

## Before & After School Care 2023-2024: Rate Sheet and Options

Before School (Charges start at 7:00 AM & ends at 8:00 AM):

\$4.00/day per morning per child

A.M. Half Day (Charges start at 8:01 AM & ends at 11:00 AM):

\$6.50/day per child

P.M. Half Day (Charges start at 11:01 AM & ends at 2:45 PM):

\$6.50/day per child

After School (Charges start at 2:46 PM & ends at 5:30 PM):

\$11/day per afternoon per child

Full Day:

\$28.00/day per child

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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: \_\_\_\_\_



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 and late fees may be applied..
- 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 Director 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 Director so that they may be resolved.
- The teachers and Director 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: **Heather E. L. McGann**

# **Woodland Early Life Learning Center**

## **Parent Guide**

**2023-2024**

**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  
Eighteen months 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 \$25.00 non-refundable registration fee must accompany the initial application form.
- C. 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.
- D. 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 (or other unforeseen circumstances) 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. If your child has not been provided with standard immunizations according to their age, parents will be asked to sign and have notarized the "Religious Exemption for Vaccines Form" required on file by VDOE/VDSS.

## Calendar

The WELL Center typically is open from 7:00am until 5:30pm 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 3<sup>rd</sup>- July 7<sup>th</sup>, 2023.**

### Other Annual holidays include:

New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and the Friday after. **THIS YEAR'S CHRISTMAS CLOSURE WILL SPAN FROM DECEMBER 25<sup>th</sup>, 2023- January 1<sup>st</sup>, 2024.**

When these holidays fall on the weekend, a 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 business 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. The child may not return to school the day following said incident of fever, vomiting, diarrhea. 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.

Additionally, for full-time siblings who attend the WELL Center, should one child be out of the center for illness, the other child will also be asked to remain home. Reimbursement for the full-time student who is not ill will be credited to the parent's account for up to 2 days without a doctor's note. If parent's wish to be reimbursed for their well child beyond the 2-day mark, a doctor's note with a return date for the ill child must be provided to the director.

Example: (1) If Sally has a fever at 7am on Monday and her fever resolves by 9am without medication, Sally (nor her sibling) may not return to school at 9am on Tuesday. She will be clear to return on Wednesday, given that her fever does not return and she has not had fever reducing medication. (2) If Joey is sent home from school following 2 cases of diarrhea on Monday, he (nor his sibling) may not return to school on Tuesday (even if he has not had any diarrhea after leaving the center).

If you are still unsure whether or not to send your child to the center due to cough or runny nose, here are some questions to consider beforehand:

- Have the child seen by the doctor to rule out anything serious.
- Is the child miserable, irritable or lethargic?
- Is he/she able to participate in the program's daily activities?
- Can the child cover his/her cough consistently?
- Consider the well-being of the other kids in the program. Is this cough putting other kids at risk?
- Is there anything unusual about the runny nose? Color? Intensity?
- Is the child lethargic or irritable?
- Can the child keep up with the daily activities of the program?
- Does the child's symptoms pose a risk to the other kids in the program?

## 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.
- Weather permitting, 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**

\_\_\_\_\_Woodland Early Life Learning Center\_\_\_\_\_ 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

# Woodland Early Life Learning Center

4434 Thomas Nelson Highway  
Arrington, VA 22922  
434-263-6811

## Facebook Photo Permission

Woodland Early Life Learning Center has a facebook page. As the parent or legal guardian of this WELL Center student, I give permission to post photos of my child on facebook. I understand that these photographs are for the sole purpose of showing examples of classroom activity, or photographs to show our family or community involvement with on-site events or field trips. Photographs will not be distributed in any other manner or used to exploit any child. Please note that names of children will not be posted on facebook, only photos.

**Please check one of the following options below, sign and return:**

Yes, I give permission for photos of my child to be posted on the WELL Center Facebook Page.

Yes, I give permission for photos of my child to be posted on the WELL Center Facebook Page, only if my child's face is not visible in the photo.

No, I do not give permission at all for my child's photo to be posted on the Beginnings and Beyond Facebook Page.

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

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Gymnastics: Liability and Assumption of Risk Agreement**

I, for my child, agree to hold harmless Woodland Early Life Learning Center and all associated staff of any personal or property liability and/or personal injury while participating in this program. I understand that due to the nature of the that physical injury is possible.

In the event of illness or injury to the participant, where in judgement of Woodland Early Life Learning Center director, Heather McGann, emergency treatment is required, my permission is granted to obtain immediate medical care. I agree to be responsible for all expenses that arise out of such actions.

I have read this release of liability and assumption of risk agreement. I fully understand its terms, and sign it freely and voluntarily without inducement; However, I also understand that baring the completion of this waiver/agreement, my child will not be allowed to participate in the gymnastics program to protect the center in the case of injury or illness.

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**Parent or Guardian Signature**

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**Date**

**NELSON COUNTY GYMNASTICS  
REGISTRATION AND RELEASE FORM**

Name \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Parents Name \_\_\_\_\_

Parents E-mail Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Does your child have any physical condition that the instructor should be aware of?

Please list or explain: \_\_\_\_\_

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**LIABILITY AND ASSUMPTION OF RISK AGREEMENT:**

I, for my child, & myself agree to hold harmless Nelson County Recreation, Nelson County and Beth Morazes of any personal or property liability and/or personal injury while participation in this program. I understand that due to the nature of the activity that physical injury is possible.

In the event of illness or injury to the participant, where in the judgment of Beth Morazes, emergency treatment is required, my permission is granted to obtain immediate medical care. I agree to be responsible for all expenses that arise out of such actions.

I have read this release of liability and assumption of risk agreement. I fully understand its terms, and sign it freely and voluntarily without inducement.

Signed \_\_\_\_\_ Date \_\_\_\_\_