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Dear Parents & Families,

Welcome to Camp Bethel Day Care & Preschool! We are so excited that your child will be a part of the Camp Bethel Family. Camp Bethel Day Care & Preschool is a ministry of Camp Bethel/Bethel Ministries.

Our goal is to minister to children and their families in the name of Jesus Christ. We believe that children are a gift from God. We value their feelings, needs, desires, and thoughts.

Our program serves children ages 6 weeks to 12 years. The program has been planned with the goal of providing opportunities for your child's mental, emotional, social, physical, and spiritual development. This handbook will provide you with the Center's policies, purpose, and objectives.

Children at Camp Bethel Day Care & Preschool participate in a variety of activities, such as:

- *working with paints, crayons, play dough, puzzles, and other manipulative
- *listening to books, music, poetry, dramatizations, and finger plays
- *learning to share, work together, take turns, obey, think and reason, and be constructive thinkers
- *learning the foundational truths of the Christian Faith through Bible stories, songs, memory verses, and activities with a cross section of school readiness curriculum.

We believe that open lines of communication between the parents and staff will allow us to obtain a more successful program. Therefore, the staff will keep the parents informed of classroom and center activities. We hope that you will not hesitate to ask questions or offer suggestions.

Thank you for allowing us to be a part of your child's life.

In His service,

Mechelle Hensley

Director

Revised January 23, 2017

PURPOSE AND OBJECTIVES

The purpose of **Camp Bethel Day Care & Preschool** is to provide Christian nurturing as a specific context for the intellectual, social, emotional, physical, and spiritual development of the whole child.

Each day we seek to meet the following objectives:

*To foster self-esteem

*To recognize that each child is an individual, and to allow them to develop at their own pace

*To provide opportunities for self-expression, investigation, experimentation, and participation in group activities

*To increase independence in meeting and solving problems

*To strengthen inner emotional control and growth toward self-discipline

*To provide experiences that will satisfy the child's desire for knowledge

*To promote health, physical growth, and motor development

*To provide opportunities for the child to grow and develop in their understanding of God

TEACHING STAFF

The Center employs State certified directors to work with the children. It also employs experienced teachers and aides who exemplify an exceptional ability in working with children. All staff members will be chosen for their experience, deep love for children, ability to work with people, and creativity in working with children. All staff members must meet state licensing requirements.

PROGRAMS AVAILABLE ARE:

INFANT/TODDLER PROGRAM

The **Infant/Toddler** program provides children ages six weeks to two years with a variety of activities to encourage age-appropriate development in each child. Activities for this age group are planned based on each child's individual needs and abilities. Parents will be given a record of their child's daily activities which will include diapering, feeding, sleeping, tummy time and developmental milestones.

PRESCHOOL PROGRAM

The **Preschool** aspect of our Center is integrated into our full day care program. The children gain security by following a regular routine. Activities are age-appropriate and centered around areas such as art, language arts, math, music, science, and social skills. In addition, the program will also provide schedules for eating, napping, and toileting. We will provide a balance of indoor and outdoor play, active and quiet activities, small and large group play, and opportunities for self-expression and independent thinking.

BEFORE AND AFTER SCHOOL PROGRAM

The Center offers a flexible and varied schedule of activities for school-age children. A Wise County public school bus transports children that attend Wise schools to school and back to the Center each day public schools are in session. Activities for school-age children consist of outdoor individual and group games; indoor activities those include, but are not limited to, building skills, creative thinking, and much more. Time is also allowed for children to complete homework. When public schools are closed, full day care is provided for school-age children.

SUMMER DAY CARE

Summer care is provided for children ages 6 weeks to 12 years. During the summer months school-age children may attend the Center on a full day basis. The summer program consists of a variety of activities that include, but are not limited to, the following: swimming, hiking, crafts, music, and Bible lessons.

ADMISSION POLICY

Camp Bethel Day Care & Preschool accepts children regardless of their race, sex, religion, or national origin.

REGISTRATION

Being licensed by the state of Virginia, the Center is required to keep a personal file for each child enrolled. To insure the safety and protection of your child, please be sure to complete and return the following:

- *Registration form
- *Application for enrollment
- *Emergency Information form
- *Child's Emergency Medical Authorization
- *Policies Agreement form
- *Annual Permission form
- *Media Release
- *Entrance Physical w/Immunization record

These forms **MUST** be completely filled out and returned before your child can be enrolled in the Center. You will have 30 days from the date your child is enrolled to turn in their physical form. Proof of birth must be presented within 7 days. You will be given the opportunity to update your child's file on an annual basis.

HEALTH/INFECTION CONTROL POLICY

If your child becomes sick during the day, you will be notified. Your child will be kept comfortable and isolated, if possible, until you arrive. It is inevitable that children will become sick, no matter where they are. Camp Bethel Day Care & Preschool will take constant precautions to help prevent the spread of disease. Diseases are spread in many ways, but careful hand washing by staff and children can eliminate approximately 75% of the risk of spreading illnesses. We also work to maintain sanitary conditions by sanitizing toys, bathrooms, etc. on a regular basis. You can help us in our efforts to keep the children at the Center healthy by cooperating in the following ways:

1. Children will be screened for symptoms of communicable disease upon entering the Center each morning.
2. Parents should call if they question whether or not the health of their child is appropriate for the Center.
3. Tylenol/Motrin will not be given to keep a fever down. However, it may be given for a specific medical condition if prescribed by a physician.
4. Medication will be given at Camp Bethel Day Care & Preschool only when necessary. If possible, please have your physician adjust the medication schedule so that most of the medication can be dispensed at home. When this is not possible, only a staff member who has received a MAT training certificate will give medication. A medication form must be signed by the parent and will only be effective for 10 days. If it is needed for more than 10 days, the medication form must also be signed by the prescribing physician. Medication forms must be signed for both prescription and non-prescription medicines. All medicines must be in their original container, and informational inserts about the medicine must be included. You may obtain informational printouts from the pharmacy for prescription medicines. If you

administer any medications to your child before arriving at the Center, you must tell a staff member. There will be an annual permission slip for sunscreen, diaper ointment, and bug repellent. This form will need to be signed by the parent each year. Medications needing refrigeration will be placed in a locked box and put in the refrigerator. All medications will be placed in a locked box and kept out of the reach of the children. **NEVER PLACE ANY MEDICATIONS IN YOUR CHILD'S BACKPACK.**

5. Children who have had 2 cases of diarrhea or vomiting within one hour or who have a fever of 100 degrees F+, must be picked up from the Center within one hour (if possible). They may not return to the Center until they are diarrhea-free, vomiting-free, and fever-free without Tylenol/Motrin for 24 hours. (Diarrhea resulting from an immunization or antibiotic is an exception). They may also not return until they have been on antibiotics for at least 24 hours, unless a written statement is given by a physician.

6. Anytime a child has been diagnosed with a communicable disease the parent/guardian will need to notify the Center so that we may post an exposure notice. **If your child or any member of the family has a reportable communicable disease, the Center must be informed within 24 hours or the next business day.** If your child is absent for any reason, especially due to illness, please let us know. Thank you!

MEALS

Children enrolled in our preschool program will be served a nutritious breakfast, lunch, and two snacks per day. Menus are planned to meet the minimum standards set by State Licensing. Menus for each month will be posted at the Center. In order to comply with Virginia State Standards, we have compiled a written policy concerning bringing food from home. Children that have allergies or difficulty swallowing may bring substitute food from home. Parents are allowed to bring food from home for birthday parties, Christmas parties, Thanksgivings parties, etc. However, these rules shall apply:

- *The food shall not be subject to rapid deterioration or spoilage.

- *The food should be properly stored in sealed containers or in the original container from the store. Please label all containers you want returned.

- *Any unused portion will be discarded or returned at the end of the day.

Lunches may be brought from home for field trips. School-aged children will be required to bring lunches on any half-days or full days, and the following rules shall apply:

- *Each lunch must be packed in a lunch box/bag with the child's name on it.

- *Each child will need an icepack in order to keep the lunch cool.

- *Each child's lunch should be nutritionally balanced to meet USDA requirements.

- *In the event that a child does not have a lunch, and the parent is not able to bring a lunch, the Center will supply the child with a nutritional lunch.

- *Acceptable foods that your child may bring include, but are not limited to, milk, milk products, fruit, fruit juices, cereals/whole wheat breads, and vegetables.

- *Unacceptable foods include, but are not limited to, candy, candy bars, doughnuts, cakes, cookies, soft drinks, and potato chips.

- *Any unused portions will be discarded at the end of the day.

**Please note that parents will need to supply all food/formula for children enrolled in the Infant/Toddler program.

DRESS POLICY

Children should be dressed according to the day and season. Please do not send your child to the Center in “dress clothes.” Activities scheduled for the day include outdoor play, painting, etc. Any of the activities may soil the clothes. For easier play and toileting, the child needs to wear loose, casual clothing. Children need to wear shoes that are appropriate for outdoor and indoor play. Sharp-toed shoes/boots, and flip flops are **not** acceptable since they may cause injury. A jacket/coat will be needed for cool/cold days. Be sure to mark all items sent to the Center with your child’s name, and update the change of clothes each season. **TOY KNIVES AND GUNS ARE NOT PERMITTED.**

ARTICLES NEEDED

PRESCHOOLERS

- *Extra change of clothes (underpants, shirt, pants, shoes, socks)
- *Child-size blanket
- *Large bath towel or crib sheet
- *Pillow w/pillowcase
- *Standard size backpack

INFANTS/TODDLERS

- *Diapers
- *Wipes
- *Large box of tissues
- *Multiple changes of clothes
- *Crib sheet (for children sleeping on cots only)

All items need to be labeled with your child’s name. If your child is still in diapers, it is your responsibility to make sure your child has diapers and wipes for each week.

ARRIVAL & DEPARTURE PROCEDURES

The Center is open from 7:00 AM to 5:30 PM, Monday through Friday. Your child must be here by **8:15AM** if he/she will be eating breakfast. If they will not be eating breakfast at the Center, you will need to feed them before entering the Center. Your child must be here no later than **9:30AM** of the mornings. **There will be a late fee applied to your account if your child is not picked up by 5:30PM. This fee is outlined in the tuition section of this handbook.** If you will be late for any reason, please call. A teacher will stay here with your child until you or an authorized person comes to get him/her. We must ask that you bring your child into the building upon arrival, and come inside to pick him/her up in the afternoon. You **MUST** sign your child in/out each day. We do not allow children to be dropped off in the parking lot. **When you come to pick your child up in the evenings, please keep him/her with you until you leave.** There is a lot of traffic, and safety is stressed to avoid accidents. Please drive slowly when entering and exiting Camp Bethel. If someone other than an authorized person will be picking your child up, please notify the Center in advance. Authorized persons must be listed on your child’s registration form. When possible, we encourage you to introduce us to any person who will be picking up your child. Also, please tell anyone who is coming to get your child to bring some form of identification with him or her.

SCHEDULES DURING SCHOOL DAYS

DAILY SCHEDULE FOR INFANTS/TODDLERS

7:00 - 9:30 AM	Greet Children/Breakfast
9:30 - 10:00AM	Self-Selected Activities (indoors)
10:00-10:45AM	Teacher-Directed Activities/Snack
10:45-11:30AM	Self-Selected Activities (outdoors weather permitting)
11:30-12:30PM	Lunch Period
12:30 - 2:30PM	Nap Time
2:30 - 5:30PM	Self-Selected Activities/Snack

DAILY SCHEDULE FOR PRESCHOOLERS

7:00 – 8:00AM	Greet Children/Free Play
8:00 - 8:15AM	Clean up/Wash hands
8:15 - 8:30AM	Breakfast
8:30 - 8:45AM	Potty time
8:45 - 9:30AM	Free Play/Clean up
9:30-10:00AM	Bible Time/Circle Time
10:00-10:15AM	Morning Snack
10:15-10:45AM	Crafts/Project time
10:45-11:30AM	Outdoor/Free play
11:30AM- Noon	Wash hands/Lunch
Noon- 12:30PM	Potty Time/Transition Time
12:30 - 2:30PM	Nap
2:30 - 2:45PM	Bathroom/Wash hands
2:45 - 3:00PM	Snack
3:00 - 5:30PM	Outdoor/Free play/Children depart

DAILY SCHEDULE FOR AFTER SCHOOL PROGRAM Club 88

3:45 – 4:00PM	Attendance/Snack Time
4:00 – 4:20PM	Homework, Library, or Quiet Games
4:20 – 4:45PM	(Fun Science/ Craft Club/ Sports and Adventure)
4:45 – 5:00PM	Bible Story
5:00 – 5:30PM	Free Play/ Play Ground (weather permitting)

TUITION SCHEDULE & FEES

Registration Fee: A registration fee equal to ½ the monthly rate will be required to register your child. This fee will cover your first tuition payment plus a one week deposit. The deposit portion will be returned when the student withdraws from the center unless an outstanding balance remains on the student’s account. If necessary, please contact the Camp Bethel finance office at 276-328-6876 to work out a payment plan for the registration fee.

Tuition: Tuition is billed monthly at a rate determined based upon the program and number of days your child attends the center each week.

Program	#Days/Week	Weekly Rate	Rate/Day
Infant/Toddler	3	\$81.00	\$27.00
Infant/Toddler	4	\$106.00	\$26.50
Infant/Toddler	5	\$132.00	\$26.40
Preschool	3	\$69.00	\$23.00
Preschool	4	\$90.00	\$22.50
Preschool	5	\$112.00	\$22.40
Club 88, After School	n/a	\$60.00	\$12.00
Full Day		\$115.00	\$ 23.00

THREE DAY PROGRAMS

Effective July 31, the Three Day Program will be discontinued and will become either Four or Five Day Programs depending on which you choose.

*Any family who receives tuition assistance from the Department of Social Services will be required to pay the difference between our monthly rate and the amount received from Social Services.

Payment: Payment will be due in weekly installments. The due date and amount due for each installment is listed on each invoice. A “grace period” will be in effect allowing payment to be received the Monday following the listed due date with no penalty. **If payment is not received before the end of the grace period, you will be subject to a \$25.00 late fee and your child will not be able to attend the center until the balance is paid in full or other arrangements are made with the finance office.**

Payment Options: A drop box is located in the center’s lobby and the Club 88 building. You may also pay with credit card online at www.campbetheldaycare.com or by calling 276-328-6876. Please leave cash payments in a sealed envelope with both parent and student name on the envelope.

Multiple Child Discount: Families with more than one child registered in the center will receive a 10% discount for the second child or additional children enrolled. **You must have at least one child enrolled in the Infant/Toddler or Preschool program to qualify.**

Holidays: Camp Bethel Day Care & Preschool will be closed on the following days: New Year’s Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Camp Bethel also reserves the right to close the center one day before or after the holidays listed above (i.e. Christmas Eve) if there will not be an

adequate number of students scheduled to attend on those days. No tuition credit is provided for holiday closures.

CHILD CARE CLOSINGS & LATE OPENINGS

The Center will be open every day (with the exception of holiday closings) unless an emergency situation arises. If the Center needs to close early due to an emergency or inclement weather, you will be contacted by phone. We appreciate your cooperation and understanding if this problem arises.

You can watch **Channel 5 News**, or check the website **www.campbetheldaycare.com** for schedule changes due to weather. Snow Schedule time for the Center is 8:30AM.

Weather Related Closings: Tuition credit for weather related closings or any other unforeseen closure will be applied to the next month's invoice at the daily rate listed above. For example, if the center is closed two days for snow in December, the parent of an Infant/Toddler in our program will see a credit on his/her January invoice

Adjustments for Club 88 Students during School Breaks: Students in our Club 88 program often attend ½ or full days during school breaks (i.e. summer break, Christmas break, etc.). Adjustments for such circumstances will be reflected on the following month's invoice. Students will be charged an additional \$23 per full day and \$12 per half day for each day attended.

Late Pickup: The center closes promptly at 5:30pm. You will be billed a late fee if you pick up your child after 5:30pm. Late fee charges are as follows:

5:31 PM – 5:45 PM = \$5.00/minute
5:46 PM – 6:00 PM = \$10.00/minute
6:01 PM – pick up = \$15.00/minute

Extended Absence Policy: If your child is gone for **a minimum of two consecutive weeks**, you will be charged the minimum rate per week for the time away.

If your child is gone for **more than four consecutive weeks**, you will have the following two options:

1. You may pay the minimum amount during the time period you are away which will guarantee a spot for your child when he or she returns.
2. You may withdraw your student from the center and reenroll them upon your return. If this option is selected you will not be billed for tuition during your entire absence. **Please note the following if you choose this option:**
 - a. **Camp Bethel does not guarantee that a spot will be available when your child returns.**
 - b. **You will be required to pay a "Registration Fee" according to the policy explained above.**

Other Special Circumstances: Camp Bethel reserves the right to adjust invoices for any other special circumstance. For example, if a child registered for the 4 day program needs to attend 5 days in a given week; the parent will see an adjustment for the extra day on the next month's invoice.

REMOVAL OF CHILD BY THE CENTER

Camp Bethel Day Care & Preschool reserves the right to dismiss a child from the Center for the following reasons:

1. Non-cooperation by the parents with the Center's rules and regulations.
2. Delinquency in payment of fees.
3. The inability of a child or a parent to adjust to the Center's program, schedule, rules, and/or structure, as determined by the Director.
4. Discipline problems with a child that cannot be resolved when all possible solutions have been exhausted.

There is a sequence of events to be followed for the removal of a child. However, if a drastic situation occurs that puts the safety of the children at risk, the Director reserves the right to have a child immediately removed from the Center. The sequence of removal is as follows:

1. Parents will be informed of the problem orally or by an incident report. This will be considered an oral warning.
2. Written warning #1
3. Written warning #2
4. Written warning #3
5. Written warning #4, and parents will be given a two-week notice on removal of the child.
6. Two weeks later- child will be removed from the Center unless a "Conditional Enrollment" form is filled out and agreed upon by the Center and the parents.

DISCIPLINE POLICY

We believe in being positive in our approach with children. Limits are set ahead of time so that the children know what is expected. If a child is exhibiting problems, he/she will be redirected to another activity/area of play. If the behavior problem continues, the child will be separated from the group, and allowed to return to the group when ready. The staff will always talk to the child concerning the situation by being supportive and non-judgmental. The staff will let the child know what behavior is acceptable. Any major discipline problems will be brought to the attention of the parents. By rewarding good behavior, we have fewer problems with unacceptable behavior. Even so, whenever there is a large group of children together, there is going to be problems that arise. We believe it is our responsibility to encourage children to work out problems on their own, but if they are not able to, we will intervene. We do not allow behavior that may harm another child (physically or emotionally). If this behavior occurs, we take the child aside and explain why the behavior is unacceptable. If it happens again, the child will be placed in time-out. No physical punishment takes place at our Center. Our discipline measures are in compliance with the Virginia Department of Social Services Minimum Standards for Licensed Child Day Centers. These standards state:

"There shall be no physical or disciplinary action administered to the body such as, but not limited to, spanking, roughly handling a child; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizontal to the body); restraining movement through binding or tying; enclosing in a confined space or box, or similar cubical; or using exercise as punishment."

"A child shall not be shaken at any time."

"When disciplining a child, staff shall not:

1. *Force, withhold, or substitute food;*
2. *Force or withhold naps;*
3. *Punish a child for toileting accidents."*

"Staff shall not be verbally abusive which would include, but not be limited to, threats or belittling remarks about any child, his family, his race, his religion, his

cultural background, or other statements that are frightening or humiliating to the child.”

POLICY FOR REPORTING CHILD ABUSE AND NEGLECT

As a licensed Center, we are bound by the Commonwealth of Virginia to report suspected child abuse/neglect. This means we are mandated reporters. It is our responsibility as child care providers to bestow a high level of care and safety for each child. If child abuse/neglect is suspected, the following is our sequence of events:

- *Staff will alert Day Care Director and Mission Director.
- *Staff will call 911 if injuries appear to be life threatening.
- *Staff will call local Department of Social Services (276-328-8056)
- *Staff will fill out “Reporting Form to Report Suspected Child Abuse/Neglect.”
- *Staff will follow local Department of Social Services directions concerning the suspected child abuse/neglect.

EMERGENCY PROCEDURES/EMERGENCY PREPAREDNESS PLAN

In case of an accident or emergency, the Staff will:

- *Assess the situation
- *Calm the Child
- *Call parent
- *Call 911, if necessary
- *Fill out written report

Our Emergency Preparedness plan is available for review upon request. There shall be a bi-annual shelter-in-place drill. The Shelter-in-Place will be located in the After-School room in the Center. Food, water, restrooms, and a cell phone or walkie-talkie will be accessible. If the Center is in need of evacuation, all children and staff members will be directed to the Camp Bethel Dining Hall. A First Aid kit, any prescription medicine, and contact information for each child will be taken to the Dining Hall as well.

VAN/BUS SAFETY POLICY

- *Children must sit back in the seats at all times. NO standing or changing seats. Seat belts will be on at all times. Virginia car seat laws will be followed. All children under the age of six will be required to have either a booster or car seat installed before riding in the vehicle.
- *Children must keep all body parts inside the van/bus.
- *Children are not allowed to throw objects inside of the van/bus or out of the windows.
- *Children are not allowed to eat or drink on the van/bus.
- *Children are not allowed to yell or scream while on the van/bus.
- *Children will get on and off the bus in an orderly manner. Children will be escorted to the sidewalk/place of interest by at least one staff member.
- *Children will not be allowed to horseplay on the van/bus. They must keep their hands to themselves at all times.
- *Children will follow the rules as set by the Staff at all times.
- *Head counts will be done following each entrance and exit from the van/bus. A staff member will board the van/bus after the children exit to check all areas and make sure there are no children left on the van/bus.

SWIMMING/LAKE RULES (for children ages 5-12 years)

- *A certified Water Safety Instructor/Lifeguard must be present at all times. The certification must meet the guidelines as set by the Virginia Department of Licensing.
- *No less than two staff members must be present at all times.
- *Each child will have a buddy during lake time.
- *All children will exit the lake every 15 minutes for a head count.
- *Children have to remain in the shallow end of the lake at all times. No one will be allowed to swim in other parts of the lake.
- *No throwing sand or water.
- *No running, pushing, dunking, or other horseplay will be permitted.
- *Each child must inform the Staff before going to the restroom. Each child must be accompanied by their lake buddy before going to the restroom.
- *The children must STOP, LOOK, and LISTEN each time the whistle is blown.
- *No child is allowed to go in water deeper than their armpits. There is no exception to this rule.
- *Children must put away all lake toys before leaving the area.
- *Children must obey the Staff and Lifeguard at all times. If for any reason a child does not obey, it will result in loss of lake time. This decision will be at the staff's discretion.
- *All children must read the lake rules before swimming. This will ensure that every child is familiar with the rules.

ORGANIZATIONAL INFORMATION

This section is to inform parents of the chain of command at and outside of the Center. The following is listed in order from highest command to the lowest:

- *Bible Mission of Southwest VA/Camp Bethel Board of Directors
- *Camp Bethel Mission Director
- *Camp Bethel Day Care & Preschool Director/Administrator
- *Lead Teachers
- *Teacher's Assistants
- *Housekeeper/Cook
- *Temporary hires/Volunteers

LICENSING INFORMATION

The Commonwealth of Virginia helps assure that child day programs that assume responsibility for the supervision and well being of a child, for any part of a 24-hour day, are safe. Title 63.1, chapter 1 of the Code of Virginia gives the Department of Social Services authority to license these programs. Standards for the licensed child day centers address certain health precautions, adequate play space, proper staff to child ratio, safe equipment, program guidelines, and record keeping. Criminal record checks, Central Registry searches, and specific qualifications for all staff are also required. Standards require the facility to meet applicable fire, health, and building codes. Compliance with standards is determined by unannounced visits to the Center by licensing inspectors from the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated by a State Licensing inspector. If you would like additional information about the licensing requirements of a child day center or if you would like to register a complaint, please contact the Regional Office of Social Services at:

Western Licensing Office
19 Patton Street
Abingdon, VA 24210
(276-676-5490)

PARENTAL INVOLVEMENT

Camp Bethel Day Care & Preschool has an open-door policy, and so we encourage parents to be involved with their child's activities at the Center. An information board is located in the foyer. Please check it daily for any information that may apply to you. You may use the bulletin board for personal use, if approved by the Center. If you feel the need for a parent-teacher conference, we will be glad to schedule one within our hours of operation.