



2022-2023

Parent Handbook

Haygood United Methodist Church Preschool

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PHILOSOPHY AND PROGRAMS

HISTORY

The Haygood Preschool began in 1988 as a mission of the church offering affordable day-care that nurtures children with the love of God. Throughout the years of its existence, the preschool has grown to a staff of 18 and the enrollment of as many as 70 for children ages 6 weeks old to 5 years old, 5 days a week, from 7:30 am – 6:00 pm. We continue to be grateful for all those who have made this a sacred and safe space for children through the years.

PURPOSE/MISSION

Haygood UMC Preschool provides an early education with a Christian foundation and a safe childcare environment for children throughout the community in a caring and positive atmosphere. With an emphasis on developing a child's understanding of God's love for them, we encourage a sense of self-confidence and self-worth, and establish a readiness for formal schooling.

PHILOSOPHY OF EDUCATION

Haygood UMC Preschool creates a warm and happy place for preschoolers to learn and grow. As we bridge the gap from home to school, we guide children to a positive self-image while building social and academic skills as well as a relationship with God. We introduce sensory, motor, perceptual, language and academic concept skills undergirded with spiritual teachings through materials and activities that are child-centered and teacher-directed. We plan activities that emphasize the process rather than the product to foster a sense of accomplishment and pride in each child.

While recognizing all children grow in predictable stages, we treat every child as an individual, working from the level each child has attained and moving forward one step at a time. We teach a love of learning by allowing children to experience meaningful play to deepen their imagination, expand their creativity, and assist them to grow in healthy relationships with one another. Through weekly and special programs, such as chapel, music, science, etc., children can expand their wonderment and understanding of God's amazing creation and love. We value the active involvement of parents in our program encouraging them to share their own talents and interests in the total education experience of their child and the school as whole.

STATEMENT OF FAITH

While Haygood Preschool is a direct ministry of Haygood United Methodist Church, the school is non-denominational in its teachings, stressing central truths of the Bible which unite all Christians. Each child learns to understand that:

1. We love God above all else
2. We care about all people
3. We inspire generosity
4. We serve others
5. We are a beacon in the community meeting their needs
6. All because we are disciples of Jesus

PROGRAMS

	Half Day Program (7:30am – 1:00pm)	Full Day Program (7:30am – 6:00pm)
INFANTS	2 Days a Week - \$420/mo. 3 Days a Week - \$455/mo. 5 Days a Week - \$510/mo.	2 Days a Week - \$555/mo. 3 Days a Week - \$610/mo. 5 Days a Week - \$785/mo.
WADDLERS	2 Days a Week - \$420/mo. 3 Days a Week - \$455/mo. 5 Days a Week - \$510/mo.	2 Days a Week - \$555/mo. 3 Days a Week - \$610/mo. 5 Days a Week - \$785/mo.
TODDLERS	2 Days a Week - \$420/mo. 3 Days a Week - \$455/mo. 5 Days a Week - \$510/mo.	2 Days a Week - \$555/mo. 3 Days a Week - \$610/mo. 5 Days a Week - \$785/mo.
2 YEARS OLD	2 Days a Week - \$385/mo. 3 Days a Week - \$420/mo. 5 Days a Week - \$470/mo.	2 Days a Week - \$520/mo. 3 Days a Week - \$575/mo. 5 Days a Week - \$745/mo.
YOUNGER 3 YEARS OLD	2 Days a Week - \$385/mo. 3 Days a Week - \$420/mo. 5 Days a Week - \$470/mo.	2 Days a Week - \$520/mo. 3 Days a Week - \$575/mo. 5 Days a Week - \$745/mo.
OLDER 3 YEARS OLD	2 Days a Week - \$360/mo. 3 Days a Week - \$385/mo. 5 Days a Week - \$435/mo.	2 Days a Week - \$495/mo. 3 Days a Week - \$540/mo. 5 Days a Week - \$695/mo.
Pre-Kindergarten	2 Days a Week - \$360/mo. 3 Days a Week - \$385/mo. 5 Days a Week - \$435/mo.	2 Days a Week - \$495/mo. 3 Days a Week - \$540/mo. 5 Days a Week - \$695/mo.
AFTER SCHOOL CARE (KINDERGARTEN ONLY)	5 Days a Week (Monday – Friday)	\$395/mo.

*****PLEASE NOTE*****

~2 Days a Week is **TUESDAY AND THURSDAY**

~3 Days a Week is **MONDAY, WEDNESDAY, AND FRIDAY**

~5 days a Week is **MONDAY THROUGH FRIDAY**

~Children in the **YOUNGER 3 YEARS OLD CLASS** should be potty trained or in the process.

~Children in the **OLDER 3 YEARS OLD** must be potty trained.

~Children in the **Pre-K (4 YEARS OLD)** must be potty trained.

KINDERGARTEN AFTERSCHOOL PROGRAM

We offer an Afterschool Program for children who are attending kindergarten ONLY at nearby schools. If there is an interest in the Afterschool Program, transportation must be arranged by the parents through the school system. Please contact Virginia Beach City Public Schools for transportation information. Our Afterschool Program provides a fun environment for children to relax and unwind after school as well as participate in different activities such as outdoor play, crafts, etc.

REGISTRATION

Enrollment is open to all children, regardless of race, religion, nationality, or creed who may benefit from our type of program. Children must be between the ages of six weeks and five years to attend our school.

Our classes are divided by age in accordance with Social Services. All children must meet the designated age by September 30th deadline to participate in their assigned program. For example: Children in the 3 years old program must be 3 years old by September 30th.

Children who are currently enrolled in our program, their siblings, and Haygood UMC church members may register for the next school year during in-house registration. In-house registration (including Haygood Members) typically takes place in the month of February. Open registration for the community occurs the first week of March. Registration packets are usually available the third week in January. The Registration packet will contain all the information needed to complete the registration process. Registration is on a first-come, first-served basis. Please call the Haygood Preschool office if you have questions about the registration process.

There will be a NON-REFUNDABLE one-time Registration fee of \$75 and NON-REFUNDABLE annual Supply/Activity fee of \$125.00, both due the day of registration to secure your place for the year. We will maintain a waiting list throughout the school year to ensure 100% occupancy.

There are several pages for registration that need to be completed to satisfy Virginia State Law.

(1) REGISTRATION FORM

(2) PROOF OF IDENTITY. This may include a certified copy of the birth certificate, birth registration card, notification of birth (hospital, physician or midwife), adoption papers or placement agreement from a child placing agency.

(3) PHYSICIAN'S STATEMENT. This must be completed and returned before your child starts school in September.

(4) PROOF OF IMMUNIZATIONS. This document you will need to request from your child's primary care physician.

(5) TREATMENT AUTHORIZATION FORM

(6) RELEASE FORM

(7) MEDICAL ADMINISTRATION FORM

******PLEASE NOTE: Medical forms must be updated every six months for children who have not reached their second birthday and at least one more time between their fourth and sixth birthdays.***

IN ORDER TO RESERVE YOUR SPACE, a Registration Form, Proof of Identity, Physician's Statement, Proof of Immunizations, Treatment Authorization Form, Release Form, and Medical Administration Form must be completed and filed with the office ALONG WITH your non-refundable Registration Fee and Supply/Activity Fee.

TUITION

Our preschool operates on the funds provided by tuition and registration fees. These are based on the actual cost of operating the school over the school year. The school depends on each month's tuition to pay current expenses. Months with holidays will have the same rates as other months. We cannot make reductions in tuition for absences whether it be sickness, family vacations, or any other reason. There are no make-up days for missed classes due to absences or inclement weather.

Unless prior payment arrangements have been made with the Registrar/Director, payments are due on or before the 1st of each month. A 10% late fee will be charged after the 5th business day of the month. If tuition is not paid by the 10th of the month, your child cannot attend until it is paid. A \$25 monthly discount is given for each additional child in the family attending for the same school year.

Payment Options

Checks should be made payable to **HUMC Preschool**. \$35.00 will be charged for all returned checks.

OR

Online payments can be made at <https://give.egive-usa.com/App/Giving/haygoodumc>. Choose the PRESCHOOL TUITION/FEES option under FUND. Please see APPENDIX A for full instructions for paying online.

SCHOOL YEAR

CALENDAR

The first day of school will be the Tuesday, September 6, 2022. Our school year will end on Friday, June 16, 2022. Our calendar coincides with federal holidays observed by the VBCPS.

The following days are the dates in which school is **CLOSED** for students and staff:

September 2 nd , 2022	Teacher Work/Training Day
September 5 th	Labor Day
November 8 th	Election Day (Teacher Work/Training Day)
November 11 th	Veterans Day
November 24 th and 25 th	Thanksgiving Holiday
*December 23 rd , 2022 - January 1 st , 2023	Christmas/Winter Holiday
January 16 th , 2023	Martin Luther King Jr. Day
February 20 th	President's Day (Teacher Work/Training Day)
*April 10 th – 14 th	Spring Break
May 29 th	Memorial Day
June 19 th	Juneteenth Holiday

*PLEASE NOTE: These dates may be subject to change pending the release of the VBCPS calendar.

The Summer Program begin Tuesday, June 20th, 2023 and run through September 1st, 2023

2023 – 2024 School Year starts September 5th, 2023

In order to better serve our students and help them progress through developmental milestones, we will run each year in sessions. There will be three sessions throughout the year

Fall/Winter Session: September – January

Winter/Spring Session: February – Mid-June

Summer Session – Mid-June – August

**PLEASE NOTE: you DO NOT need to re-register your child in between sessions. Your registration is valid for the whole school year starting September 1st, 2022 through August 31st, 2023

CURRICULUM

Haygood United Methodist Church Preschool's curriculum is uniquely designed by HUMC Preschool teachers for our students. HUMC Preschool's curriculum intertwines the scope and sequence of the Virginia Beach GrowSmart Program (which promotes healthy development, school readiness, and reading proficiency of young children) along with Christian teachings. Our curriculum promotes educational exploration, hands-on learning, and interactive play. It establishes a measurable range of skills and knowledge essential for each age level to successfully transition to the next level. By the time your child leaves HUMC Preschool, they will be well prepared for Kindergarten based upon the Virginia Beach GrowSmart Kindergarten Transition Check List (See Appendix B).

Children will participate in weekly special classes. These classes include, Chapel Time where they hear stories and lessons from the Bible and Music where they learn songs and practice for our two performances (Christmas and Graduation/Promotion). In addition, our oldest classes will also participate in weekly science classes. Crafts and art projects are embedded throughout the day to reinforce content and concepts. In addition, throughout the year we invite community partners and guests for special activities/classes with our children that reinforce the curriculum, i.e. first responders, Book Mobile, dental students from Old Dominion University, etc.

Evaluations/progress reports will be sent home throughout the year to track your child's development and progression through our program.

SOCIAL/EMOTIONAL DEVELOPMENT

Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of the Haygood United Methodist Church Preschool Program. This approach requires partnership between the HUMC Preschool and the families of the children entrusted in our care. Social/emotional development of the children is supported throughout the day during learning and play activities as well as through positive interactions with the HUMC Preschool staff. Activities are designed that are age appropriate to keep the children interested, focused and attentive. In addition to academic activities, social skills will be taught through stories, role play and practice during the natural course of the day. Continuous communication with parents will help meet the children's individual needs and provide consistency in guidance at home and school.

ARRIVAL AND DISMISSAL

HOURS OF OPERATION

We are open from 7:30am until 6:00pm Monday through Friday. Half Day Programs run from 7:30am – 1:00pm and Full Day Programs run 7:30am – 6:00pm. Preschool educational time begins at 9:00am and ends at 12:00pm followed by lunch from 12:00pm – 1:00pm. Afternoon programs begin at 1:00pm and consist of nap time, interactive play, and hands-on activities.

PARKING LOT

The parking lot is behind the white Chapel on Ferry Plantation Road. It is very busy in the mornings and late afternoon so please drive slowly. Escort your child into the building, encouraging them to walk and not run. It is hard to see small ones between all of the cars and traffic. Please do not leave any children unattended in the car while you come into the building.

ARRIVAL

There is one well marked door in which to enter the pre-school. **The door is locked at all times for the safety of your child(ren), the staff, and church members.** As you enter, you must sign your child in each day through BRIGHTWHEEL at the Welcome Desk near the front door. This

is mandated by Social Services. The doors open at 7:30am and close at 6:00pm. Your child must be brought to their room by an adult.

Your child is best served if you allow your child to enter the room by him/herself to begin following the classroom routine the teacher will establish. Although these transitions can be difficult, especially at the beginning of the year, we have found that the child manages the transition better when you “kiss and go”. We are experienced at helping fretful children into the morning routine and will not allow crying to continue for long. If necessary, we will call you a little later in the morning to let you know how your child is coping.

DISMISSAL

Your child will not be released to anyone who is not listed in the student records. Identification may be required before releasing your child. Half Day pick up time is at 1:00pm. Full Day pick up is no later than 6:00pm. As you enter, you must sign your child out each day through BRIGHTWHEEL at the Welcome Desk near the front door. Please contact the office if you will be picking your child up early, if you will be late, or if they will be going home with a classmate. Your child’s safety and well-being are of the utmost importance to us. There is a late pick up fee of \$10 for each 10 minutes you are late picking up. The late fee must be paid within 3 days of the late pick up. It should be a separate payment from the tuition. This applies to all students (Half and Full Day) regardless of the child’s pick up schedule.

EMERGENCY CLOSINGS

In case of inclement weather, please check BRIGHTWHEEL and watch WTKR Channel 3. We will also post this information as soon as possible on our school’s Facebook page as well (<https://www.facebook.com/HaygoodUMCPreschool>).

Even though we are a daycare facility, to ensure the safety of our students and teachers Haygood United Methodist Church Trustees will make the decision regarding emergency closings. Because of our schedule, these days are not made up and there is no tuition reduction for the month.

In the event of an emergency closing during HUMC Preschool hours, all families will be notified by phone to immediately come and pick up their child. If the building is safe, children will remain in their classrooms for pick-up. If remaining in the building is unsafe, you will be directed to your child’s location in the phone call.

ABSENCES

It is recommended that your child attend school for the times and the days they are scheduled to attend. Teachers lesson plans are based on themes and building new skills over a period of time. Children who miss class on a regular basis miss out on the continuity. These routines are important to the development of young children.

Please send a message over BRIGHTWHEEL or call our school office at 473-9638 when your child is/will be absent.

DRESS CODE

We encourage all children to come to school in comfortable play clothes and rubber sole shoes that securely attach to your child’s feet. Sandals, slick bottom dress shoes, and boots can be dangerous when running and playing. Because we go outside even when it’s chilly, jackets or sweaters are a must. Outerwear should be labeled on the inside with your child’s name. A seasonably appropriate change of clothes must be provided for all ages of students. Please have your child’s change of clothes in a gallon size Ziploc bag clearly labeled with your child’s name. Your child’s change of clothes should include top, bottom, underwear, and socks. Keep in mind that activities may include painting, gluing,

outdoor play, and physical education. If your child's change of clothes is used, the soiled clothes will be sent home in a plastic bag that day. Please bring in a new change of clothes the following school day.

BELONGINGS (TOYS)

Each child should have a backpack/bag and lunchbox with them daily. Please label both items prominently with your child's name. Children in our full day program, except infants, should also have a nap mat, sleeping bag/blankets, and small pillow for our daily nap time. Children are welcome to bring one stuffed animal to sleep with during nap time. All items should be labeled with the child's name. Nap time items may be left at school each day and occasionally taken home for cleaning (typically the last Friday of the month or more often at the parents' discretion).

Except for the toys that are needed to help ease your child's transition from home to school OR nap time, we ask that you leave your child's toys at home or in your car. If you have a book that may be of interest to all of the children, we encourage your child to share it with the class. We will also share occasional CDs or videos that will help enrich our curriculum.

No guns, war toys, or toys of destruction will be allowed at any time.

PHYSICAL ACTIVITY

We believe child need daily developmental play through physical activity. We strive for Physical Activity each day either in our fenced in playground or fenced in field behind the church. However, if weather interferes with Physical Activity times, classes will use the Social Hall and/or Narthex for physical activities. We pay close attention to weather and air quality when making decisions regarding outdoor activities. We will reduce or eliminate strenuous outdoor activities due to extreme heat (above 100 degrees), extreme cold (below 40 degrees), and/or poor air quality; however, we may go outside for short periods of time doing non-strenuous activities. Haygood United Methodist Church Preschool monitors the weather throughout the day to determine if it is safe to go outside. Ultimately, the decision of outdoor or indoor physical activities due to weather conditions will be determined by the Director.

SNACKS

Parents need to supply daily snacks (one in the morning and one after nap) for their child. Snacks should be labeled in the child's lunchbox or school bag. If at times you want to supply the whole class with a snack, please make arrangements with the teacher. Birthdays are important to us and you are welcome to bring cupcakes for the class during snack time. Teachers will supply a birthday hat and the class will sing together to make the day special for your child. Your child's teacher will notify you regarding classroom parties. Teachers will post sign-up sheets outside their classrooms listing the items needed for the celebration. Please notify the teacher in writing if your child has a food allergy or if one develops.

LUNCH

Lunch time is between 12pm – 1pm each day. Please pack your child a lunch in their labeled lunchbox. We do not provide lunches or snacks. We cannot refrigerate or heat lunches at the school. Thermoses are a great option to keep your child's lunch warm. At the same time, ice packs help to keep your child's lunch cold.

SCHOOL PICTURES

Pictures will be taken twice a year. These pictures will include individual portraits and class pictures. Families are under no obligation to purchase pictures. All profit made from the sale of pictures will be used to purchase new educational equipment for the school.

HEALTH AND SAFETY

Your child's health is a major importance to us. Upon enrollment, you must submit a health form signed by a physician (see Registration Packet for the Physician's Statement Form). We also require that your child have all necessary immunizations (see Vaccination Policy below). If changes to your child's medical information happens throughout the year, please notify us immediately so we may update their file. Changes may include but are not limited to any newly develop allergies or issues that would affect your child's day to day activities.

DAILY HEALTH SCREENING

We are in compliance with the Information for Religious Exempt Child Day Centers, which states "Daily health screening is a health observation of children designed to alert staff to the signs and symptoms of an illness by promptly identifying changes in a child's pattern of behavior or physical appearance. The screening is done by a staff member who has obtained instruction in performing the daily health screening of children from a health care professional."

ILLNESS AND EXCLUSION POLICY

In order to protect all children, we have very stringent rules about sick children. If your child becomes ill at school, we will call you and you must make arrangements to pick-up your child immediately (within 1 hour of notification). The child will be waiting in the office for pick up. If your child has been sick during the night or has been sent home with a fever, vomiting, diarrhea, or an unknown rash, they must stay home for 24 hours before coming back to school.

We follow the American Academy of Pediatricians and Virginia Health Department recommendations for requiring that children be kept at home (or taken home) if any of the following conditions exist:

- Signs of severe illness, including fever, and behavior change, irritability, or other signs and symptoms of illness (e.g., sore throat, rash, vomiting, diarrhea).
- A child's temperature should be normal without medication for 24 hours before the child returns to school. If your child has a fever in the evening, he/she should not be brought to school in the morning. We define a fever as 100° F or higher.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- Uncontrolled diarrhea that occurs more than once in 24 hours and causes soiled clothing or cannot be contained in diapers or clothes.
- Conjunctivitis (Pinkeye): a child with pinkeye must be on medication or have a physician's note before returning to school.
- Rash: body rash, especially with fever or itching until a physician has determined that the problem is not caused by an infectious disease (verified by a physician's note).
- Constant and persistent cough
- Heavy nasal discharge
- Sore throat coupled with a fever or swollen neck glands.
- Lice / scabies: Children may not return to school until they are free of both lice and nits (eggs). Children with scabies may attend after treatment.
- If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused or irritable, there is sufficient cause for your child to stay home where you can keep a watchful eye for additional symptoms.

The Director may determine that a child who does not appear to be fully recovered from an illness cannot return to school without a statement from a physician indicating that the child is able to return and participate in school activities or is no longer infectious. Please note that Haygood United Methodist Church Preschool staff will use their best judgement and these guidelines to determine when to send children home. Our goal is to provide a healthy and safe learning environment that protects all children and staff from unnecessary exposure to infectious disease. Your help in following these guidelines will keep everyone healthier this year. If your child is exposed to a communicable disease, you will be notified via the Exposure Notice (See Appendix C).

VACCINATION POLICY

Haygood United Methodist Church Preschool seeks to provide the safest possible environment for our entire Haygood community – children, families, and staff. Vaccines are a well-researched and highly effective method for preventing illness. Further, vaccines are required by state law for all children entering school. HUMC Preschool follows the American Academy of Pediatricians and Virginia Health Department recommendations for insisting that children have up-to-date vaccinations according to the recommended vaccination schedule. This provides the best protection for our entire community including children who are too young or not medically able to receive certain vaccines. Unless your child has a medical reason for not receiving vaccines which is documented by a signed physician's statement, we will require a Proof of Immunizations at time of registration.

MEDICATIONS

It is Haygood United Methodist Church Preschool's policy to administer emergency medications to children such as inhalers, Epi-pens, or other medications deemed necessary by a physician. We ask that you schedule needed antibiotics or other medications around school hours. If your child is in need of emergency medications, please complete the **Request for Administration of Medication Form** (See sample in appendix) located in the HUMC Preschool Office. Please be aware of the following:

- A **Request for Administration of Medication Form** must be completed and submitted to the school for processing and approval prior to any medication being allowed to remain at the school.
- One form must be completed for each medication. **Multiple medications cannot be listed on the same form.**
- Any change in prescription requires a new written order from the prescribing physician.
- A parent will be required to drop off and pick up the medication from the program staff. Students are **NOT** allowed to transport medication to or from school, nor may it be kept with the student.
- All prescription medications should be in the original container with the prescription label intact, state the name of the child and the dosage instructions in full.
- All non-prescription medications must be in their original packaging.
- All medications must be accompanied by the correct means for administration.
- Parent/Legal Guardian must supply package insert for a complete list of possible side effects of each medication.
- All **Request for Administration of Medication Forms** must be redone every 6 months, regardless of the date of expiration.
- Please check the expiration on all medications. We will not accept expired medications.
- All medication stored is inaccessible to children.
- Program staff trained in medication administration will oversee the medication process.

- Any unusual side effects will be reported immediately to the parent and the HUMC Preschool Director.
- Any changes in the medication, dosage, time to be administered, etc., will require an updated **Request for Administration of Medication Form** to be submitted.

OVER THE COUNTER SKIN PRODUCTS

For sunscreen, insect repellent, or diaper cream to be applied, the authorization form for Non-Prescription Over the Counter (OTC) Skin Products must be completed and signed. This form is available in the HUMC Preschool Office and should be returned to the HUMC Preschool Office once completed along with the over the counter skin product.

- *All OTC products must:*
 - Be in the original container and labeled with the child's name
 - Be used according to manufacturer's recommendation and instructions for application
 - Not be used beyond the expiration date of the product
- *Sunscreen:*
 - Must have a minimum sunburn protection factor (SPF) of 15
 - Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs programs
- *Diaper Ointment/Cream and Insect Repellants:*
 - Shall be kept inaccessible to children
 - Record of use shall be kept that includes child's name, date, frequency of application, and any adverse reactions.

ALLERGIES

If your child suffers from allergies of any kind: food, dairy, peanuts, bee stings, etc., this information **MUST** be listed in the appropriate section of the Registration Form. If an Epi-pen or allergy medication is needed at school, please complete a **Request for Administration of Medication Form** (See Appendix D) and turn it into the Haygood United Methodist Church Preschool Office along with the medication. If, after entry into the school, the child develops any allergies it is the responsibility of the parent to immediately inform the school both verbally and in writing.

ACCIDENTS/INJURY

Teachers are required to document all accidents and injuries that occur. If a minor injury occurs, parents will be notified. A notification form will be completed and sent home with your child the day of the incident. You will be required to sign the form when your child is picked up. These forms will be documented in a log kept in the Haygood United Methodist Church Preschool Office. Notification forms will also be kept in your child's file. A copy will be provided for you to keep. Due to the privacy act, we are not able to disclose information about other students involved in the incident.

Anytime there is a serious accident or injury, parents will be notified immediately. If necessary, the child will be transported by ambulance to a CHKD facility accompanied by a HUMC Preschool Staff Member.

CHILD ABUSE

All childcare facilities are mandated by law to report any suspected cases of child abuse or neglect to Child Protective Services.

SAFETY

To help us provide a safe environment for our children and staff, the local police department recently evaluated the facility. They helped us plan, execute, and ensure the safety of everyone involved with Haygood United Methodist Church Preschool. Some of these safety features include the Ring System at our entrance points, outside doors locked at all times, and security cameras located in every hallway. We continue to evaluate and assess our safety features to maintain a safe and happy environment for all our children and staff.

BEHAVIOR

BEHAVIORS

We strive to teach children to use kindness, love, and understanding when interacting with other children and adults. However, we know that sometimes children's behaviors are less than kind. Limits are set concerning unacceptable behavior as well as techniques to assist the child in correcting the unacceptable behavior. The following behaviors will not be allowed:

- Throwing toys
- Running inside the building
- Inappropriate language
- Spitting
- Kicking, hitting, and biting

DISCIPLINE POLICIES

The goal of discipline is to help children learn self-control and build good habits. Staff will help children learn control by treating them in ways that promote their esteem and self- image. Haygood United Methodist Church Preschool uses a proactive approach that includes positive reinforcement throughout all activities on a continuous and consistent basis. The focus is on acknowledging appropriate behavior and ignoring minor behavior problems. If a specific problem behavior continues to occur, it is important to remember that all behavior is a form of communication. It is the staff's responsibility to figure out what the child is trying to communicate and the teach a replacement behavior that will help the child get what they need in a socially appropriate way.

If a child does not respond well to positive reinforcement and continues to display negative behavior, he or she will have a "time out" period (a maximum of one minute per age of child). Time out is not a punishment, it is a time to step back and evaluate the situation, to regain a perspective. Children will, on an age appropriate level, be led toward an understanding of actions and consequences, thus learning to choose positive behaviors. No staff member will use physical punishment or disciplinary action administered to the body of a child. No child will be spanked or handled in a rough manner. No child will be denied snack or physical activity time as a form of punishment.

Teachers will work with parents on correcting inappropriate behaviors. They will offer alternatives and guide children in learning acceptable behavior. If negative behavior continues, the child will be put on a probationary period. This will consist of the following:

- Verbal communication between the teacher and the parents about the ongoing problem so appropriate behavior can be reinforced at home.
- Written communication with an explanation of the incidents and the intervention techniques used by the staff.
- If behavior problems continue, parents will be called to pick up the child.

If a child cannot abide by the limits set, the school reserves the right to have the child dismissed from our program.

REASONS FOR DISMISSAL

Though we do not want to dismiss anyone from Haygood United Methodist Church Preschool, the following reasons are grounds for dismissal if the problem/issue is not resolved in a timely manner.

1. *Failure to return completed records* - All paperwork should be returned to the HUMC Preschool office before the first day of school. Any missing paperwork will be brought to the parent's

attention and one week will be given to complete the paperwork. Failure to return the missing paperwork could result in the dismissal of the child from our program

2. *Violent behavior* – HUMC Preschool seeks to create a safe and secure learning environment for all children. Children who intentionally hurt other children or staff members will be dealt with immediately and appropriate contact made with the parents. If a series of serious intentional incidents occurs, a required meeting will be held with the child's parents to determine an appropriate course of action. HUMC Preschool staff will work closely with parents to modify negative behavior, creating a specific, age-appropriate behavioral plan for the child. A child who continues to exhibit violent behavior over a period of time may be removed from the school until the behavior can be corrected.
3. *Inappropriate language* - The use of inappropriate language by a child on a regular basis may result in the termination of enrollment. Each time inappropriate language is heard an incident report will be completed by the teacher and sent home at the end of the day. A follow-up discussion will be held with the parent. Signatures from the Director and the parent will be obtained.
4. *Nonpayment of monthly tuition* – Tuition is due on the first of every month. A late fee is added after the fifth of the month. If tuition is not paid by the tenth of the month, your child cannot attend until it is paid.

PARENT INFORMATION

COMMUNICATION

Communication between home and school is critical to your child's success. Parents and teachers must stay in close, open communication throughout the school year, sharing successes, struggles, and any significant changes at school and at home. We use the app BRIGHTWHEEL (Appendix E) as our main form of communication between parents, teachers, and the school. BRIGHTWHEEL will have your child's daily log, pictures of fun activities throughout the year, messages from the teachers and school as well as notifications of upcoming events and closures. Teachers will send home a letter at the start of each month outlining what the class will be learning that month, like colors, numbers, letters, shapes, etc. A school newsletter will be sent home each month which includes important events, activities, field trips, birthdays, and holiday parties. Updates and reminders are posted in BRIGHTWHEEL or on our Facebook page

(<https://www.facebook.com/HaygoodUMCPreschool>).

Please notify your child's Teacher and or the Director with any concerns you may have.

CONFIDENTIALITY

Please know that we respect the privacy of our parents and students. We will not discuss personal issues in the presence of other parents or children. You may wait until others have left or you may contact the Teacher or Director by email or phone. Any of your concerns are of the utmost importance to us.

VOLUNTEERS

Wonderful parent volunteers are a source of strength for our school and help create our sense of Haygood United Methodist Church Preschool family. If you have a special talent you would like to share with the school, please let us know. We value the time and energy you are willing to share. We always need volunteers for field trips and other school-wide activities. If you are interested in volunteering in a special way, please be sure to speak to the Director or your child's classroom teacher.

VISITORS

Custodial parents have the right to be admitted to the school at any time of the day. We welcome our parents to observe, volunteer and participate in special classroom activities. Please plan visits and observations in advance so that appropriate accommodations can be made. Please feel free to stop by and speak with the director about setting up an appropriate time. All visitors must check in at the office when entering the building.

RECORD CHANGES

Please notify Haygood United Methodist Church Preschool Office in writing of any changes to your child's records. These changes may include but are not limited to the following: home address, phone number, new siblings, change in emergency numbers, changes in medical status, and change in authorized pick up adults. Change and new forms will be available in the office.

WITHDRAWAL POLICY

If a student withdraws for a month and plans to return, tuition must be paid for the missed month to insure his/her place. If tuition is not paid, the vacancy may be filled. **A 30-day written notice is required if you need to withdraw your child from our program. The written notice must be turned into the Director in the HUMC Preschool Office. Full payment of tuition is due if no notice is given.**

PICTURES AND SOCIAL MEDIA POLICY

Many of our teachers take photographs throughout the school year for use in the classroom, to give to parents, and to commemorate activities. From time to time your child may appear in school activity photographs that will be used in school publications, brochures, and other promotional materials. In addition, Haygood United Methodist Church Preschool maintains a website and Facebook page where information is shared about the school and upcoming events. No names or other personal identifying information will be provided with promotional photographs. Parents consent to this policy during the enrollment process by initialing and signing the Release Form.

HUMC Preschool understands the importance to parents of engaging, collaborating and sharing on the internet through the use of social media tools such as Facebook, Twitter, and Pinterest. We encourage you to participate in social media with a sense of individual accountability and respect for the privacy of our students and teachers.

- Please refrain from posting or distributing information that might be deemed personal about any students, including children's names and/or pictures of children where they can be identified.

- When posting pictures of your child at a HUMC Preschool event, ensure that your picture does not include any identifiable classmates.

- Please refrain from tagging HUMC Preschool students in pictures without a parent's expressed permission.

- Always remember - what you post will be viewed and archived permanently online once you hit the "publish" button.

Social media is an ever-changing technology, and HUMC Preschool reserves the right to modify these guidelines as required.

FIELD TRIPS

Field trips are scheduled for various times throughout the school year. Most field trips are in walking distance and/or held on the premises outside in the parking lot where we meet community partners and guests, such as first responders, Mobile Library, etc. Infants, Waddlers, Toddlers, and Young 2s may not participate in field trips depending on the activity. At this time, we do not transport children in vehicles for field trips.

HOLIDAY CELEBRATIONS

Holiday celebrations are another fun preschool activity. We encourage parents to join us for several events during the year including the Halloween Party, Christmas Program, Day with Dad, Morning with Mom, End of Year Celebration, and Graduation/Promotion. Keep in mind, however, that some celebrations, like Valentine's Day Party and St. Patrick's Day Party, are really "glorified snack times" than actual parties. Teachers will typically request specific theme foods, but do not expect parents to come to help their child since snack time is just one more activity in a day full of holiday themed classroom activities.

BIRTHDAY INVITES

Parents who wish to pass out invitations to parties may do so at school only if all class members are invited. Parents who wish to give individual students invitations should hand the invitations to the teacher to place discreetly in the bags. It is very difficult for a young child to understand why some children are invited and others are not invited.

EMERGENCY OPERATIONS PLAN

An emergency plan has been developed to help our staff and students be prepared for emergency situations. Should there be an emergency, we want you to be informed of our plan. Important components include:

- Emergency actions to be taken may include evacuation, lockdown, or shelter-in-place.
- Staff will receive emergency operations training during orientation and then annual training with all updated information.
- Staff will complete fire drills and shelter-in-place drills.
- Parents should keep their child's emergency contact information up to date.

PRESCHOOL BOARD

Oversight of the Haygood United Methodist Church Preschool program is vested in the HUMC Preschool Board. The primary function of the HUMC Preschool Board is to set the philosophical mission of the school, not to administer the school. The daily administration of the school is the work of the Director. The HUMC Preschool Board meets monthly. The HUMC Preschool Board sets mission boundaries within which the Director administers the school. The By-laws that govern the HUMC Preschool Board are available in the HUMC Preschool Office and Haygood United Methodist Church Main Office. Parents are represented on the HUMC Preschool Board by two parent representatives. If you are interested in participating on the HUMC Preschool Board, please feel free to let the Director know of your desire. Parent volunteers are asked to serve as a liaison with other parents, bringing their ideas, suggestions, or concerns to meetings. They are also asked to help plan and assist in activities sponsored by HUMC Preschool. The HUMC Preschool Board Chair will report to the HUMC Leadership Board regarding the HUMC Preschool and their accomplishments, needs, and concerns.

LINE OF AUTHORITY



APPENDIX

Appendix A

How to Pay Tuition Online

How to Pay Tuition Online

1. Go to <https://give.egive-usa.com/App/Giving/haygoodumc>
2. Under My Donation, click on the Fund Drop Down Box
3. Click Preschool Tuition and Fess
4. Enter the amount in the box to the right
5. Then options will pop up on payment methods
6. Select Credit Card or Bank Account
7. Fill in your payment information
8. Click Submit
9. You may be prompted to set-up an account, follow the instructions to do so

You may change/update your information anytime by logging into your account.
If you have any questions, please contact the HUMC Preschool Office and we are happy to help.

Appendix B

Virginia Beach GrowSmart Kindergarten Transition Checklist

Kindergarten Transition Checklist



Social and Emotional Skills
<ul style="list-style-type: none"> • Follows one- and two-step directions • Stays on task for ten minutes • Listens to a story without interruption • Completes self-care tasks independently (bathroom and hand-washing, tissue needs, zips, and buttons) • Shares and takes turns • Uses words to express feelings and needs • Follows rules and routines • Asks for help when needed • Accepts responsibility for own actions • Engages in self-directed play when given choice of activities • Separates easily from parents / caregivers
Gross Motor Skills (Skills Using Large Muscle Groups)
<ul style="list-style-type: none"> • Runs, jumps, skips • Catches a large ball • Walks backward
Fine Motor Skills (Skills Using Small Muscles)
<ul style="list-style-type: none"> • Grasps objects correctly (pencil / crayon grasp; manipulates small objects with pinching grasp) • Holds and manipulates scissors to cut straight lines and simple shapes • Copies vertical and horizontal lines to form letters, numbers, and shapes
Oral Language
<ul style="list-style-type: none"> • Speaks in complete sentences • Participates / engages in peer story discussion • Uses appropriate words to describe an object, event, or experience • Identifies characters and recalls basic story details
Literacy
<ul style="list-style-type: none"> • Identifies most letters of the alphabet (both upper and lower case letters) • Recognizes his / her written name • Distinguishes between first, middle, and last names when seen in writing • Writes first name beginning with a capital letter and followed by lower case letters • Identifies some beginning letter sounds • Recognizes when words start with the same sound • Recognizes when words do and do not rhyme • Looks at books independently • Opens and holds a book correctly • Can grasp and turn pages of a book • Reads from left to right
Math
<ul style="list-style-type: none"> • Counts aloud to 20 or higher • Counts 10 or more objects • Identifies written numbers 0 to 10 • Sorts objects by attributes (color, shape, size) • Identifies basic colors (red, orange, yellow, green, blue, purple, black, white, brown) • Recognizes basic shapes (circle, square, triangle, rectangle, oval, diamond / rhombus) • Recognizes and continues basic patterns

*Virginia Beach City Public Schools using the terminology "rhombus" for the diamond shape.

Appendix C
Exposure Notice

Exposure Notice

Child Care Provider: _____ Date: _____

Dear Parents:

Your child may have been exposed on _____ to the disease that is checked below:

- CHICKEN POX.** Onset about 2 to 3 weeks after exposure. Slight fever and irritability for one day; then fine blisters appear, first on the trunk, then on the face. Isolate child 7 days or until all scabs are dry, whichever is longer.
 - STREPTOCOCCAL INFECTIONS (including Scarlet Fever and Streptococcal sore throat).** Onset usually 2 to 5 days after exposure. Sore throat, fever. In some instances, a rash develops. If your child becomes ill, consult your physician immediately.
 - GERMAN MEASLES.** Onset about 2 weeks after exposure. Slight head cold, swollen tender glands at the back of the neck, changeable rash which goes away in 2 to 3 days. Keep your child away from women who are in the first 3 months of pregnancy. Isolate child until all symptoms disappear.
 - MEASLES.** Onset about 1 to 2 weeks after exposure. Runny nose, watery eyes, fever (which may be quite high), cough. A blotchy rash appears on about the fourth day of illness. Isolate child for 7 days after appearance of the rash.
 - MUMPS.** Onset about 2 to 3 weeks after exposure. Pain in cheeks, increased by chewing; then swelling, especially over the jaw and in front of the ear. Isolate child until swelling has disappeared.
 - HEAD LICE.** For 2 weeks after exposure, observe hair and scalp at neckline and around ears for eggs or nits (tiny, pearly-white, egg-shaped objects) which stick tightly to the hair shaft. Child may also complain of an “itchy” head. Consult your physician or pharmacist for treatment. Child is excluded from childcare until treated. Other members of the child’s family should be checked carefully.
 - PINWORMS.** Itching of the anal area especially at night is the most common sign. The child may have insomnia or nightmares and may lose his/her appetite. Consult your physician if you suspect pinworms. Other members of the family should also be observed and treated.
 - PINK-EYE (Conjunctivitis).** Onset is usually 24-72 hours after exposure. Irritated, tearing eyes, swollen lids, and a yellow mucus discharge that makes the eyelashes sticky. It is very contagious as long as infection is active. Children under 5 are most susceptible. Children should be excluded until symptoms disappear. Consult with your physician for treatment.
 - OTHER.**
-
-

**Please note that the Exposure Notice goes to ALL preschool students. The preschool cannot divulge information due to the HIPPA Act about the identity of the child or which class the child is in.

Appendix D

Medication Authorization Form

Medication Authorization Form

For Prescription and Non-prescription Medications

Instructions:

- **Section A** must be completed by the Parent/Guardian for **ALL** medication authorizations.
- **Section A and B** must be completed for any **long-term medication authorizations** (those lasting longer than 10 working days).

Section A: To be completed by Parent/Guardian

Medication authorization for (child's name): _____

Haygood UMC Preschool has my permission to administer the following medication:

Medication name: _____

Dosage and times to be administered:

Special instructions (if any): _____

This authorization is effective from: _____ until: _____

Parent's/Guardian's Signature: _____ Date: _____

Section B: To be completed by child's physician

I, _____, certify that it is medically necessary for the medication(s) listed

Below to be administered to _____ for a duration that exceeds 10 work days.

Medication(s): _____

Dosage and Times to be administered: _____

Special Instructions (if any): _____

This authorization is effective from: _____ until _____

Physician's Signature: _____ Date: _____

Physicians Phone Number: _____

Appendix E Brightwheel



Meet brightwheel, a window into your child's day

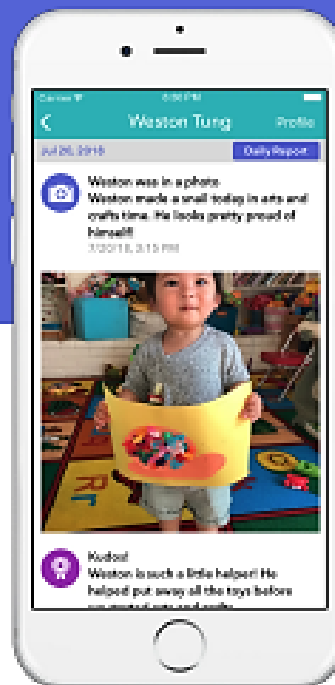
Our center has partnered with brightwheel, the leading early education technology, to help us deliver an enriching childcare experience to our students and families!

What you can expect from brightwheel

- ✔ More, real-time visibility into your child's day with photos, videos, and updates
- ✔ An easier way to stay connected to your child's learning and development
- ✔ A safer environment for our students and staff through contactless check-in/check-out, entry screens, and health checks
- ✔ Easy online tuition payments
- ✔ A single app for you to stay connected to all aspects of our center

What's next

Be on the lookout for an invitation to join our center on brightwheel! The invitation will include a link for you to set up your account. See you there!



"My son just started daycare and I was so nervous, but being able to see the pictures and different notes about him from the teacher and being able to message them back gives me peace of mind. I love it!"

Appendix F

Public Disclosure Agreement

Public Disclosure Statement

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

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, Haygood Preschool is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

STAFF QUALIFICATIONS

The staff of Haygood Preschool is hired based on a combination of education and/or childcare related experience. Each employee has their references validated, undergoes a criminal background check, and receives a Health assessment yearly.

Staff members are required to receive annual training pertaining to best practices when working with children. All staff members are/ or will become certified in CPR and First Aid.

DESCRIPTION OF FACILITIES

- Haygood Preschool is located at 4713 Haygood Road Virginia Beach, VA 23455
- The number of rooms used at the church for the Preschool is: 10
- The kitchen facilities used by the Preschool are: refrigerator, sink, and dishwasher
- Play equipment consist(s) of: 6 swings (2 which are infant swings), large play set, medium play set, small climbing play set, and play house.

ENROLLMENT/ CAPACITY

The maximum number of children that Haygood Preschool will enroll is 72. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 72.

FOOD SERVICE

The Preschool does not provide food service.

HEALTH REQUIREMENTS FOR STAFF

Each year, staff employed at the preschool **MUST** be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the preschool.

PUBLIC LIABILITY INSURANCE

Haygood Preschool is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Preschool as a result of negligence.

SCHOOL YEAR

The first day of school will be the Tuesday, September 6, 2022. Our school year will end on Friday, June 16, 2023.

SPONSORSHIP

Haygood Preschool is sponsored by Haygood United Methodist Church.

LICENSING

Our school is Religious Exempt and is registered with the Department of Social Services, Commonwealth of Virginia. We are required to submit documentation on an annual basis concerning the following:

- Staff/Child ratios: birth to 16 months- 1/4
- 16 months to 24 months- 1/5
- 24 months to 36 months- 1/8
- 36 months to 5 years- 1/10
- Staff qualifications (professional and medical)
- Fire Safety Inspection
- Health Department Inspection
- Total Enrollment
- Statement Code of Compliance
- Statement of Intent

ADMISSION POLICIES

Enrollment is open to all children, regardless of race, religion, nationality or creed who may benefit from our type of program. Children must be between the ages of six weeks and five years. Payment of an annual registration fee will secure a place for your child.

We also have an afterschool program for children who are attending kindergarten at our nearby schools. If there is an interest in the afternoon kindergarten program, transportation must be arranged by the parents.

A health form, proof of immunizations and emergency treatment forms must be completed and filed with the office prior to admission. Medical forms must be updated every six months for children who have not reached their second birthday and at least one more time between their fourth and sixth birthdays.

Children in the young three years old class should be potty trained or in the process. **Children in the older threes, three/four years, and Pre-K must be potty trained.**

Applications may be obtained in the preschool office.