



Parent Handbook

About Us

Welcome to Brookhaven Learning Academy. We are very pleased you have chosen to enroll your child in our high-quality early education program. Our program gives children ages 2 year- through 12-years enriching opportunities to learn through both child-directed play experiences and curriculum time. AT BHLA, we realize that the transition into preschool is an important adjustment for you and your child and you may have many questions. Enclosed in this handbook we have provided information that will ease your child's smooth transition into our school. Please let us know, whenever we can help you with any information you may need or otherwise be of help. We look forward to having your child in our program and working together in sharing your child's growth and development.

Mission

The mission of BHLA is to cultivate a community of educational excellence and inclusion where families, teachers and administration work together to provide a high quality, safe, stimulating and positive learning environment thus enhancing and fostering the whole child thru play-based learning and discovery.

Philosophy

BHLA believes that children learn best in a supportive, inclusive and loving environment, where they are encouraged by caring adults who respect, observe, guide and teach. We see children as skilled and bright beings who want to discover, learn, develop and express their special wisdom in a safe and caring environment. By providing our students with this type of learning environment, our program gives every child the opportunity to thrive developmentally with early learning experiences that build the foundation for their social emotional, physical and intellectual skills.

Core Values

All the work we do is rooted in these core values. They help us align what we do inside our centers and behind the scenes and guide our decision making. SHINE BRIGHT

Service: We lead with a servant's heart

Honesty: We're always honest and transparent with staff and families in a respectful manner.

Integrity: We do what is right

Nutrition: We're always being nutritionally conscious when providing food for our students

Excel: We strive to provide exceptional educational environments where teachers and students alike can excel.

Believe: We believe in our students and never doubt their capabilities

Respect: We respect all backgrounds, cultures and beliefs

Inclusion: We value individual differences

Growth: We never stop growing, never stop learning

Health: We always provide a healthy and safe learning environment

Teamwork: We always work as team in everything we do.

Hours of Operation & Contact Information

The facility operates Monday-Friday, 6:00 a.m. to 7:00 p.m.

Phone: 540.225.3919

Email: Info@brookhavenlearning.com

Non-Discrimination

Brookhaven Learning Academy does not discriminate in its educational programs, admissions policies, employment and general policies and activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sexual orientation or gender. We're an inclusive environment where all are welcomed.

We explicitly prohibit any form of unlawful harassment based on race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sexual orientation or gender. We will not tolerate any inappropriate interference with the ability of a child to develop and thrive.

Employees/Professional Development

At BHLA our teachers are the heart of our program. Our teaching staff consists of Early Childhood education professionals who have varying levels of degrees in the field of family and child development. They have been chosen for their dedication, creativity, experience and their ability to meet the developmental and emotional needs of your child. All employees must undergo two national background screenings and submit three professional references. Each of our staff members meet and or exceed the requirements set by the state of Virginia to teach in an early childhood facility.

We believe that continuing education is the key to a successful career in early childhood education. For complete clarity of our program and expectations each staff member completes a comprehensive introduction training. Each staff member is also required to complete a minimum of 20 continuing education hours per calendar year.

Regulatory Agency

Brookhaven Learning Academy is licensed and monitored by the Virginia Department of Education. Our center is subject to inspections by county local health & fire, licensing and building agencies at any given time. Regulations and inspections pertain to but not limited to staff qualifications, the outside and inside of the physical plant, health and safety matters and child to teacher ratios.

Special Needs/Accommodations

We proudly accept children with special needs. We review each child's needs on a case-by-case basis and make reasonable accommodations for any child who can safely participate in a group care environment. To be sure that we're meeting your child's needs as much as possible, please be sure to submit your child's current IEP and any updated IEPs or other documentation at the time of enrollment. If you have any questions or concerns regarding the enrollment or the care of your child, please do not hesitate to speak with the director.

EDUCATIONAL PROGRAMS

Our Curriculum

At BHLA we believe in learn through play and child exploration. We believe that early childhood learning is an on-going process. To exercise these beliefs in our school, we use the professionally developed preschool curriculum designed by Experience Learning formerly known as Mother Goose Time. This comprehensive thematic based curriculum nurtures the whole child and supports social, physical and cognitive development. Your child will build foundational skills in early literacy, math, music, art, social studies and science – all via a fun, play-based approach.

Continuity of Care

Each child in our program will have a primary classroom and teacher(s). Brookhaven Learning Academy strives to keep children with their primary teacher(s) consistently to support healthy bond and relationships between the child, family, and teacher(s). Staff are required to be involved as a team in all functions of the day. Lesson planning, implementations, evaluations will be completed by all staff members assigned to your child's class. We believe that a teamwork approach allows all staff members to be on the same page regarding your child's progress in the program but also allows your child to grow and develop while feeling safe in an environment under both leaders in the classroom. Combining of classrooms can occur in time of emergency, or during closing and opening times. By 9:30am all primary teachers will be at the center and ready to begin the school day.

Pre-Primary (2yrs-3yrs)

Our two-year-old room provides students with a variety of activities to help stimulate the children's independence, language, social, gross motor, fine motor and cognitive skills. Activities such as music, dancing, painting, building, reading, exploring, and pretend play are just a few that are offered to the students on a daily basis. Additionally, potty training is the big event with this age group. Potty training is not forced amongst any of our students however, if the goal is met, we enthusiastically celebrate each child's accomplishment.

Primary Programs (3yrs-5yrs)

In our Lower Primary and Upper Primary age classroom, students take part in more structured activities such as a formal circle time, small group instruction and more. This classroom uses a peer modeling method in which the older students model classroom behavior and routine with daily activities in the classroom for the younger students. Throughout the day students, break out into small activity groups based on their appropriate age group or learning skill. To foster the curiosity that three, four- and five-year old's have, teachers provide activities with cause-and-effect relationships, problem solving, and vocabulary explanations. Center time is a great time for children to develop the social-emotional skills and cognitive skills with direct and indirect teacher assistance. Children will also be given the opportunity to explore outside with teacher and non-teacher led activities throughout the day.

School Age Program

In our Before and After School program, your child can build upon their education outside of school by participating in various clubs and activities that challenge them in fun new ways! Your child will

learn more and grow more by making new friends and absorbing new concepts every day. We also do offer full Day school age on days that public/private schools are closed.

Enrichment Classes

We offer our students various enrichment programs to ensure a well-balanced early childhood experience. These activities are designed to stimulate children's learning in specific areas of development such as eye-hand coordination, listening skills, character development, gross motor skills, and fitness.

Note: Programs offered are based on interest and enrollment and can change per year. Some enrichment classes do have a small fee to participate. Please see the school director for more information on what enrichment classes are being offered.

Playground

Our center offers a variety of fun and stimulating playground activities. We believe that children learn through play. Outside playtime will be available to the children twice each day, except in inclement weather. The children will have the opportunity to explore the area around them, develop, coordinate, and strengthen their muscles by running, climbing and more through teacher and student led activities and games.

GUIDANCE AND DISCIPLINE

Conscious Discipline & Positive Discipline

AT BHLA we hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. We use the Conscious Discipline Philosophy of Dr. Becky Baily and welcome you to seek out information on the philosophy online.

Young children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors. Therefore, children need to be encouraged to make good choices and to be prevented from harming themselves or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, redirection.

Children need to learn to identify and express their feelings. However, often this requires the caregiver to acknowledge the child's response to the situation and help him/her use appropriate strategies. For example, if we see a child about to hit another child for taking a toy away, we will prevent that child from hitting the other and say, "It looks like you want to keep the truck" and provide an alternative to hitting. We will also help the child understand the other child's point of view. "I see that Tommy is playing with the truck you had. It looks like he wants it too. Can you tell him that you are playing with it?" Through this method, children can begin to learn about the intentions toward others.

As every parent knows, caring for young children requires a lot of patience. Children require ongoing guidance and support as they learn about themselves and others. Dealing with challenging behaviors is a process of teaching rather than punishment and control. Children are reminded what TO DO, rather than what NOT TO DO. For example, instead of, "DON'T run", children are told, "Please walk to the door". Through this strategy:

- (1) children know what you expect,
- (2) a more positive classroom climate is promoted,
- (3) children and adults form supportive relationships.

An additional strategy used with older preschoolers and school-age children is to help them learn how to solve their own problems and resolve conflicts. Teachers provide support and guidance as children develop and practice these skills.

Use of Corporal Punishment and Harsh Language

The use of corporal punishment is forbidden in the center. The discipline philosophy of the center is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. Children are re-directed and given choices to encourage appropriate behaviors. The use of threats and derogatory language by staff is not accepted behavior in handling children that misbehave.

Discipline Strategies Used by BHLA

- Maintaining realistic expectations of children based on knowledge of child development.
- Providing clear and simple limits.
- Planning an environment that facilitates a caring atmosphere.
- Providing appropriate activities that keep children engaged to prevent challenging
- Modeling appropriate and respectful behaviors.
- Redirecting inappropriate behaviors toward desired outcomes.
- Giving children choices between two appropriate alternatives.
- Encouraging children to work together to solve problems.
- Encouraging children to use their words to solve problems or to elicit peer cooperation.
- Providing logical and natural consequences for children's actions.
- Guiding children away from the situation until they can calm down and address the problem.
- Conflict resolution (for older preschoolers and school-age children).

When there is an ongoing behavior or safety concern, teachers will contact the child's parents. Communication may be in the form of informal or formal parent-teacher conferences or written behavioral reports. If a conference is scheduled, the parent and teacher will discuss strategies to promote appropriate behavior and develop a plan for change. If the behavior or safety concern continues after implementation of the plan, a child may be asked to leave the program for a short period of time (1-5 days). If the problem is not resolved, the child may be removed from the program. It is our intent to work together with families to promote a positive experience for their child. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in a group program and recognize that the program may not be equipped to deal with all circumstances underlying certain behavioral issues.

SAFETY AND SECURITY

Sign In-Out

Keeping your child safe in secure is one of our top priorities. In addition to the built-in security feature at the center, we strictly follow established procedures for your child's arrival and departure. All students must be signed in and out on our electronic sign in/out software. As an important security measure please do not share your password with anyone. Each contact will receive a code to sign in/out and to access the door. The code on the doors will be active from 6:00 am-9:45 am and again from 3:00 pm-7:00 pm. Any time after or before you must ring the doorbell and a staff member will let you into the building. Teachers will then sign students into their classroom by using the transition tracking sheet.

Child Release

Your child will be released only to authorized individuals. Authorized persons will be identified in the registration form. No child will be released to anyone whose name is not on file. To authorize any person, additional persons not listed included, you must submit authorization via email or in writing. A confirmation call will be made to the parent once email or letter is received. Anyone newly authorized to pick up, will be subjected to a photo ID check. If they do not have their photo ID we will not release them. We must have the physical ID. If any unauthorized person should arrive at the center to pick up your child, we will not release them and will notify you immediately.

Locked Doors

For security purposes the main door automatically locks each day during and after school hours. Each family is given a code to access the building. If you do not have a code, the front desk personnel will be able to let you in. If the front desk personnel are not at the desk and assistance is needed, please ring the doorbell and someone will be able to assist you. If you see anyone that you do not recognize or that is exemplifying suspicious and or questionable behavior, please do not let them in the building. Please be sure to speak with an administrator immediately and someone will address the issue. All codes to the building deactivate at closing hours and reactivate during opening hours.

Confidentiality and Children's Records

All information regarding your child and family is treated with the utmost confidentiality. Family and children records are maintained either within the classroom or the administrative office. Anyone, who is not directly (parent or guardian) involved in the care of your child or affiliated with childcare licensing, protective services, or other government agencies will not have access without the parent or guardians written consent or court orders. If requested, primary parent and legal guardians do have the right to access their child's records.

If you withdraw your child from BHLA, we will maintain your child's records for the maximum of three years. If you would like a copy of your child's records at the center a fee will not be charged. If you would like for these records to be mailed to a center out of state an administrative fee (\$1.00) may be charged all local mailings or faxes/scan email are free. For more information or questions regarding this policy please speak to one of our center administrators.

Mandated Reporting

Virginia State law requires that any suspicion of child abuse or neglect be reported to CPS. All teachers, as part of their VA Dept. of Health requirements, take a course in child abuse and neglect once a year. The law requires teachers to report to CPS any suspicions or evidence child neglect or abuse to CPS and licensing. In addition, the law strictly prohibits interference with an individual's attempt to report child abuse or neglect. Section 63.2-100 of the Code of Virginia defines an abused or neglected child as any child under 18 years of age whose parent, guardian, or other person responsible for the child's care:

- 1) Causes or threatens to cause a nonaccidental physical or mental injury.
- 2) Causes or threatens to cause a nonaccidental physical or mental injury during the manufacture or sale of certain drugs.
- 3) Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care.
- 4) Abandons the child.
- 5) Fails to provide adequate supervision in relation to the child's age and level of development.
- 6) Commits or allows to be committed any illegal sexual act upon a child including incest, rape, fondling, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.
- 7) Knowingly leaves a child alone in the same dwelling with a person who is not related to the child by blood or marriage and who is required to register as a violent sexual offender.

Custodial Rights and Visitation

BHLA recognizes that both parents have a legal right to be a part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need to have a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instruction will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

Child Accidents

We take every precaution to be sure that each child in our care is safe. This includes training on playground safety in which teachers enforce findings during their outside times, frequent playground inspections, and monitoring students closely. In spite of all efforts listed above accidents do happen. If your child is injured at our center, you will receive an accident/incident report during pick up time for you to read and sign. An email or hard copy can be given to you if requested. If your child needs immediate medical attention by a health care professional, we'll make every effort to contact you and or the health care professional listed on your enrollment agreement. In the event of an emergency, we will call 911 and make sure that your child receives any necessary emergency treatment until we can reach you.

Field Trips

In accordance with minimum standards for licensed childcare centers, the policies listed below will be followed by BHLA:

- Written permission from the parent authorizing the child's participation in each field trip will be required.
- Field trip's destination contact information will be secured by the center prior to departure.
- Each staff member on the trip will be First Aid and CPR certified and one staff member who is MAT trained.
- Minimum of two staff members (One lead and One Assistant) will be on all field trips.
- Depending on the length of the trip lunch and or a snack will be provided with water.
- For keeping consistent numbers during field trips, all children attending the field trip must ride on the van/bus to and from the field trips.
- A notice of the event and location will be posted on or next to the parent board.
- Children that arrive late to a field trip will not be able to attend. Parents are not allowed to drop off a child to the field trip location and leave them with the group. If the parent wants the child to stay the parent must stay with the child and the child will not be counted in ratio. The parent must also drop the child back off at BHLA if they would like them to finish their day out at the school. We try our best to accommodate a space for the child to stay until the children return from the field trip, but this is not guaranteed. Any participation fees are non-refundable.
- There will be a BHLA Staff leading each group and responsible for the safety and well-being of the children in each group. Parent Volunteers are allowed to assist on field trips but CANNOT be left alone to supervise a group of children at any time. Each group will have a copy of the Field Trip Policy and Procedure as a reference.
- Each Staff, Parent Volunteer and child attending the trip will wear either a matching t-shirt or an identification tag with the name, address, and phone number of the Center.
- At least two adults attending the trip will be equipped with a cell phone so if the group gets separated, adults can still communicate.
- There will be leader of the field trip on each trip. The leader of the trip will designate the meeting place for all groups and should be the point of contact for all adults on the trip and for administration at the school.
- Name to face counts are crucial for the safety of all children on the trip. All adults attending the field trip should use the transition tracking sheet when conducting name to face rollcall. Roll calls should happen every twenty minutes and be documented on the transition tracking sheet. Before departing the school, roll call should happen in the following order:

1. When lining up to leave the classroom to board the bus (completed by teacher)
2. At the front door (completed by the admin on duty)
3. When you arrive to the destination (teachers in charge of groups)
4. 20-minute intervals or when transitioning to different areas on the field trip (while participating in the activity)
5. When arriving back at the meeting spot. If there is no meeting spot because it is a small group activity, roll call should be taken before getting on the bus. (teacher)
6. Arrive back to the school (admin)
7. Back in the classroom (teacher)

- The lead on the field trip should call BHLA when they arrive to the location and when they leave the location. If any stops need to be taken due to emergency BHLA should be called and notified as well.
- In case the groups get separated, each staff member responsible for a group will carry a backpack containing the following:
 - a. emergency medication (if any required)
 - b. first aid kit
 - c. portable emergency information for both Staff and children.
 - d. emergency change of clothing

Transportation

At BHLA we do not own any vans or buses for travel. All field trips will be taken place through a third-party bus service and or van rental. Any before and after school drop offs will happen through the public-school county bus. The following are rules and guidelines that all children must follow when transportation is provided for BHLA field trips.

1. Children are to always remain seated until given further instructions.
2. Seat belts are to be always worn until the driver instructs children to unbuckle/or assist to unbuckle.
3. Children must sit in designated seats, depending on their height/weight/age. They will be designated a booster seat, child seat or other according to the law.
4. Children are encouraged to talk amongst themselves, this is a social part of their day, however we do discourage loud/screaming voices.
5. Children are reminded that there is no food or drinks allowed during travel to ensure safety.
6. The windows on the vans/buses are to be adjusted by the driver to ensure the children feel comfortable in warm or cool weather.
7. Children are not allowed to get out of their seat while the vans/buses are in operation. In case of an emergency, they may comply with the driver's directions to do so.
8. There will be at least one adult on the bus with a cell phone for emergency calls or updates.
9. If there is a behavior concern or safety concern, the teacher in charge of that group will address the child or group of children by reminding them of the rules while riding the bus. Children exemplifying severe behaviors will be given a warning about their behavior. If it continues a bus write-up will be documented and given to the parent for signature. For the safety of all passengers on the van/bus, a student that has three write-ups will not be able to attend field trips unless the child's parent can attend with the child.
10. BHLA. Has the right to refuse transportation for your child with limited notice.

Swimming Pool/Wadding Pool

For the safety of all students BHLA will not participate in swimming or pool activities off site. We will offer water play on our campus site. This will consist of child friendly sprinklers, water tables and water games. Please supply a bathing suit (and cover-up if needed) and pre-apply sunscreen at home when the weather permits such activity. We will supervise children closely and shall be able to clearly see all parts of the water area where activities will take place. Children that are not comfortable with water play may choose to sit out and participate in a dry land activity instead.

If at any time a child hurts themselves while participating in water play, we will assess the injury and follow the set forth medical procedures outlined in this handbook under the section "Medical Procedures". If this is not an emergency but first aid is needed (ie: small cut or scratch, bumped knee or other body part etc.) the teacher will assess the injury and provide the proper first aid in addition to contacting the parent and providing an incident/accident report for the parent's signature.

Weapons/Violence

Family members, children and guests are strictly prohibited from possessing firearms or other weapons on our property and at events sponsored by us. An exception will be made for sworn law-enforcement officers if required by law. Any person that violates this policy will be reported to the proper authorities.

Anyone's behavior that threatens the safety of others will not be tolerated in our center. The violent offender will be asked to leave the premises. Failure to comply will result in disenrollment (if your child is enrolled) and or notifying the proper authorities to escort the said offender off the premises.

Drug/Smoke Free Environment

At BHLA we are committed to providing our families a drug and smoke free environment. All families, staff members and or guests are forbidden to smoke on or anywhere around the premises. Anyone seen doing so, will be asked to walk away from the property. No one should ever use, consume, sell, manufacture or be under the influence of any alcohol or illegal drugs on center property.

Evacuation Plans

All evacuation plans are located on the parent board and inside each classroom. Plans are subject to being updated. Please speak to your child's teacher or administration for more information on evacuation plans.

Photograph Policy

Photographs are taken daily and uploaded to our secure parent portal app. We take photos of students participating in activities and post them in the child's classroom, on our website, school social media and brochures for parents and visitors to enjoy. If a parent wishes that photographs not be taken of their child, please be sure that this is noted on your application.

HEALTH

Food & Nutrition

BHLA provides breakfast, morning and afternoon snacks, and lunch at no charge for the children enrolled in the full-time program and lunch only for the half day program. All meals and snacks follow the national standards established by the Child Care Food Program of the USDA.

Our center is a peanut and tree nut free school. Any outside foods brought in from home must be labeled with the child's name and dated daily. Food labels for you to use are in the office.

Please be sure to notate on your application if your child has any dietary restrictions that are current or new. On our lunch menu only, we will include a vegetarian alternative for those with any dietary restrictions. If BHLA cannot meet your child's dietary needs, we ask that you please provide a healthy and nutritional alternative.

Birthdays & Celebrations

We love birthday celebrations! To celebrate, you are welcome to bring a nutritious snack to share. remember, all items must be pre-packaged and nut free. Any items containing nuts or processed in a nut factory will be held in the office until pick up. Please plan with your child's teacher at least one week prior to the birthday. Visit the parent desk for a list of celebration snacks!

Breastfeeding

At BHLA you are allowed to come in nurse your child. We completely understand that your choice of feeding practices is very personal with your child. Please rest assure that your choice to breast feed at any age, is just that, your choice, you are in a judgement free zone and we at BHLA respect that and will give you any support needed for you to be comfortable. We are also equipped to handle breast milk in the classroom. All breast milk must be in the bottle. We're not allowed to pour any milk in bottles.

Biting

We do understand that biting can be a hurtful action towards our little ones and very upsetting to the adult. We believe in working with children that begin the process of biting. Biting is a very common behavior amongst young children. Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, parents, or teachers. There are a variety of strategies we implement at Brookhaven Learning Academy to prevent and stop biting.

This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers will work with parents to gather information about the child's behavior and begin observations including shadowing to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1.The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

- Was the space too crowded?
- Were there too few toys?
- Was there too little to do or too much waiting?
- Was the child who bit getting the attention and care he/she deserved at other times?

2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

Naptime

Children will have the opportunity to rest quietly for two hours each day. Each child will be assigned a nap mat or cot for their exclusive use. Each class in toddler through pre-k must have a bottom and top linen. Linens and cots will be sent home and should be cleaned and washed weekly unless a child has an accident. In this case the nap mat or cot and linens are washed and cleaned immediately. Students can bring one small plush animal to nap time. If the naptime item becomes a disruption, we will gently place the naptime item back in the child's cubby and try again the following day.

SIDS/Safe Sleeping Practices

About one in five sudden infant death syndrome (SIDS) deaths occur while an infant is being cared for by someone other than a parent. SIDS is the leading cause of death of infants between 1 month and 12 months of age. SIDS is most common among infants that are 2-4 months old. Because it is unknown what causes SIDS, safe sleep practices must be put in place to reduce the risk of SIDS in every infant under the age of 1 year.

In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping position. Except for a pacifier and any required medical devices, we do not allow any items to be placed in the crib. Any medical conditions that require an alternate sleeping position or medical devices needed in the crib must include a request from the parent and a doctor's note to accompany that request. All children will always be supervised during nap and rest times, and lighting in the room will be kept at a level that ensures teachers can always clearly see the child's

face. Older children who use blankets will be supervised during rest time to ensure their faces are not covered by the blanket.

Illnesses

To protect the health of other enrolled children, we will not be able to care for your child if she/he has the following:

- Temperature of 100. (Temperature taken under the arm)
- Uncontrolled diarrhea and or vomiting. (Infants 3 blow outs. If the blow out is due to medication or another medical reason that is not due to sickness a doctor's note must be submitted.)
- Sore throat with fever or rash
- Server cold symptoms
- Pinkeye
- Unexplained skin rash or discharges
- Any communicable Disease

All children must be home for 24 hours from the time the child was sent home for any of the listed illnesses listed on the Communicable Diseases chart. Within this 24-hour period the child must be symptom free with no medication provided. We will also accept a doctor's note, stating that your child does not have a contagious condition and may return to school.

If your child develops visible symptoms of illness or displays abnormal behavior such as, fatigue, excessive irritability or any of the symptoms mentioned above, we will contact the parent. All parents when contacted due to illness must pick up there child no later than 1hr from the time that you were called. We do understand that keeping your child at home may be inconvenient, however, when every parent cooperates, the spread of illness is kept to a minimum.

In the event that your child is diagnosed as having a communicable disease/infection (ie: strep throat, hand foot and mouth, head lice, chicken pox, measles, etc.) you must notify BHLA within 24 hours or the next business day. This excludes life threatening diseases which must be reported immediately. Letters will be posted informing parents of the communicable disease to which their children may have been exposed. Please note that due to confidentiality no child's name will be used on any of these announcements.

All children sent home due to illness or symptoms must sign a symptoms report.

Handwashing

To help in cutting down the passing of germs and sickness, students will wash their hands with soap and running water. Some of the times that children and staff will be required to wash hands are: upon arrival during drop off, before and after eating, after bathroom visits, when returning from outside, after partaking in engaging in messy creative fun, and at other times built into our curriculum throughout the day.

Allergies

If your child has an allergy, please be sure to let your director know and be sure that it is reflected on the "allergy" portion of your enrollment agreement. This information will help us take the correct precautions in protecting your child's health. If your child has a severe allergy an epi-pen must be on sight. All children that have an allergy must have an allergy plan on file. You will also need to fill out an Allergy Plan and have it signed by your doctor.

Medications

Below are the listed policies for how and when staff should handle medication. To give a child medication, you must be MAT Certified. If you are MAT certified your status must be current.

1. We recommend the first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
2. Medication will only be given to any student (long term medication or OTC) when ordered by the child's health care provider and with written consent (Medication Authorization form) of the child's parent/legal guardian. All information on the authorization form must be completed before the medication can be given.
3. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given. Medicine will be sent home if expired or if requested by the parent or guardian.
4. Medications given in the Center will be administered by a trained staff member(s) designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication (MAT training).
5. Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container. All information on medicine label must match the information on the permission form.
6. Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible. Please note that the parent authorization for this only lasts for 10 workdays before renewal of the form or return of the medicine must happen. Admin or MAT trained staff will go through the medication containers (fridge and non-fridge) once a week. All expired medicines must be sent home with the parents immediately. NEVER place medicine in a child's bag to take home. It should be given to the parent or authorized pick-up for that day.
7. Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.
8. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that

the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.

9. For the child who receives a medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. All medications will be locked up in a lock box which is located in the preschool office all medications that need to be refrigerated will be locked up in lock box which will be placed in the kitchen refrigerator.

12. Information exchange between the parent/guardian and administrator about medication that a child is receiving should be shared when the child is brought to and picked-up from the Center. Parents/guardians should share with the MAT staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. If a medication situation arises that requires immediate attention to the child's health and safety and a parent cannot be reached, the Director or Director Designee will contact the pharmacist or health care provider for more information about the medication the child is receiving.

15. To avoid giving a student expired or the wrong medication, certified staff will use the 5 Rights of Administering Medication's listed below:

Right child

- Match the child's first and last names on the Consent Form with the first and last names on the pharmacy label or package. Then match this name to the child you are about to give medication to.

Right medication

- Match the medication name on the pharmacy label or package to the medication name on the Consent Form.

Right dose

- Match the dose written on the Consent Form with the dose written on the pharmacy label or package. If you are about to give the medication, match this dose to the dose you are about to give.

Right Route

- The route is the way the medication gets into the child's body, such as into the eye, rubbed on the skin or put into the mouth.

Right Time

- When a child arrives at BHLA, check with the parent to find out if the child got any medication before arriving. If so, write this dose on the correct Log of Medication.

16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The signing of agreeing with this handbook also indicates that you the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of your child.

Note: our employees do not provide any invasive medical treatments (ie: insulin injections, anal route), nor do they decide/ determine the dosage of medication.

Medical Procedures

For children who require immediate medical attention during a field trip or on school grounds, staff will call emergency services to respond. The teacher will call the Director or admin on duty to come to the scene. The director should bring their cell phone (if the situation occurs outside) with them to call 911. If inside, the director should call 911 from the office. The teacher or assistant teacher should remove all children from the area of the hurt or compromised child. The director or appointed teacher will then call the parent and inform them of what is happening. If the child is taken to the hospital the director will meet the parents or emergency contact at the hospital. Once the situation is subsided or under control the director or admin on duty will be in contact with the parent to check in on how the child is doing and ask when they will return back to school. This communication will happen via phone. Any paperwork correspondences for insurance, or other reports from either party will be sent via email address NOT through the parent portal app.

Sunscreen, Diaper Ointment and Insect Repellent

Any over the counter skin products such as: sunscreen, diaper ointment, insect repellents, lip balms must have an authorization form for Over-the-Counter Skin Products. Please be sure that all items brought in are not expired. If this form is not filled out or if the item is expired, we cannot give your child the product requested and will return the product to you during pick-up.

OPERATIONS

Registration

At BHLA we have put a variety of procedures in place to help make the enrollment process a breeze. To enroll and annually re-enroll your child, you must complete the enrollment agreement in addition to other company and state licensing forms. To be sure that we're always compliant with state licensing, incomplete documents will be returned to the family for completion. Any area that does not apply to you or your child must be marked with "N/A". Returns for incomplete paperwork can also delay your start date in your eligible program. All new families before starting school, must schedule an orientation with the director or administrator on duty. This meeting must be scheduled one week before your child's start date. Group orientations can be held if multiple families are starting around the same time.

Enrollment

A nonrefundable registration fee and refundable deposit equal to one week of tuition (please see withdrawal policy) is due at the time of enrollment to guarantee your spot. Current families that are re-enrolling for the next school year will pay a lessened amount for their annual registration fee during re-registration time in January. If a child is withdrawn from the program and subsequently re-enrolls, a new nonrefundable registration fee is due at that time with a deposit equal to one week of tuition.

Students that are attending summer camp will also be billed a summer camp fee in April with no deposit unless you are a new family enrolling for a summer start date.

Tuition

All families will receive a tuition agreement during the enrollment process. This agreement will be updated as your child moves through our program. The agreement must be signed in order for your child to start school and or move to a different program. Failure to sign the agreement in a timely manner can result in delayed start dates or temporary termination of services. This tuition agreement will list the following information: Student Info, Primary Payer Info, Tuition Info, Notes, and the Tuition Policy. For your convenience we have listed the policy below.

1. The enrollment fee, and deposit equal to one week of tuition is due at the time of enrollment to hold your space in class. The first week of tuition is due the day of your meeting with the director. You may pay all fees in full at the time of enrollment if you would like. If payments are not received by the due date's set, your child's space will be forfeited, and they will be placed on the wait list.

2. All tuition is due in advance before services are provided. Tuition is due Friday on Friday of each week. A late fee of \$35.00 will be billed to the account if payment is not submitted by close of business Monday. During school closings (snow days, holidays, emergency closing, natural disasters, pandemics, extended closings,) tuition will be due the next day that school is open. Tuition not submitted by the next opening day will receive a late fee and be marked as past due. Late fees will be applied each Monday C.O.B until tuition is received. If the unpaid tuition balance and other applicable fees are not paid within two weeks (10 days) after the initial due date, your account will become delinquent, and enrollment will be terminated until payment has been made. Please note that each week tuition is not received, a late fee is be charged to the account. Failure to pay after one week of termination of your account will result in account submission to collection services or small claims court. The primary account holder will be responsible for all reasonable collection and attorney fees associated with the collection of the account.

3. At BHLA we do understand that unforeseen hardships do come about. If this happens to you, please be sure to speak with the director. We do offer payment plans. All payment plan's must be on a credit or debit card. A payment plan agreement will be drafted, and a signature will be needed. Failure to sign the payment plan by the noted due date will forfeit the plan and the full balance will be due immediately. Failure to adhere to the agreed upon payment plan will result in a late fee of \$35.00 and termination of enrollment until the balance is paid off. Failure to pay after one week of termination on your account will result in account submission to collection services or small claims court. The primary account holder will be responsible for all reasonable collection and attorney fees associated with the collection of the account.

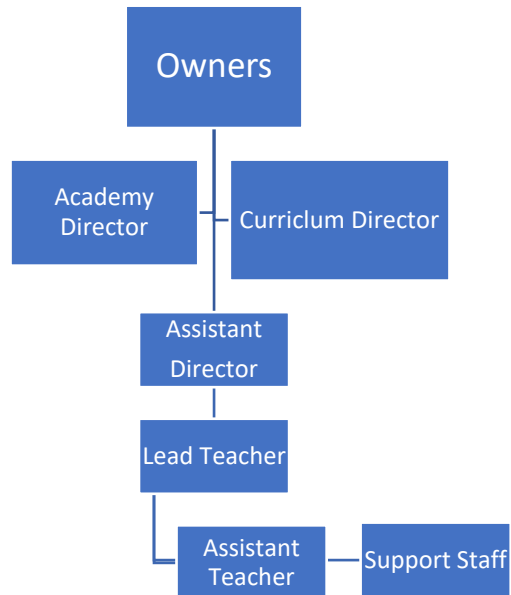
4. An accurate view of your account with fee/tuition updates will be posted by close of business on Wednesday of each week.

5. There is no reduction, prorating or refunding for tuition days missed due to illness, natural disasters, weather closings, school closings or shorter months or holidays, emergency closing, pandemics, extended closings.
6. Each family is granted one week of vacation regardless of the number of days you are gone. You will be responsible for paying half of your tuition rate and enrichment classes (if applicable). Additional fees on your account will not be eligible for the vacation rate (late fees, enrollment fees, supply/activity fees, field trip fees). Please remember, it is your responsibility to inform administration on when you are using your vacation week. We cannot break up vacation days by the number of days you're gone (example: I want to use 3 days of my vacation week.) Please note that all vacation days should be submitted one week prior to your vacation date.
7. A \$40.00 fee is charged for any returned checks or payments from your bank institution.
8. A two-week written notice to the Director is required if a child is being withdrawn. Your deposit can go towards your final payment if requested. If not requested, you will be responsible for paying the last two weeks of services rendered in addition to any remaining fees on your account through the end of the last tuition period.
9. Late pick-up fee will be assessed starting at 7:01pm. The late pick-up fee is \$1.00 per minute per child. All families are given one warning before late pick-up fees are billed if pick-up does not exceed 5 minutes. If during your one time warning you exceed 5 minutes you will be charged after the 5th minute.
10. Tuition and other fees are reviewed on a yearly basis. A minimum thirty-day written notice will be provided to families in the event tuition or other fee's increase or decrease.
11. BHLA accepts check, money order, certified checks, ACH, credit/debit card only. Checks can be written out to Brookhaven Learning Academy. All debit/credit card and ACH payments are subject to a convenience fee via playground app of: Credit or debit card: 3% + \$0.30 per transaction or ACH: flat \$1.00 per transaction
12. If you notice a discrepancy on your account, please be sure to speak with the director. If the amount has already been paid and a discrepancy has been found a credit will be applied to your account.

Babysitting Policy

In an effort to continue BHLA professional status and prevent any unforeseen conflict of interest, babysitting by BHLA staff is strongly discouraged. If a staff member does provide babysitting services, the staff member is acting on his or her individual capacity. BHLA will not be responsible for the care of the child or performance of the babysitter in connection to babysitting services. The arrangements are not endorsed by BHLA. Staff members' schedules and responsibilities should not be impacted by babysitting. A Babysitting Release form must be signed immediately before the babysitting arrangement begins.

Chain of Command



Holidays/ Center Closures

Our center is closed on the following dates:

- ❖ New Year's Eve (Close Early)
- ❖ New Year's Day
- ❖ Martin Luther King Day
- ❖ Memorial Day
- ❖ Presidents Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veterans Day
- ❖ Thanksgiving and Day after Thanksgiving
- ❖ Christmas Eve (Close Early)
- ❖ Christmas day

Please note additional closings or half days will be communicated via newsletter/email in advance. This list is subject to change

Serve Weather Closures

All weather closings will come from BHLA. We do not strictly follow Stafford County Schools weather closures. We will use SCPS as a guide to help with our decision. All weather closures decision will be

made no later than 5:30 am. Should the weather become hazardous while school is in session, we will close the center early and call all parents.

Absences, Sick Days, Vacations, Arrival

Please be sure to notify the office if your child is going to be absent from school due to sick days or other absences. If not absent or going to be late, we ask that students arrive to school no later than 9:30am. We want to be sure that students can participate in all aspects of class throughout the day. If your child is absent and we do not hear from you, we will message via app, email or phone call to ask about your child's absence.

Each family will be provided 5 days of vacation time per year. Vacation time does not roll over to the next year. Your vacation time goes into effect one month after your start date and is good to use until your enrollment anniversary date. Vacation time must be used consecutively. If you are going on vacation, please be sure to inform administration and complete the vacation form. If you do not inform administration, we will assume you would not like to use it and your billing will not reflect the discount.

Late Pick-Up

If a parent has not arrived to pick up their child and cannot be reached by phone by 7:01pm, we will call the secondary contact and the emergency contact(s) listed on the enrollment form until someone answers. If a primary, secondary, or emergency contact answers they must give an ETA of when they will arrive. Failure to arrive during the ETA time given can result in the Department of Education (licensing) and/or the Stafford County Police Department being contacted. We will also contact the Department of Education (licensing) and/or the Stafford County Police Department if we cannot get in touch with a primary, secondary, or emergency contact by 7:15pm. The authorities will not be called if someone is on their way to pick-up the child and arrives before or at ETA given. Continuous late pickups can result in termination of services.

Emergency/ Sick Pick-Up

If a parent is called due to an emergency or sickness of a child. We will give the parent thirty minutes to one hour (if traveling a far distance) to come pick up their child. Please know that we do take into consideration that some parents work a far distance and traffic can be a huge factor of getting to the school in a timely manner, we will accommodate as much as possible. If the child's condition begins to worsen and or becomes life threatening, we will call 911 to come pick-up the child and ask the parent to meet the director or admin on duty at the hospital. If the parent does not answer during the emergency, we will attempt to contact the secondary contact and all emergency contacts.

Termination

Enrollment at BHLA may be terminated at any time. In the case of termination, we will give you at least two weeks-notice for you to make alternate childcare/preschool arrangements. Please note, depending on the severity of the reason that your child is being dismissed, BHLA does reserve the right to terminate enrollment immediately without the courtesy weeks.

BHLA reserves the right to withdraw children if:

- The child's behavior is deemed a safety hazard to other children, themselves, or staff.
- The child does not adjust to the centers program and this condition remains after a discussion with the parent regarding the child's ability to participate.
- The parent's language or actions are abusive or threatening to the staff, children, or other parents/families.
- Failure to abide by the centers policies outlined in this Parent Handbook or other correspondence distributed to families.

Withdrawal

A two-week advance written or emailed notice is required when a child is withdrawn voluntarily. The primary payer is then responsible for any outstanding balances on the account. Failure to pay after termination of your account will result in two friendly reminder correspondence. If we cannot reach you the account can be submitted to collection services or small claims court. Verbal communication of withdrawal will not be considered a notice.

Family Involvement

We believe in forming strong partnerships with our parents and families to ensure the success of our students. Parents are invited to come to our center at any time. Whether it's volunteering during special events or reading a story to the children, building a school community takes full participation and commitment from parents, teachers, and administrators.

Our families are encouraged to:

- Stay informed of all upcoming events and important information by visiting our parent portal or visiting the parent center.
- Attend quarterly parent-teacher conferences to stay informed about your child's development and preschool experiences.
- Support the mission of the school by providing feedback, volunteering, and attending family events.

Outdoor Play

Weather permitting, we will take our students outside for outdoor play for a minimum of one hour split into thirty-minute increments. During the winter months classes will not be permitted to go outside if the temperature is thirty-two degrees or below (wind chill factor included). During the warmer months we follow the chart below.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

		Wind Speed in mph									
		Calm	5	10	15	20	25	30	35	40	
Air Temperature	40	40	36	34	32	30	29	28	28	27	
	30	30	25	21	19	17	16	15	14	13	
	20	20	13	9	6	4	3	1	0	-1	
	10	10	-1	-4	-7	-9	-11	-12	-14	-15	
	0	0	-11	-16	-19	-22	-24	-26	-27	-29	
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57	
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71		

Comfortable for out door play

Caution

Danger

		Relative Humidity (Percent)													
		40	45	50	55	60	65	70	75	80	85	90	95	100	
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87	
	84	83	84	85	86	88	89	90	92	94	96	98	100	103	
	90	91	93	95	97	100	103	106	109	113	117	122	127	132	
	94	97	100	102	106	110	114	119	124	129	135				
	100	109	114	118	124	129	136								
	104	119	124	131	137										
	110	136													

Communication

BHLA strives to make sure all lines of communication are open and clear. Means of communicating with our families will be done through of the following: email, telephone, in person or using Playground App (parent portal).

Toys

We have a wide selection of well organized, age-appropriate toys for infants. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children.

Drop in Care

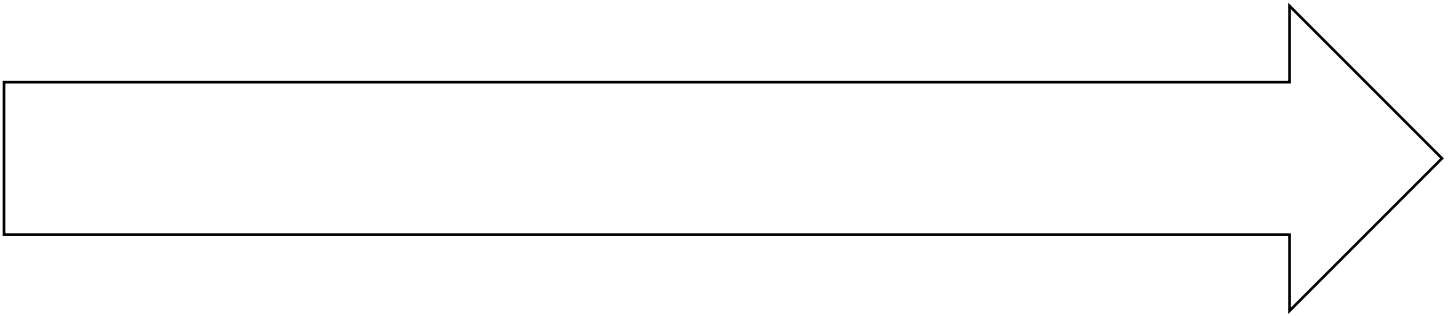
Drop-in care is on a first come first served basis pending on availability. You may call 24 hours in advanced to secure your reserved spot. You can reserve a spot for one to five days. Drop in payment must be made prior to your child's first day of drop-in care. Please note: all enrollment paperwork must be submitted to attend.

Items Needed

Class Name	Age	Items
Pre-Primary	2yrs-3yrs	You provide _____ 3 change of clothes (Undergarments included) _____ Wipes _____ Diapers/Pullups _____ Fitted Sheet _____ Water Bottle/Sippy Cup We Provided Nap Mat
Lower-Primary	3yrs-4yrs	You provide _____ 3 change of clothes (Undergarments included) _____ Fitted Sheet _____ Water Bottle We Provided Nap Mat
Upper-Primary	4yrs-5yrs	You provide _____ 3 change of clothes (Undergarments included) _____ Fitted Sheet _____ Water Bottle We Provided Nap Mat
School Age	5yrs-12yrs	You provide _____ 2 change of clothes (Undergarments included) _____ Water Bottle

CLASSROOM SCHEDULES

SCHEDULES ARE SUBJECT TO CHANGE BASED ON STUDENT/CLASSROOM NEEDS





Daily Schedule

(Subject to change based on student/classroom needs)

Pre-Primary Program (2 years to 3 years)

<u>Time</u>	<u>Activity</u>
6:30a-7:30a	Arrival, Handwashing, Health Check, A.M. Snack, and Independent Time (Table Top Activity)
7:35a-8:05a	Work Time (Child-Selected Center Activity)
8:10a-8:20a	Clean-Up, Handwashing, and Breakfast Preparation
8:25a-8:55a	Breakfast
9:00a-9:10a	Community Time (Morning Meeting/Circle Time)
9:15a-9:45a	Outside
9:50a-10:00a	Handwashing
10:05a-10:20a	Exploration Time (Art, Math, Language and/or Science Activity)
10:25a-10:35a	Music and Movement Time (Music and Movement Activity)
10:40a-10:55a	Clean-Up, Handwashing, and Lunch Preparation
11:00a-11:30a	Lunch
11:35a-11:45a	Clean-Up, Handwashing, and Naptime Preparation
11:50a-1:50p	Naptime and/or Independent Time (Quiet Activity)
1:55p-2:05p	Clean-Up, Handwashing, and Afternoon Snack Preparation
2:10p-2:40p	Afternoon Snack
2:45p-3:15p	Outside
3:20p-3:30p	Handwashing
3:35p-3:50p	Exploration Time (Art, Math, Language and/or Science Activity)
3:55p-4:05p	Community Time (Closed Meeting/Closing Circle Time)
4:15p-4:25p	Music and Movement Time (Music and Movement Activity)
4:30p-4:40p	Clean-Up, Handwashing, and Late Snack Preparation
4:50p-5:20p	Late Snack/Dinner
5:25p-6:25p	Work Time (Child-Selected Center Activity)
6:30p-7:00p	Independent Time (Table Top Activity) and Departure



Daily Schedule

(Subject to change based on student/classroom needs)

Lower-Primary (3 years to 4 years)

<u>Time</u>	<u>Activity</u>
6:30a-7:10a	Arrival, Handwashing, Health Check, A.M. Snack, and Independent Time (Table Top Activity)
7:15a-8:15a	Work Time (Child-Selected Center Activity)
8:20a-8:30a	Clean-Up, Handwashing, and Breakfast Preparation
8:35a-9:05a	Breakfast
9:10a-9:20a	Community Time (Morning Meeting/Circle Time)
9:25a-9:40a	Exploration Time (Art, Math, Language and/or Science Activity)
9:45a-10:15a	Outside
10:20a-10:30a	Handwashing/Story Time
10:35a-10:45a	Music and Movement Time (Music and Movement Activity)
10:50a-11:05a	Clean-Up, Handwashing, and Lunch Preparation
11:10a-11:40a	Lunch
11:45a-12:00p	Clean-Up, Handwashing, and Naptime Preparation
12:05p-2:05p	Naptime and/or Independent Time (Quiet Activity)
2:06p-2:10p	Clean-Up Handwashing, and Snack Preparation
2:10p-2:40p	Afternoon Snack
2:41p-2:50p	Community Time (Closed Meeting/Closing Circle Time)
3:25p-3:55p	Outside
4:00p-4:10p	Handwashing/Story Time
4:15p-4:25p	Music and Movement Time (Music and Movement Activity)
4:30p-6:00p	Work Time (Child-Selected Center Activity)
6:05p-6:10p	Clean-Up, Handwashing, and Late Snack Preparation
6:15p-6:30p	PM Snack
6:35p-6:40p	Story Time
6:45p-7:00p	Independent Time (Table Top Activity) and Departure



Daily Schedule

(Subject to change based on student/classroom needs)

Upper-Primary (4 years to 5 years)

<u>Time</u>	<u>Activity</u>
6:00a-7:15a	Arrival, Handwashing, Health Check, A.M. Snack, and Independent Time (Table Top Activity)
7:20a-8:20a	Work Time (Child-Selected Center Activity)
8:25a-8:35a	Clean-Up, Handwashing, and Breakfast Preparation
8:40a-9:10a	Breakfast
9:15a-9:30a	Community (Morning Meeting/Circle Time)
9:35a-9:55a	Exploration Time (Art, Math, Language and/or Science Activity)
10:00a-10:10a	Music and Movement Time (Music and Movement Activity)
10:15a-10:45a	Outside
10:55a-11:10a	Clean-Up, Handwashing, and Lunch Preparation
11:15a-11:45a	Lunch
11:50a-12:10p	Clean-Up, Handwashing, and Naptime Preparation
12:15p-2:15p	Naptime and/or Independent Time (Quiet Activity)
2:20p-2:45p	Afternoon Snack
2:50p-3:05p	Clean-Up, Handwashing, and Story Time
3:10p-3:40p	Work Time (Child-Selected Center Activity)
3:45p-3:55p	Music and Movement Time (Music and Movement Activity)
4:00p-4:15p	Community Time (Closed Meeting/Closing Circle Time)
4:15p-4:40p	Outside
4:50p-6:00p	Work Time (Child-Selected Center Activity)
6:05-6:10	Clean-Up, Handwashing, and Late Snack Preparation
6:15p-6:30p	Late Snack
6:35p-6:40p	Story Time
6:45p-7:00p	Independent Time (Table Top Activity) and Departure



Daily Schedule

(Subject to change based on student/classroom needs)

School Age (5 years to 12 years)

<u>Time</u>	<u>Activity</u>
<u>BEFORE CARE</u>	
6:00a-7:15a	Arrival, Handwashing, Health Check, A.M. Snack, and Independent Time (Table Top Activity)
7:20a-8:20a	Work Time (Child-Selected Center Activity)
8:25a-8:35a	Clean-Up, Handwashing, and Breakfast Preparation and Breakfast
8:40a-9:10a	Check Out/Bus Pick-Up
8:45a-3:45p	STUDENTS AT SCHOOL
<u>AFTER CARE</u>	
4:15p	Students Arrive Back at School /Check in
4:20p-4:35p	Wash hands, Snack
4:40p-5:20p	Outside
5:25p-6:00p	Wash Hands, Independent Time (Table Top Activity)
6:05p-6:30p	Wash Hands, PM Snack
6:35p-6:40p	Story Time
6:45p-7:00p	Independent Time (Table Top Activity) and Departure