

# Mothers' Day Out Preschool Parent Handbook



Jerusalem Baptist Church

5424 Ox Road

Fairfax Station, VA 22039

703-278-8166

[MDO.JerusalemBaptist.com](http://MDO.JerusalemBaptist.com)

[mdojbcdirector@gmail.com](mailto:mdojbcdirector@gmail.com)

*As of March 2023, this handbook is accurate. MDO reserves the right to make any changes necessary for the betterment of our program and the safety of children and staff.*

## OUR MISSION

The goal of our program is to minister to parents by providing support with the challenges of caring for children. While our program includes opportunities for cognitive development and intellectual growth, our focus is on spiritual maturity and social/emotional development. We believe that there is no substitute for loving parents and a warm family environment for learning and development. We hope that your family will be encouraged and inspired by our program.

***"Where parents plant, teachers water and God grows!"***

## OUR PROGRAM

### **PROGRAM OVERVIEW**

We have designed our program to provide a wide range of opportunities to help each child grow in all developmental areas:

Physical	Social/Emotional
Intellectual	Spiritual

Children have daily opportunities to develop both fine motor skills and large motor skills, to learn about outdoor environments, and to express themselves. Concrete materials and hands-on experiences are integrated with life events as children learn not only from memory but also from personal, physical, and sensory involvement. Play, construction, and field science experiences are the focus of instruction. A typical learning encounter might include collecting leaves during outside play, sorting them by characteristic, and using them to construct an art project. In this way, children experience concrete learning activities.

Aesthetic expression and appreciation are offered through art and music experiences. A variety of art media are available for creative expression. Concepts of music are explored through movement, vocalizing, and the use of simple instruments. Art and music experiences are designed to enhance curriculum topics.

Quality children's literature will be read in class each program day. It is our goal to bring books and children together often and to ensure that the experience is pleasurable and stimulating.

Our curriculum emphasizes God's love and the teachings of Jesus Christ. Our staff members provide opportunities for children to experience God's love as they display Christian values. This is accomplished by sharing God's Word from the Bible and reading age-appropriate Christian literature. Chapel services, held once a month, are opportunities for children to interact with our pastors and to learn truths from God's Word through song and engaging object lessons.

### **While participating in our program children will:**

- Make choices and explore interests
- Develop language and problem-solving skills
- Accept responsibility by following directions
- Explore a variety of age-appropriate topics in math, reading, writing, science, and culture

## **ENRICHMENT CLASS EVERYDAY**

Enrichment time is built into our daily schedule. This is a separate time outside of the class with a different teacher whose focus is to create new and fun experiences for your child.

Our Enrichment Teacher spends time with each class every day.

Your child will go into a different setting to play, learn and explore.

- Science: We are very blessed to have nature all around our preschool. We will take walks, explore nearby trails just behind the playground area and explore God's world all around us!
- Music and Movement: Students will get their bodies moving and make a joyful noise as they sing and dance!  
Using scarves, bean bags, rhythm sticks, and various tools during music will enhance students' love of music.
- Bible Time: Sing, watch puppets and short clips, read the Bible, and create.

## **OBJECTIVES**

The objectives of our Ministry are to help each child:

- Associate God, Jesus, and the Bible with happy feelings
- Know that the Bible is a special book about God and Jesus
- Think of church as a happy place where people love me
- Think of home as a place of love and security
- Develop a positive feeling of self-worth
- Progress in solving problems, sharing, and expressing oneself
- Begin to show love, respect, and acceptance for others
- Progress in intellectual development

## **AGE REQUIREMENTS AND TOILET TRAINING**

Children aged 20 months to 59 months may be enrolled at MDO. Children must be 20 months old by September 30th to enroll. Children remain in the class they are registered in at the start of the year for the duration of the year. Children do not switch classes after a birthday during the year.

Children in 3's Frogs and Pre-K classes must be fully toilet trained and independent in the bathroom. Toilet training is not required for children in the Lambs, 2's Bunnies, and 3's Turtles classes. **Children who depend on disposable training pants are not considered fully toilet trained.**

## **CLASSES, AGES, RATIOS, AND TUITION**

### **Little Lambs W or T/Th Ages 20 to 23 months**

- Maximum of 5 children in a class with 2 Teachers
- Class meets 1 or 2 days per week
- Music and Movement with our Enrichment Teacher every day for 25 minutes
- Tuition: 1 Day \$150 Wednesday or 2 days T/Th \$300 monthly

### **Bouncing Bunnies M/W or T/Th Ages 24 to 35 months**

- Maximum of 8 children in a class with 2 Teachers 4 to 1 ratio
- Class meets 2 days per week
- Music and Movement with our Enrichment Teacher every day for 25 minutes
- Potty training is not required
- Tuition: \$275 monthly

### **Friendly Frogs T/W/TH 3's class (36 to 47 months)**

- Maximum of 12 children with 2 Teachers 6 to 1 ratio
- Class meets 3 days per week (2-day option is T/Th).
- Music and Movement, Science Class, and Bible Time with our Enrichment Teacher every week. Each class is 25 to 30 minutes.
- Must be fully potty trained
- Tuition: 3 Days \$340 Tuesday-Thursday or 2 days T/Th \$290 monthly

### **Terrific Turtles M/T/W 3's class (36 to 47 months)**

- Maximum of 8 children with 2 Teachers 4 to 1 ratio
- Class meets 3 days per week (2-day option is M/W).
- Music and Movement, Science Class, and Bible Time with our Enrichment Teacher every week. Each class is 25 to 30 minutes.
- Potty training is not required for this class
- Tuition: 3 Days \$340 Monday- Wednesday or 2 days M/W \$290 monthly

### **Pre-Kindergarten M – Th 4 to 5 years**

Our teachers help to prepare your children for kindergarten by creating a schedule and classroom environment that is similar to what they will experience in elementary school. Our goal is to help ease the transition into kindergarten while still maintaining an enriching and fun preschool experience years.

- Maximum of 14 children with 2 Teachers 7 to 1 ratio
- Music and Movement, Science Class, and Bible Time with our Enrichment Teacher every week for 30 minutes.
- Parent-teacher conferences. Graduation Ceremony wearing our cap and gown.
- Tuition: \$400 monthly

### **Stay & Play T/W Ages 3 to 5 years**

- An additional hour at school from 1:00 to 2:00 pm
- This option is offered in the Fall and Spring only
- Children must be fully potty trained

### **Preschool Summer Camp Ages 3 to 5 years**

- Summer camp is offered for 2 weeks
- Camp hours are 9:00 am to 12:00 pm
- Children must be fully potty trained

### **CLASS DAYS AND CALENDAR**

Mothers' Day Out classes are held on Monday through Thursday, September through May from 9:00 a.m. to 1:00 p.m. Please be sure to consult the MDO calendar which will include all holidays, breaks, and special events.

MDO has a similar academic calendar to Fairfax County Public Schools (FCPS) for teacher workdays, holidays, and breaks with the following exceptions:

- Classes begin after Labor Day.
- Winter break is at least 2 weeks long.
- All classes end on the Thursday before Memorial Day in May.

## **REQUIRED FORMS**

All children must be in compliance with the provisions of Section 32.1-46 regarding immunization of children against diseases. Section 32.1-46 lists the required vaccines, the doses of each, and the ages at which children should receive them. A copy of the most recent immunization record is required before the first day of attendance.

### **SCHOOL HEALTH AND IMMUNIZATION FORM**

Prior to your child's enrollment, please complete the Commonwealth of Virginia School Entrance Health Form. MDO requires that your child is immunized and receives a comprehensive physical examination before entering school. A new form is required yearly.

**A printable copy of this form is found on our website.**

### **PROOF OF IDENTIFICATION**

An original copy of your child's birth certificate or passport must be provided to MDO prior to the start of school. The state requires that we view this information. Please also provide a copy of this information for our files. If your child is a returning student, we should already have this on file and will not need it again.

## **REQUIRED FOR STUDENTS WHO NEED AN EPI-PEN OR BENADRYL AT SCHOOL**

Several MDO staff members are certified in Medication Administration Training (MAT). If your child requires that an epi-pen or Benadryl remain at school, then you must provide the proper forms signed by a physician no later than the Open House. We will need the Medical Consent Form and Food Allergy Care Plan Forms. You will also need to provide sealed medication as instructed on the forms. **Printable forms can be found on our website.**

- **Medication Consent Form for Allergies**
- **Allergy Emergency Care Plan Forms**

Parents must pick up any medication at the end of the school year or it will be discarded. A new consent form is required each school year. **We do not apply diaper cream, lotion, sunscreen, or insect repellent.**

## **GENERAL INFORMATION**



## **ARRIVAL**

- LAMBS, BUNNIES, FROGS, TURTLES: Park and drop off your child inside at the Check-In near the preschool classrooms.
- PRE-K please enter using the OUTDOOR fire escape to go upstairs to your class. On rainy days enter through the main doors.

Students sanitize their hands before entering the classroom. The Director and Enrichment Teacher will check in with students. A teacher will be posted by the door to receive your child and take them to class. If someone other than the parents will be picking up the child, this should be communicated to the Director and the Teacher. A valid form of identification will be requested for the alternate person picking up the child.



## **DISMISSAL**

MDO uses a "Kiss 'n' Ride" type of procedure for dismissing children to parents. At 12:50 pm children are escorted to the Pick-Up Room where they sit according to class. A short video is played so that order is maintained, and so that when names are called teachers can hear and escort the children to their parents. When the weather permits we sit outside for Kiss & Ride.

- Display your KISS & RIDE TAG in a location easily viewed by the Director.
- PULL UP all the way to the Kiss & Ride SIGN
- The first 5 to 7 cars in the line will be loaded continuously as the line moves.
- Parents must be ready to receive their children and load them into the car. The director or her designee will call your child's name using a walkie-talkie.
- Teachers will escort children to the parking lot, you can come and meet them halfway! Your child will be happy to see you!
- In accordance with Virginia Law, parents must fasten children in safely to the proper car seat before driving. By law, the staff is not allowed to fasten your child into a car or car seat.
- For safety reasons, please do not pass a vehicle that is in front of you unless the Director or a staff person directs you to do so.

**DO NOT DRIVE AROUND THE CAR IN FRONT OF YOU AFTER YOU HAVE LOADED YOUR CAR.** Please wait for the line to move, or for the Director to guide you. This requires patience but we do not want accidents in the parking lot. With some time things will run efficiently.

## **CARPOOLS, MULTIPLE CHILDREN, OR YOU REQUIRE MORE TIME TO LOAD YOUR CHILD**

If you know you will need more time to load your vehicle, please let us know and you can park your car rather than be in the Kiss & Ride line. **Wrap around near the front of the**

**building before parking. Park in the spots near the front, not the middle.** Once loaded, wait until it's safe to leave the parking lot.

### **DRESS**

Children must be dressed in casual and comfortable clothing that is washable and suitable for the playground. Please do not send your child dressed in his or her "Sunday best". Dirt and art materials sometimes end up on children's clothing. Sneakers are best for both indoor and outdoor play. Boots and slippery dress shoes are discouraged for everyone's safety. We encourage girls who wear casual dresses to also wear warm tights or leggings in cooler weather. All clothing and personal items (coats, hats, lunch boxes, sippy cups, etc.) must be clearly marked with your child's name. Please do not dress children in clothing with drawstrings around the neck. Please provide a complete change of clothing (including socks and shoes) in your child's backpack. As seasons change, please check to see that appropriate clothing is packed.

### **OUTSIDE PLAY AND WEATHER**

Children will go outdoors to the playground each MDO day. Please dress children appropriately for cold temperatures with hats and gloves. Label these items. Remember to remove all drawstrings from coats and sweatshirts. No scarves, please. When it is raining or temperatures are uncomfortably cold, classes will play indoors on riding toys and indoor equipment.

### **INCLEMENT WEATHER**

Please check our Facebook Page, emails, local news channels, or radio stations for FCPS closings and or delays. In the event of inclement weather, MDO will follow the Fairfax County Public School (FCPS) decisions. **If schools are closed, we are closed.**

**If FCPS schools have a delayed opening, MDO will open at 11:00 am and close at 1:00 pm. We will still have lunch at school. Please send lunch.** However, if conditions necessitate canceling classes for the day is at the discretion of the Director and Jerusalem Baptist Church. Public schools hire staff members who are trained to use plows to remove snow from parking lots and who also treat the lots and sidewalks with chemicals and sand in icy conditions. These services are not guaranteed to our church.

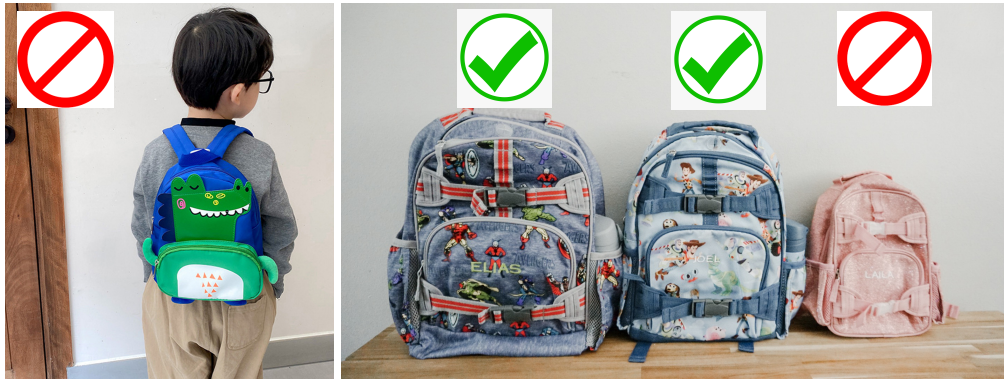
**In the event of an early closing, MDO will end at noon (12:00pm). Lunch will not be served. Kiss & Ride will begin at 12:00 pm.**

## SUPPLY LIST

### BACKPACKS

Please provide a backpack for your child large enough for:

- Lunchbox
- Water Bottle
- Change of Clothes remain in the backpack
- Crafts that go home



### ID TAGS WITH PHOTOS AND LABELING

Attach an ID TAG with your child's name and photo to their backpack. This will help us and your child to easily identify his/her backpack. Label lunchboxes, water bottles, jackets and coats.



### LUNCHBOXES

Plastic or vinyl lunch boxes with handles are preferred for easy wiping and carrying. **A lunch box that your child can carry and open/close independently is ideal.** All classes with the exception of Lambs will be carrying their own lunchbox and water bottles to the lunchroom.

### **2's Classes:**

- Diapers (**We do not apply diaper cream, lotion, sunscreen, or insect repellent**)
- Wipes
- Sippy Cup with Water
- Snack & Lunch
- Change of clothes, socks, and shoes inside a bag.

### **3's and Pre-K:**

- Reusable water bottle with water
- Snack & Lunch
- Change of Clothes, socks, and shoes inside a bag.
- Pull-ups (Turtles if training) (**We do not apply diaper cream, lotion, sunscreen, or insect repellent**)
- Wipes (Turtles if training)

We appreciate donations of disinfectant wipes and baby wipes. Please check your child's backpack for crafts and notes daily.

### **TOYS**

Please do not send toys to school with your child unless specially directed by his/her teacher. We cannot assume responsibility for lost or broken toys. We do appreciate and encourage children sharing books or other items that supplement our curriculum.

### **LUNCHES AND SNACKS**

All classes eat together in the large fellowship hall of Jerusalem Baptist Church at noon.

Each day students should bring a small nutritious snack that does not require refrigeration (goldfish, cereal, grahams, etc). Please **DO NOT SEND** baby bottles, candy, or foods that pose a choking hazard to school.

**Lunches need to include nutritious food that children can self-feed.** Although teachers will assist each child as needed, they will not spoon-feed children. The teachers at MDO will encourage children to try new foods and eat what their parents have packed. We send home what is not eaten so you will know what works for your child.

### **FOOD ALLERGIES**

Each year we screen each child's medical information for allergies. If a severe allergy exists, parents will be asked to avoid sending foods to that particular class that would aggravate a severe allergy. Staff is trained in the use of the epi-pen and Benadryl administration. We recommend leaving safe snacks for special occasions in your child's classroom.

### **BIRTHDAY PARTY TREATS**

Birthdays are a very important time in your child's life. If you wish, you may provide a simple birthday snack to help us celebrate. Please ask your child's teacher about allergies of children in the class to avoid any child being left out. Birthday snacks may be sent to be

enjoyed at snack time in which case there would need to be one for each child in the class, or they may be sent in for an after-lunch treat. Please notify your child's teacher of your preference. Please discuss possible food allergies with the Director.

## **STUDENT CONDUCT**

Each child's social and emotional development is very important to us. Children are encouraged to become increasingly autonomous, to feel secure in their relationships with adults, to begin to resolve conflicts, to cope with fears and anxieties constructively, and to not be easily discouraged. Teachers have been trained to guide individual children to seek alternatives and solutions to different points of view. Behaviors that are harmful in word and deed or create an unsafe situation will be addressed. Behaviors involving harm toward another child will not be tolerated. Teachers will attempt to correct behavior through redirection, by modeling acceptable behaviors, and by providing assistance with verbal expressions of feelings and frustrations. If harmful behaviors persist and continue to disrupt the classroom, the parent or guardian will be called to take the child home for the welfare of the child and other classmates.

### **BITING POLICY**

In the event of biting, the incident will be immediately addressed by the teacher and Director. Biting is often a last resort for upset or frustrated children. Everyone affected will be notified. In the case of a second biting incident, a conference is scheduled with the parents, teacher, and Director. Depending on the severity, the child will not be allowed to return to MDO until after this conference. In the case of a third offense, MDO has the right to withdraw the child from the MDO program with no tuition refund.

### **DISCIPLINE**

The needs of the children are the first priority in every situation at MDO. All children will be treated lovingly and fairly while being guided through their various daily activities. Discipline will be constructive in nature. Methods will include the following: fair and consistent limits, positively worded directions, providing reasons for limits, redirection and modeling acceptable behaviors, assistance with verbal expressions of feelings and frustrations, and arranging materials, equipment, activities, and schedules in a way that promotes desirable behavior.

If these methods are not effective a child may be directed to sit in a chair away from the activity for a brief "Time Out." This period will be limited to the number of minutes equal to the child's age. For example no more than 2 minutes for a child who is 2 years old. There

will never be any cruel, harsh, or unusual punishment of children while in our care. Physical punishment will NEVER be permitted.

## **HEALTH & SAFETY**

There is an inherent risk of exposure to illnesses in preschools, public spaces, and wherever people gather. We take enhanced health and safety measures in our daily operating procedures.

Virginia law requires that children be screened for illness. If, during the day, your child displays symptoms of illness he/she will be sent home. A student with signs of any condition that might adversely affect the child's ability or the other students to participate in the activities planned will not be accepted into the classroom. In such cases, the child will be isolated from other children to prevent the spread of the illness, and you will be notified to pick up your child. If we are unable to reach a parent, the authorized people on your emergency care form will be called to pick up your child.

### **Virginia Health Department Exclusions from Child Care. Keep your child at home if they have any of the following symptoms:**

- Fever of 100.4 degrees or higher within the past 24 hours
- Vomiting within the past 24 hours
- Diarrhea or frequent, runny, watery stools within the past 24 hours
- Uncontrolled coughing, wheezing, continuous crying, difficulty breathing, or a barking or high-pitched whooping sound
- Eye discharge or Pink Eye (conjunctivitis)—thick mucus or draining pus, until drainage has stopped
- Runny nose or congestion that would make it difficult to participate in the class activities
- Unusual behavior or exhaustion that would make it difficult to participate in the class activities
- Blood in stool not explained by dietary change or medication, or hard stool
- Body rash with fever
- Sore throat with fever or swollen glands, or mouth sores with drooling
- Head lice or scabies - untreated
- Persistent abdominal pain for more than 2 hours or intermittent pain with other symptoms
- Tuberculosis, until cleared by health official
- Impetigo, until 24 hours after treatment
- Chickenpox, until sores are dried and crusted
- Mumps, until 10 days after onset of gland swelling
- Measles, until 5 days after onset of rash
- Rubella, until 5 days after onset of rash
- Ringworm

The Director will make the final judgment in assessing the health of your child. PLEASE notify the office immediately if your child is diagnosed with a communicable disease, such

as chicken pox, smallpox, scarlet fever, strep throat, measles, Fifth disease, Hepatitis A, impetigo, head lice, pinworms, or conjunctivitis.

### **ILLNESS & MEDICATION**

Parents must inform teachers and the Director of allergies or special physical conditions their children may have. Children who show signs of illness will not be accepted into the program for the day. No MDO staff member will administer medication to children at any time for any reason unless your child has an allergy requiring an Epi-Pen or Benadryl. MAT-trained staff will administer those medications in the event of an emergency.

### **ACCIDENTS**

At MDO, every safety precaution is taken. However, accidents do happen. Accident reports will be completed when an accident occurs. One copy of this report will be given to parents and one copy will be kept on file at MDO. An attempt will be made to notify parents immediately in the case of a serious injury. In the case of a serious accident, the Director will seek emergency medical care for a child.

### **COMMUNICATION**

All staff members strive to keep all parents informed of what is happening at MDO. Monthly newsletters will be emailed. Occasional notes and information from teachers may be placed in your child's backpack. Please check your child's bag for this information. Daily class activities and information is shared via classtag. If you have questions or need to contact the Director during MDO hours please call 703-278-8166.

### **ABSENCES**

If your child will be absent or late for the day, please email [mdojbcdirector@gmail.com](mailto:mdojbcdirector@gmail.com).

### **TERMS AND CONDITIONS**

You agree to the following when you Register your child at MDO. This information is found on the Registration form when you enroll.

**Payment Policies and Tuition Due Dates:** All payments can be made online via our website at [MDO.JerusalemBaptist.com](http://MDO.JerusalemBaptist.com). Or make all checks payable to MDO @ JBC.

**Registration Fee** of \$125 is due at the time of enrollment and is non-refundable. This total includes our supply and activity fees for the year. Registration is not completed until the fee is received.

**Tuition Deposit** (once annually), is due in July and will be applied to your final installment in May. This fee is non-refundable.

**Tuition Monthly Payments:** MDO collects a total of 9 monthly tuition payments due on the first class day of each month.

**Sibling Discount:** MDO offers a 10% discount on the lowest class tuition rate(s) when more than one child in a family is enrolled.

**A Waitlist Fee** of \$25 is due in order to be placed on the waitlist. The list is first come first serve and the fee is non-refundable.

1. Please make checks payable to MDO@JBC or pay online. There is a \$10 charge for returned checks.
2. There is a \$10 late fee added to tuition if not received by the tenth (10th) day of each month.
3. Tuition refunds/credits are not granted for days a student does not attend upon withdrawal. Families that withdraw after August 1st will forfeit their deposit. A 30-day written notice is required for withdrawal. In the event of withdrawal, the prepaid tuition is refunded ONLY in the event the family is relocating to an address outside of the MDO attendance area. The Director must receive a 30-day written notice of the parent's intent.
4. There is a tuition discount when more than one child from a family is enrolled in our program. A 10% discount will be given to each sibling after the oldest child's tuition.
5. Late Pickup Fee: If your child is habitually picked up late after the first 10 minutes you will be charged \$10 and \$0.50 / minute for each additional minute. (The staff will determine if there is a habitual problem.) Students who are absent for 3 consecutive weeks without paid tuition and a given reason — submitted to the Director in writing or by phone — will be withdrawn automatically without tuition reimbursement.
6. Tuition refunds/credits will not be granted for days canceled due to inclement weather, teacher workdays, acts of God, or days a child does not attend due to family travel or illness.
7. Tuition refunds/credits are not granted for students who attend a partial day due to illness, injury, discipline, or family schedule conflicts.
8. Tuition is not prorated or discounted in the case that a child attends fewer class days than offered per week.
9. Any student whose tuition payment is over 15 days late may be considered for withdrawal.
10. We do not make up days lost due to inclement weather or other Act of God emergencies. MDO does not provide monetary refunds or credit for days lost due to inclement weather or other emergencies considered an Act of God. Should FCPS add school days that fall within our established calendar, we will add the same school days, only if MDO has missed days, but will retain the right to determine which classes will attend those make-up days based upon the number of class days missed.
11. You authorize Mothers' Day Out and Jerusalem Baptist Church to obtain emergency medical care for your child in the event that you cannot be contacted immediately. While participating in our program, your child may be photographed. These photos might be posted on the church and MDO website to provide a description of our program. By signing the registration form, you are stating that you have read and accepted the above Terms of Mothers' Day Out at Jerusalem Baptist Church.

## CODE COMPLIANCE STATEMENTS

If a child day center operated under the auspices of a religious institution chooses not to be licensed, certain documentation must be filed annually with the Department of Social Services. In addition, the code of Virginia outlines the additional requirements that exempt child day centers must meet. The following are statements required to be disclosed to parents or child guardians.

### **PUBLIC DISCLOSURE STATEMENT**

The Code of Virginia Section 63.2-1716 allows child day centers operated by a religious institution the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and are included to meet the requirements of the exemption law.

### EXEMPTION FROM LICENSURE

In compliance with the Code of Virginia, Mothers' Day Out Preschool at Jerusalem Baptist Church (MDO) is religiously exempt from licensure and is classified as a Religiously Exempt Child Day Center

### STAFF QUALIFICATIONS

Each staff member must have previous experience working with children in a school, church, or home setting. All staff will submit to a criminal and fingerprint background check. Staff are required to have Ministry Safe Sexual Abuse Training. Teachers are mandated reporters and have yearly Child Abuse and Neglect Training. All staff will receive training in classroom management, planning lessons, and age-appropriate activities, as well as discipline techniques. Staff will also receive CPR and First Aid Training. Each staff member must agree in writing to submit to the authority of the church staff and to the Lordship of Jesus Christ.

### PHYSICAL FACILITIES

The church building is located at 5424 Ox Road, Fairfax Station, Virginia. The total square footage of the building is 15000 square feet (7500 square feet per floor, two floors.) The condition of this building is good. Seven rooms in this building will be used for the program. These rooms include 4 classrooms on the main level and one classroom on the second level. The fellowship hall and one office will also be used for this program. The kitchen will be available to assemble snacks and lunches. It will not be used to prepare lunches but may be used to enhance educational activities (cooking projects, science experiments, etc.) The play area is located adjacent to the parking lot and is fenced for safety. Cushioning material is provided under playground equipment. This material is maintained by Jerusalem Baptist Church to ensure the protection of children.

### ENROLLMENT CAPACITY

The maximum number of children that will be in attendance each day is 39.

#### FOODSERVICE

The center will not offer food services except to assemble snacks that parents provide to their children.

#### STAFF HEALTH REQUIREMENTS

The exemption law requires that all staff be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

#### PUBLIC LIABILITY INSURANCE

Jerusalem Baptist Church holds a public liability insurance policy that provides coverage in the event that someone brings suit against the church for personal or bodily harm suffered during the operation of the center as a result of negligence. This type of insurance is not to be confused with accidental injury insurance.

#### HAND WASHING PROCEDURES

The center has established and implemented procedures for hand washing by staff and children before eating and after toileting and diapering. Hand washing also occurs before preparing and serving food and after handling unclean surfaces.

#### SUPERVISION OF CHILDREN

The staff handbook outlines procedures for appropriate supervision of all children in care including arrival and dismissal procedures to ensure the safety of children. This includes maintaining staff/child ratios. All staff is trained in procedures and policies to assure the protection of children. The Director provides oversight to ensure that the procedures and policies are properly implemented and enforced.

#### HEALTH SCREENING

A daily health screening observation will be made by the Director or a staff member who has received instruction in performing the daily health observation of children from a healthcare professional. Daily health screening is a health observation of children to promptly identify changes in a child's pattern of behavior or physical appearance that might alert staff to an illness or upset. Appropriate action may then be taken both to protect the ill child from avoidable health risks and to prevent exposure of well children to an illness that might be contagious.

#### FIRST AID

This center ensures that persons trained and certified in first aid will be present at the center whenever children are present. Staff will receive training in basic first aid procedures. Staff certification in first aid will be encouraged.

#### CHILD ABUSE AND NEGLECT

All staff will receive training to recognize the signs of child abuse and neglect. This center will be found in compliance with Section 63.2-1509 of the Code of Virginia relating to reporting of suspected cases of child abuse and neglect.

#### CHILD RESTRAINT DEVICES

Section 46.2-1095 requires children to be secured in a child restraint device when being transported on the highways of Virginia in any motor vehicle manufactured after Jan. 1, 1968. The child restraint system must meet standards adopted by the United States Department of Transportation. The device must be secured by an appropriate safety belt system.

#### BACKGROUND CHECKS

This center is in compliance with Section 63.2-1724 of the Code of Virginia which requires criminal background checks and central registry checks for employees in the child day center.

#### PROOF OF IDENTITY AND AGE

Section 63.2-1809 mandates that a regulated child day program shall require proof of a child's identity and age as well as information from the person enrolling the child regarding previous child daycare and schools attended by the child. If the parent, guardian, or other person enrolling a child in a regulated child day program for longer than two consecutive days or other patterns of regular attendance does not provide the required information within seven business days of initial attendance, the child day program shall immediately notify the local law enforcement agency of such failure to provide the requested information.

#### **A FINAL WORD**

We strive to enrich the spiritual lives of the children we serve as well as the total family.

Jerusalem Baptist Church offers an array of ministries to meet the needs of the entire family. We invite you to visit our church and would welcome the opportunity to share with you the truths of God's Word.

#### **JERUSALEM BAPTIST CHURCH MISSION STATEMENT**

*We desire to see God work in a powerful way uniquely in and through Jerusalem Baptist Church both individually and corporately...whatever the cost.*

