



Owned & Operated by Mount Vernon Baptist Church

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**A weekday preschool program & a ministry  
of Mount Vernon Baptist Church**

An educational program designed to assist children in growing in the same manner as Jesus did as highlighted in Luke 2:52, "Jesus grew in wisdom (cognitive), stature (physically), and favor with God (spiritually) and man (socially and emotionally)."

**PARENT HANDBOOK  
2019-20**



Seeks to follow Jesus' example by fostering:

## **RELATIONSHIPS**

by bringing kids into a relationship with  
Jesus Christ, other believing kids,  
Christian adults and their families

## **EXPLORATION**

into Scripture and of their faith  
by providing opportunities to study the  
Bible as it relates to daily life and  
provide outlets for service

## **EXCELLENCE**

in both individual lives  
and ministry programs and events,  
leading kids to be challenged and encouraged  
to have a growing and deepening faith

## **& FAMILY**

by providing resources and opportunities  
to assist adults in the spiritual development  
of their child(ren) and to provide an  
environment of community and family  
within our ministry.



11220 Nuckols Road · Glen Allen, VA 23059  
(804) 270-6600 · mvbcnow.org/kids  
cec-preschool.org



Dear CEC Parents,

Welcome to the Child Enrichment Center of Mount Vernon Baptist Church. As one of the ministries of the church, the Child Enrichment Center (CEC) serves the community by providing the best in preschool education and by witnessing how Jesus Christ can change lives. Our main purpose is to provide Christian care and to nurture your child cognitively, physically, spiritually, socially and emotionally.

The purpose of this handbook is to provide you with very important information about the CEC. Please take the time to read it carefully and discuss any questions you may have about the material with us. You may call the CEC office at 804- 935-0162.

Please be aware that these policies and procedures may change at any time at the discretion of the CEC. We will make every effort to advise you of any changes in a timely manner.

Thank you for selecting the Child Enrichment Center (CEC) for your child's preschool education. We look forward to working with you and your child.



The Child Enrichment Center (CEC) is owned and operated by Mount Vernon Baptist Church as a nonprofit ministry to our community. We invite you and your family to worship with us at Mount Vernon. We would be honored to have you as part of our church family.

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## 5. Families and Communities

- a. History
- b. Geography
- c. Economics
- d. Families and Communities

## 6. Fine Arts

- a. Dance Arts
- b. Music
- c. Theater Arts
- d. Visual Arts

## **Stature (Physical Development)**

- 1. Gross Motor Development
- 2. Fine Motor Development
- 3. Health and Well-Being

## **Favor with God (Spiritual Development)**

- 1. The Bible
- 2. God/Jesus
- 3. The Church
- 4. Religious Observances (Christmas, Easter)

## **Favor with Man**

## **(Social/Emotional Development)**

- 1. Relationships with Others
- 2. Self-Perceptions
- 3. Feelings and Self-Regulation
- 4. Independence/Autonomy

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# Curriculum

“Jesus grew in wisdom and in stature and in favor with God and Man” Luke 2:52

The Child Enrichment Center curriculum is designed to encourage children to grow as Jesus grew:

Wisdom (Cognitive Development), Stature (Physical Development), Favor with God (Spiritual Development), Favor with Man (Social/Emotional Development).

This is accomplished by offering a variety of developmentally appropriate play-based experiences that engage children and help them develop a strong foundation for continuing education and a love of learning.

## Wisdom (Cognitive Development)

1. Approaches to Learning
  - a. Persistence
  - b. Curiosity and Initiative
  - c. Creativity and Inventiveness
  - d. Reasoning and Problem Solving
2. Language and Literacy
  - a. Listening and Speaking
  - b. Phonological Awareness  
and Alphabetic Knowledge
  - c. Print Awareness and Concepts
  - d. Comprehension
  - e. Early Writing
3. Mathematical Concepts
  - a. Numbers and Operations
  - b. Measurements
  - c. Patterns and Relationships
  - d. Shapes
  - e. Spatial Sense
  - f. Data Collection and Analysis
  - g. Time and Sequence
4. Science Concepts
  - a. Scientific Knowledge
  - b. Scientific Inquiry and Exploration

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# About CEC

## Ministry of Mount Vernon Baptist Church

The Child Enrichment Center (CEC) is owned and operated by Mount Vernon Baptist Church as a nonprofit, faith-based preschool in our community. CEC admits students of any race, color, ancestry, national and ethnic origin and religious background.

## State Licensed

CEC is licensed by the Department of Social Services of the Commonwealth of Virginia and meets or exceeds the minimum standards for childcare. The standards relate to personnel, health requirements, staff training, program staff, administration, general supervision, ratios, physical environment, space, furnishings and safety procedures. We believe that licensing regulations help us to provide loving care for children and peace of mind for parents.

## Office Hours

September-May • 7:45 a.m.-2 p.m. • Monday - Friday  
June-August • hours vary

## Programs

### Preschool Classes

CEC offers preschool classes for children ages 2-5.  
Preschool classes meet from 8 a.m.-12 p.m. Class days vary.

### Lunch Bunch

Lunch Bunch in our extended day program. During Lunch Bunch, children eat a parent provided lunch and enjoy playtime with other CEC students. Lunch Bunch meets until 2 p.m. and is available for all children enrolled in CEC. Additional fees apply.

### Enrichment Classes

Enrichment Classes meet after school until 2 p.m. Enrichment classes are available for CEC students who are in our 3-5 year old programs and are fully potty trained. After eating a parent provided lunch, children participate in a special class designed to introduce children to new skills. Additional fees apply.

### Summer Camp

Summer Camp meets 9 a.m.-12 p.m , Tuesday-Thursday.  
Summer Camp dates are set annually.

# Admission/Behavior

## Admission

Students are admitted to CEC on a first-come, first-served basis with the following priority:

1. Current students
2. Siblings of current and former students
3. Mount Vernon Baptist Church Members  
(membership must be verified through the church office)
4. Waiting List
5. Walk In

## Requirements for Admission

Students must have the following information on file in the CEC office prior to their first day of attendance:

- Enrollment Form
- 2 Emergency Contacts
- Proof of Identity – Original Birth Certificate or Passport must be viewed by a CEC Administrator or designee. Copies cannot be accepted.
- Enrollment Contract

## Medical Requirements

CEC requires that your child have a doctor's Certificate of Physical Examination and Immunization record before entering the CEC for the first time. We will provide a state form, which needs to be filled out by your physician that verifies your child's immunization records. Periodic updates will be requested as determined by the state regulations. It is also necessary that a certified birth certificate be shown to the office staff before your child attends the CEC.

## Refusal of Admission

Children are admitted to the CEC on a first-come-first-served basis, depending upon availability. However, children also may be dismissed from the CEC or refused admission at the discretion of the CEC.

Before the CEC dismisses or refuses admission of a child, it will make every effort to complete the following process:

- The staff has carefully documented incidents of unacceptable behaviors and attempts to discipline the child have been unsuccessful.
- The child's parents have received written notification regarding unacceptable behaviors.
- A conference with parents has not resulted in a change or improvement of the child's behavior or attempts to schedule and conduct a conference with parents are unsuccessful.

Parents may appeal the decision of the CEC's managing Director to dismiss or refuse admission of a child to the staff liaison or the church ministry partnership which oversees CEC.

Despite this policy, it is not guaranteed that the CEC will go through these steps before dismissing a child. Nothing herein entitles a child to this process before dismissal.

## General Discipline

Discipline begins at home. Make sure your child understands that while at the CEC, the staff members are his/her guides. Rules will be explained thoroughly. Our approach to discipline is to

# Daily Schedules Sample

## 2 Year Old Class

8:00-9:00	Welcome & Play Time
8:15-9:00	Center/One on One Teaching Activities
9:00-9:20	Chapel/Creative Movement/Music
9:20-9:40	Circle Time: songs, games, stories
9:40-9:55	Potty/Diapers/Wash Hands
9:55-10:15	Snack
10:15-10:30	Arts and Crafts
10:30-11:00	Outside Play (weather permitting)
11:00-11:15	Story Time
11:15-11:30	Potty/Diapers
11:30-12:00	Circle Time, Clean up and Dismissal

## 3 Year Old Class

8:00-8:15	Arrival
8:15-9:00	Centers/One on One Teaching Activities
8:40-9:00	Chapel (Monday or Tuesday)
9:00-9:20	One on One & Centers (Monday / Tuesday)
9:20-9:40	Circle Time
9:40-10:00	Table Activity
10:00-10:20	Art/Music or Creative Movement
10:20-10:35	Bathroom / Wash Hands
10:35-11:00	Snack
11:00-11:30	Playground
11:30-11:45	Pack Up
11:45-12:00	Pick Up

## 4's & Pre-K classes

8:00-8:15	Arrival
8:15-8:45	Center Time
8:45-9:15	Circle Time: calendar, weather, alphabet
9:15-10:00	Art Activity
10:00-10:15	Bathroom and Wash Hands
10:15-10:30	Snack
10:30-11:00	Learning Activities/Activity Time
11:00-11:15	Story Time
11:15-11:45	Outside Play (weather permitting)
11:45-12:00	Clean up and Dismissal

\*Music, Creative Movement, Art & Chapel days will vary.

The CEC is well equipped with learning materials for the children. If your child wishes to bring items from home to share with the class such as books, please notify the teacher.

### **Birthdays and Parties**

If you would like to celebrate your child's birthday with their CEC class, please make arrangements in advance with your child's teacher. CEC will not distribute party invitations in class, unless all members of the class are invited.

Each teacher plans special parties throughout the year (such as Christmas and Easter). Parents are given an opportunity to volunteer for these parties at the beginning of the school year.

As a safety precaution, treat bags and latex balloons are not permitted.

## **References**

"With two children having graduated and two more to begin their education, we couldn't be more satisfied with all that the CEC offers. Their preschool experience exceeded our expectation in all areas. Education, growth, development, socialization skills, physical coordination and spiritually, together, have been nothing but a positive experience for our entire family. The overall environment is exactly what preschoolers need to feel comfortable, happy and safe while learning important skills to better their future. We can't thank the staff enough for all that they have done to make school such an enjoyable time for our children.

— Jaclyn & Andy Bonham

"We have been a CEC family for the past 5 years and feel blessed for this school to play such a special part in our children's lives. The teachers and staff have created a loving, nurturing environment where the students learn the tools they need to thrive in kindergarten and beyond. What we like most is that there isn't a singular focus--our children have learned the academic, social and emotional skills they need for elementary school. Even our youngest (who is still too young to attend) feels comfortable here and can often be seen running down the hallways to get a hug."

— Allison & John Schmitt

give positive reinforcement to the child who does what is expected of him/her and to impress upon the uncooperative child that his/her behavior is not acceptable. We do this by:

- Setting realistic limits for behavior
- Modeling appropriate behavior
- Treating children as people and showing respect for their feelings
- Teaching children that good behavior is expected
- Praise, reward and encouragement

### **Unacceptable Behavior of Children**

Unacceptable behaviors may include, but are not limited to:

- Aggressive behavior toward other children or adults at the CEC such as biting, kicking or pushing
- Destruction of properties belonging to the CEC or other children
- Disobedience of instructions, policies or procedures

The following general discipline measures may be taken in the event a child's behavior is not acceptable:

- Redirection
- Verbal discussion
- Time out in the classroom (averages one minute per year of age)
- Time out in the hall with a teacher or assistant
- Time out in the office
- Telephone call to the parent
- Child being sent home

Behavior problems will be documented and parents will be notified.

### **Behavior of Parents**

The CEC may refuse admission of a child to the CEC under the following circumstances:

- Parents fail to comply with the financial policies of the CEC
- Parents are consistently late in picking their child up at the end of the day
- Parents do not pick up their child or make arrangements for someone else to pick up their child when the CEC calls due to an illness
- Parents do not keep their child at home when he/she has not been free of a fever for at least 24 hours
- Parents who fail to bring their child inside the CEC and placed in the care of a staff member
- Parents who consistently fail to cooperate with the policies and staff of the CEC

This is not exhaustive. Please also see the "Refusal of Admission" policy on page 6 of this Handbook.

### **Code of Virginia**

Code 63.2-1813. Visitation by parents or guardians in child day programs. A custodial parent or guardian shall be admitted to any child day program. For purposes of this section, "child day program" is one in which a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of thirteen for less than a twenty-four-hour period, regardless of whether it is licensed. Such right of admission shall apply only while the child is in the child day program.

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# Daily Routine

## Arriving at the CEC

We require that parents walk their child into the building and place him/her in the care of a staff person. Please remain with your child AT ALL TIMES until you have dropped him/her off. Sign in sheets will be provided for you to sign in your child. If your child will not be attending CEC (sickness, doctors appt, etc), we ask that you call and let us know. Parents are asked to enter the building through the designated doors at the front of the Education Building (you will be notified of any change).

Drop-off time for CEC is 8 a.m. As children are being dropped off they are engaged in valuable playtime with their peers and one on one time with their teacher. Teachers begin group activities between 8:30 a.m. and 9 a.m. **All children are expected to be in class no later than 8:30 a.m.**

If your child will be arriving after 8:30 a.m. due to unusual circumstances such as a doctor's appointment, etc. please let your child's teacher or the CEC office know in advance as to what time to expect your child.

## Leaving the CEC

Pick-up begins at 11:50 a.m. at the child's class. Children must be signed out each day. All children who are not staying for Lunch Bunch or Enrichment classes must be picked up by 12 p.m. Please remain with your child AT ALL TIMES after you pick him/her up.

## Lunch Bunch/Enrichment Classes Transition

The CEC staff will transition children from their preschool class into Lunch Bunch or Enrichment classes. Pick-up from Lunch Bunch and Enrichment Classes begins at 1:55 p.m. in the CEC lobby. Children should be picked up no later than 2 p.m.

## Late Pick-up

If a child has not been picked up by 5 minutes after the appropriate pick-up time, CEC will call the child's parents. If CEC is unable to reach either parent, the emergency contact names will be called. If after 30 minutes, no contact has been made with either parents or emergency contacts, the Virginia Department of Social Services will be notified. During this time, the child will be with an administrator from the CEC in the CEC office. Please see financial policies for the late pick-up fee.

## Classrooms & Playground

The CEC provides activities for learning experiences geared to each child's age and developmental level. CEC meets or exceeds DSS student to staff ratios at all time. The outdoor playground equipment is checked on a regular basis for safety.

## Snacks/Lunches

CEC does not provide daily snacks or lunches for students. Parents must provide a healthy snack each day for their child. For children staying for Lunch Bunch or Enrichment Classes, parents must provide a healthy lunch for their child.

Because CEC classrooms do not have water fountains, parents are asked to send in a refillable water bottle with a straw for their child. Water bottles are sent home daily to be washed. Please label your child's water bottle with his/her name.

Daily snacks and lunches should be labeled with the child's name and date.

## Peanut/Tree Nut Free Environment

The CEC is a "Peanut/Tree Nut Free" school. No nuts, peanut butter, or snacks containing traces

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## Security

Fire alarm systems and a sprinkler system enhance the security of the CEC. Fire drills are practiced at least once a month. Emergency Preparedness Drills are practiced each semester.

Authorized pick-up of a child is something that CEC takes very seriously. At the beginning of each school year, parents are required to complete an Authorized Pick-Up form. CEC can release children to anyone listed on this form, with appropriate identification. CEC will not release a child to anyone without written consent from the child's parent or guardian.

- When there is a change in the regular pick-up routine, it is very important that the teacher be notified in writing.
- In the event of a last minute emergency, additional measures will be taken to insure the child's safety.
- In the event of a custody issue, CEC MUST have legal documentation on file stating the custody arrangement.

The CEC maintains emergency information on each child. This information includes parents' home and work phone numbers, special medical conditions, allergies and other information important to your child's health and safety. Please make sure that any information changes are noted on your child's record in the CEC office.

# Miscellaneous

## Parent Conferences

In accordance with the Department of Social Services, Licensing Division, we offer two conferences during the school year to provide parents information regarding their child's progress. This is also an opportunity for parents to communicate with staff regarding the CEC's programs. We encourage you to participate in this. If you wish to have conferences at other times during the year, the staff will be happy to meet with you.

## Reporting Suspected Child Abuse

The Code of Virginia (Section 63.1-248.3) requires any person providing full or part-time child care for pay on a regularly planned basis to report suspected child abuse or neglect.

## Staff

At the CEC, we carefully select qualified, experienced staff. After completing an application and interview, each person is required to have Criminal Record Checks, a Tuberculosis Test and at least two letters of reference. Staff must attend at least sixteen (16) hours of workshops and/or seminars per calendar year. We also request that each of our staff be trained in First Aid, CPR, AED, Blood Borne Pathogens, medication administration and daily health screening. If substitutes are used, they must have a Criminal Record Check and a Tuberculosis Test also.

## Donations

Donations are always appreciated. Please let the office know if you have a talent or resource that might be useful for the CEC. Suggestion: for your child's birthday, donate a book in his or her honor to the school library.

## Emergency Clothing

A complete change of clothes must be furnished at the beginning of the school year – shirt, pants, underwear, shoes and socks. Accidents do happen occasionally (such as spilled juice) and a change of clothes may be needed. Please label all items belonging to your child.

## Personal Belongings

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(no diapers) as they will be participating in the daily class routine of taking turns using the potty.

We expect all children to be completely potty trained by their 4th birthday unless there is a documented medical reason for a delay. A collaborative meeting between the parents, teacher and the Head of the School will need to take place to determine a plan of action for any child who is not completely potty trained their 4th birthday.

**4 & 5 year old Classes** – Unless there is a documented medical reason, children should be completely potty trained, able to use the restroom independently and wearing regular underwear (NO pull-ups) before entering our 4 & 5 year old programs.

Once children have begun potty training at home, our teachers will work with the parents to reinforce potty training at school. For sanitary reasons, children must wear a pull-up (with ‘velcro’ sides) or a disposable diaper until they can remain accident free at school for two weeks. For children who are beginning potty training or are newly potty-trained, appropriate clothing is essential. Please dress your child in pants with elastic waist bands that are easy to pull up and down. Onesies, overalls, belts and pants with snaps at the waist are not easily maneuvered by a small child and can cause delays in getting to the toilet ‘on time’, thus leading to accidents and frustration.

Due to differences in staffing and room use, children who participate in afternoon enrichment classes (soccer, ballet, basketball, art and tennis) **MUST** be completely potty trained to participate in these classes.

Children are not required to be completely potty trained to stay for lunch bunch, however children who are not completely potty trained may be placed in a younger group if necessary to maintain required student: teacher ratios.

#### **Accident Insurance**

We do everything possible to minimize accidents. Our staff attends safety workshops, our facility is inspected and routine maintenance is done. Our staff is trained in First Aid, CPR and OSHA regulations. Should an accident occur, we appreciate your understanding and cooperation.

In the event of an emergency room visit and/or additional tests related to an accident at CEC, the CEC carries insurance to supplement the parents’ primary insurance. It is the responsibility of the parents to contact the CEC office to receive the necessary forms to be filed with the insurance company. The CEC will provide any information necessary to process the claim; however it is the responsibility of the parents to collect all documentation from medical service providers and file the claim. Illness is not covered, and therefore, no compensation will be made under our insurance program.

#### **Emergency Preparedness Plan**

The Virginia Department of Social Services guidelines state that child day centers must have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. Our Emergency Preparedness Plan is on file in the administrative office and a copy is available for your review upon request.

The CEC has developed an Emergency Preparedness Plan in consultation with local authorities, which addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical spills, intruder and terrorism specific to the locality. In the event of an actual emergency (evacuation from the educational building), CEC students may be picked up from the Mausoleum at the Memorial Park.

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of nuts are permitted in the classrooms. Please read labels to check for cross-contamination prior to sending food items to school. Whenever preparing snacks and/or treats for a classroom party, parents must check with the classroom teacher for any food allergies in the classroom.

#### **Parent/Teacher Communication Folders**

CEC provides each child with a communication folder. Please check this folder daily for important information.

#### **Student Tote Bags**

CEC will provide each student with a tote bag upon enrollment. Students are required to use the CEC tote bag for bringing in their belongings each day. CEC tote bags are sturdy enough to last for several years. CEC encourages parents to help their child personalize his/her tote bag.

#### **Clothing**

Clothing should be comfortable and easy for the child to manage. Tennis shoes are required for participation in preschool activities. Sandals (including Keens), flip-flops, jellies, crocs, and boots are not allowed! All clothing items should be labeled with the child’s name.

## **CEC Financial Policies**

#### **Registration Fees**

Registration Fees are annual fees collected at the time a family registers their child/children in the CEC program. Registration fees are only collected if there is an opening available for the child. Registration fees are NOT REFUNDABLE.

#### **Tuition**

Annual tuition charges may be paid in one payment or 9 equal payments.

- **One Payment Option:** A non-refundable tuition deposit of 1/9th of the annual tuition is due with the enrollment contract. The remaining tuition is due on August 1. Parents choosing to pay tuition in one payment will be given a 2% discount in their child’s annual tuition.
- **9 Payment Option:** A non-refundable tuition deposit of 1/9th of the annual tuition is due with the enrollment contract. The remaining 8 tuition payments are due on the first of each month from August to March.

#### **Tuition Obligation**

Enrollment in the Child Enrichment Center is for the entire school year. The operating budget for the year is based on the assumption that each student will remain enrolled for the entire year. Parents agree to pay the entire annual tuition even if the student withdraws or is dismissed from the school for any reason. Parents are required to sign a contract and pay a deposit toward their annual tuition payment at the time of enrollment. Release from this contract is at the discretion of the CEC.

#### **Lunch Bunch Fees**

Lunch Bunch fees are due on the 1<sup>st</sup> of the month for which the child will be participating in lunch bunch. Lunch Bunch fees are based on the number days CEC will be open for lunch bunch. Refunds for Lunch Bunch are not given due to a child’s absence. In the event of an unplanned CEC closing in which Lunch Bunch does not meet the students account will be credited for Lunch Bunch.

#### **Enrichment Classes Fees**

Enrichment Class fees are due at the time of enrollment for the each session. In the event of an unplanned closing in which the Enrichment Class does not meet, a make-up day will be scheduled. Refunds for withdrawal from an Enrichment Class are at the discretion of the CEC and the company leading the Enrichment Class.

### **Missing/Late Payments**

Failure to make the August 1 payment will result in forfeiture of your child's spot in CEC. No refunds will be given for the enrollment deposit.

Monthly tuition payments are due on the first of each month. Late fees apply after the 5th of each month.

### **Methods of Payment**

CEC accepts payments in the form of cash or check. Cash payments MUST be brought to the office and paid in person. CEC is not responsible for cash left in the drop box. Checks can be paid through your financial institution, our online payment system, mailed to CEC or placed in the CEC drop box. Checks should be made payable to 'CEC', include the child's name as the account number and delivered to the office or placed in the CEC drop box. PLEASE DO NOT LEAVE CASH OR CHECKS IN YOUR CHILD'S FOLDER.

### **Return Check Fee**

Checks returned to CEC due to insufficient funds will result in a \$30 charge to your account. After the second occurrence of a returned check, payments must be paid with cash, money order or certified check.

### **Scholarships/Financial Aid**

CEC does not participate in any government financial assistance programs. CEC does not offer student scholarships. Families who need to spread their annual tuition payments over a longer period of time will need to submit a letter detailing this need to the CEC office. The CEC administration along with the MVBC administration will determine how best to provide assistance.

### **Late Pick-Up Fee**

Children who have not been picked up by the appropriate pick-up time will be brought to the office. A late fee of \$1/minute will be charged to the child's account.

### **Holidays/Closings**

CEC follows the Henrico County Public School Calendar for student holidays (including closing for student half-days), Christmas break, Spring break, and inclement weather days. CEC will also follow the closing of Mount Vernon Baptist Church for religious holidays and/or emergencies, including but not limited to Good Friday and Easter Monday. All planned closings are noted on the annual calendar. CEC families will be notified via email of any changes in schedule related to opening/closing. Tuition fees are established on an annual basis, so no adjustment in tuition is given for planned or emergency closings. Lunch Bunch and after school Enrichment Class fees are adjusted for school closings.

### **Emergency Closings**

If Henrico County Public Schools are closed, then CEC will be closed.

If Henrico County Public Schools are on a one hour delay, then CEC will open at 9 a.m.

If Henrico County Public Schools are on a two hour delay, then CEC will open at 10 a.m.

In the event that Henrico County closes early for a weather emergency, CEC will close as well.

CEC staff members will assist in calling parents to notify of an emergency closing.

Parents will be notified by their child's teacher and/or email of any non-weather related emergency closings.

Weather related closings will not be made up.

## **Health and Well-being**

### **Children's Illness**

Children must be free of symptoms of illness for 24 hours without the aid of medication in order to attend CEC. Symptoms include, but are not limited to, fever, nausea, vomiting, persistent cough, diarrhea and skin rash. Children who have had a recent illness must be able to fully participate in classroom activities, including outdoor play, before returning to school. Parents must notify the center immediately if their child has been diagnosed with a communicable disease. The CEC will follow the guidelines listed by the Virginia Department of Health and Center for Disease Control for determining when a child should not attend or be sent home.

If a child becomes ill while at CEC, the parents will be notified to pick the child up. If the parents cannot be reached, the emergency contacts will be notified. Children MUST be picked up WITHIN 30 MINUTES of receiving a call regarding an illness.

Unless a written statement objecting emergency medical care is on file in the CEC office, CEC will act on behalf of the child in the event of an emergency.

### **Lice**

If a parent discovers that their child has a case of head lice, they MUST notify CEC. If CEC discovers that a child has lice while at CEC, parents will be called to pick-up their child.

CEC will take appropriate measures to clean classrooms and perform head checks for children who could have been exposed.

Children MUST be NIT FREE before returning to CEC.

### **Medication**

With the exception of Epi-pens and the medications directly related to them (ex. Benadryl) the CEC will not administer any medication. Sunscreen and insect repellent are considered to be medications and must be applied prior to entering the CEC.

### **Potty Training**

Children are considered completely potty trained when they

- are able to wear underwear for extended periods of time (2-3 hrs) without having accidents or being reminded to use the toilet;
- are able to communicate their toileting needs to an adult other than a parent;
- are independently able to take care of their toileting needs.

**2 year old Classes** – children are not required to be potty trained to attend CEC. Our 2 & 2½ year old teachers will work with parents to encourage and support healthy potty training. Children in the 2 & 2½ year old classes may wear disposable diapers or pull-ups (with Velcro sides) depending on where they are in the potty training process.

**3 year old Classes** – We highly recommend that parents dedicate a couple of weeks in the summer prior to starting their child in the 3 year old class to focus on potty training. However, if the child is not completely potty trained prior to entering the 3 year old class, they are expected to be in the process of being potty trained. Our 3 year old teachers will work with parents to encourage and support healthy potty training. Children in the 3 year old class who are not completely potty trained are required to wear disposable pull-ups with Velcro sides