

Parent Handbook



TALBOT PARK
PRESCHOOL

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www.talbotparkpreschool.org

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GENERAL INFORMATION

History

In 1983, Nelda Cardoza started a Mother's Day Out Program for the families of Talbot Park Baptist Church. They met one day a week. Soon after the program started, it became evident that there was a need to offer this service to the wider community. The Mother's Day Out Program started meeting twice a week. After Mrs. Cardoza left her position in 1984, Sue Rigau and Kathleen Boyd became co-directors, transitioning the program into a Preschool operating five days a week. In 1988, Mrs. Boyd left, at which time Sue Rigau gave up her teaching position to become the sole director of the preschool. Mrs. Rigau directed the program from 1988-1996.

From 1997-2020, the Preschool has been under the direction of Mrs. Dana Costas. As the Preschool ministry grew, so did the opportunities to better serve the needs of working families. In the mid-nineties, the preschool expanded with before-care and after-care hours, from 8:00am-4:00pm. In September of 2014, the preschool began offering full-time hours, from 6:00am-6:00pm. In June of 2015, the preschool started offering summer camps from 9:00am-3:00pm for children up to 3rd grade. In September of 2016, the preschool expanded to include infants and young toddlers. Anna Selvy took over as Director in July 2020. Over the last 35 years, Talbot Park Baptist Preschool has served thousands of children and families and has become known throughout the region for its consistent quality of care.

Mission Statement

Talbot Park Baptist Preschool is committed to providing a safe and nurturing environment that engages children through play, exploration, and discovery. With a distinctively Christian focus, our goal is to partner with families in developing the whole child: intellectually, physically, socially, and spiritually. Small class sizes and a low student-teacher ratio allow us to give each child personalized attention geared to their pace of learning.

Administration

Director: Anna Selvy
aselvy@talbotparkpreschool.org

Assistant Director: Holly Costas
hcostas@talbotparkpreschool.org

Office Manager: Laura Maxey
Lmaxey@talbotparkpreschool.org

Licensing Information and Tax ID Number

As a ministry of Talbot Park Baptist Church, the Preschool is a non-profit organization and has a religious exemption from licensure by the Commonwealth of Virginia's Department of Social Services. The Preschool must annually submit documentation to retain its exemption status. A

maximum of 92 children may be enrolled daily in the Preschool. The Preschool tax ID number is #54-2032694.

Inclusion

Talbot Park Baptist Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Non-Discrimination

At Talbot Park Baptist Preschool equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Hours of Operation/Holidays

Talbot Park Baptist Preschool is open Monday through Friday, 6:00am to 6:00pm. Daycare classes are full time only. Preschool classes meet from 9:30am to 1:00pm, with the option of extended care (6am-6pm). Children in our preschool classes may be enrolled two, three, or five days a week. The two-day a week classes are on Tuesday and Thursday. The three-day a week classes are on Monday, Wednesday, and Friday. Preschool and daycare are closed for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday *or* Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving (minimum 2 days)
- Christmas (minimum of 5 days)

Additional holidays are taken for Spring Break, and in the summer for staff development as approved by the Preschool Board yearly. All calendars are subject to change.

Inclement Weather Policy

In the event of weather closures, TPBP generally follows the lead of Norfolk Public Schools, but exceptions may be made by the Director. If TPBP makes the determination to close due to inclement weather, TPBP will send emergency text messages through our Procure messaging software. It is important to keep all phone numbers up to date. Please check Procure to determine if the Preschool is open. If the Preschool is forced to release early, parents and guardians will be notified via Procure so they can come pick up their child in a timely manner. If Norfolk Public Schools delays school opening, TPBP will attempt to open for before care no later than 8:00am. Missed days due to inclement weather are not subject to tuition refunds and are not made up later in the school year.

Staff Education and Training

Talbot Park Baptist Preschool recruits professional, caring, well-trained teachers and assistants. All teachers must have Early Childhood Certification or higher or the equivalent education and work experience. Staff receive additional training throughout the year in safety procedures and educational methodology. Each staff member is certified annually by a practicing physician to be free from any disability that would prevent them from caring for children. A criminal background check is performed on every new employee and must be renewed every five years.

The school may, from time to time, invite educational specialists to evaluate the program and provide feedback as necessary to ensure the highest possible educational experience for your child. Occasionally, we will have Early Childhood students from local colleges observing the classroom.

ENROLLMENT & FEES

Enrollment Requirements

In order to enroll in any class, the following are required:

- Enrollment Application with registration fee (non-refundable)
- Birth Certificate (or another form of ID)
- Virginia School Entrance Health Form (immunization record)
- Emergency Contacts- names and numbers of at least two individuals, other than the parents
- Media Release Form
- Medication Administration Form (MAT Form)
- Tuition Agreement

Enrollment Priority and Waitlist Information

Class enrollment for the upcoming school year begins in March. Priority is given on the following basis:

1. Students who are currently enrolled in the program.
2. Waitlist students.
3. Members of Talbot Park Baptist Church.
4. Remaining spots are filled on a first come, first serve basis.

Parents are strongly encouraged to observe the enrollment dates with priority status as classes fill quickly. In the event a class is full, parents may be added to the waitlist by filling out the digital waitlist request form or contacting the Office Manager.

Registration for all classes happens annually.

Eligibility

Class assignments are determined by a child's age on September 30th, although exceptions may be made due to availability. Children must be toilet trained to enter the 4-year-old classes.

Fee and Tuition Schedule

A registration/art fee is due upon enrollment and is non-refundable. Monthly tuition is based on a 10-month payment schedule. The first payment is due in September and the last payment is due on June 15th. Full-time daycare is provided year-round on a 12-month payment schedule.

Tuition is due by the 15th of each month. Invoices are sent through Procure. Payments can be made online with Procure or payment can be made by check, cash, or money order. Checks should be made payable to Talbot Park Baptist Preschool and given to the Office Manager.

A 10% sibling discount is offered for families with multiple children in the program. The 10% sibling discount is applied to the child with lowest tuition fees.

Late Fees and Returned Checks

A \$30.00 late fee will be assessed for any payment not received by the 15th day of each month. In the event of a hardship situation that may prevent prompt payment, please contact the Director prior to the 15th to make special arrangements. Any student whose tuition has not been paid by the 25th of the month will lose their space unless other arrangements have been made with the Director.

If the Preschool is charged a fee for any check returned for insufficient funds, parents will be responsible for repaying that fee to the school. Consistent problems in this regard will result in the tuition payment being due in cash or money order only.

Absence and Withdrawal Policy

Tuition is due in full for each month regardless of a child's attendance. There is no tuition credit due to illness or vacation. If a student withdraws for a month and plans to return, tuition must be paid for the missed month to insure the student's place. Otherwise, the vacancy will be filled.

Please notify the Director in writing as soon as possible, but, at least 30 days in advance if a child must withdraw from the program. If the withdraw date will take place in the middle of a month that month will be prorated.

ATTENDANCE

Entrances and Key Cards

The main entrance for the Preschool classrooms faces the playground on Brackenridge Ave. Parents are asked to use this door for drop-off and pick-up instead of the doors under the canopy facing Granby St. The main entrance for the Daycare classrooms faces Colonial Ave.

Exterior doors to the building are always kept locked. Access is granted only through a key card system. Parents are asked to use key cards instead of the door buzzer to enter the building, as there might not be anyone available to answer the buzzer. Each family is given one key card as part of their registration fee. Additional or lost key cards may be purchased for \$5.00 each, this fee will be added to your Procure invoice.

Parking

Parents may park in any of the marked lots on the church property. Only properly authorized drivers may use handicap spaces. For security reasons, we strongly recommend that parents do not leave their cars running during pick-up or drop-off. Please make sure that cars are properly secured and valuables left out of sight. Talbot Park Baptist Preschool is not responsible for items stolen from vehicles.

Pick-Up and Drop-Off Authorization

On the registration packet, each family completes an "Emergency Contact and Parental Consent" section. This provides authorization for select individuals to pick-up children from the center and will be added to Procure by staff. Parents are able to add additional authorized pick up individuals through Procure. Only individuals listed will be allowed to pick up children. Persons unknown to the staff will be required to show an ID at the main office. Anyone dropping off or picking up children must be at least 18 years old, unless an exception has been approved by the Preschool Director or Assistant Director.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that nay person picking up a child under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an emergency contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Signing In and Out

When a student is dropped off or picked up they must be signed in and out in Procure via the app or on the classroom tablet. When a child is not signed into our care it is the parent's responsibility for the child's care in and outside the building. Parents are never to leave their children unattended in the building or the parking lot.

Arrival

Before care students will be dropped off to a combined class and will be escorted to their classroom by their teacher at the appropriate time. We ask that Preschool parents arrive for drop-off no earlier than 9:20am each day. We run a drop off car line from 9:20am-9:35am. For security reasons, parents are asked to say their goodbyes in the hallway and should leave their children with the teacher at the doorway instead of entering the classroom. Timely drop-off is important in making sure that the flow of the school day remains uninterrupted. Students arriving later than 9:45am are asked to check in with the Office Manager. Drop off is not allowed during nap time.

Departure and Late Pick-Ups

Preschool classes dismiss promptly at 1:00pm for our carline. Out of courtesy for our staff, children should be picked up as close to 1:00pm as possible. In the event of an emergency or if a parent or authorized adult will be late, it is their responsibility to notify the Preschool office as soon as possible. Staff will call parents if a child is not picked up by 1:10pm, if parents cannot be reached, we will contact the emergency contacts listed. Children who are not picked up by 1:10pm will be taken to after-care. Parents will be charged a late fee of \$3.00 for every minute they are late for the first ten minutes and then \$2.00 per minute thereafter.

The same procedure is followed for a child in after-care that is picked-up after 6:00pm. If parents do not arrive by 6:00pm to pick-up their child, staff will attempt to contact them at all available phone numbers. If staff cannot reach a parent or authorized contact by 6:15pm, the Director or Assistant Director will be notified. Any child in aftercare not picked up by 6:00pm will be charged a late fee at the rate of \$3.00 per minute for the first ten minutes, and \$2.00 per minute thereafter. Traffic issues do not excuse late fees. Chronic late pick-ups or early drop-offs will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program. Any late fees will be invoiced on Procure and due by Friday of the week of the late pick up.

Schedules and Absentee Policy

In our preschool classes it is very important that your child attend school on the days that he or she is scheduled. Each school day introduces new skills and builds on skills already introduced. Teachers and assistants work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities. The daily schedule and activities create a balance between active and quiet times; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Whenever possible, please inform the teacher in advance when you know that your child will be out of school.

CLASSROOM INFORMATION & PROCEDURES

Program Goals

INTELLECTUAL

- Encourage curiosity and creativity by exploring the wider world.
- Prepare for elementary school through age-appropriate activities and lessons.

PHYSICAL

- Engage in movement and active play to develop fine and gross motor skills.
- Teach self-care skills and develop an awareness of nutrition and proper hygiene.

SOCIAL

- Teach and model appropriate decision-making and positive behaviors.
- Encourage a healthy self-image.
- Build interpersonal relationship skills through a variety of interactions.

SPIRITUAL

- Develop and expand an awareness of God's love.
- Practice care and service in community with others.

Classes and Ratios

We currently offer eight classes for ages six weeks through Pre-K4:

Infants (Cubs): 8 babies per two adults

12-18 months (Chipmunks): 8 children per two adults

18-24 months (Beavers): 8 children per two adults

24-36 months (Owls): 12 children per two adults

2 ½-year-olds (Pooh Bears): 12 children per two adults

3-year-olds (Squirrels): 14 children per two adults

4-year-olds (Foxes): 16 children per two adults

4 ½-year-olds (Eagles): 16 children per two adults

Curriculum and Themes

Talbot Park Baptist Preschool follows a play-based curriculum with the belief that children will learn best when interacting through both free play and structured play that incorporate different general themes that are being discussed. Our K3 and K4 children will do a limited amount of workbook learning for reading and writing that will be reinforced through other play-based activities. Talbot Park's developmental curriculum is designed to support and stimulate the natural curiosity, interests, and abilities.

The curriculum components include: play, socials skills, language development, literacy, science and nature, arts and creativity, reading readiness, hands-on mathematics, social and cultural studies, music and creative dramatics, cooking, movement exploration, health and nutrition, and gross and fine motor skills.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life within it.

Christian Values and Chapel

Talbot Park Baptist Preschool exists as a ministry of Talbot Park Baptist Church. For that reason, Christian values are blended into the preschool curriculum and programming. Bible stories and verses are incorporated into the themes and units each month.

Throughout the school year, in partnership with the church, there are a variety of service projects in which parents and children are encouraged to participate. Teachers may also develop their own classroom service projects. Once a week, staff, teachers, and students come to the sanctuary for chapel. Chapel includes songs, a Bible story, and prayer. It is led on a rotating basis by the Pastor, Preschool Director, and Assistant Director.

Outdoor Play

Outdoor play is incorporated into the daily schedule of the Preschool in almost all weather conditions. Teachers and staff adhere to safety procedures when using the playground equipment. In the event of rain, severe wind/cold, or extreme heat, children may use the indoor playground at the discretion of the teacher.

Nap/Rest Time

All children are provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. Children are provided alternative quiet activities if unable to rest on their mat.

Lunches and Snacks

All food and drink are sent in daily by the student families. Every day, children should bring a labeled lunch, morning snack, afternoon snack, and water bottle. Glass containers are not allowed. Lunches will be unrefrigerated, except in the infant classroom. Please, see our foods brought from home policy below for more information. WARNING: Children at Talbot Park Baptist Preschool may be exposed to peanut products.

Infant Program/Breastmilk Policies

The following information is specific to the infant and one-year old program rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, and swaddle blankets/Velcro or zip up swaddle for rest time. All personal items should be labeled with the child's name.
- Infants must be able to take a bottle before their first day.
- If a mother is breastfeeding, they should alert teachers to when they would like the child to be fed breast milk, or when they will come in to breastfeed.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time, any stored milk that has been in our freezer for more than 3 months will be returned home with the child at pick up.
- We require that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher. Staff will use the schedule sent in by the family on child's feeding schedule.
- Expressed breast milk may be brought from home if frozen or kept cold during transit.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family and only those provided by the family and have been tried at home first.

Foods Brought from Home

- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food.
- All food is sent in by the student's family. If your child is in our full-day program please make sure to send in a lunch **plus a morning and afternoon snack**. We recommend labeling what items are for snack. **Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.**

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can notify other parents of appropriate substitutions in order to reduce the risk of cross contamination. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods. Please, send in food how you would like your child to consume it. Staff will not cut up food or change the presentation of the food.
- **Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.**

Clothing

Children are expected to wear clean, comfortable clothing each day that does not inhibit their movement. Parents should be aware that, due to the nature of our activities, clothing may become stained or dirty during the day. "Play clothes" are recommended. Clothing should always be weather appropriate, including coats when necessary. Dangling jewelry is considered a safety hazard and is not permitted.

At the beginning of the school year, children should bring a change of clothes to be kept on hand, including socks, diapers or Pull-ups if needed. These items should be placed in a clear plastic bag labeled with the child's name. Please meet with the teacher if your child is in transition from diapers to Pull-ups or underpants.

Sturdy shoes or sneakers with socks are the most appropriate footwear for Preschool. We recommend that children not come to school in sandals, clogs, jellies, boots, platform shoes, or water shoes.

Weapons Play Policy

Weapons of any kind are prohibited on the grounds of Talbot Park Baptist Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. If a child brings a toy weapon from home, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Discipline Policy

Students are expected to behave appropriately with teachers and peers. Any behavior that interferes with the safety of the school environment will not be tolerated, including but not limited to: bullying, biting, kicking, hitting, spitting, tackling, abusive behavior towards others, and/or inappropriate language.

Talbot Park Baptist Preschool uses positive discipline techniques because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. TPBP complies with all federal and state laws which prohibit corporal or abusive punishment in childcare settings. Staff members will never shame a child, spank a child, or withhold food as punishment. Discipline and behavior guidance used by staff members will be constructive, positive, and suited to the age of the child. Discipline methods may include redirection, distraction, and active listening.

"Time out" will only be used as a last resort, with a maximum of one minute per age of the child. Separation from the group is only used when less intrusive disciplinary methods have been tried and the behavior of the child is dangerous to him or herself or the other children.

If a child must be removed from the classroom, they will be brought to the Preschool Director's office to problem solve and evaluate the incident before returning to the classroom. If the above disciplinary actions fail, parents will be immediately called to pick up the child. Teachers will keep parents informed about abnormal or consistently unacceptable behavior. Chronic

behavior issues will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program.

Bullying Policy

Bullying is not considered acceptable behavior and can include any of the following:

- PHYSICAL-Punching, kicking, fighting, biting, spitting, etc.
- VERBAL-Name calling, taunting, etc.
- EMOTIONAL-Exclusion from discussions/activities or play

If there are three incidents that endanger other children of a similar nature within a one-week time period the parents will be called to immediately pick up the child and they will not be able to return for 2 school days. If a child is sent home twice for the same incidents the child will not be able to return the second time until after a parent meeting with the Preschool Director. (This does not include biting incidents, for biting incidents please see biting policy.)

If these behaviors are being observed regularly in the classroom a behavior plan will be drafted. This plan will be drafted with recommendations of the Preschool Director, teacher, and parents. Each plan will be drafted on a case-by-case basis which could lead to a longer suspension or dismissal from the school if the behavior plan cannot be met.

Biting Policy

One of the most common injuries in a group setting is biting. Although staff members take every precaution to prevent this type of incident, children may be bitten at some time. Often, a bite occurs during friendly play as part of normal social activity and exploration. This type of injury usually occurs in a split second, without warning. This is a developmentally appropriate behavior for children 2 years old and under.

In the event a child bites and they are over the age of 2 years old, the injured child will immediately be comforted, the bite washed, and an ice pack offered. The biter will be removed from the current activity and reminded of the rules, the biter will then be helped to re-enter play. An incident report will be written for the parents to sign. The classroom situation will be evaluated to determine if any additional steps can be taken to prevent a repeat incident. If a child bites three times or more in any given week, he/she will be sent home for the remainder of the week. Chronic biting issues will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program.

Screen Time Policy

Talbot Park Baptist Preschool has an extensive collection of videos, DVDs, and computer games that can be used by teachers and students for learning activities. The use of multimedia in the program supplements the teaching and learning that takes place in the classroom. Teachers may select movie, television, and computer game titles based upon weekly themes. All multimedia must have a rating of "G" "PG" or "E" and must possess an educational theme. Based on developmental guidelines, children are limited to a specified amount of time per week they may use or view multimedia during classroom hours:

- Cubs/Chipmunks/Busy Beavers: 0 minutes/week

- Owls/Pooh Bears: Maximum 20 minutes/week
- Squirrels/Foxes: Maximum 30 minutes/week
- Eagles: Maximum 1 movie/month; or 30 minutes/week

Multimedia Policy and School Pictures

Photographs or videos of children may not be taken or posted to Preschool social media accounts without the express written permission of the child's parents. This form is required to be completed at registration.

Picture days are offered once in the Fall and Spring. Families are under no obligation to purchase pictures however, only those who have signed up and prepaid have their pictures taken.

Special Events and Activities

Each month, children may participate in the Scholastic Book Club program. Fliers are emailed monthly with the due date included. Checks are to be made out to the book club, and not to be included in monthly tuition payments. The Preschool earns points and free books based on total orders each month.

Other special school wide yearly programs include: Pumpkin Patch and Fall Festival, Living Nativity, Christmas Program, Easter Egg Hunt, and Preschool Graduation.

Parent Volunteers

Each family is a valuable resource for our Preschool. Volunteers are always welcome in our program and there are many opportunities for family members to participate. In March, we have Community Helper Month. If you would like to volunteer in any way, please contact your child's teacher or the Preschool Director.

Developmental Screening

Talbot Park Baptist Preschool uses the CDC's Developmental Milestones Checklist to coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

COMMUNICATION

Parent-Teacher Communication

On-going communication between teachers and parents is a key to building healthy relationships and a successful program. This communication may include face-to-face conversations, phone calls, e-mails, texts, and Procure.

Parent-teacher interaction at pick-up and drop-off should be brief, as the teacher is responsible at that time for the supervision of other children. If parents ever have questions or concerns that cannot be addressed during regular school hours, they may request a time to meet with teachers outside the classroom.

If there is a problem or conflict within the classroom, concerns should first be directed to the teacher. If the issue cannot be resolved at that level, the Director or Assistant Director may become involved for further mediation. Yelling or other inappropriate behaviors that parents display towards teachers, Preschool staff, or other Preschool families will result in a conference with the Preschool Director and possible removal of the child from the program.

Confidentiality Policy

All conversations between parents and staff of the Preschool remain confidential, except in cases of mandatory reporting. Virginia law specifically prohibits the sharing of information about children or staff members within a childcare setting without written consent from the parent, guardian, or individual. Parents are asked to be discreet in discussing details of Preschool programs on social media or with others in public.

Daily Progress Reports

Classroom staff are responsible for inputting daily progress reports on Procure for each child in their class. These reports are updated throughout the day and includes information about what the children have done in the previous week, noting any special achievements or areas of concern. This is a good opportunity for teachers to keep parents informed about their child's progress. Also, in the younger classes they will track their eating habits, sleep times, and diaper changes.

Newsletters

Each class publishes a monthly newsletter or informative calendar containing information about themes and units of study for each class. Upcoming in-house field trips, projects, guest speakers, and special dates are included. Parents are strongly encouraged to read the newsletter to learn information and become aware of upcoming events.

Assessment Portfolios

Staff utilize the Procure Assessment tab online to track student progress. This is aligned with CDC and Virginia state standards. Any concerns will be brought to the parents for further review. Preschool students are offered a fall and spring parent teacher conference.

HEALTH & SAFETY INFORMATION

Cleanliness Guidelines and Health Checks

Talbot Park Baptist Preschool takes great efforts to ensure that our facilities are clean. Classrooms are disinfected daily. Each classroom has a cleaning procedure binder from the CDC, and our classrooms are deep cleaned nightly from Clark Professional Cleaning Company.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, Talbot Park Baptist Preschool has a strict policy for infant sleep placement. All infants less than one year will be placed on their back to sleep. Infants are not allowed to sleep in a swing or bouncer for a period of longer than 15 minutes, unless we have received parental permission. Once a child has been placed in his or her crib for a nap, if the infant rolls from back to front-and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. Loose blankets, stuffed toys and pillows are not to be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

Allergies and Special Health Needs

Parents of children with allergies must indicate them in their registration information. All staff working in the classroom of children with allergies review the allergy action plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions are documented with an incident/injury report. WARNING: Children at Talbot Park Baptist Preschool may be exposed to peanut products.

An emergency care plan will be on file for any child or staff member with special health care needs (seizures, etc.). All staff working in the classroom are familiarized with this plan, should an emergency arise. If necessary, staff may receive training regarding a child's or staff member's specific health care needs.

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every July, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

As of September 2023, annual physicals will be required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 6 weeks after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. We recommend that families plan to turn in a new physical every September for the new school year to easily keep track of when they are due.

Daily Health Check

We conduct a health check, as soon as possible, when each child enters the center each day. We look for skin rashes, elevated temperatures, itchy scalps, lethargy and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Illness that poses a risk of spread of harmful diseases to others
- Fever of 100.4 or higher (this is based on the new guidelines distributed in April 2020 due to the COVID19 pandemic, this guideline has not been rescinded or altered)
- Diarrhea – two or more times within 24 hours
- Vomiting
- Mouth sores
- Hand Foot and Mouth, until all lesions have dried and crusted
- Rash, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
- Impetigo, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Head lice, until treatment and all nits are removed
- Scabies, until 24 hours after treatment
- Chickenpox, until all lesions have dried and crusted
- Pertussis (Whooping Cough), until 5 days of antibiotics
- Hepatitis A virus, until one week after immune globulin has been administered
- Tuberculosis, until a health professional indicates the child is not infectious
- Rubella, until 6 days after the rash appears
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Has a physician or other health professionals written order that child be separated from other children

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours and have a doctor's note to return.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:

- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Any child that has a confirmed communicable illness must submit a doctor's note stating the date they are medically cleared to return to school prior to the return date. These can be emailed to admin by 5:00pm the day before return.

Head Lice

- Children with head lice will not be allowed to return to the center until they have been treated and no further head lice or nits are detected during a health check.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The administrative staff can provide this form when needed. The label on the medication meets this requirement: The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Each classroom has a special locked medication cabinet as well as a medication binder.
- **Non-prescription medications** require a note signed by the student's guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the student's guardian, specifying frequency and dosage to be administered. All non-

prescription topical ointments must be sent in by the student's family and labeled. It must not be expired.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. We follow the Virginia Department of Health's Communicable Disease reference chart and notification chart.

Potty Training

The most important factor in making potty training successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive potty training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that potty training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

In order to work in collaboration with parents when they feel their child is ready to be potty trained, we ask that they complete a new potty training agreement. Once returned a meeting time will be established for the parent and teacher to discuss signs of readiness at home and in the classroom. Children are not allowed to be sent into school in underwear until the potty training agreement has been signed by both the parent and teacher.

Injury

In the event a child suffers a minor injury (bruises, scrapes, bites, etc.), appropriate first aid will be administered. A staff member certified in first aid and CPR is always present at the school. Parents will not be contacted during the day regarding minor injuries. Staff members document any accidents and injuries that occur using an incident report. Parents are notified on Procure of any accidents or incident reports and parents are asked to sign a copy that will be kept at the Preschool.

In the event a child suffers a major injury or accident (broken bones, head injury/concussion, uncontrollable bleeding that requires stitches, etc.), appropriate first aid will be administered. Parents will be contacted immediately. Additional medical intervention, including 911, will be used as required. Parents assume all expenses incurred in the event of a medical emergency.

Medicine Policy

Staff members may not administer medication to any child unless a parent and/or doctor has completed all the proper medication authorization forms which vary based on the age of the child and type of medication. Medications are administered only by Medication Administration Trained (MAT) certified staff only after receiving all appropriate forms. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given, as well as any unusual reactions or circumstances.

We strongly encourage parents to administer non-prescription medications and/or preventative lotions (bug spray, sunscreen, lip balms, diaper ointment, etc.) before children come to school. Parents may sign a form giving consent for teachers to administer items in this category as needed, provided the items are supplied by the parents.

We ask that if the child receives any form of medication prior to coming to school that you disclose the medication given and the time that it was given. If the medication will be readministered during school hours, please confirm the time it can be given. If your child is receiving any medication for teething, rash, or anything similar please discuss with the teacher the symptoms to monitor for indicating medication is due.

We ask that you also discuss any possible side effects of either medications given or vaccines received in the last few days with the teacher so they may monitor as well.

Send Home/Return to School Policies

Anytime a child is sent home sick the parent will receive a return to school plan at pick up. This will go over what symptoms were observed, when the child can return, whether a doctor's note is required for return, and if a COVID test is required for return. Please review this form carefully to determine when your child can return. This form will also be sent via Procure as a document.

If a doctors note or COVID test are required to return, they must be emailed to admin no later than 5:00pm the day before return. If these are not received the child will not be able to be dropped off until at least 9:00am on their return date and you must go to the main office to turn in their note prior to taking your child to the classroom.

SECURITY INFORMATION

General Security Guidelines

Talbot Park Baptist Preschool makes every effort to ensure our students are safe and secure. Exterior doors are always kept locked. Only authorized people are allowed into the buildings. Only people with key cards may access the parts of the building that are used by the Preschool. Parents are asked to report any open doors, dangerous areas, or suspicious behavior to the Office Manager or Preschool Director.

Our preschool program shares space with Talbot Park Baptist Church. There are frequently church activities going on during the day. Parents should remain aware of non-preschool visitors and stay within their designated areas as much as possible.

Conflict Resolution

The parent handbook is always the first resource to address questions or concerns that may arise about a preschool policy. If there are additional questions or concerns, or if a parent has a problem that cannot be resolved without intervention, our staff is always ready and willing to listen and respond in a prompt manner. We expect all parents to maintain common courtesy and respect in their interactions with preschool staff and other families. Talbot Park Preschool will not tolerate abusive language, threats of violence, yelling, or physical violence towards preschool staff, children, or families. Any parent or guardian who disrupts the orderly regulation of the preschool will be asked to leave the building immediately. If they do not comply, appropriate steps will be taken to ensure the safety of the staff and children, which may include calling law enforcement. Any altercation between parents and administrative staff or threats of legal action will be referred to the Preschool Board of Directors. The Board will step in to mediate such conflicts, in the event that it becomes necessary. Failure to comply with these policies may result in the removal of the child from the program.

Drills and Classroom Communication

Talbot Park Baptist Preschool regularly practices drills for fire, lock-down, and other emergency situations. Our buildings conform to current codes and must pass a yearly fire inspection by the city. Copies of emergency guidelines are kept in every classroom.

Every classroom is equipped with a walkie-talkie so that teachers can always remain in contact with the Preschool office. Teachers are also required to have walkie-talkies with them on the playground or when taking a walk with the class.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 15 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire extinguishers, fire alarms, evacuation cribs, walkie talkies.

Our fire evacuation plan is reviewed with the children and staff on a yearly basis.

We receive yearly inspections from the fire marshal's office.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Access Policy

Only staff members and substitutes who have had a background check and approval to be involved with childcare will have unrestricted access to children. Unrestricted access means that a person has contact with a child alone and/or is directly responsible for childcare. Persons who

do not have unrestricted access will always be under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any childcare responsibilities. All staff members have the authority and the responsibility to approach anyone who is in the preschool area without their knowledge to ask their purpose for being present.

Child Abuse and Neglect Policy

All Talbot Park Baptist Preschool staff members are trained to recognize signs of abuse and neglect and are mandatory child abuse reporters. Abuse may include but is not limited to: malnutrition, sexual molestation or exploitation, deprivation of necessities, and physical or emotional maltreatment. Suspected cases of child abuse or neglect are reported to the Department of Human Services Child Abuse Hotline-1-800-552-7096. If a staff member suspects abuse, they are also required to inform the Preschool Director before making a report.

If a staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation should be reported to the Preschool Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report is made to the Department of Human Services (DHS). Talbot Park cooperates with all DHS investigations. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations.