



2249 Halifax Street
Lynchburg, Virginia 24501

(434) 847-4221

PARENT HANDBOOK

Policies
Philosophy
Mission

*A Certified Success By Six Program
and
A United Way of Central Virginia Partner Agency*

*“Invest in the human soul...who knows, it might be a diamond in the rough. “
Mary McLeod Bethune 1873- 1955*

Philosophy, Goals and Objectives

Welcome to Mary Bethune Academy, formerly Bethune Nursery School. Mary Bethune Academy is a member agency of the United Way of Central Virginia and a certified Success by 6 Program.

MBA serves ages two through five for child care/preschool and offers before and after care to our graduates/siblings up to 12 years old. Our center is licensed by the State of Virginia Department of Social Services, Licensing Division and meets all licensing standards as established by the state. Center hours are 6:30 a.m through 5:30 p.m Monday through Friday.

Mission Statement

The Mission of Mary Bethune Academy is to provide a quality program which promotes a nurturing and enriching early childhood learning experience, encourages accomplishment and strives for excellence for children during their formative years.

Non-Discrimination Policy

Children will be admitted to MBA regardless of race, gender, religion, or national origin and in compliance with the Americans with Disabilities Act

Admission Policy

- Prior to admission, there shall be a personal interview with a staff person, the parent and the child. The purpose of the interview is to exchange information and to allow the child an opportunity to "visit".
- Each Child must have a **physical examination** (within 12 months prior to admission) by a physician, and immunizations must be up to date; immunization records must be provided prior to admission.
- Each exam must be verified by the signature of the attending physician with the date of the exam noted. Since this policy is mandated by the state, there will be no exceptions
 1. *Updated information on immunizations received shall be obtained once every six months for children under the age of two years.*
 2. *Updated information on immunizations received shall be obtained once between each child's fourth and fifth birthdays*
- All required forms must be completed, reviewed and on file at the center prior to the child's first day of attendance.
- Parents are required to provide the Center with any changes in addresses, employment and phone numbers in order to be reached in an emergency, as well as updated medical and immunization information as it becomes available.

Termination of Service

Parent: If regular services are to be terminated for any reason, written notice ***must be given two weeks*** prior to withdrawal, in order that the vacancy can be filled from our Waiting List. If not, you will still be obligated to pay for the additional two weeks required notice. Your signature at the end of this document indicates your understanding and agreement to this policy.

Center: A child may be discharged from the program for reasons such as, but not limited to:

1. Failure to pay fees on time/Insufficient funds (Grounds for immediate termination, without advance notice)
2. Lack of parental cooperation.
3. Inability of program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
4. Repeated failure to have child at school on time, or pick up the child at scheduled time.
5. Failure to complete and return required forms.
6. Unacceptable behavior when all attempts at correction have failed.
7. Conflicts with parents, which cannot be resolved.

Complaints and Concerns - Grievance Procedure

Although MBA strives to provide the highest quality care to all children and families, there may be occasions when parents/guardians have concerns about specific situations. In this event, parents are encouraged to talk

to their child's teacher as a first point of contact. If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the center Director or assistant. A meeting will be scheduled with appropriate parties to gather information before deciding a course of action. Parents will be advised of action, within appropriate confidentiality requirements.

Our goal is to provide your child with the best early childhood experience possible, and welcome your thoughts and comments.

Learning Activities

At Mary Bethune, we see that children thrive in a positive, relaxed environment with ample opportunities for exploration and discovery. We believe that during these preschool years, play is a learning experience that teaches children about the world, people, and objects around them. We make available a variety of basic activities and games designed to help children develop skills and concepts that will ease the transition from home to preschool and from preschool to kindergarten.

Through activities and interaction, we encourage the development of self confidence. Children are provided simple exercises at which they can succeed, and as they learn more difficult tasks and understand more complicated concepts, their sense of self worth as unique individuals will grow.

Research shows that the years between birth and six are crucial in a child's intellectual development. This is a time of rapid learning and attitude development. Patterns for playing, learning, and problem solving are being formed, as well as their basic feeling towards themselves and others. Young children are naturally curious and eager to learn. Because this is such an important time in the life of a child, Mary Bethune Academy, its Administrative Board and Staff feel called to support a high quality, developmentally appropriate program for the children of our community.

Some of the skills children will be exposed in the MBA Curriculum include:

- Expanding vocabulary-learning new words and speaking in sentences
- Speaking clearly so that others can understand them
- Learning to listen
- Understanding and following simple rules and directions
- Using simple tools such as scissors, crayons and paint.
- The ability to complete a task or activity
- Developing large-muscle coordination
- Developing eye-hand coordination and finger dexterity
- Understanding the concepts of classification, sorting and matching.
- Increasing attention span, memory and concentration
- Introducing to number concepts and their importance and beginning counting.
- Introducing children to the alphabet through games and room labels.

Program

The program is based on love, nurturing and character building principals. Activities are aimed at providing a flexible, enriching environment that will facilitate the physical, cognitive, and social-emotional growth of children. The program is supervised at all times by experienced, qualified staff.

At Mary Bethune we "borrow" from many curriculums in our preschool but lean heavily towards the "High Scope" approach to early childhood education. This concept focuses on active learning and positive self-image for each child. We would be happy to discuss this method if you would like more information.

There is an equal balance of active and quiet periods, indoor and outdoor time and individual and group activities. Children will receive reinforcement of manners, respect and values through stories and songs.

Through our preschool program, teachers expose children to age appropriate skill developing activities and early childhood lessons to ensure kindergarten readiness. Assessments are done twice each year to examine the progress of each child. PAL's tests are administered to our pre-k children through our Success by 6 connection.

Our Schedule:

- Children may be dropped off or picked up any time between 6:30 a.m. and 5:30 p.m.(see Late Pick up section). However, if you wish to pick your child up early for a doctor's appointment, etc. please let us know in advance so that we will have your child ready.

- Parents are responsible for each child's safety in the parking area. The Center assumes responsibility upon the child's entry into the building. Please do not send you child into the center alone, or with another minor. You are responsible for escorting your child into the center each morning. Make sure that staff knows your child has arrived.
- There is a Sign In sheet just inside the center door. Please be sure to sign your child in and out each day.
- Our morning schedule includes breakfast, center and circle time, free play (playground or gym, weather permitting) and lunch.
- Afternoons will include nap, afternoon snack, more outside play, free play and quiet activities prior to pick up to end the day.

SAMPLE DAILY SCHEDULE

Event	Approx. Time
Arrival/Inspection/Free Group Play	6:30 - 8:30
Breakfast	8:30 - 9:00
Toileting	9:00 - 9:30
Preschool Learning Time	9:30 -10:30
Outside Play	10:30 - 11:15
Preparation for lunch (lunch/prep time varies by age)	11:15 - 11:45
Lunch	11:15 - 12:30
Preparation for rest time	12:00 - 12:40
Rest Period	1:00 - 2:30
Toileting/P.M. Snack	2:30 - 3:00
Dismissal 1 st bus load	3:00
Afternoon Activities, includes puzzles, story time, games, crafts, painting, art, dress up and outdoor play	3:00 - 5:30

Grouping/Child-Staff Ratios:

Children are grouped in the center to comply with Virginia State Licensing Codes. Children are enrolled so as not to exceed the following except during designated rest period

Two Years	1:8
Three Years	1:10
Four/Five Years	1:10
School Age - 8 yrs	1:18
9 - 12 years	1:20

Attendance

All parents are required to check their child in upon arrival at the center and check out their children prior to exiting the building to ensure compliance with Virginia licensing codes. Additionally, parents must make verbal contact with a staff person upon arrival or departure to assure that the transfer of responsibility for the child has taken place.

For *bus riders*, children must be delivered to the bus and signed in by the bus attendant. Likewise, an authorized pick up person should meet the bus to have the child signed out.

A child's progress depends greatly upon regular attendance. On days that your child is ill or you have another reason for his/her absence, you should contact the school by phone and the bus driver (841-1393) by 5:45 a.m. (if your child is picked up by the bus between 6:00 a.m. and 7:20 a.m.)

If pick up time is between 7:30 a.m. and 9:15 a.m., you must phone the school or the driver by 7:15 a.m. to advise the driver not to pick-up your child. This helps us avoid waste of time, gas and unnecessary trips. We make every effort to honor your requests for last minute changes in transportation needs. However, unless written notice is given 24 hours in advance, we cannot guarantee a change in services.

Children who attend other programs (Head Start or Pre-K) are received at the bus and are accompanied into the building. The office is made aware of their arrival, as well as the dietary staff. Please notify MBA of upcoming absences, such as vacations, etc.

Transportation

A school bus is provided to transport children to and from MBA. This service accommodates children who otherwise would have no means to attend child care. Arrangements may be made for transportation for your child at the time of enrollment, or later if the need arises. A separate handbook is provided for Bus Riders.

Rest Periods:

The Center will supply a cot and blanket for each child. The blankets are washed and the cots are sanitized regularly.

What NOT to send from home: **candy, gum, money, jewelry, book bags and toys.**

Outside Play

All children will participate in outside play unless the center receives a *written parental request* that the child stay inside for a specified period of time. If the parent requests that the child stay inside for more than three days, a doctor's statement must be obtained stating a specific medical reason. The children will have an opportunity to play outside each day, weather permitting.

Medicines:

- Medicines to be administered to your child must be given to the staff person in charge, with instructions
- Parents should then fill out the necessary information on the Medication Form for the staff.
- All medications must be clearly labeled with the child's name, date, and times to be given.
- The Center will give only that medication for which we have a signed and dated consent. Each consent form is good for 10 days.
- Medications must be brought in original containers and taken home at the end of 10 days.
- MBA will not be responsible for applying sunscreen or insect repellent.

Field Trips

To enhance our children's learning experiences, field trips are often planned. Written parental permission is needed in order for children to participate in field trips. Occasionally, a nominal fee is assessed to offset the cost of the trip. If a parent chooses not to allow their child to participate in a scheduled field trip, it will be their responsibility to find alternate child care arrangements

Clothing and Accessories:

Please be reminded that **play is an important part of our day** and careful consideration should be given to how you dress your child for school. During the 8 - 11 hours that children are with us, it is likely that their clothing may become soiled. We advise you **NOT** to dress your child in special outfits that you don't want to get dirty. **Play clothes are recommended!**

Because of the wide range of activities, it is recommended that children be dressed in **washable, comfortable** clothing. Please remember that children are taken outdoors daily, weather permitting, and should be dressed accordingly. Clothing that is too big for the child and continuously falling down hinders his/her play experience. Avoid overalls or difficult closings that may cause accidents or problems with toileting.

Open-toed sandals, flip-flops or slippery-bottomed shoes may look cute, but are unacceptable for active play. Shoes with extra long laces are an invitation for accidents. Small beads in children's hair often end up in noses and mouths, creating a choking hazard.

Water activities, sand play and occasional bathroom and mealtime accidents necessitate that an extra set of clothing be kept at the Center

Please send a change of clothing, including socks and underwear, to remain in the Center.

Also, be sure to label all outer wear and changes of clothing with permanent markers. We do our best to keep up with each child's clothing; however, often hats/coats etc. are similar or even identical, and there is always the chance that an item might get misplaced or taken home by the wrong child. In the event that this happens with your child, we will make sincere and reasonable effort to find/return your child's belongings.

Toileting

Children will be accompanied by staff for toileting, and will be supervised while in the lavatory. The children are encouraged to wipe themselves, especially the 3's and older. When necessary, the teacher will check to be certain they are wiped clean. Upon completion, the adult(s) must then accompany or have staff supervise the children en route to the classroom or playground.

Note: The children are toileted at specific times and as needed.

Food:

A well-balanced nutritious lunch will be served daily. Children are encouraged but never forced to try each food and to practice good table manners. There will be a healthy breakfast and afternoon snack. Breakfast is served until 9:30. Children arriving after this time should eat before coming to the Center as all breakfast food will be put away at that time.

Any medical or religious dietary restrictions and/or **food allergies** should be disclosed and discussed at enrollment. Please do not allow your child to bring extra snacks, candy or gum; not only could this cause problems with other children, but reduce your child's appetite for the nutritional food he/she will be offered.

Toddlers

Parents are asked to provide an ample supply of diapers/pull-ups for children being potty trained and to provide one box of wipes to the Center each month.

If diaper cream, etc. is to be used, we will need signed written instructions;

The signed form and product must be given directly to your child's teacher

Discipline:

Situations that might lead to behavior problems can often be avoided by providing a stable, loving and interesting environment for the children. Mary Bethune Academy caregivers are instructed to show children how to respond appropriately by:

- Offering the child choices
- Defining limits in a manner the children can understand
- Being consistent
- Speaking softly
- Not expecting more from a child than he/she is able to do

Unacceptable methods of discipline include:

- Physical punishment (spanking, shaking)
- Confinement to a small space
- Verbal abuse
- Embarrassment or humiliation of a child
- Use of food, rest, or exercise as a punishment.

Discipline will be used to teach, not punish. "Time Out" and "Renewal Time" will be used when necessary to allow a child to be in a less active area to think, calm down, and return to the group when he/she is ready. Our discipline methods will be directed at the behavior, never at the personality of the child.

All children will be made aware of the rules necessary for classroom, bathroom and playground safety. If a child fails to respond to gentle verbal reminders or displays consistently aggressive behavior, the parent will be advised and staff will attempt to work with the parent and child to correct the negative behavior. However, when unacceptable behavior continues in spite of our efforts, the child may have to be removed from the program. We encourage parents' cooperation.

Health & Safety Procedures:

It is inevitable that children will get sick, no matter where they are. In a childcare setting, the illness of one child can spread rapidly through the group to the other children and staff members if stringent measures to prevent this spread are not taken. For this reason the staff will take constant precautions to prevent the spread of disease. These precautions will include careful hand washing with antibacterial soap by staff and children as well as maintaining sanitary conditions throughout the Center.

We ask parents' cooperation in the following ways:

If your child shows any of the following symptoms, you will be called to come and get your child. Please help us protect your child and others by responding promptly. If the child has any of

the following symptoms at home, we ask that you keep him/her out of the Center until the symptoms are gone, or until your physician says it is all right to return.

The symptoms include:

- FEVER
- SEVERE COUGHING
- DIFFICULT OR RAPID BREATHING
- YELLOWISH SKIN OR EYES
- PINK EYE
- UNUSUAL SPOTS OR RASHES
- SORE THROAT OR TROUBLE SWALLOWING
- CHANGES IN URINE/STOOL
- HEADACHES/STIFF NECK
- VOMITING/DIAHRREA
- SEVERE ITCHING/SCRATCHING OF BODY OR SCALP OR ANY SIGNS OF HEAD LICE

The center must be notified within 24 hours if you, your child or anyone in your household contracts or is in contact with a contagious disease.

Medical Emergencies:

In the event of a medical emergency or an accident, we shall contact the parents and the doctor of the child. If is impossible to reach either and should emergency treatment be required, the child will be taken to Lynchburg General Hospital Emergency Room. Your authorization for the Center to contact the physician will only be used in an emergency.

Center Disaster, Fire and Emergency Preparedness

MBA conducts regular fire drills, and reviews emergency plans at regular intervals. The policy is available at the center for parents to view if desired. In the event of an emergency requiring the evacuation of our building, we would take our Emergency Contacts book with us to contact families by cell phone. For this reason, it is critically important to keep your contact information up to date.

PLAN FOR INJURY PREVENTION

- A. To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Director.
- B. The Program Director or other designee will monitor the outdoor playground and remove any hazards prior to any children using the space.
- C. No smoking is allowed on the premises.
- D. Toxic substances, sharp objects matches and other hazardous objects will be stored out of the reach of children.
- E. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips.
- F. An injury/incident report for any incident which requires first aid or emergency care will be maintained in the center notebook for that purpose. The injury report includes *the name of the child, date, time and location of accident or injury description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required.* Staff will use the Accident/Injury Report Form to record the above information. The form must be signed by TWO staff members Upon arrival, the parent will be allowed to review it, sign it, and then be given a copy. The staff member will then log the report in the Central Log of Injuries and file the report in the child's file.

Fees/Payment Policy

- | | |
|------------------------------|-----------------------|
| • One Time Registration Fee: | \$35.00 |
| • Yearly Supply Fee: | \$50.00 |
| • Bus Service - To and From | \$ 5.00 <i>weekly</i> |
| One way | \$ 3.00 <i>weekly</i> |

Weekly:

- | | |
|-------------------------------|---------|
| • Full Day | \$77.00 |
| • School Age: | \$45.00 |
| Before <u>and</u> After | \$35.00 |
| Before <u>or</u> After | \$35.00 |
| Daily (School Closings, etc.) | \$16.00 |

- Registration fee must be paid at the time of application. This fee is non-refundable.
- Supply fee may be broken into several payments if necessary.

- Payment is *due on the Monday* of each week of care.
- If an account becomes *more than two weeks in arrears*, your child will be subject to dismissal.
- If a check is returned, the parent must replace the check with cash or money order *plus a \$20 fee*.

Please understand that the weekly tuition fee reserves a space for your child whether they are present or not. Staff members, food and supplies are planned in advance based on maximum enrollment of our center. For this reason, there will be **NO REDUCTION** in fees for absences, regardless of the reason.

Pick-up Information:

- Only the person(s) listed in the Authorized Pickup section of the Enrollment form will be permitted to pick up your child
- Be sure to inform those persons that MBA staff will ask for picture identification until we become familiar with them.
- It is your responsibility to contact the Center in advance if someone other than those on the Authorized Pickup section will be coming for your child.
- Anytime a parent is not allowed to visit or pick up a child from the Center, state law requires that the Center have a copy of the appropriate legal documents to that effect.

IMPORTANT: Your child will not be released to anyone with whom we are not familiar, who is not on the Pick-up List, or who does not have proper ID.

Late Pickup:

Children are to be picked up no later than our 5:30 closing time. A *"late pick-up" fee of \$3 for each five (5) minutes after 5:30* will be assessed and payable at the time of pick-up to the staff person required to wait.

Emergency Communication and Contacts

Parents/Guardians are expected to provide MBA with any/all contact numbers we might need in order to reach you. This includes home, work, cell phone numbers as well as e-mail addresses. In addition, the center should have names and numbers of co-workers who might be able to locate you if you are out of your office. Virginia State Licensing codes require parents to provide names, addresses and phone numbers of at least 2 people from different households who could pick up their child in an emergency. Please be advised that center staff are authorized to call your emergency contacts to pick up your child if we are unable to reach you in a reasonable amount of time depending on your child's condition.

Emergency Policy in Case of Failure to Pick up a Child

In the event that a child is not picked up by 5:30, staff will use all contact information in attempting to arrange for the earliest possible pick-up. Staff will attempt to contact the Director or assistant in the event that parents cannot be reached and an alternate pick up might be arranged. If we have not had a phone contact with a parent by 5:45 we will begin calling emergency contacts. If we release a child to one of the emergency contacts and staff then leave for the evening, the information will be left on parent's voice mail when possible and post a note on the outside of the center gate.

If a child has not been picked up by 45 minutes after closing time or notification of emergency evacuation, and all attempts to reach parents/guardians have failed, staff shall call the police for the jurisdiction in which the child lives and request that they assist in locating a responsible adult to pick up the child. Police may help by going to the child's residence and by performing any other appropriate investigation. The police should be requested to report their finding to the center as soon as possible. If the police report that they are unable to locate a responsible adult, then staff shall immediately call Child Protective Services for the jurisdiction in which the child lives and request that they arrange to have Social Services pick up the child as soon as possible. Staff shall fully document all information regarding the incident.

Center Closings:

The Center will be closed on the following holidays: *New Years Eve, New Years Day, Martin Luther King Day, President's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Eve and Christmas Day.*

In addition, *if Lynchburg City Schools close due to inclement weather, we will also be closed.* However, there is a possibility we will open later if weather improves; feel free call the center and check the voice mail to hear of any changes. If bad weather begins during the day, be sure to call the center to determine the status. Tune in to WSET to get official notification of our closing status and transportation.

Miscellaneous:

Birthdays/ Special events/Holidays: Parents may arrange with the staff to celebrate a child's birthday at the center during the afternoon snack time. Parents will provide refreshments, paper products, etc. Also please feel welcome to help with any of the special occasions and holidays we celebrate.

Volunteers & Visitors:

Parents are welcomed and encouraged to visit Mary Bethune Academy whenever possible without prior arrangements. Parents and friends are encouraged to share their talents and interests with the children. Please contact our Director if you have time to share so that visits or field trips can be arranged in advance. Reading aloud, playing an instrument, teaching a craft or demonstrating a skill are all worthwhile contributions.

Staff/Clients:

Board of Directors: Serves as a governing board and oversees all aspects of the program. The Board meets every other month, and addresses any matters needing their attention as well as any unresolved administrative issues.

Executive Director: The Director assumes responsibility for administration of the child care and preschool programs, as well as supervision of enrollment, staffing, and parent/staff communications.

Office Assistant: The Office Assistant processes enrollments, maintains accounts and performs other clerical duties as needed.

Teachers: The teachers are responsible for planning and implementing daily plans, communicating with parents, introducing age appropriate lessons and materials and managing classroom behavior.

Teacher Assistants/Aides: The T/A's assist the lead teacher in each class in carrying out the daily lesson plan, and following the scheduled daily routine.

Transportation - Driver/Aide: The bus driver is responsible to safely transport your child to and from school and on field trips. The Bus Attendant assists the children boarding and unloading, accepts weekly payments and aids the driver in any other way that he needs.

Dietary/Housekeeping - The dietician and housekeeper work cooperatively to ensure that your child receives healthy, tasty, nutritious meals in an environment that is regularly cleaned and sanitized and pleasant.

Parents: The parent's role is **very important!** Parents' support, encouragement, and interest in daily activities foster growth, independence, and creativity. There are numerous volunteer opportunities for parents throughout the school year.

Children: Our child care/preschool provides programming and classroom experiences for children ages 0 - 5 years. There is also a school age component for children having entered public school. The children are obviously the most important aspect of our program; without them there would be no need for the rest of us! They provide the eager hands, inquisitive minds and innocent determination that define the needs of our school.

Department of Social Services: MBA is licensed under the watchful eye of the Commonwealth of Virginia, Department of Social Services. While our self imposed standards often exceed the state's requirements, we are regulated by and are accountable to the Virginia Department of Social Services Licensing Division.

Our Staff

Executive Director:	Esther Wood,
Office Assistant:	Scauncia Parr
Two's/The Cardinals :	Mary York, Lead Teacher Kendra Ferrell, Teacher Assistant Elizabeth Higginbotham, ("Grandma") LOA
Three's/The Canaries:	Valerie Porter, Lead Teacher Lucille Walker, Teacher Assistant Gertrude Warrick, Teacher Aide
Fours/Fives/The Bluejays:	Leslie Abbitt, Lead Teacher Courtney Nance, Teacher Assistant
Dietary/Housekeeping:	Beatrice Smith, Dietician Brenda Turner, Housekeeping
Property & Transportation Manager:	Jerry Smith
Bus Attendant:	Patricia (Bootie) Walker
Substitutes:	Mrs. Helen Govan, Kristina Trent

Staff Qualifications

Mary Bethune Academy staff must meet all requirements set forth by the Licensing Division of the Virginia Department of Social Services. Criminal History, Child Protective Services checks are performed on all staff as well as TB risk assessments and Sworn Disclosures. Staff members are trained annually in compliance with Virginia State licensing code in **First Aid and CPR**. In addition, MBA staff receives the required hours of training each year as required by the State of Virginia.

Suspected Child Abuse/Neglect:

Based on the following section of the Code of Virginia, each staff member has the legal responsibility to report suspected child abuse/neglect to:

**Piedmont Regional Office
Department of Social Services
1-800-552-7096**

Code of Virginia § [63.2-1509](#).

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
11. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
12. Any person associated with or employed by any private organization responsible for the care, custody or control of children;

INSURANCE

The children at MBA are covered by Nationwide School Insurance, provided by the school.

Parents can help by.....

- **Seeing that your child has plenty of rest each night to ensure a happy & healthy child. A warm bath before bedtime helps them to get a good nights' sleep!**
- **Keep your child home & consult a physician when exhibiting an illness.** Children must be fever free for at least 24 hrs. *before* returning to the center and should have a doctor's permission with Chicken Pox, Strep, etc.
- **See that your child has healthy meals at home** and encourage him/her to try new foods.
- **Keep records up to date:** health, address, employment, phone numbers, etc.
- **Always be sure staff knows your child is at school.** PLEASE fill out the sign in/sign out sheet.
- Put **child's name on all articles** brought to day care to prevent loss
- For children in diapers/pull-ups, please *be sure they are changed and dry prior to coming to school.*
- Please **REMEMBER** to leave toys, money, gum, guns and "swords", etc. **AT HOME.**
- **Practice good hygiene with your child**, i.e. brushing teeth, hand washing, etc. to reinforce what he/she is learning. Parents are encouraged to wash their children's hands before leaving the center at pick up time, after riding the bus home, after using public transportation and during/after contact with grocery carts.
- **Allow your child time to show you what they are learning** by saying Grace, Pledge of Allegiance, Bedtime prayer, Nursery Rhymes and to sing their favorite songs.
- **Remember, your child is WATCHING YOU!** Be a positive example for him/her. Show an interest in the crafts and art your child brings home. Take time to share a story, sing their songs and let them know what they are doing is important.
- Do not expect too much from him/ her. **They are little works in progress, and God is far from finished with them!!!**

Parent/Guardian

Handbook Received/Read Agreement

Please read, sign and return this form to the office by first day of attendance.

I have read the previous 10 pages of the policies and information in this Parent Handbook. I fully understand and agree to all the terms outlined in this handbook.

Parent Signature

Date

Director/Office Assistant Signature

Date

Child: _____

Date Enrolled _____

Date Terminated _____

Notes:
