



Family
Proverbs Place
Child Care & Learning Center
Handbook

Revised July 2017

Proverbs Place Child Care & Learning Center
16622 Dumfries Road
Dumfries, Virginia 22025
703.565.5062
Fax – 703.565.5069
Emergency line during evacuations – 703.580.0345

Hours of Operation
Monday – Friday
6:00 am – 6:30 pm

Breakfast: 8:00 am – 8:30 am (No Breakfast is served after 8:20 am)

Lunch 11:30 pm – 12:30pm

Naptime 12:30pm – 2:30pm

Snack 3:00pm – 3:30pm Snack

NON-DISCRIMINATION CLAUSE Proverbs Place Child Care and Learning Centers admits students of any race, color, nationality, and ethnic origin to all programs & activities generally accorded and made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school –administered programs.

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We Believe

Proverbs Place Child Care and Learning Center staff believes that we have a God given duty as a body of believers to share God's work, His love, and serve our community through faith-based activities. Through opening our doors to the community at large and offering high quality daycare and education; we begin to spread the word through Education.

Vision

Proverbs Place Child Care and Learning Center desires to be recognized as the faith-based child care center of choice in Prince William County.

Mission

Proverbs Place Child Care and Learning Center mission is to provide developmentally appropriate, academically challenging, high-quality, affordable, family oriented, biblically-based curriculum with Christ-center concepts. We provide a learning environment where children are encouraged and develop in the knowledge and wholeness of Jesus Christ as our Lord and Savior.

Introduction

Proverbs Place Child Care and Learning Center (PPCCLC), is operated by Connected-to-Connect, Inc., a non-profit corporation licensed by the Commonwealth of Virginia.

Proverbs Place Child Care and Learning Center is designed as a child care and learning center that is high quality, affordable, family oriented, academically challenging biblically based and Christ-centered. The center's primary focus is to provide high quality child care in a loving, clean, safe and stimulating learning environment. We encourage every parent or guardian to be actively involved in their child's learning in a creative atmosphere of love and fun. The embracing of diversity and respect for every child is integrated into all aspects of development. Our teaching is biblically based coupled with an understanding of a child's psychological, sociological and developmental need.

Proverbs Place Child Care and Learning Center is licensed by the Commonwealth of Virginia.

Goals

Proverbs Place Child Care and Learning Center provides an integrated/holistic approach to learning, which includes the development of the cognitive, physical and spiritual aspects of the child (Isaiah 54:13).

Spiritually

At Proverbs Place Child Care and Learning Center, your child will begin to understand the love and acceptance of Jesus towards all people as we endeavor to demonstrate God's love to your child as he interacts with other children and teachers. We want the children to recognize that God is the Creator, Jesus is his son, and that he loves and accepts us as we are.

Socially

Your child will learn the privileges and limits of group life. Your child will begin to develop a caring attitude towards others and will begin to develop self-discipline through gradually learning to make wise choices.

Emotionally

Your child will develop a positive self-concept, learning to love and accept others as he or she is loved and accepted. This preschool will help your child learn to verbally express both positive and negative feelings.

Cognitively-Intellectually

Your child will be encouraged to build skills in listening and language development and understand concepts related to size, shape, space, color and distance. Reading and math readiness skills will be practiced. Your child will be given the opportunity to reason, discover, remember, experiment and generalize.

BE CHRISTLIKE

In the acronym – *BE CHRISTLIKE* - is used to describe different modes of learning across the human experience.

BE

B- Behavior – Proverbs Place Child Care and Learning Center staff believes that good behavior is the beginning of good stewardship. The foundation of good citizenship for the Christian child is found in Matthew.

E – Emotions – Scriptures tell us that we are in need of structure and boundaries for our actions – (Genesis 2:8, 16-17)

CHRIST

C – Cognition – Curricula is developmentally appropriate to meet the needs and develop potential in each child.

H – Health - Proverbs Place Child Care and Learning Center is a peanut free facility. Health and Safety guidelines as outlined in the Virginia Standards for Licensed Child Day Care Centers will be met or exceeded. The meals served in the center follow the USDA requirements and are prepared in the Grain of Heaven. Monthly menus are posted in each classroom for parental view.

R- Religion – Our faith is the cornerstone of our religious belief. The principles of Christ are emphasized in all aspects of the child’s curricula, plan and activities.

I – Integration - Proverbs Place Child Care and Learning Center integrates the fundamentals of our faith in the overall cognitive, experiential, emotional and behavioral development in the curricula goals. We encourage and seek diversity in our center staffing and makeup. We desire to partner with every family to ensure open and honest communication.

S – Safety – Safety is paramount. Safety features will include but are not limited to the following:

- Consistent Staff Schedules
- Monthly Fire Drills
- Request Hospital Pre-registration (including necessary medical information)
- Parental/ Designee signing in and out
- Evacuation Plans and drills
- Disaster preparedness plan

T – Teach – The Center implements the A Beka Curriculum for all levels.

LIKE

L- Learning – Our children are positively motivated toward learning by teachers and staff who model God’s love and care.

I – Interpersonal Relationship – Through recognizing the importance of social interaction, children learn good citizenship and the development of Christ-like behavior.

K – Knowledge – The staff uses a variety of teaching methods to ensure that the curriculum prepares the children for the next level of learning.

E – Environment – Children learn best in an environment that is safe, healthy and developmentally appropriate (Proverbs 14:26). Proverbs Place Child Care and Learning Center is a modern child care facility with secured access to the center. All of our large spacious rooms have video surveillance. The outside age-appropriate, fenced, playground surfaced with textile rubber mulch. Proverbs Place Child Care and Learning Center has the use of a full-sized gym as needed for the older children.

Overview of the Program

All subject matter is viewed in light of the principles founded in the word of God (Philippians 4:8). The core curriculum is biblically based and includes the following areas:

- Bible Concepts
- Phonics
- Arts
- Gross and Fine motor development
- Arts
- Alphabets
- Colors
- Music and Movement
- Dramatic Play
- Language and Literature Appreciation
- Math and Science Exploration
- Field trips and Experiential Learning
- Interpersonal Skill Development
- Christian Value Development

Our goal is to provide developmentally appropriate programs that nurture the “total child”, in an atmosphere that is friendly, safe and healthy which encourages self-expression and creativity. We designed our program and select our staff in order to promote the following characteristics in our children.

- Positive self-concept
- Increased level of independence
- Sense of responsibility for self and others
- Ability to give as well as receive affection
- Respect for the rights of others
- Recognition of the value of sharing with others

REGISTRATION REQUIREMENTS

In order to provide the best possible care for your child, we need the following information prior to processing official enrollment. You must complete the entire enrollment packet and bring it with you to your scheduled Intake meeting.

Child Development Program registration forms must include:

- Proverbs Place Child Care and Learning Center Registration form and Tuition Agreement
- Birth Certificate (please bring original and the staff will complete the child identity form)
- One name listed who is responsible to pick up the child consistently
- Two Emergency contacts – complete with telephone numbers
- Emergency Medical Authorization Form
- Physical and immunization certification – (Current and signed by a doctor)
- Permission forms for photo/video and walking field trips
- Non-refundable \$50 registration and processing fee
- Any court documents pertaining to the child's custody agreements

No child will be officially registered or admitted to Proverbs Place Child Care and Learning Center without proof of up to date immunization records. (Yellow immunization books). Exception will be made only where religious beliefs preclude it or when clear medical contradiction exists. Necessary documentation is required.

Eligibility

Proverbs Place Child Care and Learning Center serves children from the age of one-year-old through twelve years.

CUSTODIAL PARENTS RIGHTS

Parents must indicate on the family enrollment forms who has permission to pick up their child from the child care center on a daily basis. If families are separated or divorced, legal documentation need to be on file at the center. A custodial parent must be admitted to a child day program (63.2-1813 of the Code of Virginia) If a non-custodial parent can't pick the child up from the child care, the legal documentation must be on file at the center.

FEES AND TUITION

Proverbs Place Child Care and Learning Center is a non-profit center with fees and tuition that are set by the Connected to Connect, Inc. Board. The tuition cost is competitive with other comparable Child Care Centers in the Northern Virginia Area.

Our regulations require us to schedule staff based on the total number of students enrolled. Expenses are incurred whether or not all of the children are present each day. **Therefore, we cannot give refunds for holidays, unforeseen center closures or days your child is absent. Tuition is based on enrollment not attendance.**

The center only accepts electronic payments through Tuition Express. No other forms of payment will be accepted.

LATE PAYMENTS

Tuition payments are due every Monday by 6:00 pm. Payments made after 6:00 pm on Wednesday will automatically be charged a **\$25 late fee**. If payments are not received by Thursday morning, your student will not be allowed into the program until the outstanding balance is paid in full. Tuition payments that are two weeks past due will automatically cause a forfeiture of the student (s) program placement.

Any student (s) that have been discharged from Proverbs Place Child Care and Learning Center will be required to pay any outstanding balances and are required to re-enroll into the program, providing there is space available. Re-registration fees do apply.

Proverbs Place Child Care and Learning Center reserves the right to initiate legal action for all tuition past due.

TAX STATEMENTS/MONTHLY STATEMENTS

Receipts for child care services can be issued monthly upon written/email request. Annual statements will be generated in February for income tax purposes.

Providing statements is a courtesy and we reserve the right to not provide any statement to those accounts who have a past due balance.

Proverbs Place Child Care and Learning Center taxpayer ID number is 33-1084340.

LATE PICK-UP FEE

Proverbs Place Child Care and Learning Center closes at 6:30 pm; we allow for a 5-minute grace period; after that time, you are considered late. Consequently, you will assess a late charge of **\$35 per 15 minutes or part of 15 minutes after 6:35 pm** to a maximum fee of \$100.00.

If you are going to be late picking up your child, please call the center immediately. Our staff members are scheduled only during operating hours. The center has no provisions for care after 6:30 PM.

In the event of an emergency, please call the back-up person you listed on the registration form. It is the parent's responsibility to plan accordingly and to make arrangements due to traffic delays or inclement weather.

WITHDRAWAL POLICY

You may withdraw your child from Proverbs Place Child Care and Learning Center at any time, however a two-week advanced written notice is required. If proper notice is not given, you will continue to be charged during the two-week period.

If you wish to re-enroll your child, the parent will be required to fill out a new enrollment packet, pay the registration fee and any balance due on the account.

TERMINATION POLICY / DISENROLLMENT POLICY

Proverbs Place Child Care and Learning Center will terminate services under any of the following conditions:

1. Tuition accounts are more than two weeks in arrears
2. Center management does not receive parental support and assistance when a child is found to have a health, learning or behavioral problems
3. To follow through with medical and/or educational specialists
4. The child's behavior pattern threatens his/her own health and safety or threatens the health and safety of other children or staff
5. Failure to provide the proper documents regarding your child's custody agreements.

DROP-OFF AND PICK UP PROCEDURES

Proverbs Place Child Care and Learning Center staff is concerned about the safety of you and your children. Upon arriving to the Center, please keep the following in mind:

- Use extra caution and drive 5 MPH in the First Mount Zion Church parking lot and through our drop off area
- Observe seat belt and car seat laws
- Do not leave any child under the age of 12 or pets unattended in your parked car
- Turn your ignition off when your vehicle is unattended in the parking area
- Avoid lingering in the drop off area
- Obey all speed limit signs

Each morning upon entering the Center you must sign in at the reception desk in the attendance book and the Procure Electronic Biometric ID Pad. You are required to escort your child into the classroom and leave your child under the supervision of our staff.

When picking up your child, you must sign out at the reception desk in the attendance book and the Procure Electronic Biometric ID Pad. Please inform the teachers prior to taking your child from the classroom

For your child's protection, you must inform the center in writing of any changes in your daily pick up schedule. This information needs to be kept updated as changes develop. No child will be released to anyone not listed on the authorization form. Persons authorized to pick up must provide a photo ID in order to be released to them. In addition, no one under the age of 14 will be permitted to pick up a child from the Center.

POLICY FOR PICK UP AFTER CLOSING

A child is considered abandoned if not picked up within one hour after the center closes if the staff has not received word from the parent about the delay. However, a phone call does not negate the responsibility to maintain current emergency contacts who are able to pick up their child from the Center in the event of an emergency. In the event of such emergency, two of the closing staff members will remain with the child until the parent arrives. The late fee policy will be applied as outlined.

Center management is required by law to contact Prince William County Department of Social Services when a child is abandoned. The closing personnel will contact Department of Social Services, the Director or designee and the CTC designee to advise of any child left at the Center after 7:30 pm. The Staff members will stay at the Center with the child until the DSS personnel and PWC police Arrive.

Hours of Operation

Proverbs Place Child Care and Learning Center operates Monday thru Friday from 6:00 am to 6:30 pm. The center is generally closed on Federal holidays and may close at 3:00 pm on the day before a holiday. In addition, power outages, inclement weather and other emergency/disaster conditions may necessitate facility closure.

Official Holidays

- New Year's Day
- Dr. Martin Luther King Jr. Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve (Day before the Christmas Holiday)
- Christmas

Absences

Please call the Center by 9:00 am if your child is going to be absent.

Inclement Weather

For openings and closings due to inclement weather, Proverbs Place Child Care and Learning Center will follow the decision made by Frist Mount Zion Baptist Church and the Connected to Connect Board. You will be contacted by text or email of the decision. You can call the Center's main number at 703-565-5062 for information about closing or changes in hours of operation. You may also go to www.proverbsplace.org or on the television stations ABC 7 or local news station 8 for more information.

FIRST DAY EXPERIENCE AND SEPARATION

We have all faced “first” experiences. It is natural to find the unknown a bit unnerving. Your firsts at Proverbs Place Child Care and Learning Center may be full of uncertainty. It may be the first time in a new environment or first experience with many new people. Listed below are some things you can do to help your child conquer the fear of separation:

- Talk with your child about the Center
- Discuss some of the activities planned for their class
- Discuss playtime, art, lunch and if applicable nap
- Assure your child that you will be there at the end of every day

Be sure to explain why your child is attending Proverbs Place Child Care and Learning Center. The more you and your child talk about Proverbs Place Child Care and Learning Center before the “first day”, the less strange and unknown it will be. Your child may be more comfortable with the separation of the first day.

In the event that your child experiences some degree of distress at your departure, please refrain from returning to console your child. It is also advised to avoid prolonged staring at the child through the door or window prior to departing.

SICKNESS AND HEALTH

Proverbs Place Child Care and Learning Center staff is very concerned about the health of the children enrolled in the center. We will enforce the following policy as specified in 22 VAC 15-30-570, preventing the spread of disease. No child will be accepted for care that is obviously ill. Staff will observe children upon arrival.

22 VAC 15-30-570 Preventing the Spread of Disease

- A. A child will not be allowed to attend the center for the day if he/she has:
 1. A temperature over 101F
 2. Recurrent vomiting or diarrhea; or
 3. A communicable disease
- B. If a child needs to be excluded according to subsection A of this section, the following shall apply:
 1. Arrangements shall be made for the child to leave the center as soon as possible after the signs or symptoms are noticed; and
 2. The child shall remain in the designated quiet area until leaving the center
- C. When children at the center have been exposed to a communicable disease listed in the Department of Health’s current communicable disease chart, the parents shall be notified within 24 hours or the next business day of the center’s having been informed unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately.
- D. The Center shall consult the local department of health if there is a question about the communicability of a disease.
- E. When any surface has been contaminated with bloody fluids, it shall be cleaned, sanitized and disinfected.

A list of communicable diseases that are require to be reported by state law can be found at the following website:

http://www.vdh.virginia.gov/Epidemiology/documents/pdf/Reportable_Disease_list.pdf

Virginia Child Care Licensing Standards:

Parents must notify the center of any contagious disease that a child or family member may contact so that signs may be posted informing other parents to take preventive measures.

Please ensure that your child's immunizations are current and records are updated. When immunizations are interrupted due to a medical condition, a statement from your health care provider may be required. Children, who have not been immunized, including those with medical and religious exceptions, will be excluded from the center during any outbreak of contagious diseases.

Staff is required to complete an "Illness Report" describing the child's condition, who was notified, time informed, departed and condition and date of return.

ADMINISTERING MEDICATION

Proverbs Place Child Care and Learning Center staff will not administer any medication without proper authorization and documentation.

In order for authorized staff to administer medication the following conditions must be met:

- Completed Dispensing of Medication Form (Submit completed form and medication to the Director)
- Completed Diaper Rash/Topical Ointment usage form with ointment
- Medication MUST be in the original containers and must include the name of child, dosage, expiration date, time to be administered and Doctors information clearly labeled.
- First dosage must be administered by parent prior to center dispensing.
- Alert staff if medication needs to be refrigerated

Special Notes

- Parents or authorized persons are welcome to come to the Center to administer their child's medication
- Containers found in diaper bags or other items which are suspected to contain medication will be removed immediately and placed in a secured cabinet
- Medication is not allowed to be mixed in a bottle with formula or juice. The staff will not administer medication in the manner

MORNING ARRIVAL CHECK UPS

No child will be accepted for care that is obviously ill. Staff will observe children upon arrival for the following:

✓ Unusual spots or rashes	✓ Yellowish skin or eyes	✓ Head Lice
✓ Infected skin or crusty patches	✓ Irritated eyes, ears or noses – swollen or with yellow/green discharged	✓ Symptoms of other contagious disease such as mumps and/or measles
✓ Feverish appearance	✓ Impetigo	✓ Conjunctivitis
✓ *Temperatures of 100.5 oral or 99.5 auxiliary	✓ Scabies	✓ Diarrhea
✓ Severe coughing	✓ Ringworm	✓ Vomiting
✓ Difficulty in breathing	✓ Chicken Pox	✓ Strep throat

*Staff will check children when a high temperature is detected

Children attending Proverbs Place Child Care and Learning Center will be sent home if one or more of the conditions listed above exist and they are unable to participate in the daily activities (both indoor and outdoor activities). Additionally, children will be sent home, if an illness results in the child needing more care than the Proverbs Place Child Care and Learning Center can provide without compromising the health and of other children. The child's appearance and behavior are the predominant indicators of illness, not each specific symptom.

Parents will be notified immediately when Proverbs Place Child Care and Learning Center suspects your child as being ill and unable to participate in center activities. Children identified as being ill will be separated from other children. You are required to pick up your child or have an approved designee to pick up within an hour after being called.

If your child is sent home with an illness, fever, diarrhea, vomiting the following conditions must be met prior to re-admittance:

- Students are to leave the Center the rest of the day and remain “home” for the next 24 hours and may return on the third day.
- Temperature has been normal (98.7) for 24 hours without medication.
- A note from a physician stating that the disease is no longer considered contagious and the child is cleared to attend the Center
- All symptoms have resolved themselves

SUNSCREEN/INSECT REPELLENT

Sunscreen or insect repellent will be applied after appropriate authorization form signed by parent is on file. Proverbs Place Child Care and Learning Center staff can not apply sunscreen or insect repellent without the following information:

- Name of Product
- Times to be applied
- Any known adverse reaction

Sunscreen will be applied by a staff member to children under the age of nine. Children over the age of nine may apply the sunscreen themselves with the supervision of a staff member

DAILY REST/ NAP TIME

Naptime is a requirement based on our licensing standards. Please refer to the class schedule for your child's naptime. Proverbs Place Child Care and Learning Center will provide a cot and a clean sheet for each child. The cot is labeled and assigned and are not shared among the children. Linens are laundered on the premises weekly or more often as needed. Infant linens are washed daily. Linens brought from home may be left at the center throughout the week but will be sent home each Friday for washing. Clean linens will need to be returned on Mondays.

MEALS AND SNACKS

A well-balanced diet is essential for total development. Studies show that children who eat proper healthy foods have more energy, allowing them to participate more actively and attentively.

Our menu selections are nutritious and approved by the USDA Child Care Food Program. Each meal will include a serving of milk. Milk is necessary for the development of strong teeth and bones.

Children eat at a family style setting and are encouraged to eat using the appropriate utensils. Children are encouraged to try new foods. However, food is never used as a reward or punishment. Appropriate etiquette and being CHRISTLIKE requires table conversation and good table manners. As a bonus of ambience, soft music plays in the background.

Breakfast	8 am – 8:30 am (Cut off serving time is 8:20 am)
Lunch	11:30 am – 12:30 pm (Cut off serving time is 11:50 am)
Snack	3:00 pm – 3:30 pm (children ages 1-5)

If your child arrives more than 20 minutes after serving time, please see that he/she has eaten prior to arrival.

Should your child be unable to eat foods that are on the menu, please provide us with a statement indicating alternative foods. We are willing to try to accommodate for allergies but not preferences. We may need your assistance in proving any special foods. Proverbs Place Child Care and Learning Center is a **Peanut Free Facility.**

Proverbs Place Child Care and Learning Center provides 2% milk for older children, Whole milk is served to infants. 100% apple juice is also served. Parents must provide daily any other formula and baby foods (unopened jars) for their young ones. Formula must be prepared at home and brought to the Center in plastic bottles. Breast milk bottles must be clearly marked with a colored tag according to the room requirements. Please make sure all bottles and containers are labeled daily with your child's name and the date. Please check the expiration dates on all jar food. Out of date products cannot be served at the Center. Once opened, any remaining formula or jar food has to be discarded

after two hours. Please make sure you provide sufficient formula/food for the time your child is in our care.

COMMUNICATING WITH PARENTS

Daily/Weekly (depending on your child's age level)

Parents of children in the center should expect daily communication sheets from the teacher in their child's program.

Progress Reports Pre-Kindergarten parents receive quarterly progress reports.

Informal Conferences/messages

Parents may call the center during the day to check on their child and speak to the teacher if warranted. Calls may be relayed from the front office to the classes as appropriate.

Please be mindful that teachers are engaged with the children during class time and may not be available for your call. It may be better to leave a message for the teacher to return your call when the students are napping or during staff planning times. As always, you can make an appointment to meet with the teacher.

Bi-Annual Formal Conferences

Students in Infants, Toddlers, Preschool and Pre-Kindergarten classes are to have at least two formal conferences each academic school year from August thru June. Conferences will be scheduled in November and April. The conferences will focus on progress your student is making toward developmental milestones. In addition, results from formal and informal observations, social, emotional and physical developments assessments will be shared with parents. We seek parents' input and feedback in order to make the conferences interactive.

Evacuation

In accordance with the VA Code 22 VAC 40-185-550, Procedures for Emergencies, Proverbs Place has an emergency evacuation plan. Parents are provided with emergency evacuation routes and telephone numbers. The children practice fire drill and fire safety procedures. If you are in the center when the fire alarm sounds, please follow the procedures listed below:

1. If you are in the reception area, follow the receptionist out the main doors
2. If you are in the hallways, exit the center using the closest exit door, front hallway exits through the main doors and the back marked emergency exit and continues outdoors following the marked emergency exits
3. If you are in the classroom, exit with the teacher and teacher assistant
4. If you arrive during an evacuation, please **do not** attempt to drop off your child. You should park as far away from the building as possible, as to not interfere with emergency vehicles. It is preferred that you do not enter the property, until the event is over. Follow all instructions given by security staff or church staff.
5. If you arrive and we are under any emergency situation, please follow instructions from security. **We are not able to receive your child during any type of**

emergency. We will contact you once the situation has been resolved and we are accepting students.

6. Evacuation plans are posted in the lobby, all classrooms, restrooms and by all emergency exit doors.
7. In the event of an evacuation, please call our emergency line 703.580.0345.
8. Evacuation locations are – Shelter (in place) – The Grain - First Mount Zion Baptist Church. Evacuation away from center - Mount Zion Baptist Church 18410 Chapel Drive Triangle, Virginia 22172.

STAFF SELECTION

PROVERBS PLACE STAFF AND BACKGROUND CHECKS

Proverbs Place staff members are selected based on their education, ability and desire to work with young children. Education and experiences that relate to the understanding of child growth and development are additional factors contributing to the credentials for working with young children.

Background checks are conducted on all staff members and volunteers including administrative staff, Grain of Heaven staff and Connected-To-Connect Board Members who have access to the facility during operating hours.

Essential training may include child growth and development, fire preventions, emergency procedures, safety, food sanitation, CPR, First Aid, Human behavior and Child abuse Prevention, Identification and Reporting.

CHILD AND STAFF RATIOS

In accordance with National Association for the Education of young Children (NAEYC) the Department of Social Services standards for accreditation and the National Health and Standards, the ratio of staff to children must be appropriate at all times to maintain effective supervision and to quickly evacuate in case of an emergency.

The following ratios are fully enforced at all times:

<i>Ages</i>	<i>Staff: Student Ratio</i>
12-24 months	1 staff member per 4 children
25-36 months	1 staff member per 8 children
3-5 years	1 staff member per 10 children
6 years and above	1 staff member per 15 children

We maintain at least two staff members with a mixed group of children at all times and on the playgrounds.

Curriculum

Proverbs Place Child Care and Learning Center offers a unique learning experience for each child. Our early childhood curriculum is dedicated to encouraging questions and exploration in a Christ Centered environment, which leads to the development of self-awareness and confidence. Our environment features well equipped and carefully planned learning centers.

The instructional day includes large and small group strategies, teacher led and student led activities, morning devotions, Bible study, phonics, arts, music, physical daily and core curriculum. Our activities promote the whole child development. Activities are designed to be consistent with National Association of the Education of Young Child (NAEYC) developmentally appropriate practice. Proverbs Place Child Care and Learning Care and Learning Center staff encourages children to choose and explore the selected learning centers during center time. For example, your child may not choose to make an art project every day, but know that he/she participated in other developmentally important experiences.

Daily schedules and lesson plans are posted in each classroom. Both are designed to meet the developmental needs of each child. The Toddler Room schedule looks different then the Preschool or Kindergarten rooms schedule.

INFANT PROGRAM

Our room for the infants is a shoeless environment for our student crawlers. Shoe covers are supplied to cover your shoes, or indoor house slippers are work, in order to cut down on the amount of dirt and dust that is tracked into the carpet where the babies lie and crawl. This program assigns staff members who offer loving attention, consistent adult interaction and reliable parent communication. Infants are given many opportunities to interact socially and develop communication and self-help skills. One primary goal for the infants in the program is learning basic trust and mutual respect.

Diapers are checked hourly and changed as needed. Each infant has an individualized daily communication chart. Parents complete this form in the morning by providing any pertinent information on the child's night. Staff members chart out what the child's day consisted of; includes feeding schedule, supplies needed, sleeping times and waste elimination information.

Parents are to provide sufficient amount of disposable diapers, wipes and extra clothes. You will be reminded when your supply is low. We will call if items run out while your child is in our care. Since we ensure that you pick your child up with a fresh and clean diaper, we appreciate the same consideration.

The use of topical ointments such as diaper creams is allowed if the creams are provided and the appropriate form is completed and on file.

TODDLER PROGRAM

This program is designed to strengthen grow and children learn through individual and small group activities. The teacher provides lesson plans with scheduled activities that are age appropriate and provide even more experiences for interacting, building, creating, moving and thinking.

The toilet learning process continues when the child shows signs of interest and readiness. Assistance with toilet training is given while working with parents and any home training routines. Since we ensure that you pick up your child in a fresh and clean diaper, we appreciate the same consideration.

In this program, parents will be provided with daily communication sheets that outline the day's activities and other pertinent information.

PRESCHOOL & Pre-Kindergarten PROGRAM

This program is designed to enhance the development and growth of children ages 3 through 5 years of age. (Preschool and Pre-Kindergarten). Children work in both large and small groups with a variety of teacher directed and child-initiated activities. The main goal is to make learning interactive, fun and establish a base for future learning.

A child's learning and social experiences go hand in hand. When presented properly, all experiences can be learning experiences. We provide developmentally appropriate experiences that stimulate the child's total development.

The preschool program includes Preschool class for 3-year-old children and Pre-Kindergarten for 4-year-old children. We require that children in these classes be toilet trained. We expect occasional accidents and at all times respect the privacy for of the children during clean up. When a child's toileting habits are established, accidents may be a sign of anxiety. It is common for children to feel stressed. When accidents happen, children need support not disapproval. We offer reassurance that everything is okay.

In these programs, parents will be provided with weekly communication sheets outlining the day's activities and other pertinent information.

EXTRACURRICULAR ACTIVITIES

Proverbs Place Child Care and Learning Center staff members do not take responsibility for transporting, walking or seeing your child to another activity not sponsored by Proverbs Place Child Care and Learning Center. For example, these include but not limited to swimming lessons, karate and gymnastics.

PARENTAL INVOLVEMENT

Just as we have appropriate activities for your child, we provide many opportunities for parents to become involved in the Center. Proverbs Place Child Care and Learning Center has an open-door policy. You are invited as your schedule allows visiting the Center to share experiences with your child. Your presence and involvement will give your children feelings of value and importance as well as make some very special and memorable time for you and your child to share. As we are a part of the First Mount Zion Baptist Church family there will be occasions when the Center will promote various FMZBC family center activities that we feel may be of interest to the families.

We schedule parent teacher conferences twice a year. Conferences give us the opportunity to discuss your child's progress and development. We understand that conferences take time from your schedule but they are an integral part of our relationship with you and your child.

At least once a year, you will be asked to evaluate how well the program is meeting your child's needs. However, feel free to communicate with us at any time. The Director, Assistant Director, Administrative Assistants are always available to hear your concerns and comments. Please feel free to set up times to confer with them on any topic related to your child's development.

You will be asked to meet with the Director if your bill is becoming delinquent. One of the conditions in the parental agreement states that accounts must remain current. Termination of services is a consequence for accounts that are two weeks in arrears.

BABYSITTING POLICY

Proverbs Place Child Care and Learning Center strongly discourages and does not assume responsibility or liability for any accidents or incidents that may occur should parents hire staff as private sitter/nannies. (Disclaimer form is included in registration packet).

Proverbs Place Child Care and Learning Center requires all parents to sign a hold harmless agreement, which releases Proverbs Place Child Care and Learning Center from any responsibility if and when a Proverbs Place Child Care and Learning Center employee is hired by a parent to care for children outside of the Center.

INCIDENTS AND ACCIDENTS

We provide high quality care and supervision; however, incidents and accidents do occur. During playtime, center time and activities; students may fall, bump into furniture or incur bruises. Also, children often do not or cannot verbalize feelings and therefore show the feelings physically. As they grow older they will learn to replace physical expressions with verbal ones and their physical balance improves. Until then, we will try to prevent accidents before they happen. Please understand that it is not always possible to prevent accidents before they happen.

In the event of an accident, we will take care of the situation in the best way possible and make sure you are aware of the incident by providing written documentation describing what happened and how it was handled. Any injuries will be reported on the official report form.

DISCIPLINE POLICY

Proverbs Place Child Care and Learning Center practices are consistent with VAC 15-30-484, Behavioral Guidance. Our policy gives positive guidance, allows for redirection and sets behavioral limits. Expectations are based on developmentally appropriate research and guidelines. Behavioral practices include positive guidance, redirection and conferencing with a child, investigations, limiting the child's participation in some activities and temporarily removing the child from the stressful situation.

When a child's behavior is detrimental to the safety of others or seriously compromises the quality of the program, intervention by the Director may be necessary. Such behavior includes; aggression (fighting, biting, kicking, slapping or otherwise injuring or attempting to injure someone), vulgar/obscene language or gestures, cursing, swearing, defiance, yelling, screaming or aggression toward staff or other children, deliberate destruction of materials or property. When such behaviors occur, the teacher will design a behavior modification plan. In the event that such behaviors continue, a decision to withdrawal a child will be made by the Director on an individual basis.

Special note: Biting among infants and toddlers is age appropriate as they are in their oral stage of development. However, cluster-biting incidences usually are the result of frustration. When a biting problem occurs in these age groups, steps will be taken to ensure frustration levels are kept to a minimum. For example, too many children in an area, not enough duplication of items. A child in these age groups who begins to bite will be evaluated. Every effort is made to prevent your child from being bitten.

We believe that punishment is a penalty for any offense. The following actions are counterproductive and are forbidden at the center:

- Corporal punishment

- Humiliation
- Frightening a child
- Verbal threats
- Sarcasm
- Derogatory remarks
- Placing a child in a confined space
- Shaking a child
- Withholding food or naps
- Forcing food or snacks

If you suspect child abuse, child neglect or safety violations in the Center, please report them to the Director.

CHILD ABUSE PREVENTION AND REPORTING

Proverbs Place Child Care and Learning Center staff are mandated by law to report all known or suspected cases of child abuse to the proper authorities. The staff would inform the Center management and together would call the local Child Protective Service Office. The Director would also inform the CTC Board of reported allegations.

Training about appropriate and inappropriate touch of a child is conducted with all staff and we encourage children and parents to report any concerns, which may include but not limited to:

- Touch of a child's genitalia by a staff member or another child
- Spankings
- Slapping a child's face by a staff member or child
- Other Negative interactions between staff and child

If you suspect child abuse, child neglect or safety violation in the Proverbs Place Child Care and Learning Center report it immediately to the Director.

BIRTHDAYS AND SPECIAL DAYS

Pre-approved and planned parties occasionally take place at the Proverbs Place Child Care and Learning Center. Birthday parties are very special occasions for children and they want to celebrate with their friends. You may bring cupcakes, muffins, cookies, ice cream, juice boxes, party plates, cups and napkins. **Balloons or outside entertainment are not allowed.**

Parties are held only with the afternoon snack time in your child's class. Please coordinate with your child's teacher at least a week in advance of the party.

FIELD TRIPS

Field trips may be offered from time to time. Some field trips will be on-site walking trips and others will be off site. You will be notified at least one (1) week in advance of any off site trips. A written and signed permission slip for your child will need to be completed in order for your child to participate.

There is also a "Buggy use Permission" for a child in the infants' class. Parents need to give consent for their child to ride in the buggy, which is used for outdoor walks on FMZBC grounds.

PARENT RESPONSIBILITIES

Parents have the ultimate responsibility for the health, safety and wellbeing of their children. Additionally, parents are the first and lifelong teachers for their children.

Proverbs Place Child Care and Learning Center programs are established as a service to parents and children. Essential to the quality of the service is cooperation and communication between parents and staff. In keeping the line of communication open, some parent responsibilities include:

- Sign your child in and out upon arrival and departure
- Have your child in the center before 9:00 am. If not, I will call to notify the center.
- Escort child to and from their classroom, informing the teacher or assistant of arrival and departure
- Ensure emergency information is updated as necessary
- Ensure medical updates and annual health check-ups are provided as necessary
- Provide necessary supplies when requested (diapers, clothes, wipes etc.)
- Ensure your child is dressed appropriately and comfortably for Proverbs Place Child Care and Learning Center activities
- Claim all children's personal property left at the center
- Abide by the Center's policies and refrain from requesting exceptions
- Pay on your account and keep all balances current
- Participate in the center activities and functions, be part of the Proverbs Place Child Care and Learning Center

SMOKING

In compliance with the standards of the Virginia Department of Social Services, Department of Licensing, smoking will not be permitted in or on the grounds of Proverbs Place Child Care and Learning Center.

ACKNOWLEDGEMENT FORM

(Please sign and return this form to the Proverbs Place staff)

It is important to take time to read the Family Handbook to familiarize yourself of the policies and procedure of Proverbs Place Child Care and Learning Center.

Please sign below confirming that you have received, read, understand and agree to the policies and procedures outlined in the Family Handbook.

Parent (s) Signature: _____ Date: _____
_____ Date: _____

Permission to Use Photo(s)

I agree that Proverbs Place Child Care and Learning Center may use photographs of my child for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

Parent(s) Signature: _____ Date: _____

