

The Neighborhood Learning Center



St Andrew Presbyterian Church
711 West Main Street
Purcellville, VA 20132
(540) 338-3956

Parent Handbook

Effective August 19, 2019

Contents

Letter to Parents	3
Overview of The Neighborhood Learning Center	4
Mission Statement.....	4
Handbook Purpose	4
History.....	4
Ownership & Governance	4
Facilities	4
Staff.....	5
Programs	5
Objectives	5
Curriculum	5
Teacher to Child Ratios.....	6
Program Details	6
• <i>Infants</i>	6
• <i>Toddlers</i>	6
• <i>Preschool</i>	7
• <i>Pre-Kindergarten</i>	7
• <i>Before School Care (Kindergarten through 5th grade)</i>	7
• <i>After School Care (Kindergarten through 5th grade)</i>	7
Specials	8
• <i>Chapel</i>	8
• <i>Music & Movement</i>	8
• <i>Special Events</i>	8
• <i>Field Trips</i>	8
• <i>Picture Days</i>	8
• <i>Extracurricular Classes</i>	9
Policies of Operation	9
Parent Information & Involvement	9
Progress Reports.....	10
Transitioning to Older Classes	10
Hours of Operation, Inclement Weather Policy, & Unscheduled Closings	10
Holidays Observed.....	11
Registration Policy	11
Tuition Policy	11
• <i>Vacation Credits</i>	12
• <i>Children of Teachers</i>	12
Security	12
• <i>Fire & Safety Drills</i>	12
• <i>Off Site Evacuation</i>	13
• <i>In Case of Emergency</i>	13
Arrival & Departure of Children.....	13
• <i>Check In/Out Procedures</i>	14
• <i>Authorized Pick-Up</i>	14

- *Late Pick-Up*..... 15
- Attendance 15
 - *Preschool Age Children*..... 15
 - *School-Age Schedule Changes*..... 15
- Meals 15
- Food from Home..... 16
- Birthdays & Celebrations..... 17
- Your Child’s Personal Items 17
 - *Diapering Supplies*..... 17
 - *Toys from Home* 17
 - *Clothing* 17
 - *Bedding*..... 18
- Lost and Found 18
- Photographs of Children..... 18
- Outdoor Time 18
- Infant Safe Sleep Policy (applies to all children sleeping in cribs)..... 18
- Potty Training 19
- Bus Behavior 20
- Discipline..... 20
 - *Biting* 21
- Termination Policy..... 22
- Health Policies..... 22**
 - Records 22
 - Illness 22
 - *Reasons for Exclusion* 22
 - *Inclusion/Returning After Illness* 23
 - Medication..... 24
 - *Emergency Medication (including Epi-Pen)*..... 24
 - *Topical Medications (Sunscreens, Insect Repellent, Diaper Ointment, etc.)*..... 24
 - Daily Health Check..... 25
 - Accidents 25
 - *Incident Report* 25
- Enrollment Requirements & Records 26**
- Recognizing Child Abuse & Neglect 26**
- Child Find 27**
- Licensing & Insurance 27**
- Contact Information 27**



Dear Parents,

We welcome you to our family at The Neighborhood Learning Center! We thank you for entrusting us with the care of your child. Your child's well-being is our primary concern.

We want you to feel comfortable and confident as you combine your life as parents with your career and responsibilities outside of the home. We want the time your child is in our care to be as free from worry to you as possible. We do this by adhering always to strict operational policies which govern, for example, discipline, administration of medications, and release of children to others. We will call you immediately if any emergencies arise.

Perhaps most importantly, we will share your child's day with you when you arrive to pick up your child. Because consistency in child-rearing philosophy between the childcare center and the home is best for the child, we seek to honor parents' concerns and wishes.

The Neighborhood Learning Center is a ministry of St. Andrew Presbyterian Church. The pastor and ministry staff of the NLC are here for the families of our community. It is our privilege to invite you and your family to worship and live out our faith together:

Worship Service

Service 10:00 am Sunday mornings

Sunday School 10:15 am Sunday mornings

Children begin the worship service sitting with their families, then are called to the front of the sanctuary for a children's moment led by our pastor. They are then released to Sunday School while parents remain in the service. Children are returned to the sanctuary towards the end of the service to rejoin their families. Childcare is also available for children ages birth through 2 years. You are also invited to join members of the congregation during Fellowship Hour following the worship service.

This handbook provides detailed information about our facility and programs. Please feel free to talk with staff members if you have any further questions about the NLC and what we have to offer to you and your child.

God's Blessings,

Jo Anna Rich
*Neighborhood Learning
Center Director*

David Milam
St. Andrew Pastor

Overview of The Neighborhood Learning Center

Mission Statement

The Neighborhood Learning Center strives to provide a loving Christian environment in which children can grow and mature spiritually, socially, emotionally, intellectually and physically. We know that a child's early years provide a critical foundation for growth and development for the rest of that child's life.

The NLC serves children from six weeks of age through the fifth grade with age-appropriate programs and activities. Children are challenged to achieve their full potential through an academic curriculum and structured activities. The preschool program emphasizes academic preparedness while keeping in mind that children learn better when they are happy and having fun. The after-school program maintains the same high academic expectations with tutoring and enrichment activities available.

The NLC's programs are all based on a belief that the seeds for creativity, tolerance, neighborliness and acceptance are all planted early and must be nurtured through a program that continually models these values. All the NLC staff recognize that they are not just teachers, they are models.

Handbook Purpose

This handbook provides policies, general guidelines, and other useful information about the NLC. We hope that it will be useful to you as a reference while your child is enrolled here. The handbook is updated on a regular basis and while we do not redistribute the handbook with every minor revision, you will be notified two weeks in advance of any changes affecting tuition, fees, or schedule changes including holidays. The most current version of the handbook is also available on the NLC website, www.tnlcenter.com, under the "Parent Resources" tab.

History

The NLC is a childcare center in western Loudoun County and was established in 2011 as an outreach ministry of St. Andrew Presbyterian Church. The NLC offers services for infants (6 weeks and older), toddlers, preschoolers, and before and after school care for Kindergarten – 5th grade. The NLC strives to provide excellent care in a nurturing environment as well as preparatory and enrichment learning. We invite families to visit us to see how the NLC is a place for hospitality, faith, community, and learning. Enrollment is ongoing.

Ownership & Governance

The NLC is a mission of St. Andrew Presbyterian Church. The Board of Directors of the NLC is made up of three members of the church congregation and two parents of children enrolled at the NLC. The Board meets monthly. The minister, Session, and church congregation are actively involved in the operation of the NLC, and we welcome and encourage parent involvement. (Additional information is provided in the Policies of Operation section of this handbook.)

Facilities

The NLC is housed in the St. Andrew Presbyterian Church building located at 711 W Main St, Purcellville, VA. Upstairs, the Center uses eight classrooms upstairs along with the Fellowship Hall, kitchen, bathrooms, and occasionally the sanctuary for Chapels and special events. Downstairs the NLC uses all the available space including a youth lounge, fellowship hall, and three classrooms. Two playgrounds are available including a front playground appropriate for 3-year olds through school age, and a back playground appropriate for infants and toddlers. A side play area is utilized for additional play time and water play in the summer. A large,

grassy field belonging to the church and paralleling the parking lot is available for older classes to use for games and other outdoor activities, and houses two raised garden beds for our classes to plant and observe. The NLC has a total enrollment capacity of 140 children in the age range from six weeks through 12 years.

Staff

Most of our staff members are CPR and first aid trained and we ensure that there is at least one staff member on duty at all time with these certifications. Our lead teachers are professionally trained and qualified in early childhood education and are experienced in working in the early childhood school setting. Staff members are required to continue their professional development by completing continuing education classes throughout the year. Each staff member has on file a sworn disclosure statement, a central registry search conducted by Virginia Child Protective Services, and a national fingerprint-based national criminal background check. In addition, our staff members are each certified annually by a practicing physician, physician's assistant, or licensed nurse practitioner to be free from any disability which would prevent them from caring for children under his/her supervision.

Programs

Objectives

Our ultimate goal is to assist children in developing into happy, healthy, self-confident Christian individuals.

Additional goals include:

1. To provide safe, adequate and supervised facilities for each child.
2. To offer loving care in a developmentally appropriate environment for the whole child, thus nurturing children's physical, emotional, cognitive, social, and spiritual development.
3. To facilitate the development of a positive self-concept by helping the child make use of his or her abilities and talents in accordance with basic knowledge of principles of child development.
4. To help each child become aware of God's love and to grow in an understanding of Christian principles and ethics.
5. To supplement the home experiences of each child in order to help him or her develop into a well-rounded individual through group experiences.
6. To provide age-appropriate opportunities for cognitive development through a child-centered curriculum that emphasizes learning as an interactive process.
7. To provide an environment for children that will serve to enrich their understanding and appreciation of the world around them.
8. To help children develop self-reliance and self-discipline.
9. To provide effective and open communication between parents and staff concerning the welfare and development of the child.
10. To provide well-balanced and nourishing food for the child, adequate for the day spent at the NLC.

Curriculum

Our curriculum is centered on Christian principles and based on current child development research. The key is allowing the children to explore, play and learn through trial and error, guided activities, and instruction.

Teachers use a theme-based curriculum to break the academics down into smaller units to help make things easiest for the children to learn. The children's developmental levels are then matched by the teacher to the provided curriculum.

Monthly themes are broken down by the week so that teachers can focus their lessons, stories, academics, crafts and activities around that theme. These themes can be seasonal or related to upcoming celebrations, Christian holidays, or things that are generally interesting to children such as community helpers, transportation, animals, etc.

The themed-based curriculum threads throughout the day, giving children plenty of time to absorb the lessons.

Teacher to Child Ratios

Per the Virginia Department of Social Services, the ratio of staff to children are:

- 1 staff to 4 children ages 0 to 16 months
- 1 staff to 5 children ages 16 months to 24 months
- 1 staff to 8 children ages 24 months to 36 months
- 1 staff to 10 children ages 36 months to 5 years
- 1 staff to 20 children ages 5 to 9 years
- 1 staff to 25 children ages 9 to 12 years

Program Details

Infants

Dedicated, warm and loving staff is the reason why parents can depend on our infant program. Toys are sterilized frequently, and the changing table is sterilized after each diaper change. For the protection of each baby and to avoid tracking dirt and germs into the infant rooms, street shoes are not allowed. Visitors may remove or cover their shoes before entering; blue shoe covers are provided outside each infant room for this purpose. Your baby will have a personal crib or cot (at a minimum of 12 months old and when the child is developmentally ready) and cubby where food, bottles, and extra clothing can be stored. Play is based on exploration, stimulation and sensory experience. Soothing music, tummy time and story time are a big part of their day. **Their schedule is on demand as dictated by you.**

Toddlers

When you are a toddler, investigating the world around you is what life is all about! At the NLC, our caring, high- energy teachers encourage and gently guide each toddler through discovery and exploration. Their day is filled with many hands-on experiences, art, music, movement, toys and equipment that encourage their discovery and exploration. The toddler classes are divided to better accommodate the children's developmental stages.

Our large Fellowship Hall as well as an age-appropriate outside playground offer plenty of opportunity for running and jumping. Soothing music and gentle back rubbing during naptime on toddler size cots give just the right ambiance for sleeping.

Preschool

Busy Bees & Hummingbirds turn age 2 by September 30

Bird House & Bird Nest turn age 3 by September 30

This is a major time of discovery! The development of language skills is a major focus for this age group and is highlighted through story, song and rhythmic activities. We help preschoolers use their motor and sensory skills to explore the world around them using trial and error methods, play, interactions with peers and teachers, and planned learning centers. Classrooms are overflowing with challenging toys and manipulatives that offer a colorful, stimulating environment. Problem solving, cognitive thinking and math concepts are encouraged. Blocks and other building tools promote problem solving and critical thinking.

Pre-Kindergarten

Our pre-K suite of rooms allows children a flow from one room and activity to another, all guided by our caring and knowledgeable teachers. Daily lessons in language arts (including letter recognition, phonemic awareness, vocabulary, and letter/sound recognition) and mathematics (including counting, number recognition, and problem-solving) along with other kindergarten readiness subjects are provided, ensuring your child is prepared and excited to move to elementary school. A wide variety of manipulatives, toys, and games exercise fine motor skills while exercising brains and having fun. Art is used to promote self-expression and creativity. Movement and playground time promote physical fitness and gross motor skills. In this setting, children learn to be independent and exercise a variety of personal, social and emotional skills.

Before School Care (Kindergarten through 5th grade)

Care before school is available on a weekly or on an as-needed basis (with advance notice) for children from Kindergarten through 5th grades. Drop-off may be made as early as 6:30 am, with the children receiving breakfast at 7:00 am. Transportation is available from the NLC to most of the Loudoun County Public Schools (LCPS) within the driving radius of our school. Transportation is only available on days when LCPS is in session.

After School Care (Kindergarten through 5th grade)

We offer an after-school program to children in Kindergarten through 5th grade, with children divided into Kindergarten through 1st grade, and 2nd through 5th grades. Transportation is available from most of the Loudoun County Public Schools (LCPS) to the NLC within the driving radius of our school. Transportation is only available on days when LCPS are in session. We provide a snack, homework time, and age-appropriate activities in a safe and secure environment. Outdoor play is provided daily (weather permitting), in addition to organized and free choice activities offered in our comfortable after school rooms. Games, crafts, building toys, and other interesting activities are on offer, all allowing for social skills development while hanging out with friends and relaxing after a day at school.

School's Out Drop-In Days is all-day school-aged program available for registered children on school holidays, school vacation weeks, and snow days. (Please refer to the Inclement Weather and Tuition sections of this handbook for additional details.) School's Out Drop-In Days are available for School Age children not currently enrolled in our After School program as space allows and with prior approval from the Director. Summer camp for students entering Kindergarten through 6th grades is also available.

Specials

Chapel

Once per week during the school year, our Pastor, David Milam, meets with each class ages 2 through pre-K to guide the children through an exploration of Bible stories and lessons via Chapel. During Chapel, each class is led in for their own time with Pastor Dave in the Sanctuary where they can explore the weekly story.

Music & Movement

Our children participate in music and movement classes weekly during the school year. Through song, instruments, puppets, and other creative devices, the children are encouraged and led to engage in rhythm, singing, and dancing. Through music children are encouraged to take an inner experience and turn it into a shared creative experience, releasing energy in creative and explorative ways.

Special Events

Occasionally the NLC will invite various outside groups or instructors for either one-time special shows or a few weeks of added instruction. For example, musical groups, puppet shows, fire fighters, members of our military, wildlife ambassadors (who bring live animals!), and musicians are some of our guests. Instructors of activities such as ballet, yoga or even crafts like weaving are occasionally invited in to share their gifts with the children in either a one-time hands-on demonstration or over the course of several weeks for several visits. Notice of these special events is provided on the monthly calendar. Parents are welcome to attend to share the experience with their children.

Field Trips

Occasional field trips are offered for classes aged pre-K through school age, ranging from trips to the library, a local museum, a farm, a park, etc. Field trips enrich the children's experience of the world by moving them out of the classroom and into locales where they can touch, smell and truly engage with new experiences. Participation in field trips requires a completed permission slip which will be provided to the parent prior to the event. This form will be available for your signature at pickup/drop-off time, or occasionally sent home with your child.

Please see the section "Bus Behavior" for details on expected behavior during bus transport to/from field trips.

Should a child arrive after an off-site scheduled activity or field trip has begun, the child will join the classroom nearest to his/her age with available space until the class returns. Alternately, the parent/guardian may drive the child to the off-site location and deliver the child to the staff member in charge. Call the Center before taking your child to the field trip destination to ensure that you know exactly where to meet them.

Children are always accompanied by their teachers, and the proper staff-to-child ratio will always be maintained.

Picture Days

Individual student pictures are taken in the fall by a professional photographer. Parents will be notified in advance of the day along with instructions for ordering photographs. Group photographs of each

class and individual pictures are taken in the Spring. If you prefer not to have your child photographed, please notify the Director or the administrative staff.

Extracurricular Classes

We are pleased to make available additional, **completely optional**, extracurricular activities for children whose parents are interested in providing their child with even more experiences to supplement their learning and development. Providers of these classes come to the NLC and are held right here in our building or on our field. We escort children to and from their classes and ensure that any necessary preparations are taken (putting on tap shoes, jackets, sneakers, etc.).

Information about available extracurricular classes will be provided via email, newsletter, and flyers. See an administrative staff member if you have questions regarding offerings and how to sign up.

Policies of Operation

Parent Information & Involvement

The NLC has an open-door policy. You are welcome to stop by anytime or even volunteer. We make every effort to keep parents informed and involved. Our methods of communication include:

- **Friday Footnotes** – A weekly email sent on Fridays. We share LOTS of important information through the Footnotes, so please make sure you give them a read every week.
- **Monthly Newsletter** – “Neighborhood News” is sent out electronically at the beginning of each month, is posted on the website under the “Parent Resources” link, is posted on our [Facebook page](#), and is posted on both the classroom bulletin boards and the Parent Information Board. [Newsletter Archives](#) are available on our website.
- **Website** – www.tnlcenter.com – Updated frequently with monthly newsletters, monthly menus, monthly calendars, etc. You can also find helpful info such as [Center forms](#) and the [Parent Handbook](#) here.
- **Facebook** – Give us a Like! We regularly update our page with info about special events, photos, and other important information+.
- **Teacher Emails** – Ensure you have your teacher’s email (and that we have your correct email on file).
- **Parent Information Board** – Located in the main entry, you can find calendars, notices, etc. posted here.
- **Annual Calendar of Events** – Includes all the pertinent events for the entire school year. Pick up a hard copy near the Parent Information Board.
- **Posted Flyers** – At the Front Desk, on the front door, on the classroom doors, outside your child’s classroom, etc. These flyers help remind parents of upcoming events, closures, etc.
- **Emails/Text Messages** – Special emails are sent to notify you of illness exposure, special reminders, etc. In case of an urgent issue, such as a school closure, we will text and email.

Volunteer work by members of the St. Andrew congregation plays a key role in the operation of the NLC. We also encourage parents to volunteer at the NLC, whether in a classroom, reading to the children, sharing a special skill, etc. Please contact the NLC Director for more information about volunteering at the NLC or pick up a Volunteer Form near the Parent Information Board in the main entry.

Progress Reports

We urge parents to communicate with teachers and caregivers on a regular basis. Both the NLC Director and your child's classroom teachers are available to discuss your child's progress; they will bring necessary matters to your attention on a regular basis.

For children up to 36 months, we will provide you with a daily, written progress report (Daily Sheet) summarizing your child's activities. In addition to reporting nap times, diaper changes (and replenishing needs), and eating/drinking times and amounts, these reports may include developmental milestones, current themes of study, and special events. They are intended to convey developmental progress, and to provide information on activities that may be reinforced at home. If supplies such as diapers, diaper cream, wipes, need replenishing, your child's teacher will note that here.

Parent-teacher conferences are offered twice a year for all preschool aged children (ages three years through pre-K). Additional conferences with teachers and/or the NLC Director may be arranged on an as-needed basis. Please keep us informed of significant events or changes at home. This will allow us to better care for your child. Any questions which may arise should be discussed first with your child's teacher. If satisfaction is not reached through such interaction, please speak with the NLC Director.

Transitioning to Older Classes

As children grow and develop, they will transition into new classrooms based on their age and development. As each child approaches a transition, their current teacher will ensure they have achieved the skills needed to succeed in the older classroom. They work together with the teacher of the older room to ensure the transition will go smoothly. Parents will be kept informed throughout the entire process so that they can help support their child through these important, exciting, but sometimes stressful moves.

Hours of Operation, Inclement Weather Policy, & Unscheduled Closings

The NLC is open Monday through Friday, from 6:30 a.m. to 6:30 pm.

The NLC does NOT follow Loudoun County Public Schools for inclement weather-related closings or late openings. This decision is based on the safety of our students, parents, and staff.

- If Loudoun County Public Schools have an early dismissal, the NLC bus will immediately pick the children up from school who are scheduled to come to us by bus in the afternoon.

You will receive a text from the NLC and an email no later than 6:00 am should a closure or delay be in effect for the NLC on a particular day. If a decision is made to close early due to inclement weather, parents will be notified via text and email as soon as the decision is made.

When Loudoun County Public Schools are closed due to holidays or teacher workdays and the NLC is open, school age children may attend for an extra "school's out" fee. See the Tuition section of this document for detailed information.

If the NLC has any closures due to other circumstances beyond our control (e.g. electricity outage in the building, water service interruption, local emergencies, etc.), parents will immediately be notified via text and email.

Holidays Observed

The NLC will be closed for the following holidays during the upcoming school year:

<i>Holiday</i>	<i>2019</i>
TEACHER WORKDAY	Friday, August 16
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Thanksgiving Day	Thursday, November 28
Day After Thanksgiving	Friday, November 29
Christmas Eve	Tuesday, December 24
Christmas Day (Observed)	Wednesday, December 25

<i>Holiday</i>	<i>2020</i>
New Year's Day (Observed)	Wednesday, January 1
Martin Luther King, Jr Day	Monday, January 20
President's Day	Monday, February 17
Good Friday	Friday, April 10
Memorial Day	Monday, May 25
July 4th (Observed)	Friday, July 3

Registration Policy

The NLC is open to any child between the ages of 6 weeks and 12 years of age regardless of race, sex, or creed. Enrollment application forms, accompanied by the registration fee, will be received on a first-come basis. To enroll your child, you must complete the registration form and pay the non-refundable registration fee. The registration fee is reduced for each additional child in the same family. The registration fee is due at the time of enrollment.

Tuition Policy

An annual re-registration fee of \$60 is due in July each year for families enrolled prior to January 1 of that calendar year. Failure to pay re-registration fees in a timely manner may jeopardize ongoing enrollment at the NLC. These fees are non-refundable and are used for updating classrooms and curriculum materials for the new school year, as well as for updating our administrative records to reflect changes in the children's class assignments/rate changes/etc. for the new year.

Tuition is paid by automatic ACH Direct Debit withdrawal only. If there is an extenuating circumstance, you may pay by check, with preapproval from the NLC Director. Notices of pending tuition collection are emailed the Friday of the tuition week. The funds associated with each notice are withdrawn early the following week (usually Mondays).

Any fees charged to the NLC for returned checks or for automatic withdrawals with insufficient funds will be transferred to the family's account for collection with the next tuition cycle. Families will be notified when these fees are charged.

A child may be terminated from the NLC after missing two scheduled tuition payments. The NLC bases its operating costs and staff ratios on current enrollment; therefore, **full tuition is due even if your child is not in attendance. Exceptions to the full tuition payment policy are NOT made for illness, vacations, holidays, inclement weather or anything that prohibits operation of the NLC (i.e. loss of power).**

If a family has more than one child enrolled at the NLC, the lower tuition rate(s) will be reduced by 10%.

We offer a 5% discount to active military and veteran families with proof of service.

For the after-school program, an additional “school’s out” fee is added to the weekly tuition should your child attend the NLC during LCPS holidays and closures to reflect the additional time the children are with us during the day. Current fee amounts may be obtained from the Center website (tnlcenter.com), Director or administrative staff.

A full tuition schedule may be obtained from the NLC Director or administrative staff and is also available on the Center’s website at tnlcenter.com. The NLC reserves the right to adjust tuition and fees at any time; you will be notified two weeks in advance of any changes affecting tuition and/or fees.

Vacation Credits

If your family is enrolled in a year-round full time (meaning that your child attends the NLC every week) 2-day, 3-day, or 5-day program, and your child has been attending for at least 6 months, your family will receive:

- 1 week of vacation credit (1/2 tuition per week) between January 1st through June 30th
- 1 week of vacation credit (1/2 tuition per week) between July 1st through December 31st

This only applies if your account is current. Vacation credit is a 50% discount on the weekly tuition amount and must be used within the 6-month period it occurs (as described above). If you do not take vacation credit for the current 6 months, you lose them. Please be aware that your child cannot attend the NLC during any portion of the week the vacation credit is being used. The vacation credit does NOT apply to students in our Before and/or After Care Program or Summer Camp. **We request 2 weeks’ advance notification to verify eligibility.**

Children of Teachers

Children of teachers, whether in LCPS or other schools, who wish to decrease their child’s attendance in the summer but hold a full-time spot for the fall must pay for at least two days per week throughout the summer. Please speak with an Administrative Staff member to discuss this possibility during the spring, at least two weeks prior to the requested attendance change.

Security

Security is of the utmost importance at the NLC. Security cameras are located on the playgrounds as well as the entrance to the building. In addition, there is a keypad both at the front door to the building and at the entrance to the classroom area. Parents will be provided with a code to access each area. Please do not share this code with anyone. If you forget the code or if another authorized person is dropping off or picking up your child, please ring the doorbell for entry and ask a staff member for assistance or call the NLC number at 540-338-3956 if no staff member is present to open the door.

Do not hold the front door open for any other person who is not in your immediate party. We have all been taught it is rude not to hold the door for others, however with security being as important as it is, we must revise this habit in the school environment. We must make it a cultural norm at the NLC to allow the door to close between parties, so each person/group must enter the door code. This ensures only the people who are in fact authorized to enter the building can do so.

Fire & Safety Drills

Fire drills are held on a regular basis. Shelter-in-place drills, which include both tornado drills and intruder drills, are held quarterly at a minimum. Routinely holding drills ensures the children are not

startled by an alarm sounding, and both staff and the children can immediately and correctly respond in the event of a real emergency. Both announced and unannounced drills are conducted.

We do our best to hold drills at times where there will be minimal disturbance to nap time, drop off, and pick up. However, we also try to offer drills at different times of the day so the classes can experience evacuating/sheltering while in various locations (knowing where the shelter location is in Fellowship Hall, for example, or the quickest way to evacuate from the Sanctuary). Your patience is appreciated if a drill is taking place when you are picking up/dropping off. The more we practice, the better prepared we are if a real emergency were to occur.

Off Site Evacuation

Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility:

Bethany United Methodist Church, 100 W Main St, Purcellville, VA, 540-338-7648

If it ever becomes necessary to relocate, a sign will be posted on the door. **If you're not sure how to get to the relocation facility, please ask for directions before there is an emergency.**

In Case of Emergency

If any protective actions are taken, including off site evacuation, shelter-in-place, or on-site evacuation, we will make every effort to promptly notify you, while maintaining the safety of the children and staff as our primary priority. Methods of communication for notification include phone, text, email, Facebook, and the Center website (www.tnlcenter.com). We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

Arrival & Departure of Children

- Whenever a parent is picking up or dropping off a child, other children must not be left in unattended vehicles.
- Vehicles should not be left running while unattended in the parking lot.
- It is a violation of state law to leave a pet in an unattended car when the temperature is over 70 degrees. If you need assistance bringing your child inside, please call and a staff member can come out to your vehicle to assist you.
- If a parent or other authorized person needs to drop off a child's medication, food, or written permission for alternate child pick-up, s/he should report to the NLC office or an administrative staff member.

Please be considerate when dropping your child off. Do not drop off during your child's scheduled class nap time (see your child's classroom schedule). Instructional time is in the morning and usually starts at 9:00 am. Dropping your child off during circle time or other lessons is disruptive to the other children and may deprive your own child from receiving the full lesson. Also, while it might be convenient at times to let your child sleep late, if your child will take a nap at school please remember that their ability to nap may be affected, which in turn may disrupt the other children from taking their needed rests. Keeping to a regular schedule is helpful for all involved!

When dropping off in the morning, please follow these guidelines:

- **Cub House** – drop off in Cub House classroom starting at 6:30 am
- **Bunny Meadow** – drop off in Bunny Meadow classroom starting at 6:30 am
- **Duck Pond & Frog Hollow** – drop off in Duck Pond classroom starting at 6:30 am. As staff and children arrive, Frog Hollow children will be taken to their classroom. See the “Classes Present” sign outside the Duck Pond classroom to see whether the Frog Hollow children are still in Duck Pond or if they have moved to their own classroom.
- **Busy Bees, Hummingbirds, Bird House & Bird Nest** – drop off in Busy Bees classroom starting at 6:30 am. As staff and children arrive, Hummingbird, Bird House, and Bird Nest children will be taken to their respective classrooms. See the “Classes Present” sign outside the Busy Bees classroom to see whether the other classes are still there or if they have moved to their own classrooms.
- **Owls Nest** – drop off in Fellowship Hall from 6:30 – 7:00 am; drop off in Owls classroom starting at 7:00 am.
- **School Age** – drop off in Fellowship Hall starting at 6:30 am

The NLC places great importance on communication between the NLC staff and parents. However, parents should keep in mind pick-up and drop-off times are not the best times for conferences. Parents should always feel free to schedule a special meeting with the child’s teacher and/or the NLC Director.

Check In/Out Procedures

When arriving with your child at the Center, your first stop should be at the Front Desk to check your child in on the electronic tablet using your unique PIN. If you do not know your PIN, please speak with a member of the administrative staff. Only take your child back to the classroom once they have been checked in on the tablet.

When arriving to pick your child up from the Center, your first stop should again be at the Front Desk to check your child out on the electronic tablet using your unique PIN. Then proceed to your child’s classroom to pick them up.

Under **no circumstances** are children allowed to use the tablet, even under the supervision of an adult.

On rare occasions, the tablet might not be working. In this case a paper sign-in/out sheet will be located on the Front Desk. Please use this paper form instead.

Children arriving at the Center via bus will be checked into the tablet by a staff member.

Authorized Pick-Up

Children are only released to the custodial parent, guardian, or other authorized persons. Written, not oral, authorization for persons other than those already authorized is required for pick up; proper photo identification must be provided at time of pickup. On the NLC enrollment form, and on the annual Emergency Plan form, parents/guardians may list the names of individuals other than parents who are authorized to pick up a child. It is the parent’s responsibility to keep this information current. No exceptions will be made to this rule unless the parent submits such a request in writing to the NLC Director or other administrative staff member. Any time a child is being picked up by someone other than the parent, s/he will be required to provide identification before being authorized to continue to the child’s classroom.

Late Pick-Up

Children should arrive at the NLC no earlier than 6:30 am and be picked up no later than 6:30 pm. Late pickup is not only unfair to your child, but it is problematic for the teachers and staff of the NLC who have end-of-the day duties to perform as well as personal responsibilities outside of the NLC. If a child is not picked up at the appropriate time, a staff member will call the parent five minutes after the scheduled time.

A late fee will be charged for children left after 6:30 pm

An additional \$15 will be added for every 15 minutes (or portion of a 15-minute period) thereafter. (Example – If you are 20 minutes late, a late fee of \$30/child will be assessed.) This fee is assessed per child and will be added to your next tuition bill. You will be asked to sign a Late Fee Acknowledgement Form at the time of pick-up which will indicate the amount of the fee being assessed. The assessment of a late fee may be waived on the first occurrence of a late pickup, at the discretion of the Director. If late pick-up occurrences become frequent, you will be asked to make other pick-up arrangements for your child/ren or your child may be terminated from the NLC.

Attendance

Please call the school at 540-338-3956 to report absences or schedule changes.

Preschool Age Children

The NLC requires that parents notify the NLC by **10:00 am** if a child will be absent for the day unless prior arrangements have been made. For children attending fewer than 5 days per week, prior authorization from the Director is required for any schedule changes.

School-Age Schedule Changes

Parents of school-age children are responsible for notifying the NLC if their child's schedule changes, including if he or she is out sick. You must notify the NLC by **1:00 pm** if a child will not be attending that day. If the NLC has not had prior notification from the parent, the staff member who is picking up the child at the school will wait at the school until the school confirms the child's absence or that the child took an alternative mode of transportation. **Families who regularly fail to notify the NLC that their child will not be attending on a scheduled day of attendance may be charged a \$20 fee per incident.** This fee will be added to your account balance. Again, we ask families to please consider the staff and children on the bus pick-up route. The NLC bus will only run on days when Loudoun County Public Schools (LCPS) are in session.

Meals

Meals and snacks are included in your child's tuition.

- Breakfast for school agers is served at 7:00 am
- Breakfast for toddlers through pre-K is served at 8:30 am
- Lunch is provided to all children scheduled to be at the NLC between 11:00 am and 12:30 pm
- Afternoon snack is also served

Please ensure your child is at the center at the specified mealtimes if you want them to eat here.

If you have an early drop off time for your toddler, preschooler, or pre-K student, please make sure they eat something before they arrive. Nothing will be offered to them until the scheduled breakfast time of 8:30 am.

Children under the age of two years are given whole milk with lunch; older children are given 2% milk.

A monthly menu is provided at least one business day prior to the start of the month. These menus are posted outside of the classroom, on the Parent Information Board near the Front Desk, and are also available online at the NLC website (tnlcenter.com). Every effort is made to indicate which foods have allergens such as milk, wheat and soy, but if you have a concern about specific ingredients please speak with our kitchen staff.

We do not provide infant foods – i.e. baby food, cereals, formula, or bottles. Please label these items with the infant's name and date. We encourage nursing mothers to continue as their individual schedules permit. Nursing mothers may bring a day's supply of fresh breast milk labeled with the child's name and the date. Each infant should have a written daily feeding schedule including the amounts and times to be fed. Around the age of 10-11 months, or at an age you specify, we are happy to help introduce your baby to table foods. Speak with your child's teacher regarding this process as your baby approaches this milestone.

Children are given as much time as needed to eat. They are encouraged to be interested in the food before them and are assisted when needed. No child is ever forced to eat any food. Eating problems or changes in mealtime behavior will be reported promptly to the parent.

Food from Home

In general, children should not bring food to the NLC. Adequate meals and snacks are provided. Food exceptions are not made for individual children except in the case of allergies or a special written diet prescribed by a physician. Please send the necessary food your child must have in these cases to the NLC, ensuring all containers are clearly labeled with your child's name, date and contents. Masking tape and a marker are available in the kitchen area for this purpose. Once labeled, food from home should be left on the countertop passthrough to the kitchen or given to a staff member in the cafeteria/kitchen area. Please feel free to discuss any specific concerns with the Director.

The NLC is a **peanut- and tree nut-safe center**, meaning that **no products containing peanuts, tree nuts, or coconut or produced in a facility that processes peanuts or tree nuts** may be brought to the Center, but items made near peanuts and tree nuts may, at times, be present. NO nut milks are acceptable (almond milk, coconut milk, etc.). NO coconut is acceptable.

NOTE: St. Andrew Presbyterian Church is NOT a peanut- or tree nut-safe center, meaning products containing nuts and/or processed in a facility that processes peanuts or tree nuts are at times brought into the building by congregation related individuals. Because the NLC and St. Andrew share a kitchen, Fellowship Hall, and other common areas such as the basement and sanctuary, there is always a chance of cross-contamination. The NLC makes every effort to clean tables, counters, and other surfaces to minimize this risk of cross-contamination, but we want all parents of children with nut allergies to be aware of this potential.

If your child requires an alternative to cow's milk, you will be required to provide this option by supplying the alternative product labeled with your child's name and date. **A current allergy form must be on file.**

If a child is finishing breakfast/snack at the time of drop-off, please have them finish the food before entering the Center. No food or drink from home other than water is allowed in the classrooms.

Upon occasion, when a group of children goes on a field trip, they may be asked to bring a packed lunch. Be sure to adhere to the No Nuts policy for these lunches. Our staff will check each child's lunchbox at drop off.

Any items found to contain nuts or that were processed in a nut facility will be removed from the packed lunch and (when possible) returned to the parent/authorized pick-up person at departure time.

Birthdays & Celebrations

We love birthdays but must ensure any treats provided are safe for all the children in our facility. Please observe the following guidelines if you wish to provide a birthday treat:

- First discuss/confirm with your child's teacher what type of treat would work best, timing, etc.
- Ensure the product does not contain nuts (peanuts, tree nuts, or coconut), AND is processed in a nut-free facility. Loft House brand is a tasty, safe product available at Giant and Martin's and is one option.
- Treats must be provided in their original, sealed packaging with the full ingredients list.
- Treats should be brought to a kitchen staff member to be checked for acceptability before you depart.
- Ensure all treats are labeled with your child's name AND class.
- No homemade goodies, please.
- Consider alternative goodies such as fresh fruit, ice pops, or non-food goodies such as small trinkets from the dollar store.

As a kindness to our NLC children, if birthday party invitations are distributed at the NLC, please include invitations for all the children within the class. Class directories are provided on a quarterly basis, so emailing/mailing invitations to the entire class or a select number of friends is an alternative.

Your Child's Personal Items

Diapering Supplies

Parents should provide enough diapers, wipes, and diaper ointment/cream (if used, and only with a current OTC Form on file) for at least the day, with spares available. Many parents will bring a week or two worth of products to ensure their child doesn't run out. If your child's supplies need replenishment, a note will be made on their Daily Sheet or your child's teacher will remind you. We reserve the right to charge \$1/diaper should a diaper shortage be an ongoing issue.

Toys from Home

We discourage children from bringing toys from home because the NLC cannot be responsible for these items. There may be exceptions to this guideline such as "show & tell" days. We will keep you informed of these events. We understand that sometimes bringing a "piece of home" is important to children and it is possible to work out an arrangement with your child's teacher to have a "special toy" that travels from home to the NLC. Please be sure to label your child's toys as best as possible and inform his/her teacher.

Clothing

Closed-toed shoes are required, even in warm weather. Please have your child wear play clothes to school that are comfortable and easy for your child to manage as we encourage children to do as much for themselves as possible. This is part of the learning process and helps to build self-esteem as children learn independence. It is important your child be allowed to get dirty and to get wet when the situation calls for it. Therefore, we always require that your child have a complete change of weather-appropriate clothing (including underwear and socks) at the NLC. Any soiled clothing from the day will

be placed in your child's cubby or sent home at the end of the day. Each item of clothing, including jackets & sweaters should be clearly labeled with your child's name.

Bedding

Students who have “rest time” or naps each day can bring pillow/pillow pets (**ages 2 and up only**), blankets, stuffed animals, and teething relief toys from home; these items may only be used during “rest time.” Children in the Cub House, Bunny Meadow, Duck Pond, and Frog Hollow will need a crib-size sheet. Children in the Busy Beehive, Hummingbird Nest, Bird House, Bird Nest, and Owls Nest need a twin bed-size sheet. All children sleeping on cots should bring a blanket. Parents are responsible for ensuring the cleanliness of such items. **Blankets, pillows, and sheets must be taken home every Friday to be washed and returned the following Monday. All personal items MUST BE LABELED with your child’s name.**

Lost and Found

A Lost and Found basket can be found near the Front Desk. If you are missing an item and have checked with the teacher, please check this basket. Several times a year we will have a “Lost and Found Adoption Day” when all items are left out on a table inside the main entry for a last chance at redemption before they are discarded or donated.

Photographs of Children

Photographs provide a wonderful snapshot of a moment in your child’s day. Each family is asked to complete a photo permission form for their child/ren. Full permissions allow us to post photos of your child on Facebook, share them with families in the class via email, and maybe even use them as a photo in one of our brochures or other marketing materials! However, some families prefer not to have their child’s photo published publicly for various reasons. Some might want to receive photos that are shared just within their child’s class, where others prefer that their child’s photo not be shared with anyone at all. We will do our best to honor your requests to limit distribution of your child’s photo. We ask that any pictures you receive from your child’s teacher that include other children’s faces NOT be posted on social media. You can, however, share any photos posted on our Facebook page.

Outdoor Time

Each class has scheduled playground/outdoor time every day. We take the children outside in cold weather unless it is below freezing, so in the fall/winter/early spring please dress your child in layers and send a hat and mittens/gloves with them every day.

In warmer weather please ensure that you complete an “O.T.C. (Over the Counter) Topical Medication” form to allow for sunscreen and insect repellent application; the form is available through your child’s teacher or administrative staff member. See the “Medication” topic in this handbook for additional information.

Infant Safe Sleep Policy (applies to all children sleeping in cribs)

Sudden Unexpected Infant Death Syndrome (SUIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined. It is the leading cause of death in children from one to twelve months of age. We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SUIDS, and that parents and childcare providers can work together to provide a safe sleep environment. In order to maintain safe sleep practices, these policies and procedures will be followed:

Safe Sleep Practices

1. All childcare staff caring for infants, and childcare staff that may potentially care for infants, will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a Physician's Signed Note that explains how the infant should be put to sleep and the medical reason for this position. In that case, a notice will be posted on the infant's crib and the note kept in the child's file.
3. When infants can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer, in accordance with the American Academy of Pediatrics (AAP) recommendations. Childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Sleeping infants will be visually checked, every 15 minutes, by assigned staff. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in childcare. We will check the infant for:
 - a. Normal skin color
 - b. Normal breathing by watching the rise and fall of the chest
 - c. Level of sleep
 - d. Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.
6. All parents/guardians of infants cared for in the facility will receive a written copy of this Infant Safe Sleep Policy before enrollment, will review the policy with staff, and will sign a statement saying they received and reviewed the policy.
7. The temperature in the room where the infant(s) sleep will be kept between 68-75°F and will be monitored by the thermometer kept in the infant sleeping room.
8. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

Safe Sleep Environment

9. Infants' heads will not be covered with blankets or bedding.
10. No blankets are permitted. Sleep sacks are welcome.
11. No loose bedding, pillows, bumper pads, etc. will be used in cribs.
12. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
13. Pacifiers will be allowed in infants' cribs while they sleep. When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth.
14. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
15. Each infant will have his or her own crib. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency or for an emergency practice drill.
16. No smoking is permitted in the infant room or at the NLC.

Potty Training

The staff at the NLC want to encourage parents and their children in their Potty Training Adventures! Here are some guidelines you may want to use to decide when the time is right to begin and how to get started. Starting too soon may delay the process and cause some tears and frustration for everyone involved!

- Can your child tell the teacher they need to "go" before they actually "go"?
- Can they follow simple directions?

- Do they remain dry for at least 2 hours during the day?
- Do they have regular and predictable bowel movements?
- Do they seem uncomfortable with soiled or wet diapers?
- Are they interested in the toilet?

If your child has most of these skills, they are probably ready to start toilet training!

It is very helpful to our staff if you dress your child with the following in mind:

- Loose-fitting, easily removed clothing
- Elastic waist pants; avoid snaps and/or zippers
- Avoid overalls/bibs
- Avoid belts
- Avoid one-piece outfits and onesies

Once potty training begins, we suggest your child wears a pull-up to school instead of a diaper and does not come to school in underwear, until nap time is dry...our teachers will let you know when that is appropriate.

Our Sample Potty Schedule is as follows:

- Upon arrival (parent responsibility)
- Before and after breakfast
- Before and after lunch
- After nap
- Before and after snack
- Before leaving
- As indicated by body language
- Or every 2 hours if there is a time longer than that

During the day, we will periodically ask your child if they need to “go.” We will give them praise if they try whether they actually “go” or not by saying, “I’m glad you tried!” Older boys may stand during these times; we will ask you which method you prefer to use at home, so we can be consistent.

Bus Behavior

When pre-K and or/school age children are being transported on an NLC bus, either as part of a field trip or our Before/After School care, they are expected to follow all our safety rules. These rules include using quiet voices, following teacher directions, remaining in their seats while the vehicle is moving, and always keeping their seat belts fastened until the vehicle is stopped. We ask that parents talk to their children before all field trips and regularly throughout the school year and remind them of our Center's bus safety rules. If a child is continually disruptive on the bus, which causes a hazard to the safe operation of the vehicle by the driver, that child may not be allowed to participate on future trips.

Discipline

Children are not expected to immediately understand or fully comply with all the rules; rather they are to be gently taught, reminded, and when necessary, redirected. The NLC’s staff members are responsible for setting up an environment that encourages cooperation and sharing, rather than aggressive behavior.

There are times when children may endanger themselves or others by their actions. Due to these possibilities, specific behavior guidance steps have been set up. Logical consequences will be established for problematic

behavior. For example, a child who throws or damages a toy may be prohibited from the use of that toy for the rest of the play period in question. Verbal reprimands, which are brief statements of the problem behavior, are used to explain to a child his/her behavior is unacceptable and to describe acceptable alternative behavior(s). At times, a child may just require a little time away from the other children to calm down. If a child exhibits extreme behavior, and/or if a child is exposed to extreme behavior from another child, an Incident Report will be written and provided to the parent at the end of the day. (See “Incident Report” topic in this Handbook)

The NLC believes parents and teachers must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression, or other issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors. Children who cannot adjust to the group environment, benefit from the programs offered, or who endanger the safety and well-being of others may be dismissed from the NLC after the Director and teachers have made every effort to work with the child and the parents to eliminate the problematic behaviors.

Childcare services at the NLC may be discontinued if the Director determines that a child’s behavior:

- 1. Poses a safety or health risk to NLC staff and/or other children.**
- 2. Repeatedly disrupts normal classroom activities with inappropriate behavior, despite efforts by teachers to correct the behavior.**

If the above behaviors occur, the NLC Director will first attempt to meet with the child’s parents or guardians to alert them to the problem, discuss methods of correcting the behavior, and notify the parents that the child will be terminated from the NLC if the behavior is not promptly corrected. If the disruptive or inappropriate behavior endangers the safety and well-being of NLC children, staff or visitors, the Director may take all actions necessary to immediately to protect other children, staff and visitors. **The NLC has a zero-tolerance policy for any type of bullying behavior.** All incidents will be immediately reported to the NLC Director and the parents of children involved.

The NLC complies with all federal, state, and other relevant laws that prohibit corporal or abusive punishment in a preschool. Additionally, staff is expressly prohibited from using unproductive, shaming methods of punishment.

Biting

Biting is not uncommon, especially among babies and younger toddlers who are learning about the world in all sorts of ways – even through their mouths! If a child bites another child, the teacher will speak with the biter and remind them teeth are not for biting our friends and will redirect the child appropriately. A “Biting Report” will be completed, both for the child who was bitten and for the biter. The parent of both children will be provided with a copy of the Biting Report and will be asked to sign in acknowledgement. This notification ensures appropriate steps can be taken at home as well as at school to emphasize to the child we do not bite others. After 3 bites, a face-to-face meeting between parent, teacher and Director will be scheduled.

Termination Policy

The NLC's staff will make every effort to work with the family to prevent situations in which the NLC must initiate termination of a child from the program. However, the NLC has the right to immediately terminate a student for aggressive or violent behavior towards an instructor or another student as described above.

If a family desires to terminate their contract with the NLC, they must give the NLC two weeks' notice in writing prior to the date of termination.

Health Policies

Records

An immunization form must be in the child's record by the date of the child's admission to the NLC. In addition, a **Commonwealth of Virginia School Entrance Health Form (obtainable at the Front Desk and on the Center website at tnlcenter.com) is required within 30 days of attendance.** Immunizations must be recorded on either a Health Department form or a physician's form, have the child's name, and be signed or stamped by a licensed physician, the physician's designee, or an official of a local health department.

You are required to submit updated immunization forms at the following ages:

- Every 6 months for children under the age of 2
- Once between 4-6 years old

Families who fail to provide required records in accordance with these licensing standards may be terminated from the Center at any time.

Illness

Reasons for Exclusion

A child showing any of the following signs/symptoms **must be excluded** from the NLC:

- Temperature of 101 degrees F or higher within the last 24 hours
- Undiagnosed skin rash
- Yellow/green nasal discharge accompanied by fever
- Diarrhea – If a child has three diarrhea stools, the parents will be called to pick up their child.
- Vomiting
- Lethargy
- General discomfort
- Coughing so that the child cannot play, cry, sleep or eat
- Earache
- Red, draining or crusty eyes
- Strep throat
- Lice
- Any communicable disease (ex// Chickenpox, Fifth Disease, Influenza, Norovirus, Ringworm, Scabies, Pink Eye, etc.)

If we observe any of these symptoms in your child while they are in our care, we will isolate them from the other children and will call you immediately so you can **arrange for early pick-up within one hour of notification.** Delayed pickup when a child is ill is not only unfair to your child, but it is problematic

for the teachers and staff of the NLC who must maintain a one-to-one ratio with your child in order to keep them isolated from the others. **If a child is not picked up within one hour of notification of the need for pickup, a late fee will be assessed.** An additional \$15 will be added for every 15 minutes (or portion of a 15-minute period) thereafter. (Example – If you are 20 minutes late, a late fee of \$30 will be assessed.) This fee will be added to your next tuition bill. You will be asked to sign a Late Fee Acknowledgement Form at the time of pick-up which will indicate the amount of the fee being assessed. The assessment of a late fee may be waived at the discretion of the Director.

You will be asked to sign a Symptom Alert Form when you pick up your child. This form identifies the excluding symptom(s) and explains the 24-hour symptom free/physician's note policy for your child's return to school. Exclusion from the NLC is required when the teachers and the Director feel a child is in a contagious phase of an illness, if they require more care and observation than can be offered at the NLC, or if a child can no longer be comfortable at the NLC.

If your child exhibits any of the above listed symptoms while in your care, please follow the exclusion/inclusion regulations, even if their symptoms have resolved by drop-off time. Please follow the 24-hour rule – your child should be 24 hours symptom free or have a physician's note before attending. We understand it can be inconvenient to stay home with a child who no longer appears to be ill, however bringing a child who has had symptoms like those listed above into contact with other children often spreads illness. Please be considerate of other children and families and – if in doubt – keep your child home.

If you bring your child to school without symptoms but believe there is a possibility that they might start to exhibit symptoms later in the day (for example, if a sibling at home is sick), please ensure your child's teacher or member of the administrative staff has your contact information or that of an authorized pick-up person should your child become ill later in the day.

Inclusion/Returning After Illness

A child may attend/return to the NLC:

- After 24 hours fever free, **without fever reducing medication**
- After 24 hours vomiting and diarrhea free
- 24 hours after treatment with antibiotics for infections such as pink eye, earache, and strep throat
- After treatment with lice shampoo **and removing all nits** with a nit comb. Recheck your child after 7-10 days.
- Common cold without a fever
- Skin rashes with a doctor's note
- After coughing/wheezing/sneezing has stopped or lessened or if the child is on an antibiotic for 24 hours
- Nasal discharge is clear
- Doctor's release for communicable diseases

Children may attend the NLC with a slight cold, if their temperature is less than 101 degrees and none of the symptoms mentioned in the Reasons for Exclusion section above are present. We cannot allow Tylenol or any other pain reliever to be given to mask a fever if a child is ill.

Some illnesses/conditions such as Hand, Foot and Mouth, or lice, are easily spread in a community such as a childcare center. If a child is diagnosed with such an illness or condition, every effort will be made to notify families whose children might have come in contact with either the ill child or other opportunities to be exposed to the disease. Notification will be made via email, flyers, etc.

Please Note: Some communicable diseases must be reported to the Public Health authorities so that control measures can be implemented. Parents and staff are asked to notify the NLC within 24 hours after a child, a person in that child's immediate family, and/or staff member, have developed a known or suspected communicable disease. If a communicable disease is diagnosed within the NLC community, a notification email will be sent to all families with children who might have been exposed regarding the specific symptoms, what to watch for, steps to take to avoid/treat, etc.

Medication

The NLC will only administer medications prescribed by a physician and are required more than twice per day. All medications must be in the original containers and must be clearly marked with the child's name and dosage to be given. Expired medication will not be administered or kept at the NLC. To avoid forgetting your child's medication at school, it may be helpful to ask your pharmacist to put your child's prescription medication in two labeled containers, one for the NLC and one for home.

All prescription medications will be administered by a staff member who has received Medication Administration Training (MAT).

If a child is to receive any type of medication while at the NLC, a "**Medication Consent Form**" must be completed by the parent and possibly the child's physician (see below). This form is available at the Front Desk. Once completed the form needs to be returned to the NLC and accepted by a MAT certified staff member, along with the medication to be administered. **Please note: A separate form must be completed for each type of medication to be administered.**

- If the medication has a prescription – the Medication Consent Form must be signed by the child's physician.
- If the medication is an over-the-counter product – the Medication Consent Form must be signed by the child's physician if stated in the product's dosage information for the child's age, otherwise the parent/guardian signature is sufficient.

Emergency Medication (including Epi-Pen)

- For children who require emergency medication, all medication and accompanying forms must be complete and current. Failure to provide current medication or forms will prevent your child from attending the NLC until all requirements are met.
- Emergency medication is stored in a locked medication bag in the classroom bag, which travels with the class between locations in the school, ensuring the emergency medication is always immediately accessible.

Topical Medications (Sunscreens, Insect Repellent, Diaper Ointment, etc.)

Non-prescription, topical products do not require a MAT certified staff member to administer them. The only acceptable over the counter (O.T.C.) products are non-medicated. For example, antibiotic wound cream such as the brand name Neosporin is medicated, and therefore would require a doctor's signature to keep on hand.

The procedure for the application of sunscreen, diaper cream, moisturizer, or insect repellent is:

1. The parent of each child must have a completed "Over-the-Counter Topical Product Application Form" on file. This form is valid through August 31st of each year. You will be asked to complete a new form each year.
2. The parent must supply the teacher with the appropriate sunscreen, insect repellent, etc. labeled with your child's name.
3. The teacher will only reapply sunscreen once during the day. **Sunscreen for morning playground time must be applied by parent/guardian prior to drop-off.**
4. The teacher will match the Over-the-Counter Topical Product Application form to the type of medication provided.
5. The teacher will apply (or assist in the application of, for school-aged children) the medication.
6. The teacher will check the children after application to ensure there is no reaction to the medication.

Daily Health Check

To help minimize the spread of disease and to ensure that the children in our care are as healthy and comfortable as possible, our teachers will perform a simple daily health check on each child. Our teachers attend a training course taught by a registered nurse, the purpose of which is to teach them signs/symptoms to look for in a child that might indicate a health concern.

A Daily Health Check is performed each day as part of the greeting. The goal is to observe the child for changes in their appearance or behavior, NOT to diagnose an illness. Teachers will:

- Listen – to answers to questions such as, "How are you today? Did you sleep alright? Was everything ok with breakfast?"
- Look – Is the hair well-kept and free of lice? Are eyes clear or are they red, draining, itchy or crusty? Is the child complaining of pain in the ears or tugging at them? Is there any nasal discharge or is the skin red/inflamed above the lip? Is there excessive drooling, sores around the mouth, chapped lips or a cough? Is the skin unusually cold or warm, clammy, pale, or rash-like?
- Smell – Are there any unusual odors?
- Feel – Does the forehead or back of the child's neck feel warm?

If any signs/symptoms are noted, the parents are notified immediately.

Accidents

In the event a child needs emergency care and we cannot reach the parents, the child will be taken to the INOVA Loudoun Hospital Center at Lansdowne or a previously requested emergency facility. If a child has a life-threatening problem, emergency care will be provided even if the NLC cannot reach the parents.

Parents will be immediately notified via phone if their child sustains any sort of injury to the head, no matter how minor.

Incident Report

In the event of an accident/injury, appropriate procedures will be followed, and parents will be notified. Incident reports are kept on all accidents and copies are available to the parents at the end of the day when they pick-up their child. These incident report forms are completed by the teacher at the

time of the accident/incident and are reviewed and signed by an administrative staff member. You will also be asked to sign the form, allowing you the opportunity to review what happened and the steps that were taken afterwards.

Enrollment Requirements & Records

All records must be complete and up to date for your child to attend the NLC. **Completed paperwork is required the Friday prior to the first day of attendance.** Students with incomplete files may not be permitted to attend until the record is brought up to date. The required forms are provided on our website at www.tnlcenter.com under the Parent Resources tab. The required forms for ALL students are:

1. Emergency Plan & Pickup Consent Form
2. Commonwealth of Virginia School Health Entrance Form (due within 30 days of first day of attendance)
3. Authorization for Emergency Treatment Form
4. Parent Handbook Acknowledgement Form
5. ACH Authorization Form

In addition, the Infant Safe Sleep Policy Form is required for all children who sleep in cribs.

Optional but requested forms include:

1. Class Directory & Picture Permission Form
2. Permission Form for Over the Counter Topical Medication and Sunscreen
3. Parent Volunteer Form

Your child's records include the following and must be kept current and accurate:

- Your child's identifying information (name, birthdate, etc.)
- Parent(s) name, address, home and business phone numbers
- Name, address, and telephone numbers of persons, including the child's physician, to contact in case of emergency
- A signed statement by the parent regarding any allergies and other known health problems (medical, mental, emotional, developmental) and any special procedures that should be used in caring for the child
- Parental agreements for obtaining emergency medical care for the child when the parent is not available
- Current Physical and Immunization Records – we recommend submitting an updated immunization report every time your child receives an immunization to save you a possible second trip back to the doctor to pick up the report
- Center agreements and releases

Information pertaining to your child will not be disclosed to persons other than the NLC staff or other authorized personnel, unless you have granted written permission to do so.

Recognizing Child Abuse & Neglect

If any staff member suspects that a child is being abused or neglected, the law (VA Code S63.2-1509) mandates the staff member immediately report the suspected abuse or neglect. All reports must be made directly to the Child Abuse Hotline at 800-552-7096. If a staff member is uncertain about making such a

reporting, s/he will immediately discuss the matter with the Director, who will take prompt action to investigate and decide whether a report is necessary.

Furthermore, each staff member must take the “Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators” online course which is provided through Virginia Commonwealth University. A certificate of completion from each staff member is kept in the office.

Child Find

The NLC participates with Child Find. Child Find is a continuous process of public awareness activities, screening and evaluation designed to *locate, identify, and refer as early as possible* all young children with disabilities and their families who need Early Intervention Program (Part C) or Preschool Special Education (Part B/619) services of the Individuals with Disabilities Education Act (IDEA). In addition to children with disabilities, some states have elected to provide early intervention services for infants and toddlers who are at **risk of developmental delay** and their families. To receive an Early Intervention Program or Special Education, children must meet eligibility guidelines according to the IDEA.

If the NLC teachers and/or Director feel that there may be a need for screening by Child Find, you will be notified prior to any action being taken.

Please visit www.childfindidea.org for more information. The Child Find services are provided without cost to parents.

The NLC is willing to support outside programs for children within our care. For example, accommodating bus drop-offs from Head Start and other programs, encouraging specialists to come to our Center and work with a child on-site, and to work with our NLC teachers to help us best meet the child’s needs while in our care.

Licensing & Insurance

This center is registered through the Virginia Department of Social Services as a Religiously Exempt Child Day Center. They can be contacted at www.dss.virginia.gov. The NLC is covered by public liability insurance through Church Mutual Insurance Company which provides coverage in the event that someone brings suit against St. Andrew Presbyterian Church for personal or bodily harm suffered during the operation of the Center as a result of negligence.

Contact Information

Phone: 540-338-3956

Email: Jo Anna Rich – joanna@theneighborhoodlearningcenter.com

Website: www.tnlcenter.com

PARENT HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received and read the attached Neighborhood Learning Center Parent Handbook dated August 19, 2019. I agree to comply with the policies described.

Parent/Guardian's Signature _____

Parent/Guardian's Name (Please print) _____

Child/Children's name(s) _____

Date _____

Please return this signed form to your child's teacher as soon as possible. Thank you.