted to drink water while at school.** Please only send WATER with your child. Any other drink will be poured out. Remember to wash out and send in a new cup daily.

**Students are NOT Allowed to bring nuts of any kind to the center. This is due to allergies and them being a common choking hazard. We do allow nut butters/spreads, unless we have a student with an allergy that cannot be around nuts at all. You will be informed of this. If Under the Age Of 4 The Following Are Choking Hazards and NOT approved to bring.**

Popcorn With a Husk

Raisins

Cherry Tomatoes (Must Be Quarter Cut)

Grapes (Must Be Quarter Cut)

Hotdogs & Corndogs (Must Be Quarter Cut)

Solid Meat (Must Be Ground, Shredded or Cut Small)

Meat On a Bone

Cheese Sticks or Cubes (Must Be Shredded Or Cut Small)

Raw Vegetables (Carrots Must Be Shredded & All Others Cut Small)

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

All food is served on/in a paper towel, cup, or paper plate. Food should not be directly put on the table's surface. Water is always offered during the day, at lunch, and after at gym.

### **Children with Food or Milk Allergies**

**\*Please always communicate with our director and staff about all food allergies to keep your child safe.** A notice will be posted in every classroom to remind the staff of the allergies of students in the school.

### **Withdrawal/Termination Policy**

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

### **Financial Policies**

Just as you are dependent on your paycheck, our center is dependent upon the tuition of the students and gifts of friends for our operating expenses. Contributions to our church/center are tax deductible depending on your personal tax status. In January you will receive a receipt of your tuition payments. Payments are possibly deductible based on your tax situation.

For a student to be enrolled, full Registration and Curriculum Fees are due. These fees are non-refundable. A student is NOT enrolled until these fees have been paid.

Most Private schools require you to pay tuition upfront on a yearly basis with additional fees if spread into bi-annual or monthly payments. We are not going to charge an additional fee to spread payments over the months that the school is in operation, but we will be processing tuition monthly instead of weekly. This helps to cut down on additional costs and hours spent processing.

**Tuition will be due or processed the 1<sup>st</sup> Tuesday of each month.**

**Payment Dates for the 2024-2025 School Year:**

**August 20<sup>th</sup> - 2 weeks, September 3<sup>rd</sup> - 4 weeks, October 1<sup>st</sup> - 5 weeks,**

**November 5<sup>th</sup> - 4 weeks, December 3<sup>rd</sup> - 4 weeks, January 7<sup>th</sup> - 4 weeks,**

**February 4<sup>th</sup> - 4 weeks, March 4<sup>th</sup> - 4 weeks, April 1<sup>st</sup> - 4 weeks, & May 6<sup>th</sup> - 4 weeks**

Payments should be placed in the payment drop box mounted just outside the director's door. Payments may be made by cash, check, or credit card. For your convenience, a credit card can be placed on file for future payments. If you place a credit card on file, you will NOT need to fill out an envelope each month. Please always completely fill out ALL payment envelopes, so that it is applied to the proper account. Tuition checks can be made to "Fisherman's Net Learning Center"/ "FNLC", or our church "Norfolk Apostolic Church"/ "NAC".

Your tuition is due in full whether your child is in attendance or not. This includes but is not limited to days absent from school due to being sick or on vacation, inclement weather, all Holidays and/or days the school is closed. You can see a full list listed under our **Center CLOSED/Holidays** section of the Handbook.

Tuition payments not received on time will be subject to a **\$15 per day late fee**. Payments are considered late as of the Wednesday morning after payment was due. In the event that a child's tuition payment is not made, the child cannot attend school starting that Wednesday and will not be eligible for classes until the account is current/paid in full including the late fees. If late payments occur more than 2 times the student may be asked to withdraw from the center.

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

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

### **Student Dress Code**

We teach the children that their body is their business and that it is not to be shown to or touched by anyone else. This of course excludes the normal restroom help that younger students may require from a staff member. Please take into consideration that he/she needs to be able to maneuver his/her clothing to use the restroom. Some buttons/belts are just too hard or too tight, which may result in a restroom accident.

### **Boys Dress Code**

Shirts **WITH sleeves**, this way their upper body is not exposed.  
Pants or shorts, at least knee length.  
Tennis Shoes/sneakers.

### **Girls Dress Code**

Shirts/dresses **WITH sleeves**, this way their upper body is not exposed.  
Skirts, pants, or shorts, at least knee length.  
A pair of shorts or leggings/tights **MUST** be worn underneath dresses and skirts.  
Tennis Shoes/sneakers.

All students need to have their bodies appropriately covered. As we are a Christian Center, **NO Obscene or inappropriate pictures/words should be on your child's garments**. Basically, our dress code is simply "a commonsense approach". We also believe that the Bible teaches us that there should be a distinction in dress between males and females. Therefore, when at our center we ask that this be followed. This includes but is not limited to clothing, hair styles, and accessories.

**Due to safety issues, tennis shoes/sneakers are required. Please remember that although sandals or "flip flops" are cute, they are not appropriate and are dangerous when running outside or in the gym.**

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



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

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

### **Motivation and Discipline Policy**

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

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

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

If the child cannot sit in time-out or settle down, he/she will be escorted to the office where the director will attempt to handle the situation by working with the child and repeating the previous steps discussed. If all fails, we will call the parent and have a conference style call with the parent, student, and director. If the problem is resolved, the child may return to class after serving their time out. If it is not resolved, the parent will be required to pick up the student in a timely manner. If the child is remorseful and ready to make the right choices, he/she may return the next day. If the student continues to have behavior problems, the child will be suspended for a period of time. If suspended, class work will be sent home to complete and return. The third time, the child will not be allowed to come back to the center and termination will result. In the event that a child displays unacceptable behavior which may result in physical harm to his/her self, other children, staff, or church property, the parent will be notified and the child must be picked up within one (1) hour of the phone call. A child may be suspended or terminated at any time if it is deemed necessary for safety reasons to all persons involved. The Director has the right to suspend a student from special events if a student is not controlling him/herself and other discipline methods have not worked to correct the behavior. If the event is a field trip, the child will need to stay home that day. The Director has the final say as to who attends special events. **There is no reimbursement when a child is picked up due to behavioral problems, suspension, or termination.**

### **Child Guidance Policies**

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

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

### **Disciplinary Probation**

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

### **Discharge Policy**

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

### **Illness**

We want to keep our center as healthy and safe for our students and staff as possible. If your child is sick or has something contagious please notify the school/direction. He/she **MUST** also stay home. This includes but is not limited to a fever of 101 degrees or more, diarrhea, vomiting, or anything else that may be contagious. He/she **must be 24 free of these symptoms before attending our center.** At times a doctor's note will also be required to return.

In the event of an illness while a child is in attendance, we require that the child be picked up immediately or at least within **one hour from our phone call.** This includes but is not limited to fevers of 101 degrees or more, diarrhea, vomiting, or anything else that may be contagious. **Student s must be 24 free of these symptoms before being readmitted to our center.** At times a doctor's note will also be required to return. All medical expenses are the parent's responsibility. **There is no reimbursement when a child leaves the center or needs to stay home due to illness.**

All children's temperatures are taken under the arm if under the age of four and under the tongue if five or older. The thermometers and protective covers are kept in each classroom's first aid kit.

If head lice or bed bugs are found on your child or his/her belongings, he/she **will not be allowed to return to the center for at least 48 hours after being completely cleaned of all lice and eggs.** Before being readmitted, he/she must be inspected and found clean of all lice and eggs by Fisherman's Net staff member.

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

### **Injuries & Incidents**

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

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

### **Fisherman's Net Injury Prevention Plan**

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

### **Seriously Injured Child or Emergency Action Plan**

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

### **Medication**

1. Medication is NEVER to be place in a child's backpack, pocket, or on a height level at which a child could reach.
2. Only MAT certified staff may legally administer medication.

3. The student's parent MUST turn in a completed Medication Administration Form for each medication that the student needs to take. The form must be reviewed and kept at the center to enable us to administer medication.
4. Certified Staff will only administer medications in which a completed form has been turned in and reviewed. Medications must be properly dated, labeled with the student's information and the box or pamphlet should also be presented. Prescribed antibiotics and/or other long term medications MUST be presented in the original container and MUST include the physicians' information, the child's name, and the dose plainly printed on the label.
5. No medication, even if it is over the counter, will be given for more than ten days without authorization from a physician in writing. Long term administration of medication is allowed with written authorization from physician on the Medication Administration Form.

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

#### **Procedures for Identifying Where Children are Always**

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

#### **Policy for Lost or Missing Children**

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

#### **Procedures for Identifying Where Children are on Field Trips**

1. Director/staff will do a head count before leaving the center.
2. Director/staff will make a list of all children going on the field trip and place them in small groups with chaperones.
3. Staff will have a constant view of their group and will have the correct student to staff ratio.
4. Children will wear t-shirts with the center's information printed on them.
5. Director/staff will do periodic head counts during the field trip.
6. Director/staff will set a designated meeting place.

#### **Policy for Lost or Missing Children on Field Trips**

1. Staff designates a safe place to stay if a child becomes lost.
2. Staff reports missing child to the person in charge of the field trip.
3. Staff will immediately notify the field trip site security.
4. Staff will call the police and the parents.
5. Staff will look for the missing child while the other staff watches the other children.
6. Staff involved will document the incident and when and where the child was last seen.

#### **Evacuation Plan for Fire Drills and Emergencies**

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

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

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

### **General Policies**

1. The staff members on duty are responsible for getting proper identification from all the people picking up children. Parents are required to cooperate with the center in carrying out all governmental laws, rules, and regulations affecting the operation of the center.
2. Parents are expected to escort their child in and out of the center and see that the child is under supervision before leaving the premises.
3. We cannot be responsible for lost or broken property.
4. Property of the center that is misused, resulting in damage, will be charged to the parent or the staff member responsible for the damage. The cost will be determined by the Sr. Pastor.
5. Children must come bathed and well-groomed each day. We do not have a bathtub.
6. Children will never be left unattended.
7. Staff shall be able to hear a child in the bathroom and will check on a child who has not returned from the bathroom after five minutes.
8. The center practices fire drills on a monthly basis, shelter-in-place drills twice a year, and a lock down drill once a year with all the children in our center for the protection of our children and staff in an emergency situation.
9. Students who arrive after the beginning of school (8:15AM) will be and then included in the current activity. Students **MUST** arrive before 9 AM or before 11 AM with a doctor's note for being tardy.
10. School is over at 2:45 PM. Students enrolled in "school only" **MUST** be picked up by 2:55 PM. If enrolled in our After Care Program, we **CLOSE** promptly at 5:00 PM; therefore, we urge you to pick up by 4:50 PM to ensure an on-time pick-up. **A late pick-up fee of \$15 for every 5 minutes will be required by the next morning to attend.**
11. Our Student Dress Code must be followed.
12. If your child is sick or has something contagious please notify the school/direction. He/she **MUST** also stay home. This includes but is not limited to a fever of 101 degrees or more, diarrhea, vomiting, or anything else that may be contagious. He/she must be 24 free of these symptoms before attending our center. At times a doctor's note will also be required to return.

### **Transportation Policy**

1. All children must have a permission slip to be driven by our staff.
2. Children and drivers must always wear seat belts when the vehicles are in motion. Students **MUST** have age appropriate/legal restraints such as a car seat for ages 1-4 years of age, a booster seat for ages 4-8 years of age when coming and going from our center and when on field trips.
3. Children must abide by the rules while riding in vehicles to/from public school and on field trips. Students who do not do so will be suspended and or terminated from transporting.

**Conflict**

Since this is a Christian Center, if any issues of conflict arise between the school staff and any parent, the issue should be handled according to the scriptures. Specifically, Matthew 18:15-18 & 1 Corinthians 6:1-7. If the Director is not able to handle the situation, the Senior Pastor will make judgment concerning the matter. Should the situation arise, however, that a parent OR the school believe that we are at an impasse and unable to resolve a conflict, it is understood that neither party will bring a lawsuit against the other party to be addressed in the courts. The policy at this center is to enter binding arbitration rather than a court of law. Registration into this center requires that you agree to enter binding arbitration.

**Reporting of Child Abuse and Neglect**

Staff suspecting any form of child abuse or neglect must bring it to the attention of the director or the manager on duty immediately. As teachers, we are legally responsible for doing so. All staff must document any suspected forms of abuse or neglect. The director will determine whether CPS is to be notified. A written record of the incident must be kept explaining what the child said about the incident and a description of the injury or neglect. This documentation will be kept in the child's file.