

Tuition Fee Schedule

WELL Kindergarten Program:

August 10th, 2021 – May 27th, 2022

Program Only (8am-2pm): \$375 per month

Program with Before Care (7am-2pm): \$395 per month

Program with After Care (8am-Close): \$455 per month

Program with Full Day Care (7am-Close): \$465 per month

As Needed Care: Before Care: \$5 per day After Care: \$15 per day

Other Fees/Discounts:

Material Fee: \$55.00 (for returning families, due with re-enrollment application)

Activity Fee: \$55.00 (for returning families, due with re-enrollment application)

Second Child Discount: \$40 discount for second child

Supply List: For returning families, these items are due with your re-enrollment application. If not returned with re-enrollment application, a \$60 supply fee will be charged to your account).

- 3 boxes of facial tissue
- 4 packages of wipes (Wet Ones, baby wipes, etc.)
- 1 mesh laundry bag for nap linens
- 4 rolls of paper towels
- 1 box gallon bags
- 1 box sandwich bags
- 1 ream of 500 count copy paper
- 2 containers disinfectant wipes - 70 count (Lysol or Clorox)
- 1 can Lysol disinfectant spray
- Protective Crib-sized Mattress Cover (Plastic/Non-Zip)

April 9th, 2021

Dear WELL Center Pre-K Parent(s)/Guardian(s):

We are excited to announce that we will be opening a Kindergarten Classroom for Fall 2021. We spoke with other schools, the DOE, DSS and the school board to ensure we have followed all protocol for beginning this school year on the right foot and that the students who enroll in the WELL Center Kindergarten Program will have a smooth transition into first grade.

The Program will not be accredited at this time and will operate following the public-school calendar (August 10th, 2021 to May 27th, 2022). During public school closures, the WELL Center will provide daycare for the Kindergarteners and will use these days for exploratory learning and catch-up days. Unfortunately, the WELL Center does not meet the licensure criteria nor does it have the appropriate resources, per DOE regulations for private schools, to provide a Kindergarten credit and meet the educational needs for students diagnosed with a disability.

Pricing will be based on need for before and aftercare. Please see tuition rate sheet for pricing break down. The teacher will take attendance each day and attendance will be regulated according to state guidelines for private schools. Positions in this classroom will be full-time enrollment only.

The program will be taught by our own Mrs. Heather McGann and will follow the Abeka Christian Curriculum for K5. Mrs. Heather has been with the WELL Center for almost 6 years and has a Bachelor's Degree in Developmental Psychology (the study of how little minds learn and grow). With over 10 years of experience working with children in a learning environment, we know Mrs. Heather will do her very best to provide your child with all the love, hands-on learning and knowledge they will need to build a strong foundation for education.

In order to enroll your child, please follow the steps below:

1. **Application for Enrollment.** Complete and return.
2. **Parent Guide.** Please read over the Parent Guide and sign/return the Guidebook Agreement, Photo Release Form, and Payment Agreement.
3. **Emergency Medical Authorization Form.** Complete and return.
4. **Photo Consent.** Complete and Return.
5. **Pandemic Sick Policy.** Complete and Return
6. **Copy of Child's Birth Certificate.** (Unless a copy is already on file).
7. **School Entrance Health Form.** Please schedule a physical with your child's physician and have this form completed and returned prior to the start date of the current school year.
8. **Supply List Items** (List attached). A \$60 supply fee will be billed to your account if supplies are not returned with re-enrollment application.
9. **Total Fees to Return with Enrollment Application: \$110**
 - Material Fee: \$55.00
 - Activity Fee: \$55.00 (The once year activity fee will cover any specials offered by the WELL Center. This fee is not refundable and will not be pro-rated).

The enrollment form and all the supplemental material and fees must be received by **April 23rd, 2021** to guarantee your child's seat for the upcoming year. Space is limited! **After April 23rd, any openings will be filled on a first-come-first served basis.**

A few changes have been made to the Parent Handbook for the upcoming year, including some changes to holiday closures in 2021-2022. **PLEASE REVIEW THE ENTIRE HANDBOOK BEFORE SIGNING YOUR APPLICATION.**

We've enjoyed working with your family this year and look forward to serving your family for the upcoming year. Please let us know if you have any questions.

Sincerely,

WELL Center Committee

Enclosures:

Application for Enrollment

School Entrance Health Form

Tuition Fee Schedule/Supply List

Emergency Medical Authorization and Photo Consent Form

2021-2022 Parent Guide

Pandemic Sick Policy

Woodland Early Life Learning Center

Application for Enrollment

Student Information:

Student Name: _____
Last First Middle Name Preference

Gender: Male Female Birthday: ____/____/____ Social Security #: ____-____-____

Address: _____

Home Phone #: _____ Alternate #: _____

Student Emergency Information:

Food Allergies: _____

Medicine Allergies: _____

Other Allergies: _____

Child's Physician: _____ Phone #: _____

Parent/ Guardian Information:

Father's Name: _____ Cell Phone #: _____

Father's Employer: _____ Work Phone #: _____

Mother's Name: _____ Cell Phone #: _____

Mother's Employer: _____ Work Phone #: _____

Legal Guardian: _____ Cell Phone #: _____

Guardian Employer: _____ Work Phone #: _____

Authorized Pick- Up Persons:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

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 Procure for the collection of tuition and fees. Parent/guardian agrees to complete Procure 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.
- I have read and understand the entirety of the student handbook and all questions I have regarding WELL Center procedure and policies have been answered at this time.

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

2021-2022

Woodland Baptist Church
4434 Thomas Nelson Highway
Arrington, VA 22922
434-263-6811
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 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 Procure. 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 on the outside of 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 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 1 – June 30). Any additional days closed due to inclement weather will be tuition free and parents will be reimbursed accordingly. In the event of inclement weather, a Procure message will be sent or parents can contact the WELL Center at 434-263-6811. If at all possible, the WELL Center will be open; However, the safety of our students and staff are a priority and will be taken into account when making the decision to close.

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 typically is open from 7:00am until 6:00pm Monday – Friday, with the exception of announced holidays and the week of July 4th. This fiscal year the WELL Center will be closed July 5th- July 9th, 2021. However, due to COVID restrictions placed on the center at this time, the center will operate under shortened hours of operation until such time as we are able to return to full operating capacity.

Annual holidays include:

New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and the Friday after. **THE WELL CENTER WILL BE CLOSED FOR A FULL WEEK AT CHRISTMAS STARTING DECEMBER 20TH-DECEMBER 24TH, 2021 FOR THE CURRENT ENROLLMENT YEAR.**

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. The WELL Center will NOT be able to administer prescription medication at this time, we can administer OTC medication.

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. The child may not return to school the day following said incident. 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/Out Procedure

Parents must sign children in and out of the WELL Center. Parents are able to sign their child in or out via the Procure App on their phones. 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, loss of privileges 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. Examples of daily discipline strategies may include but are not limited to:

- **Positive Reinforcement:** special treat/stickers provided at the end of the day or certificate for maintaining appropriate school behavior throughout the day or during a specific point in the day.
- **Redirection:** suggesting alternate activities or friends to play with when a child seems unable to make positive and appropriate choices during lesson/play.
- **Loss of Privileges:** Children may be asked to sit out during special activities (such as movie day) if they are unable to make positive choices prior to or during that activity.
- **Time-Out:** Children may be asked to sit in a special place in the classroom under teacher supervision or be sent to the office to sit with the director when displaying inappropriate behavior (not listening to instructions given by teachers after multiple redirections, using inappropriate language, being aggressive towards teachers and/or friends, etc.). Children must remain quiet and not be disruptive while in a time-out area.

Parents may be asked to remove a child from the WELL Center in the event of excessive behavior problems. Excessive behavior is defined as (but not limited to) hitting/kicking (other students or teachers), spitting on other persons, throwing toys or furniture, profanity, biting (see below) or if it is felt that their behavior is causing danger to themselves and/or other children. A parent will be called to pick up their child after 3 documented acts of excessive behavior within a school day (7am-6pm). If a parent is asked to pick up the child, the child may NOT return to the WELL Center on the following day.

If the behavior continues beyond a week's time, parents will be asked to meet with the director, assistant director and the child's teacher to complete and sign a behavior plan. If the behavior plan is unsuccessful or the parent and/or child fail to comply with the plan, the director will discuss further action with the WELL Center Committee (possibly resulting in suspension or expulsion of the child).

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, Special Lunch 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.

Registration

To register your child yearly, you must pay the \$55 material fee, \$55 activity fee. Return a signed Medical Authorization Form, Photo Consent, a signed policy agreement from the Parent Guidebook as well as the items on the Supply list. Accounts are required to be in good standing at the time of re-enrollment. After the re-enrollment period, 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/hot days this time will be short or spent in the fellowship hall above the WELL Center.
- Children should dress in comfortable clothes; **no 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

Woodland Early Life Learning Center

Parent Guide Policy Agreement

We, the parents/guardians of _____, have read the policies and requirement as set forth in this manual and agree to abide by them.

Photo Release Form

This release form is for the purpose of allowing Woodland Baptist Church/WELL Center to place pictures that may include your child on the Woodland Baptist Church website, in the Nelson County guidebook (group photo), informational bulletins boards within the church, and newsletters to Woodland Members and other forms of media. Please initial your decision below:

_____ I give permission for Woodland Baptist Church/WELL Center permission to publish my child's photo.

_____ I do NOT give permission for Woodland Baptist Church/WELL Center to publish my child's photo.

Parent Signature

Date

PANDEMIC SICK POLICY

PARENTS-

THE WELL CENTER STRIVES TO PROVIDE A SAFE AND HEALTHY LEARNING ENVIRONMENT FOR ALL OF OUR STUDENTS. THROUGHOUT THE PANDEMIC, WE HAVE WORKED DILIGENTLY TO INCREASE OUR CLEANING PROCEDURES AND ADJUST OUR STAFF SCHEDULES TO ENSURE WE ARE ABLE TO PROPERLY AND EFFECTIVELY PREVENT THE SPREAD OF AS MANY GERMS AS POSSIBLE. SO FAR, OUR DEDICATION HAS PAID OFF. TO OUR KNOWLEDGE, THERE HAVE BEEN NO KNOWN POSITIVE CASES STEMMING FROM CONTACT AT THE WELL CENTER.

IN ADDITION TO THE EXTRA PRECAUTIONS STAFF HAVE BEEN TAKING, WE HAVE ALSO BEEN ASKING PARENTS TO TAKE EXTRA PRECAUTIONS WITH THEIR CHILDREN AS WELL. WE RECOGNIZE THAT THE EXTRA PRECAUTIONS CAN BE A STRAIN AND SOURCE OF FRUSTRATION FOR SOME; HOWEVER, WE ALSO KNOW THAT WITHOUT YOUR HELP AND SUPPORT, NONE OF THIS WOULD BE POSSIBLE. THE LONGER WE CAN WORK TOGETHER TO KEEP THE WELL CENTER AS GERM FREE AS POSSIBLE, THE LONGER WE ARE ABLE TO REMAIN OPEN AND READY TO SERVE THE FAMILIES OF OUR COMMUNITY.

GOING FORWARD THROUGH THE PANDEMIC AND AS WE ENTER "COLD AND FLU SEASON", WE WOULD LIKE TO FORMALLY SHARE THE WELL CENTER PANDEMIC SICK POLICY. THIS IS THE POLICY WE HAVE BEEN FOLLOWING THROUGH THE PANDEMIC, BUT WOULD LIKE TO LAY IT OUT IN AN EASY TO READ AND FOLLOW FORMAT:

- PARENTS SHOULD MONITOR THEIR CHILDREN DAILY FOR SIGNS AND SYMPTOMS ILLNESS. IF YOUR CHILD DEVELOPS ANY SIGNS OR SYMPTOMS OF ILLNESS, PLEASE NOTIFY THE DIRECTOR ASAP.
- CHILDREN WITH A FEVER OVER 100 DEGREES FAHRENHEIT WILL NOT BE ALLOWED TO STAY AT SCHOOL AND MUST BE PICKED UP IN A TIMELY MANNER. THE CHILD MAY NOT RETURN TO SCHOOL THE FOLLOWING DAY.
- ANY CHILD WITH TWO INSTANCES OF EITHER VOMITING, DIARRHEA OR WITH ANY POTENTIALLY CONTAGIOUS DISEASE WILL ALSO NOT BE ALLOWED TO STAY AT SCHOOL AND MUST BE PICKED UP IN A TIMELY MANNER. THE CHILD MAY NOT RETURN TO SCHOOL THE FOLLOWING DAY.
- CHILDREN MUST BE FEVER AND SYMPTOM FREE (NO COUGH, SORE THROAT, FEVER, HEADACHE, DIARRHEA, VOMITING, ETC.), WITHOUT THE AID OF MEDICATION, FOR AT LEAST 24 CONSECUTIVE HOURS BEFORE RETURNING TO SCHOOL. THIS EXCLUDES DOCUMENTED CASES BY A DOCTOR OF SEASONAL ALLERGIES (REQUIRING A DOCTOR'S NOTE STATING SUCH).
- PARENTS ARE RESPONSIBLE FOR ARRANGING FOR THE CHILD TO BE PICKED UP IF THE TEACHER TELLS THEM THE CHILD IS SICK AND THE CHILD MUST BE PICKED UP IN A TIMELY MANNER.
- THE TEACHER WILL REQUIRE A NOTE FROM THE DOCTOR THAT THE CHILD HAS RECOVERED IN ORDER TO RETURN. IF THE DOCTOR REFUSES TO SEE THE CHILD BASED ON LACK OF SYMPTOMS, A NOTE WILL BE REQUIRED STATING SUCH.
- IF YOUR CHILD HAS A SIBLING THAT ALSO ATTENDS THE WELL CENTER, BOTH CHILDREN MUST REMAIN OUT UNTIL THE ABOVE CRITERIA CAN BE MET FOR THE SICK CHILD. SHOULD THE SIBLING ALSO DEVELOP SYMPTOMS, PARENTS SHOULD NOTIFY THE CENTER ASAP.

THIS UPDATED SICK POLICY WAS REVIEWED AND APPROVED BY THE WELL CENTER COMMITTEE DURING OUR MEETING ON 9/21/2020. THEY WILL REVIEW THE POLICY AGAIN IN JANUARY 2021 TO DETERMINE IF CHANGES CAN BE MADE BASED ON THE SEVERITY OF THE PANDEMIC AT THAT TIME. AGAIN, WE UNDERSTAND THAT THESE EXTRA STEPS MAY PROVE TO BE A POINT OF FRUSTRATION FOR SOME PARENTS. STAFF, PARENTS AND STUDENTS HAVE HAD MANY NEW STRESSORS DUE TO THE COVID PANDEMIC. PLEASE UNDERSTAND THAT OUR ONLY GOAL WITH EXTENDING OUR CURRENT SICK POLICY IS TO PROTECT ALL OF OUR STUDENTS SO THAT WE MAY CONTINUE TO REMAIN OPEN AND AVAILABLE TO SERVE OUR COMMUNITY AS LONG AS POSSIBLE.

THANK YOU FOR YOUR CONTINUED SUPPORT! PLEASE LET MS. HEATHER KNOW IF YOU HAVE ANY QUESTIONS REGARDING THE CHANGES OR ANY OPERATIONS AT THE WELL CENTER. PLEASE SIGN AND RETURN THIS FOR ALONG WITH THE OTHER REENROLLMENT FORMS.

I HAVE READ AND UNDERSTAND THE UPDATED PANDEMIC SICK POLICY PROVIDED BY THE WELL CENTER. ANY QUESTIONS I HAVE REGARDING THE POLICY HAVE BEEN ANSWERED AT THIS TIME. I AGREE TO THE AFORE MENTIONED POLICY REGARDING MY CHILD.

CHILD'S NAME

PARENT'S SIGNATURE

DATE