

# Before & After School Care 2018-2019

## Rate Sheet and Options

### Rates:

Before School (Charges start at 7:00 AM & ends at 8:00 AM): \$4.00 per morning per child

A.M. Half Day (Charges start at 8:01 AM & ends at 11:00 AM): \$6.50 per child

P.M. Half Day (Charges start at 11:01 AM & ends at 2:45 PM): \$6.50 per child

After School (Charges start at 2:46 PM & ends at 6:00 PM): \$11/day per afternoon per child

= Full Day: \$28.00 per child

---

Please select all options needed below and return so that we can staff appropriately based on your needs:

Child's Name: \_\_\_\_\_

My child will attend:

\_\_\_ Before School Only

Days: M T W TH F (please circle all that apply)

\_\_\_ After School Only

Days: M T W TH F (please circle all that apply)

\_\_\_ Both Before and After Care

Days: M T W TH F (please circle all that apply)

\_\_\_ School Delays

\_\_\_ Half Day & Full Day School Closings

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Non-Authorized Pick-Up Persons:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Other Children:**

Name:	Age:	Grade:	School Attending:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Persons to be called in case of emergency, if parents cannot be reached:**

# 1 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

# 2 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Agreements:**

- The WELL Center agrees to notify the parent/guardian whenever the child is ill. The Parent agrees to have the child picked up as soon as possible, if required.
- The parent/guardian authorizes the WELL Center to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be reached.
- The parent understands that payment of tuition occurs monthly and that the WELL Center utilizes the services of Smart Tuition for the collection of tuition and fees. Parent/guardian agrees to complete Smart Tuition agreement and select payment options as outlined. If payment is not received, the contract for services to the child may be terminated.
- I understand that it is my responsibility to sign my child in upon arrival and sign my child out before leaving. The WELL Center will NOT release minors to minors. The person picking up and signing children in/out **must** be at least 18 years of age.
- I understand that my child will not be allowed to leave the facility with an unauthorized person. Any person authorized to pick up my child **must** be listed. Authorization by

telephone will not be accepted. If someone that is not listed as an authorized person is to pick up my child, I will submit a written and signed request to the Children's Ministry Coordinator prior to the date of pick-up. A picture ID is required

- The parent agrees that a fee of one (1) dollar per minute may be charged for picking up the child after WELL Center closing time.
- Parents are requested to bring all questions and concerns to the teachers and Children's Ministry Coordinator so that they may be resolved.
- The teachers and Children's Ministry Coordinator are hereby given full discretion in matters of discipline. These include notes to the parents, conferences, redirection, positive reinforcement and/or time out.
- The Well Center reserves the right to dismiss any student who does not cooperate with the educational process or one whose parent does not abide by this Agreement.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Signature of Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

# **Woodland Early Life Learning Center**

## **Parent Guide**

**2018-2019**

**Woodland Baptist Church**  
**4434 Thomas Nelson Highway**  
**Arrington, VA 22922**  
**434-263-6811**  
[www.woodlandchurch.org](http://www.woodlandchurch.org)

Dear Parents,

Let us take this opportunity to welcome you to the Woodland Early Life Learning Center. We consider it a privilege to provide early Christian education for these children. Our Center is an educational ministry under the direction of Woodland Baptist Church and the WELL Committee. In compliance with the Code of Virginia, this Center is exempt from licensing and is classified as an “exempt” child care center.

Please take a few moments to read over this guidebook outlining policies and procedures of the Center. In order to give the best education and care to your child, certain policies and procedures must be followed. If you have any questions concerning your guidebook, please feel free to contact the WELL Committee.

The WELL Committee

# **Mission Statement**

**The purpose of this ministry**

**Is to provide**

**Two Years to five-year-old children**

**With an excellent learning environment**

**In an atmosphere of consistent affectionate care,**

**And**

**To promote growth in all aspects of each child's**

**Spiritual, emotional, intellectual, social,**

**And physical development.**

## **Policies and Procedures**

### **WELL Committee**

The Woodland Early Life Learning Center (WELL Center) is an educational ministry under the supervision of the WELL Committee. The members of the committee are elected by the membership of Woodland Baptist Church and are responsible for all policy decisions.

### **Program Personnel**

The staff members of the WELL Center are required to be professing Christians and are encouraged to be active in a local congregation. Teachers are required to have knowledge and experience in early childhood education.

### **Program Objectives**

- A. To help each child adjust to his or her environment.
- B. To aid the child in learning to understand and live intelligently in God's world.
- C. To provide a daily routine to teach the children to be responsible.
- D. To facilitate social, emotional, spiritual, and intellectual growth while providing the child freedom of movement and appropriate equipment in an environment of Christian love and concern.
- E. To encourage each child to be creative.
- F. To help each child find a comfortable, contributing place in the group.
- G. To develop an awareness of safety and health precautions in each child.
- H. To encourage communications between parents and WELL Center staff.

### **Tuition and Fees**

- A. Payment for your child's tuition must be paid monthly through Smart Tuition. If your child is enrolled part time the WELL Center will bill you accordingly. Parents will receive information upon enrollment and re-enrollment in regards to payment instruction and options.
- B. A box is located in the office for part time payments, melody makers payments, before and aftercare payments for older siblings, etc.
- C. A \$25.00 non-refundable registration fee must accompany the initial application form.
- D. A materials fee of \$55 must be paid upon enrollment and re-enrollment each year. This fee is in addition to registration fee is not refundable or pro-rated.

- E. An activity fee of \$55 must be paid upon enrollment and re-enrollment each year. This fee covers the once-a-month “Special Lunch” and the year-end Summer Fun day. This fee is in addition to the registration and material fee is not refundable or pro-rated.

## **Inclement Weather**

In case of inclement weather and the WELL Center is unable to open, parents will be charged for no more than four days per calendar year (July 2 – June 28). Any additional days closed due to inclement weather will be tuition free and parents will be reimbursed accordingly. In the event of inclement weather, parents should contact the WELL Center at 434-263-6811. If at all possible, the WELL Center will be open.

## **Withdrawals**

Any child who withdraws or is dismissed from the Center must reapply and be accepted for re-admission. (\$25 Registration Fee must be paid at the time of re-registration)

## **Physical Examination and Immunization Certification**

Each child is required to have a physician’s check-up within twelve months prior to admission into the program.

## **Calendar**

The WELL Center is open from 7:00am until 6:00pm Monday – Friday, with the exception of announced holidays and the week of July 4<sup>th</sup>. This fiscal year the WELL Center will be closed July 2nd- July 6th. (Note: If there is enough demand to leave children between the hours of 6:30am – 7:00am, the WELL Center will open to accommodate those children.)

### **Annual holidays include:**

New Year’s Day, Memorial Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day.

When these holidays fall on the weekend, Monday or Friday will be observed.

## **Records**

Records kept by the WELL Center are as follows:

- Daily attendance
- Copy of Birth Certificate
- Health reports
- Accident reports

- Medication forms
- Authorization for emergency medical care
- Name and telephone number of child's doctor
- Telephone number where parents can be reached at home and work
- Telephone number of an emergency contact person if parents cannot be located

Parents must notify the Center if there is a change in any of this information.

A medication form must be filled out by parents or guardian, giving permission to the staff to dispense all medication. All medication must be in the original container and labeled with the child's name and dosage. Medication will not be given for more than 10 consecutive days without written certification from a doctor.

## **Sick Children**

Children with a fever over 100 degrees will not be allowed to stay at school and must be fever free, without the aid of medication, for at least 24 consecutive hours before coming back to school. Any child with two instances of either vomiting, diarrhea or with any contagious disease will also not be allowed to stay at school. Parents are responsible for arranging for the child to be picked up if the teacher tells them the child is sick. The teacher may require a note from the doctor that the child has recovered in order to return.

## **Head Lice**

Parents will be called to come and get any child who has head lice or nits. All of the child's bedding must be taken home and thoroughly cleaned. The child will not be allowed to return to school until he or she is not only lice free, but nit free.

## **Sign-In Sheet**

Parents must sign children in and out of the WELL Center. The sign-in/sign-out sheet is located in the entrance of the WELL Center. Children will be released only to individuals authorized to pick them up. A written note is necessary if someone else is picking up the child. The WELL Center will not release minors to minors. The person picking up must be at least 18 years of age.

## **Discipline**

Children are expected to obey the staff for their own safety and the well-being of every child in the program. Positive reinforcement, redirection, and time-out will be used to modify behavior. Corporal punishment will not be used. Children will not be deprived of food, water, or other personal comforts. Discipline will be administered in a firm, but loving way.

Parents may be asked to remove a child from the WELL Center in the event of excessive discipline problems or if it is felt that their behavior is causing danger to themselves or other children.

Children are placed in “time-out” when they misbehave. Children must remain quiet and not be disruptive while in a time-out area within the classroom setting. For example: A staff member must be present wherever a child is placed. If four children are in time-out, and if the only way to keep them from being disruptive is to isolate them, four staff members are removed from the classroom to watch those four children in four separate locations.

The result is two staff persons are now responsible for supervising twenty-six children. These sorts of situations are unacceptable.

**Biting Policy-** Staff at the WELL Center understands that biting can be an age-appropriate behavior, particularly for the toddler age group; However, after 3 bites in a 24 hour period resulting in injury (defined as red marks, bruising, skin-break or injury requiring medical assistance by staff- such as bandage or ice) a parent will be contacted and asked to pick up the child for removal from the center for the remainder of the day. Should the behavior continue, the Director reserves the right consult the WELL Center Committee for further action.

## Lunch

Children are required to bring their own lunch each day. Due to health regulations, all classes will need to have lunches that do not require heating. Morning and afternoon snacks will be provided by the WELL Center. Parents must notify the Center of any allergies children may have.

Once a month, “Happy Meal/Pizza” day will be observed. You will not need to bring lunch for your child on that day. The cost of this lunch is included in your Activity Fee.

## Pre-Registration

To register your child yearly, you must pay the \$55 material fee, \$55 activity fee. Return a signed Smart Tuition payment schedule, Medical Authorization Form, a signed policy agreement from the Parent Guidebook as well as the items on the Supply list by April 9th. Accounts are required to be in good standing at the time of re-enrollment. After April 9th, enrollment is offered on a first-come-first-served basis.

## General Information

- Parent-teacher conferences will be scheduled from time to time. Parents may request a conference, but should not expect teachers to be available during the school day when the teacher is on duty.
- Toys may not be brought from home unless the teacher gives such permission.
- The Center is covered by public liability insurance.
- Two changes of clothing **must** be kept at the Center at all times. These clothes must be labeled with the child’s name. Children in diapers or pull-ups must bring extra diapers and wipes.
- Except on rainy days, children will go outside twice per day. On extremely cold days this time will be short or spent in the fellowship hall above the WELL Center.

- Children should dress in comfortable clothes; **no cowboy boots, sandals, clogs, dressy shoes, open-toe shoes or flip-flops** please. Bare feet are not allowed. Socks are encouraged.
- No play guns or other play weapons are allowed at the WELL Center. Children are strongly discouraged from engaging in violent play.
- The staff of the WELL Center is required by law to report any cases of suspected child abuse or neglect to the Nelson County Department of Social Services.

**EMERGENCY MEDICAL CONSENT FORM**

\_\_\_\_\_ has my permission to obtain  
emergency medical treatment for my child, \_\_\_\_\_  
when I cannot be reached or if a delay in reaching my child would be dangerous for him/her.

**Mother/Guardian's Name** \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Father/Guardian's Name** \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

My insurance provider is \_\_\_\_\_

My child's medical record number is \_\_\_\_\_

Preferred hospital/treatment center \_\_\_\_\_

My child is taking the following medications

\_\_\_\_\_

My child has the following allergies

\_\_\_\_\_

**I understand that I assume all financial responsibility for any treatment or injuries sustained  
by my child while he/she is in child care.**

\_\_\_\_\_  
Signature of Parent or Guardian Date

\_\_\_\_\_  
Signature of Parent or Guardian Date