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*A Christ centered,  
loving environment  
for children to grow  
spiritually,  
academically,  
socially and  
physically*

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## Parent Handbook 2020-2021

Revised: June 2020

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WeeOnes at Tabernacle Church  
7000 Granby Street  
Norfolk, VA 23505  
(757) 440-8224 ext. 117

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# WeeOnes

† Tabernacle Church, 7000 Granby Street, Norfolk, VA 23505 † (757) 440-8224 Ext. 117 †

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Dear Parents:

Welcome to WeeOnes Daycare! We are blessed and honored that you have chosen WeeOnes to care for and nurture your precious child. We look forward to working with you to provide an environment for your child to explore God's world, learn principles for living, and experience God's love.

WeeOnes is a childcare center that exists to serve as a ministry of Tabernacle Church of Norfolk in which we collaborate with parents in providing a Christ centered, loving environment for children to grow spiritually, academically, socially and physically. Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while here at Tabernacle Church of Norfolk. We are located at 7000 Granby Street, Norfolk, VA 23505.

WeeOnes is licensed by the State of Virginia as a Religiously Exempt Childcare Facility. Our maximum capacity is 93 children ranging in age from 6 weeks to 4 years old. All staff are required to have a yearly physical and are CPR and First Aid certified. We do hold public liability insurance through Tabernacle Church of Norfolk. The policies listed below are set forth by Tabernacle Church of Norfolk and WeeOnes Childcare and are in accordance with the State of Virginia Religiously Exempt Child Day Center regulations.

WeeOnes does not prepare any food on the premises. We serve morning and afternoon snack but no meals are prepared, all prepared food is provided by the parents.

Please read this "Parents Handbook". It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

My door is always open, and I would be happy to talk with you about any questions or concerns you may have. Feel free to call me at (757) 440-8224 ext. 117 or email me at [mpasini@tabchurch.org](mailto:mpasini@tabchurch.org).

Warm regards,  
Michelle Pasini  
Director

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"Children are a gift from the Lord; they are a reward from him." Psalm 127:3

# Table of Contents

|                            |          |
|----------------------------|----------|
| <b><u>Operations:</u></b>  |          |
| <b>Admission Paperwork</b> | <b>7</b> |
| <b>Arrival</b>             | <b>7</b> |
| <b>Business Hours</b>      | <b>7</b> |
| <b>Child Abuse/Neglect</b> | <b>7</b> |
| <b>Childcare Groups</b>    | <b>8</b> |
| <b>Brightwheel</b>         | <b>8</b> |
| <b>Closures</b>            | <b>8</b> |
| <b>Communication</b>       | <b>9</b> |
| <b>Damages</b>             | <b>9</b> |
| <b>Deposit</b>             | <b>9</b> |

|                                 |           |
|---------------------------------|-----------|
| <b>Dress Code</b>               | <b>9</b>  |
| <b>Facebook Pages</b>           | <b>9</b>  |
| <b>Holidays</b>                 | <b>9</b>  |
| <b>Inclement Weather</b>        | <b>10</b> |
| <b>KeyCards</b>                 | <b>10</b> |
| <b>Meals &amp; Snacks</b>       | <b>10</b> |
| <b>Moving Classrooms</b>        | <b>10</b> |
| <b>Online Payments</b>          | <b>11</b> |
| <b>Open Door Policy</b>         | <b>11</b> |
| <b>Potty Training/Accidents</b> | <b>11</b> |
| <b>Safe Sleep Practices</b>     | <b>12</b> |
| <b>Sibling Discount</b>         | <b>12</b> |

|  |           |
|--|-----------|
| <b>Sibling Policy</b>                          | <b>12</b> |
| <b>Staff-Child Ratios</b>                      | <b>13</b> |
| <b>Summer Tuition Plan</b>                     | <b>13</b> |
| <b>Supplies</b>                                | <b>14</b> |
| <b>Toys</b>                                    | <b>14</b> |
| <b>Tuition and Late Fees</b>                   | <b>14</b> |
| <b>Withdrawal</b>                              | <b>15</b> |
| <b><u>Drop-off and Pick-up Procedures:</u></b> |           |
| <b>Drop-off Procedure</b>                      | <b>17</b> |
| <b>Late Dismissal/Penalty Fee</b>              | <b>17</b> |
| <b>Legal Custody</b>                           | <b>17</b> |
| <b>Nap/Quiet Time</b>                          | <b>17</b> |

|  |              |
|--|--------------|
| <b>Pick-up Procedure</b>                   | <b>17</b>    |
| <b><u>Child Behavioral Guidelines:</u></b> |              |
| <b>Behavioral Goals</b>                    | <b>20</b>    |
| <b>Biting Policy</b>                       | <b>20</b>    |
| <b>Termination &amp; Suspension</b>        | <b>20</b>    |
| <b><u>Medical Matters:</u></b>             |              |
| <b>Child Illness/Sick Policy</b>           | <b>23-25</b> |
| <b>Medical Emergencies</b>                 | <b>25</b>    |
| <b>Medication</b>                          | <b>25</b>    |
| <b><u>Appendices:</u></b>                  |              |
| <b>Tuition Rates and Fees</b>              | <b>27</b>    |
| <b>COVID-19 Policies</b>                   | <b>29-31</b> |

# Operations

The policies listed below are set forth by Tabernacle Church of Norfolk and WeeOnes Childcare and are in accordance with the State of Virginia Religiously Exempt Child Day Center regulations. These policies and accompanying contract become effective by the parent/guardian and WeeOnes Childcare once both parties have signed the attached contract.

### **Admission Paperwork**

Before assuming responsibility of caring for your child the following paperwork must be turned in:

- Signed Policy Handbook
- Registration Form
- Emergency Medical Authorization Form
- Over the Counter Medication Form
- Shot Record
- Birth Certificate

**PLEASE NOTE: All forms must be updated annually no later than September 1.**

### **Arrival**

Arriving on time is important for your child's learning and also social wellbeing. Please make sure your child is here by 8:15 am (especially in the Older Two, Three and Four-Year-old rooms). If your child arrives after 8:15am they are missing critical learning and social time in the classroom. It is also disruptive for the teachers and other students in the classroom when a child enters the room during their learning time. This is also to help them prepare for Kindergarten as well.

### **Brightwheel**

WeeOnes uses the Brightwheel app for our daily reports. This is an app you download on your phone. We update the information throughout the day so that you can see what your child is doing during the day.

As your child progresses through the daycare, less and less information will be entered into Brightwheel. Teachers also do not have time to enter things as soon as they occur so they will "bulk" enter things at naptime or when they have a chance. Please do not message if you do not see something entered right at the time it should have occurred, the teachers are busy taking care of your children and will enter things as they can.

### **Business Hours**

Our hours of operation are from 7:00 a.m. – 6:00 p.m. for full time and 7:00 a.m. - 12:30 p.m. for part time. Our doors may be open before 7:00 a.m.; however, this is valuable time that the teacher uses to prepare for the day. Please wait outside of the security doors until 7:00am.

We do not have drop-in rates. For instance, if you have a part time contract and need full time care for one day for a particular week whether planned or unplanned, you will be charged for the full-time rate for that week.

## **Child Abuse/Neglect**

By Virginia State Law, it is our responsibility, as childcare providers, to report any suspected Child Abuse. All our staff at WeeOnes are regularly professionally trained in accordance with state regulations. Your child’s safety is our utmost concern, suspected instances of abuse will not be ignored. “In accordance with local and state law, WeeOnes employees are mandatory reporters of an instance of physical, sexual, emotional abuse, neglect, or exploitation.”

## **Childcare Groups**

|                       |
|-----------------------|
| <b>Infants</b>        |
| <b>Babies</b>         |
| <b>Waddlers</b>       |
| <b>Toddlers</b>       |
| <b>Two Year Old</b>   |
| <b>Three Year Old</b> |
| <b>Four Year Old</b>  |

## **Closures**

WeeOnes is committed to being open for our parents. We know how important our service is to you, but sometimes things beyond our control may cause us to close for an amount of time. If we must close due to Inclement Weather or for any other emergency reason, you will be notified via email, Brightwheel and the private Facebook groups.

Tuition and fees will still be expected to be paid on time and at the normal rate. If the building is not open, you can mail the check or pay online. If WeeOnes is closed for longer than two weeks due to unforeseen circumstances, the church elder board will make a decision about tuition reduction or cessation.

### **Communication**

Communication is very important. The WeeOnes' staff wants to be sure that we can share openly any concerns or questions that may arise. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. We all grow to love each child in our care and are always glad to have a chance to be a part of their lives. It is important that there is a similar childcare philosophy between us. Questions, feedback, or discussions of any kind that affect a positive outcome for the child are always welcome. Sensitive issues should be discussed during a conference. Please call the office to schedule one whenever you feel it is necessary.

### **Damages**

It is expected that your child be respectful of property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages any property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

### **Deposit**

Upon enrollment, a deposit equal to one week of care is required. This deposit is non-refundable if you withdraw your child before your child begins care. It will be applied to your last week of care when you withdraw your child.

### **Dress Code**

All Children are required to wear weather appropriate clothing. Please remember we will go outside as much as we can each day the weather permits. **For safety reasons all children must wear closed toe shoes that are properly fitted. If your child arrives in the wrong shoes you may be asked to bring back a proper pair of shoes.** This means sandals that cover the toes or sneakers with socks. Crocs and Jellies are not permitted. The only exception to this rule is the infant room.

### **Facebook Pages**

WeeOnes maintains a private Facebook Page for every room in our center. These pages are private and are only accessible by approved people. Only the parents of the children in the room will have access to that room's pages. The Director maintains these pages and must approve all pictures and posts. WeeOnes uses these pages to show you what your child is doing during the day and also to communicate important information such as closings and delays. Please contact the Director to be added to your child's page.

## **Holidays**

A list will be provided each year of these days no later than September 1. Tuition is still due for holiday closures with the exception of one week at Christmas Break where no tuition is due.

## **Inclement Weather**

If we are under severe or extreme weather conditions, we will be closed. We have our own closure policy and do not always conform to the same policy as the local public-school system. Parents will be notified of the closure the following ways: email, Brightwheel and the Private Facebook pages. Tuition and fees are still to be paid on time and the normal rate during any closure.

## **KeyCards**

WeeOnes is a secure facility. Parents will be issued 2 KeyCards at enrollment and one additional card can be purchased for \$15. If this card is not for a family member you must pay the \$12 background check fee before we will issue the card. If your card is lost or damaged, please let the Director know as soon as possible and we will replace it for a fee of \$15. KeyCards should not be shared among parents; if you are found doing so, it is grounds for termination of care.

## **Meals & Snacks**

If your child is full time, they will receive a snack twice a day. Please provide snacks in your child's lunch boxes.

Children who choose not to eat will not be served again until the next scheduled meal or snack. If your child will be arriving after mealtime please feed them before they arrive.

**If your child arrives before 8:15 a.m. and you have provided breakfast, we will happily serve them.** Arriving after this time, children must eat breakfast at home. By age two, lunches are picnic style, no heating or refrigeration is provided. You may use ice packs from home to keep the lunches cool. All children by the age of two must be able to feed themselves completely. Please do not pack a lunch that your child cannot eat by themselves at this age. If your child needs utensils please be sure to pack them. Please make sure all things are prepped and ready for your child to eat (If your child needs his or her grapes cut please bring them that way).

**\*\*\*Special Diet/Allergies:** If your child requires a special diet due to allergies, medications, etc., it will be the responsibility of the parent to provide snack for their child. Healthy snacks and meals are encouraged, i.e., no candy, soda, etc.

## **Moving Classrooms**

Moving Up is always an exciting time for parents and children. We usually do move ups in September and January. Just because your child has had a birthday during the year it does not automatically mean they will move to the next classroom. We use Developmental Guidelines to determine who moves up in the younger rooms (Infants-Twos). Our three and four-year-old rooms are determined by the public-school guidelines of age, which means your child must be three or four by the public school cutoff (September 30) in order to be in that room in Fall. If

your child is moving up, you will receive a letter at least a month in advance informing you that they are moving and also including a letter from the next room's teacher.

We do sometimes do a move up in the summer due to enrollment, but this is not always necessary in all rooms, you will be notified if your child is moving up in the summer.

### **Online Payments**

Payments may be made online via [www.tabchurch.org](http://www.tabchurch.org). Please look for the giving tab. Please make sure you change your fund to WeeOnes. There are fees associated with paying online.

**ACH:** A payment is only considered an online payment if it comes directly out of your checking account, if you enter a card number into the system (even if it's a debit card) it is considered a credit card payment and credit card fees will apply. The fee for ACH payments is 1% of the total amount paid.

**Credit Card:** Any payment method where you enter a card number into the system, even a debit card, is considered a credit card payment. To calculate your fee for these payments, use the following method, the fee is 2.6% of the total transaction plus \$.30.

### **Open Door Policy**

While your child is here, you can always be assured that the door is open to you. Please keep in mind the start of the day is very important and sets the tone for the whole day. This is not the time to discuss serious issues with your child's teacher or to socialize. We would appreciate your taking into consideration our schedule when dropping in or calling. The teachers are not

### **Potty Training/Accidents**

We will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they train while in our care and not at home.

Please keep in mind that training at home is completely different from training at school, there is more activity and more things to distract them. Many children potty train easier at home and school takes a little more time due to all of the distractions.

#### **In order for us to begin potty training at school your child must meet the following criteria:**

- Your child must be in the Young Two room in order to begin potty training, the other classrooms do not have a bathroom and cannot accommodate potty training.
- You **MUST** be working at home; we cannot do this alone.
- They must be able to hold their bladder for at least an hour. Our schedule is very busy, and we cannot take a child to the bathroom more frequently than hourly. Eventually they should be able to hold their bladder for at least an hour and half. We will not potty train if they cannot hold their bladder for an hour.
- They should be able to communicate to us that they need to go to the bathroom a majority of the time. At the beginning of training we understand that it will not be every time they need to go, but they need to begin telling us they need to go.
- After the first accident of the day, they will be placed in a Pull-Up. For health reasons, we cannot have bodily fluids on the floors of the classrooms.

If we feel that your child is not ready to be potty trained, we reserve the right to tell you. If this happens, we will pause potty training at school for a period and then try again at a later date. Some current potty-training guides suggest "naked training" we cannot accommodate that at school, all children must wear underwear or a pull up. This is for health reasons.

Clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls and suspenders, and onesies when in a hurry to use the bathroom may create a problem. Pull-Ups must have Velcro sides. We also require that each potty training child have **3 changes of training pants and clothes including socks and one pair of shoes.**

It is our goal and strong desire to have all children potty-trained by the time they reach the three year old classroom. Children in our three (3) year old class will be expected to be either fully potty trained or seriously working on being trained. This means your child should not be in diapers or have a wet pull-up every time they are checked or asked to use the potty. A change of clothes should be in their bin for accidents. When they come home in their spare clothes, a new change of clothes will need to come back the next day. If they have an accident and no clothes are in their bin you will be called to come pick them up.

We want to support you and your child in this new phase of life. When you think your child is ready to move into underwear, we are happy to discuss this with you and will move them into underwear when we both feel the time is right. If your child is in the Young Two room and is training, we will require rubber training pants over the underwear. However, we cannot let them have constant accidents in their clothes or on the floor because of sanitation issues. If this is the case, we will have them wear rubber training pants or go back into a Pull-Up for a short time.

### **Safe Sleep Practices**

WeeOnes always practices Safe Sleep according to the American Academy of Pediatrics. This consists of the following practices:

- Infants will sleep in cribs, not bouncy seats, swings or car seats. If a child falls asleep someplace other than a crib, they will be transferred to a crib as soon as they are asleep.
- The cribs/pack and plays will be void of any blankets or toys when a child is sleeping.
- Children will always be in eyesight while sleeping and will be monitored closely, nothing will be draped on the crib which may obstruct seeing the child.
- We will swaddle your child until they can turn themselves over, after that we request for them to have a sleep sack which frees their arms. Once your child can stand up, we will no longer put them in a sleep sack.
- Children in the One-year old room and up will sleep with shoes on, this is in case of an emergency and the need to evacuate.

### **Sibling Discount**

A \$10 sibling discount will be applied to your oldest child's tuition. To receive this discount both children must be enrolled full time at WeeOnes. Sibling discounts will not apply to Part Time rates or to Summer Camp.

### **Sibling Policy**

WeeOnes always guarantees a sibling of a child in the daycare a spot in our Infant Room should their parent become pregnant during the time their older child is enrolled in our program. In order to maintain financial stability, the following policy is in effect. If the sibling reaches the age of 6 weeks and the family is not ready to enroll their child full time into the daycare and there are other families that want that spot, the current family must pay \$100/week to hold their spot. When they begin paying this amount, they may also drop off their child once or twice a week during the time they are holding a spot. If they decide not to pay the amount and another

family is willing to begin paying full time, WeeOnes may reserve the right to give that spot to another family. WeeOnes must do this in order to make budget because the ratios are so low in our Infant Room. If the older sibling is withdrawn from care before the younger sibling begins WeeOnes reserves the right to not guarantee the younger sibling a spot.

**Staff – Child Ratios**

In order to provide the best possible care for your child, we adhere to staff-child ratios required by the State of Virginia. These ratios are guidelines to determine the number of staff needed to properly care for the needs of the children at this Center.

| Age  | Staff/Child Ratio                           |
|--|---|
| Children Infant – 16 Months                            | 1 adult: 4 children                         |
| Children 16-24 months                                  | 1 adult: 5 children                         |
| Children 24-36 months<br>Children 36 months to 5 years | 1 adult: 8 children<br>1 adult: 10 children |
|  |   |

**Summer Tuition Plan**

We understand that sometimes you do not need childcare in the summer, but wish to remain enrolled for the Fall, for this reason we have come up with the following Summer Tuition Plan, These plans only apply to children who are in the Older Two, Three and Four Year Old class when the summer begins. Once you choose a plan, you must abide by it for the entire summer and will not be allowed to switch back and forth. These plans are for summer only and will not be in effect during the school year.

| Plan Name              | Days Attending           | Weekly Cost |
|------------------------|--------------------------|-------------|
| Half Day               | Monday-Friday 7am-1230pm | \$100       |
| 2 Day Plan (Full Days) | Tuesdays and Thursdays   | \$100       |

|                        |                                  |       |
|------------------------|----------------------------------|-------|
| 3 Day Plan (Full Days) | Monday, Wednesday, Friday        | \$120 |
| Summers Off            | Child does not attend all Summer | \$50  |

If you choose the Summers off plan your child will not attend daycare at all during the summer but will have a spot in the Fall as long as you pay the weekly fee.

**Supplies**

Parents are responsible for supplying:

- Bottles, Formula, Baby Food
- Diapers/Pull-Ups & Wipes
- A full change of clothing (weather appropriate)
- Blanket and sheet – These will be sent home each Friday for you to wash and return the following the Monday for the exception of Infant and Waddler Rooms.
- Snacks for the day
- Any other supplies your child may need.

**Toys**

We provide a wide variety of playthings. We ask that no toys be brought to daycare from home. Anything brought will be sent home with whomever is dropping off.. This policy is for the concern of all children in our care. Children often have a hard time sharing the toys they bring from home.

The ONLY exceptions to this policy are:

- A special blanket OR stuffed animal/Doll to be used during nap time. This will be put up and ONLY used for the appropriate time. Once your child reaches the PreK4 class no lovies or stuffed animals will be permitted as we are trying to get your child ready for “big school”.

**Tuition & Late Fees**

Parents please understand that your tuition payment is an advance payment for the following week of care. Tuition is due no later than the close of business every Friday. If you do not pay the Friday before care your child will not be able to come to WeeOnes until you have paid, an administrator will be at the door each Monday to make sure that tuition is paid that has not been paid.

You may pay by cash, check, or online. To pay online:

- Go to [www.tabchurch.org](http://www.tabchurch.org)
- Click on Give
- Click on Give Online, the system will walk you through the payment system set up. You may set up your payments to automatically occur weekly, bi-weekly or monthly.
- There is a fee associated with giving online. Please see the Payments section above for an explanation of the fees.
- Failure to pay fees may mean that you may no longer use the online payment system.

Parents please understand that your tuition payment covers the spot that is being held within the classroom. This is not based on your child's attendance, illness or your vacation plans.

If fees are not paid by Monday morning drop-off your child may not attend childcare. Your child's spot will be considered open and your deposit will be kept as your notice. You will run the risk of your childcare spot being filled by another family on our wait list. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless of whether or not your child attends.

**\*\*\*Returned Checks:** There will be a \$36.00 charge for all checks returned N.S.F. plus any additional charges incurred. At the discretion of the Director and WeeOnes' Administrator, parents who have two or more N.S.F. checks may be required to pay by certified check or money order

### **Withdrawal**

A two-week notice is required to withdraw your child from care. Once you have notified the Director that you are withdrawing you are still responsible for tuition for the next two weeks, whether your child attends.

# **Drop-off/Pick-up Procedures**

## **Drop-off Procedure**

Parents, if your child begins to cry at your departure from school, please kiss him/her goodbye and let the teacher take over. For some children this is their first experience with school, we find crying is not uncommon and usually stops in a matter of minutes after the parent leaves. If it persists, you will be contacted immediately.

Parents, it is highly recommended that your child is in class no later than 8:15 a.m. Every classroom has a planned day of activities and/or curriculum that begins promptly at 8:15 a.m. after all the children have adjusted and settled in for the day. Receiving your child after this time on a consistent basis is disruptive and distracting and proves to be harder on your child since they have a harder time adjusting.

Drop-off and pick-up times are not good times to discuss serious problems. Little ears and minds hear and understand everything. We cannot discuss a child in the presence of anyone, but their parents. Topics that concern day-to-day events or light-hearted discussions are fine. If you need to discuss something with your teacher(s), you may set up a time to meet with them.

## **Late Dismissal/Penalty Fee**

WeeOnes closes at 6pm, if you arrive later than 6pm you are considered late and you will receive an invoice the day following the late pick-up. There is an extra fee of \$25.00 per child after the first five (5) minutes and \$1.00 for every minute thereafter that your child is not picked-up on time. Please provide payment for this extra fee with your tuition payment. Care will not recommence until such late fees are paid in full. Please be on time daily. If you know you are going to be late, please contact us and let us know and you may not be charged a late fee, but chronic lateness for incidents will cause you to pay the late fee.

## **Legal Custody**

For verification of legal custody, we must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise we will have no choice except to release the child to his/her parent.

## **Nap/Quiet Time**

All children will be required to lie down for a nap/quiet time each day. We will not force your child to sleep but they must lie down quietly. **Children are not to be picked up or dropped off during naptime (12:30 – 2:30)** If you have an appointment scheduled during this time and cannot reschedule it please let the teacher know at drop off so that we can arrange it so the class is not disrupted during naptime. Chronic scheduling of appointments at naptime will not be allowed and you may be asked to keep your child with you until the after the appointment.

## **Pick-up Procedure**

Once you arrive, you are now responsible for your child on our premises. Please do not let your child be unsupervised outside of their classroom. Children should not be running through the halls or visiting other classrooms. Also, please do not let your child leave the security doors

without you. Children should be checked out of their classrooms by an adult, not an older sibling. This is to make sure that an adult has “custody”

To ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning the office to let us know someone other than you will be picking up your child is fine as long as that person has a picture ID with him/her and is on the designated list when picking your child up. If they do not have a keycard when picking up, please have them push the intercom button and the Director will let them in after verifying identity.

# **Child Behavioral Guidelines**

## **Behavioral Goals**

While here only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, or to, verbal, emotional, or physical punishment. We believe the most effective ways that WeeOnes can enforce positive behaviors are: Praise, Respect, Re-Direction, and Positive Re-Enforcement. We don't play "REF"; we use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know we are always available to listen and help. Our goal is to coach the children so they can negotiate compromise, brainstorm and work it out together. We will redirect, give three warnings and then we will use a "time-out."

If something of a more serious nature or a persistent behavior should occur that is of concern to us or a threat to the safety of others, we will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and here at WeeOnes. If the problem cannot be resolved, arrangements must be made for the child to receive care elsewhere.

## **Biting Policy**

Even though biting is a natural behavior for young children, it is not an acceptable one. Children who bite are not mean or bad. More often, they are frustrated by their inability to convey or verbalize their feelings. We can help children learn more acceptable ways for expressing themselves using several positive strategies.

- **First**, we comfort and administer first aid to the child who was bitten. It is important to give that child lots of affection and attention.
- **Second**, we inform the biter of the unacceptable action. After attending to the bitten child, we tell the biter, "I can't let you bite. Biting hurts." We use FIRM but not HARSH words and facial expressions.
- **Third**, we redirect the biter's behavior. We show the biter an alternative behavior. We help them learn to substitute biting with a positive behavior. We demonstrate how to use soft touches. When necessary, we move the biter to a less frustrating area and engage him/her in a different activity.
- **Finally**, we work cooperatively to prevent biting. Together, parents and staff identify reasons for a child's biting and implement positive behavior management strategies to extinguish the negative behavior.
- **If a child is identified as a chronic biter, he/she will be "shadowed" this means that one staff member is assigned to that child and is responsible for intervening before biting occurs.**
- If the child continues to bite despite our interventions and is in the Older Two room and above, he/she may be asked to withdraw from our program for a period of time determined by the Director.

## **Termination & Suspension Policy**

A two-week notice is required by the parent if they would like to withdraw their child from our care facility. Likewise, WeeOnes will provide a two-week written notice to the parent if we are no longer able to provide the appropriate care needed for your child's success.

Childcare termination will be necessary for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this book.
- Destructive or hurtful behavior of a nonconforming child that persists even with parent cooperation in stopping the behavior.
- Non-Payment of childcare fees or late and/or recurring late payment of fees.
- Inability to meet the child's needs without additional staff.

- If parents knowingly/consistently bring their ill child to school.
- Parents consistently arrive late to pick up their child.

**\*\*\*Process for Termination & Suspension:**

- WeeOnes' teachers are responsible for informing the Director of serious concerns they have for a child in their classroom.
- When it is determined there are concerns for a particular child in the classroom, the lead teacher will informally communicate with the parents and director via incident or accident report. If the problem continues, a minimum of three (3) written observations of the child will be recorded. Parent conferences will be encouraged if the problem remains unsolved.
- The Director will contact the parents in person, by telephone, or by a letter sent home with the child. The Director will arrange a mutually convenient time for a conference with the Director, teacher and parents. The center's concerns will be clearly identified in writing.
- After the conference, should the problem seem irresolvable, WeeOnes will decide whether the child must leave the program for the safety of him/herself, the other children and the staff. The parents will receive a written statement from the center including the reason for termination, summary of WeeOnes observations, interventions made by WeeOnes, and all efforts made by WeeOnes.

# Medical Matters

## **Child Illness/Sick Policy**

Under no circumstances should a parent bring their child to care sick (**fever of 100.5°f or higher, vomiting, diarrhea, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.**) If the parent is not sure their child is well enough to attend childcare call and discuss it with the Director. We completely understand and are sensitive to the fact that parents have to work or have other obligations that require them to leave their child in our care. Each child will be assessed daily at drop-off and if we determine they are too ill to attend we reserve the right to ask you to take them home. We ask that the parent contact the school if their child is unable to attend due to illness.

We use the Virginia State Health Department regulations as a guide; however, over the years we have developed our own policy for specific illnesses and symptoms for the purposes of consistency and disease/virus prevention and containment. This policy will be used to determine attendance regardless of a Doctor's note stating otherwise. Please see below for a detailed protocol for each case scenario.

## **WeeOnes' Protocol for Illness Prevention & Containment**

### **Colds:**

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include but are not limited to: bad cold with hacking or persistent, cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever. If their overall affect is different, i.e., sluggish, groggy, listless and is a non participator, we ask that you keep your child at home.

If your child just has a cold, please notify their teacher. We encourage extra fluids and proper hand washing. If there are cold medications you know will make your child more comfortable, we will administer them with your written permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in school. Fresh air with proper attire is always healthy.

### **Diarrhea:**

Diarrhea due to illness is highly contagious. Children above the age of two will be sent home immediately if they have diarrhea. If your child is younger than two and has 3 or more diarrhea episodes, or any uncontained (outside the diaper) diarrhea while at WeeOnes, you will be called to come pick him/her up. If your child has diarrhea due to antibiotics, you will be asked to come pick them up from the daycare. Our care providers use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea can be spread through carpets, toys, swings, and direct contact. It is very difficult to keep from spreading these germs to other children. Loose stools have many causes; a child should not attend school until the bowel movements have normal consistency. This reduces the chance of leakage and contamination.

**Fever:**

We consider any temperature over 100.5 a fever, with the only exception that if your child is teething age (6 months-two years) we consider anything a fever that is over 101. Your child must be fever free for 24 hours without the use of medication before you can send them back to school. Please do not mask these symptoms with pain relievers and send them to school.

**Hand/Foot and Mouth:**

If your child is diagnosed with Hand/Foot and mouth, they must stay home until they are fever free and have no new active blisters for a minimum of two days and all blisters have scabbed over for the protection of the other children. This is a highly contagious disease that spreads very quickly.

**Lice:**

If your child is found with lice you will be called to pick them up immediately. They may not return to care until they are treated properly with all nits removed. When they do return to care they will be checked daily for 2 weeks by the Director before being allowed to enter the classroom. This is for the protection of the other classmates and staff as this is a highly transferrable not to mention difficult condition.

**Masking Symptoms:**

This occurs with the use of over-the-counter medications and bringing them to care anyway. This is not appropriate and could be cause for immediate termination. It is not considerate to the families and staff involved. A sick child should recuperate fully at home during an illness so that the other children and the provider do not risk unnecessary exposure. Please keep in mind your teacher is not paid for sick days. If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense.

**Pink Eye:**

If your child is diagnosed with Pink Eye, they may return to care after being on eye drops for 24 hours, BUT if the eyes are still actively draining you will be called immediately to pick them up. This is a highly contagious infection that spreads very quickly with busy hands.

**Rashes:**

A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergents). If your child has an unusual rash associated with a fever, it is best to keep your child at home until you have had a chance to discuss the condition with your child's physician. Please do not send your child to WeeOnes with an active rash until you have a doctor's note stating they are not contagious. Most viral rashes are not contagious, so parents should use their own common sense. For example, if your child has an allergic rash and is taking an antihistamine to prevent itching, it might be a good idea to keep them home since these medications tend to make kids sleepy. Your child may not be permitted to stay if they have an actively weeping rash or sores. For poison ivy, oak and sumac, the rash needs to be able to be contained and covered at all times.

**Sick Child Pick Up Policy:**

If your child develops any of the above symptoms while in our care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of the phone call, a \$5.00 fee for every 15 minutes or portion thereof a charge will be assessed. If we have to call a parent to pick up a child that has been dropped off for care too ill to participate in the day the child will also be required to stay at home the following day. Your child may return to care 24 hours AFTER symptoms of illness end.

**Strep Throat:**

If your child is diagnosed with Strep Throat, they must remain at home until after 48 hours from the start of their antibiotics, as recommended by the Center for Disease Control.

**Teething:**

There are many signs your child is teething, such as a low grade fever. If your child has a fever over 101, that is not considered teething. If your child can not be consoled, and Orajel or pain reliever does not work you will be called to pick up your child.

**Vomiting:**

If your child vomits while at daycare, you will be called immediately to pick him/her up. If your child vomits at home, please keep them home. Please keep your child home for 24 hours after the vomiting has stopped. When children return too soon, there is a much higher rate of recurrence and contagiousness.

**Medical Emergencies**

Minor bumps and scrapes are inevitable; we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, the emergency contact numbers supplied will be called to make the medical decisions for your child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required,

**Medication**

Childcare regulations prohibit us from giving your child medication of any kind unless you have filled out and signed Permission to Administer Form. All medication must be in the original, labeled container. Blank permission to administer medication forms are available from your child's teacher or the Director.

# Appendices

## **Tuition Rates and Fees**

The Tuition Rates for the 2020-2021 school year are as follows:

|                   | <b>Tuition Rates</b> |
|-------------------|----------------------|
| <b>Room Name:</b> | <b>Weekly Rate:</b>  |
| Infant            | \$200/Week           |
| Baby              | \$200/Week           |
| Waddler           | \$200/Week           |
| Young Twos        | \$190/Week           |
| Older Twos        | \$170/Week           |
| 3 Yr. olds        | \$170/Week           |
| 4 Yr. olds        | \$170/Week           |

|                     |       |
|---------------------|-------|
| <b>Yearly Fees:</b> |       |
| Infant              | N/A   |
| Baby                | N/A   |
| Waddler             | N/A   |
| Young Twos          | \$75  |
| Older Twos          | \$100 |
| 3 Yr. Old           | \$100 |
| 4 Yr. Old           | \$120 |

**\*All fees are due by August 31\***

# COVID-19 Policies

The policies in this section are in effect during the COVID-19 Pandemic and as long as mandated by the Virginia Department of Social Services. Some of these policies supersede the policies in the handbook above. Going forward the following policies are in effect until parents have been notified otherwise.

# New Policies in accordance with CDC Recommendations

## **Drop Off:**

All children will be screened daily before entering the daycare. They will have their temperature taken and the parents will be asked if they have been given any medicine in the last 24 hours. Any child with a temperature above 100.4 will not be able to enter the daycare and must return home.

There will hand sanitizer available in the welcome area, if your child is above the age of 1 we ask that you clean their hands as soon as you enter the building.

Parents will not be allowed to escort their children to their rooms. This is to prevent the potential spread of virus. The Director will be in the welcome area before the second set of security doors. She will take your child's temperature and assess the child and will then call someone from your child's room to come and take them back to their classroom. If you need to communicate something to the teacher, please use Brightwheel or write a note before arriving and if needed the teacher will call you.

We will not allow more than five sets of parents and children in the welcome area at once, a staff member will be at the door to let you know whether you can enter the building when you arrive. We ask that you practice social distancing as much as possible while waiting. The hallway is long and has plenty of room to distance.

We also ask that you arrive in plenty of time for drop off. This process will take time and you will not be able to "cut" in line because you are in a hurry.

## **Sickness during school day:**

If your child becomes ill with any of the following symptoms, they will be sent home immediately (within one hour of calling) and cannot return until the symptoms are gone without medication.

- Fever above 100.4 for any reason
- Rapid or difficulty breathing
- Persistent coughing

If you are found to be medicating your child and sending them to care you will be dismissed from the daycare immediately.

## **Preparedness:**

We ask that you provide the following or make sure the following is always at daycare for your child.

- Two complete changes of clothing, we will be changing your child anytime they are in the vicinity of someone sneezing or coughing on them. We can launder clothing at the daycare if they go through both sets.
- Utensils for anything in their breakfast or lunch. We will not be providing any utensils. If your child does not have utensils, they will not be able to eat the item that requires them.
- Water cup and bottles will stay at the center during this time. They will be washed daily. Bottles will be sanitized as usual on Fridays. This is to prevent cross contamination between home and the center. Milk cups must also stay at the center.
- During this time, we are asking that NO toys from home be brought into the daycare. Lovies at naptime must stay in the center and cannot travel back and forth between home and the center. This is to prevent cross contamination. If your child uses a pacifier, please make sure that there is one that will be kept at daycare and not brought back and forth.
- All bedding will be laundered at WeeOnes until further notice

### **Pick-Up:**

The following procedure will be in place for picking up children.

- If you arrive and there is no one in the waiting area, please ring the doorbell on the outside of the door underneath the window and the Director will come out and then will bring your child to you. Again, please do NOT enter the daycare.
- If you arrive and the Director is at the welcome desk, she will walkie someone in your child's room to bring your child and their belongings to you. If you need something specific from the room that you did not bring with you, please let the Director know so that she can convey that to the staff in the room.
- If your child is on the playground at pick up someone will retrieve your child's belongings and bring them to you and then you can get your child off the playground.
- If you have to pick up unexpectedly or a different time than usual, please let the Director know at pickup or make sure you call beforehand to let us know you will be picking up at a different time so that we can be ready for you.
- All communication about feedings, any issues and learning will be communicated on Brightwheel. If you feel like you need to talk to the teacher personally, please let the Director know and she will find a way to connect you.
- All children MUST BE PICKED UP BY 6PM. No exceptions. If they are not picked up by 6pm the late fee will be charged and if it becomes a chronic problem, you may be dismissed from the daycare.