



SPBC
Preschool Learning Center

2008-2009

Parent Handbook



South Parkersburg Baptist Church
Preschool Learning Center
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SPBC Preschool Learning Center Staff



2008-2009 Preschool Closings

Sept. 1	Labor Day
Oct. 27	In-Service Day
Nov. 4	Election Day
Nov. 11	Veteran's Day
Nov. 24-28	Thanksgiving Break
Dec. 24-Jan. 2	Winter Break
Jan. 19	Martin Luther King Day
Feb. 23	In-Service Day
Apr. 10-17	Spring Break
May 25	Memorial Day
June 2	Last Day (school closings due to inclement Weather could delay the last day until June 5)

Teresa Miller

Preschool Director
863-5689 (Home)

Debbie Logue

4-Year-Old Class Pre-K Teacher
428-9859 (Home)

Lou Parker

4-Year-Old Class Pre-K Aide

Jonavieve Lockhart

3-Year-Old Class Teacher
863-0098 (Home)

Carla Fox

3- & 4-Year-Old Friday's Stay & Play
and After School Program Teacher
(863-8648)

Carla McCartney

3-Year-Old Class Aide

Belinda Williams

3-Year-Old Class Aide

Jessica Casto

3- & 4-Year-Old After School Program Class Aide

Janelle Skinner

Pastor of Children and Family Life
422-SPBC (Church Office)

11.6.b The requirement to report immediately, in accordance with W. Va. Code S49-6A-1 et seq., any suspected incident of child abuse and neglect to the Director or designated person-in-charge, and to Child Protective Services; or when the staff member believes that the Director or designated person-in-charge would not or has failed to report the suspected incident, to the Child Abuse Hotline, 1-800-352-6513.

THE SPBC PRESCHOOL LEARNING CENTER REPORTS SUSPECTED CHILD ABUSE AND NEGLECT TO CHILD PROTECTIVE SERVICES.

Reference

Child Care Center Licensing Regulations 2003, S78-1-11. Supervision of the Individual Child.

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STATEMENT OF PURPOSE

Welcome to the South Parkersburg Baptist Church Preschool Learning Center. The purpose of this center is to give your children the best possible care outside your home.

Our mission is to create a Christian environment where children can grow mentally, socially, physically, and spiritually. In assuming our Christian responsibility of including all children, we will be advocates for children and their causes everywhere.

Our goal is to provide loving care using only developmentally appropriate practices to prepare children for success in school and in life by supporting them, their teachers, and their families.

The licensing capacity of our center is 40 children. Enrollment is open to all children ages 3 to 4 years, regardless of race, religion, ethnicity, gender, ability, or sexual orientation.

Operating hours of our center are 7:30 am to 6:00 pm Monday-Friday.

Parent and child should visit the center for a conference to prepare the child for the center experience. The parent and director and/or designated staff member will discuss the developmental history and personal characteristics of the child. The following forms are required for enrollment to be granted:

1. registration form
2. emergency release form
3. health and immunization forms
4. health care release
5. birth certificate
6. admission and discharge policies

In the event you wish to withdraw your child from our center, we ask you to provide us with a one-week notice in writing for documentation purposes.

Thank you for making the choice to place your family in our center. The staff is dedicated to serving your child's needs in every aspect of growth and development. We highly value the trust you have placed in us to care for your most precious gifts – your children. With God's help and support, we will all be successful.

We have an open door to any parent that would want to stop in and see what their child is doing during the day or any concern you may have.

In His Service,
Teresa Miller, Director

Toys from Home

The SPBC Preschool Learning Center does not permit toys to be brought from home. We have found that these particular toys can cause hurt feelings and disagreements. We provide many enrichment activities throughout the day to offset the absence of toys from home. The SPBC Preschool Learning Center will not be responsible for any other toy items that may be lost or broken that come into the center.

Classroom Supplies

If your child is enrolled in our preschool program, the classroom teacher will supply you with a list of needed materials for participation in the class.

Parent Grievance Procedure

At the SPBC Preschool Learning Center, we believe that children benefit the most when parents and our center work together. Therefore, we strongly encourage open communication between parents and the SPBC Preschool Learning Center on a daily basis.

In the event that you would have a concern about your child, please see your child's teacher right away. We will attempt to resolve any problems within a reasonable amount of time. If you feel that you have not received adequate satisfaction after speaking to your child's teacher, please make an appointment to see the Director. Through discussion, the Director, the teacher, and your family should arrive at a reasonable solution for all parties involved.

In a final effort of this grievance procedure, you may request an appointment with the SPBC Preschool Ministry Team.

The SPBC Preschool Learning Center shall inform parents of his or her right to report to the Secretary of the Department of Health and Human Resources any complaints related to compliance with the provisions of W. Va. Code 49-2B-1, which establishes standards and procedures for the licensure of day care centers, and the requirements of this rule.

Child Abuse and Neglect Policy

Child Abuse and Neglect – Physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale, or negligent treatment or maltreatment of a child by a parent, guardian, or custodian responsible for the child's welfare.

CINES MUST BE BROUGHT TO THE CENTER IN THE PRESCRIPTIVE MEDICINE BOTTLE OR PACKAGE WHICH HAS THE ORIGINAL PHARMACY LABEL SHOWING THE PRESCRIPTION NUMBER, NAME OF THE MEDICATION, DATE THE PRESCRIPTION WAS FILLED, THE PHYSICIAN'S NAME, THE CHILD'S FIRST AND LAST NAMES, SPECIFIC, LEGIBLE DIRECTIONS FOR ADMINISTRATION AND STORAGE, AND THE EXPIRATION DATE; OR THE ORIGINAL NON PRESCRIPTIVE MEDICINE BOTTLE OR PACKAGE ALSO HAS A LABEL WITH THE CHILD'S FIRST AND LAST NAMES, SPECIFIC, LEGIBLE DIRECTIONS FOR ADMINISTRATION AND STORAGE, AND THE NAME OF THE LICENSED HEALTH CARE PROVIDER WHO WROTE THE ORDER AND THE DATE OF THE ORDER. All liquid and tablet medications must have lock tops.

Within thirty (30) days of admitting a child, the center shall have on file a record of a child's immunizations or a plan for completion signed by the child's licensed health care provider. Exemptions from immunization requirements shall be available for parents who provide written documentation of religious objections to immunizations or who provide a signed statement from the child's licensed health care provider indicating that immunization is contradicted based on the child's medical condition.

When the child's parent objects to medical treatment on the grounds that it conflicts with the convictions of his or her religion or conscience, the SPBC Preschool Learning Center shall have on file a written statement of the objection to treatment signed by the child's parent.

Special Needs

Please discuss any special needs of children with the director upon enrollment. We will do our best to provide your requests.

Personal Items

Each child needs a complete change of clothes, including socks and shoes, to be kept in their backpacks. In the cool months, include a jacket, hat, and/or coat. Please dress your child in accordance with the seasons.

Special comfort items such as stuffed animals and blankets are allowable for nap time. Please label these nap time items appropriately. Blankets will be sent home at the end of each week for laundering. Mats will be provided by the center.

Each child will need a small toothbrush. Toothpaste is provided by the center. Teeth will be brushed after lunch each day.

ENROLLMENT POLICIES

Operating Hours

SPBC Preschool Learning Center operates from 7:30 am to 6:00 pm Monday through Friday. If your child is picked up after 6:00 pm, you will be charged \$10.00 for the first 15 minutes and \$10.00 for every 15 minutes thereafter. The fee payment of \$10.00 per hour per child will be invoiced to your account due to the fact that we must pay a staff member overtime to stay with your child. Please call in an emergency and let the staff member know you are on your way.

Holidays

We will follow the Wood County Schools holiday calendar.

Admission Policy

Parent and child should visit the center for a conference to prepare the child for the center experience. The parent and director and/or designated staff member will discuss the developmental history and personal characteristics of the child. The following forms are required for enrollment to be granted:

1. registration form
2. emergency release form
3. health and immunization forms
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5. birth certificate
6. admission and discharge policies

Sign In and Sign Out

Parents must bring their child into the center and sign them in at the sign-in roster. Someone may pick up your child other than yourself as long as the SPBC Preschool Learning Center is aware of who will be taking your child. We will only release your child to those whose names are listed on the authorized pick-up list. You will need to inform the director or your child's teacher in writing should there be a change as to who may pick up your child. We will ask for photo identification from the person who will pick up your child. If they have no photo id, then we will deny them taking the child out of the center.

Illness

We ask that children be kept at home if they develop a contagious condition. Should your child become ill at the SPBC Preschool Learning Center, we will isolate them from the other children and make arrangements with you for them to be picked up immediately. Please notify us if your child will not be at the center when they are absent. Your phone information helps us with infection control.

During the course of an identified outbreak of any communicable illness, the center shall exclude the child if a licensed health care provider determines that the child is contributing to the transmission of the illness. When a child has been diagnosed with a vaccine-preventable communicable disease, the center shall exclude the child who has not been immunized against the disease until a licensed health care provider determines that a risk of disease transmission has passed. When a licensed health care provider excludes a child because of a communicable illness, the center shall readmit the child only after the child's parent provides a signed statement from a licensed health care provider that the risk of transmission is no longer present and the child is well enough to participate in center activities. After receiving a signed statement from a licensed health care provider that the child poses no health risk to the children at the center, the center may permit the child to remain at the center.

Meal Program

We will be providing nutritious hot meals for your child catered from Franklin Elementary School when he/she is enrolled in our center. We also have afternoon snacks. You will be billed directly from Wood County Schools for the hot lunch. Lunches are \$1.35/day. We encourage you to take advantage of this nutritious lunch program. Menus will be placed in each child's folder. We serve lunch at approximately 10:30-11:15 am and afternoon snack at approximately 2:30-3:15 pm.

Rules

From the first day, certain rules are explained to the children:

- We use walking feet inside and running feet outside.
- We use quiet voices inside and loud voices outside.
- We do not hit one another and we would appreciate parents not telling their child to hit back.
- Spitting, biting, kicking, or any other physical or verbal violent action is

unacceptable. We stress using acceptable words to express how we feel and what we want.

Guidance, Behavior Management and Discipline

Children who are having difficulty adapting to the above rules are talked with. We use many alternative methods to punitive discipline. Some of these are: redirect child to alternative behavior or to other activities, encourage child to control own behavior, cooperate and solve problems, teach children that feelings are acceptable, but inappropriate behaviors and actions aren't. If these methods do not work, then we will use "Time-Out." The child will sit apart from the other children until self control has been regained and/or for one minute times their age up to five (5) minutes. During time-out, the child is within sight and hearing in a safe, lighted, well-ventilated space. If this method does not work, the parents will be asked to reinforce appropriate behavior by disciplining the child at home. If a child's behavior continues over time, the director and staff implement a plan for managing difficult behavior. The parent participates in developing plan and receives a copy of completed plan and regular progress reports.

The center prohibits corporal punishment. Corporal punishment is prohibited at the SPBC Preschool Learning Center and during any activity related or field trip related event your child is involved.

Change of Address

Each time you have a change of address and/or phone number at home or work, please come to the main office and make these changes in your child's file immediately. This information is EXTREMELY important in emergency situations in which we will need to reach you.

Liability Insurance

The SPBC Preschool Learning Center carries liability insurance on this facility.

Medical Provisions

The SPBC Preschool Learning Center will only administer medication with written permission from the child's parent and with a prescription or a written order from a physician or other licensed health care provider. Forms will be provided for you to fill out. The medication will be administered according to the doctor's order of instruction. The center will keep all medications in a locked labeled container out of the children's reach. ALL MEDI-