

TwoTen Day School



*Home of the
TwoTen Tiger
Cubs*

Parent Handbook

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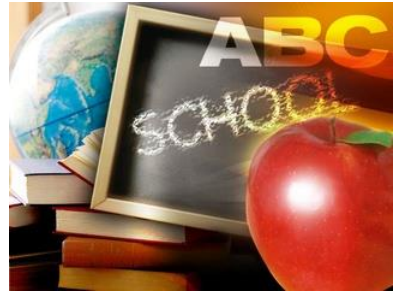
Click on: Christian School

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*“Train up a child in the way he
should go and when he is old, he will
not depart from it.”*

Proverbs 22:6

Welcome



Day School Administration

Mrs. Alana Ripley - Day School Director

Miss. Jennifer Russell – Assistant Director

Pastoral Administration

Dr. JD Norris, Jr - Senior Pastor

Rev. Chuck Lysaker - Associate Pastor

Church Office Staff

Mrs. Jane Navrat - Administrative Assistant

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Introduction

Welcome to Virginia Beach FWB Day School, Home of the TwoTen Tiger Cubs. It is a privilege and an honor to have you and your child/children as part of our day school family. Virginia Beach FWB Day School is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national/ethnic origin.

Our school is operated under an “open door policy”. Parents are encouraged to visit the school unannounced at any time. If there is a problem or you would like to check on your child’s progress, please feel free to set up a conference with your teacher.

Your voice is important to us, so please keep us informed if there is anything we can assist you with, whether it is personal or school related.

Hours of Operation

We are open Monday – Friday from 6:30 AM to 6:00 PM.

To exclude the following days:

- New Year’s Eve / Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day

- Thanksgiving (Thurs. & Fri.)
 - Christmas Eve (close at Noon)
 - Christmas Day (& day after)
 - Good Friday
 - Staff Training Days in August (*Always the last week in August. Dates are announced in advance. A vacation week/sick child credit can be used if not already used.*)
- If a holiday falls on a Saturday or Sunday, we will adjust the closure to Friday or Monday. The exact days will be listed in the calendar of events of your updated package at the beginning of each school year. The dates we are closed for holidays are considered full weeks, so no reductions will be applied to your regular tuition rates.

Mission Statement

Our mission at Virginia Beach FWB Day School is to provide a safe, quality, loving, and educational environment for your family. We aspire to promote the positive development of our young children in all areas of growth, including social, emotional, intellectual, physical, creative and spiritual. It is our goal to surround your family with a positive, clean, stimulating and comforting environment with examples of love, trust, security, and letting our children know that God loves them no matter what.

Code Compliance

Statement

Virginia Beach FWB Day School is “Religiously Exempt” from state licenses. However, we pride ourselves on being safety conscious, and our facilities have been constructed with the safety of the children as our first priority. We currently have the ability to care for up to 135 children. State inspections are completed each year regarding the local fire and health departments and submitted to Social Services annually. Our staff meets the requirements as set forth by the Commonwealth of Virginia concerning health exams, physicals, background checks (criminal & child protective services) as well as CPR and/or First Aide Certifications.

Eligibility & Enrollment Requirements

Eligibility

Ages: Six weeks - Kindergarten.
Babies in our nursery program are moved into the waddler program at age 15 months, providing they are independently sitting up, walking and are somewhat able to feed themselves.
Our preschool classes are structured just like the public school system. Therefore, your preschooler must be age 2, 3, 4, or

5 on or before September 30th of the current year. This determines where your child is placed.

Enrollment Requirements

All families must complete an enrollment application in order for a child to attend Virginia Beach FWB Day School. All classroom assignments are made in the order in which the application and registration is received.

The following information must be on file in the school office:

- Child’s name, address, home phone, gender, date of birth
- Child’s social security number and a copy of child’s birth certificate
- Child’s immunization record and physical
- Parents/Guardians name, home address, home and cell phone number
- Parents/Guardians social security number, name of employer including address and phone number
- Name and phone number of at least two additional persons to be notified in the event parent/guardian can’t be reached in an emergency
- Name and phone number of primary care physician

- Completed record of allergies (if any) and requirements for health and maintenance
- Documentation of custody/guardianship
- A written plan for child's special requirements must be clearly defined
- Designation of at least two persons other than the parent/guardian to whom the child may be released

Children are not permitted to attend school until all components of the enrollment package are on file.

Immunizations

The minimum immunization requirements for entry into school and day care per the Virginia Department of Health are:

DTP: A minimum of 3 doses with 1 of the 3 administered after the fourth birthday.

POLIO VACCINE: A minimum of 3 doses. If a child has had only 3 doses of polio vaccine, 1 dose must have been administered after the fourth birthday.

HEPATITIS B: A complete series of 3 doses is required for all children born on and after January 1, 1994 (with at least 4 months spacing between the 1st and 3rd doses)

MEASLES, MUMPS & RUBELLA (MMR): A minimum of 2 measles, 1 mumps and 1 rubella (Most children receive two doses of each because the vaccine usually administered is the combination vaccine MMR).

First dose must be administered at age 12 months or older. If first dose is administered before 12 months of age, the dose doesn't count and must be repeated. Second dose of measles vaccine does not have to be administered until age 4-6 years (usually at entry to kindergarten) but, can be administered at any time after the minimum interval between dose 1 and dose 2. The minimum interval is 4 weeks (28days).

VARICELLA (Chicken Pox): 1 dose for all children born on and after January 1, 1997

Toilet Training

Please encourage your child to become independent in bathroom habits. Your help & support within this area of development are appreciated.

Toilet training is introduced in the Waddler classes with continued encouragement through the K-2 class. **All children must be fully toilet trained before entering the K-3 class.** Pull-ups are not allowed in the K-3 – Kindergarten classes.

Tuition & Fees

Tuition

Collecting & processing of tuition payments is done through Tuition Express. Tuition Express allows us to process tuition payment(s) safely, quickly, and efficiently. Once enrolled in Tuition Express, your tuition payments will be paid automatically and on a schedule that you agree upon (weekly, monthly, 1st and 15th of every month). If you elect to pay your tuition annually, it must be paid in full prior to the first day of school. Annual tuition paid in full by August 1st will receive a 10% discount; by September 1st will receive a 5% discount. A family discount will be given on tuition only for families with two or more children enrolled in our school.

Registration Fees

- Due Annually
- Non-Refundable
- Re-enrollment is NOT automatic (classes are filled on a first come, first serve basis)
- Includes cost of curriculum books & supplies

Late/Penalty Fees

A \$25 fee will be applied to your account for any returned tuition express payments.

Late pick up will result in a \$1.00 per minute, per child fee after 6:05 p.m. (If prior notice has not been given then consistent late pick-up could result in termination of day school services.)

Policies & Procedures

Attendance Policy

Regular and prompt attendance is necessary and critical for a student to maintain satisfactory progress with his/her academics.

Parents of Kindergarten students should plan vacations which do not conflict with the Day School's instructional calendar.

Kindergarten students having more than 20 days absent for the year may be denied promotion.

Tardiness is also discouraged. Students who arrive late or leave early could be at a disadvantage by missing important instruction time.

** Absences and tardiness should be kept at a minimum, as all kindergarten student records are forwarded to the public school your child will attending for first grade.

Absences

Parents must notify the school office if their child is going to be absent due to a vacation or illness.

(Especially if a child is absent the morning of a field trip, so the class is not waiting for a child who is not coming).

Vacation

Two weeks' vacation may be taken annually from September to August of the current enrollment year. Tuition will be ½ price for the week that vacation is being used.

A one week written notice MUST be given to the director to use vacation time.

Vacation must be for a full week (Monday – Friday).

Illness

This Day School is a well-child facility. In order to protect all the children, we have very stringent rules about sick children.

Please do not bring your child to school if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 99.9 degrees or above – within the past 24 hours
- Vomiting and/or diarrhea – within the past 24 hours
- Conjunctivitis
- Consistent complaints of ear or stomach pain

- Bleeding other than minor cuts and scrapes
- Sore throat
- Thrush
- Croup
- Undiagnosed general rash
- Blister on lips
- Greenish nasal discharge, indicative of possible infection
- Head lice
- Chicken pox, measles, mumps or other childhood diseases

Any child requiring prescription medication will need to be kept home for a period of 24 hours until he/she is no longer contagious, unless accompanied by a doctor's note. Children who exhibit any sign of illness that could be contagious WILL NOT be accepted into our facility. The staff on duty will have the final decision. In general, if your child is too sick to go outside and play, then your child is too sick to attend school. If your child becomes ill at school, we will call you and you must pick up your child immediately or make arrangements for someone else to pick up your child within 30 minutes.

Illness policy states that a child must be fever-free for at least 24 hours before returning to school. ANY head injury that should occur, even if minor, will be reported to

you immediately. Even if we feel certain that it is not serious, we will leave the final decision up to you and we welcome you to come to the facility to check on him/her.

Two weeks sick time may be taken annually (September – August).

A child must be absent a full week (Mon. – Fri.) to utilize a week of tuition at ½ price for sick days.

Sick time must be for a full week (Monday – Friday).

Allergies

If your child(ren) has any allergies, please provide a list of what they are to the school staff.

Procedures outlined in the “Medications” section must be followed for the administration of any medication.

Medications

If your child requires medication while at school, several state guidelines are followed.

Before medication can be dispensed, it is necessary to have the completed and signed Written Medication Consent Form turned into the office with medication name, dosage, time to be administered, and the physician’s signature (if required).

MAT-Certified staff will administer only medications in the original, currently dated containers which are authorized in writing by

a physician. It is your responsibility to ask for your child’s medication upon leaving the facility. Because of the possibility of adverse reactions, we will not administer the FIRST dose of a new medication. Parents must give the first dose and allow plenty of time to see if there is an allergic reaction. Also, if your child happens to be on any medication that would prevent them from being out in the sun, you need to let us know.

Accidents & Incidents

Parents are immediately called in the event of a significant accident or health concern. Parents are also called if a child appears to be feeling or behaving differently from usual.

An incident report is always filled out and sent home with your child in the event that he/she experiences an accident or incident (i.e. a fall on the playground, a bump with a friend, etc.) This incident report outlines the nature of the incident, the time and location, and the action that was taken by staff.

Child Abuse Reporting Procedures

Our goal is to protect children, not to judge families. In accordance with State Law as outlined in the Code of Virginia, section 63.1-

248.3, all school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.

First Day of School

The first day of school is exciting for everyone, but separation time is sometimes a little stressful. If this is the first time that your child has been away from you, it is natural for the child to be anxious or uncertain. The first few weeks your child is here, it is easier if the drop off is done as quickly as possible. The more a parent tries to comfort, the harder it is for him/her to adjust.

TIPS: Parents are encouraged to walk into the class, help their child hang up their book bag, give them a great big hug, a cheerful goodbye kiss, a smile and a reassuring word that you will be back after work. If you're enthusiastic, chances are your child will be also. That's all you have to do. Our staff will take it from there.

(NOTE: If you arrive after your child's class has started, please leave their items outside the classroom door and just let your child walk in. This will help in minimizing classroom distractions.)

Usually, the child settles down shortly after the parents leave but, please feel free to call back when you arrive at home or work to see how your child is doing.

Nursery

For the babies in our nursery, daily records are kept of their schedules which are available to you at pick-up. This report will keep you updated on feedings, diaper changes, supplies needed, incidents or illnesses, etc.

Please respond quickly to supply requests. We will not borrow from other students. If we have to purchase diapers, wipes or formula for your child, there will be an extra charge of \$5 added to the cost of items purchased.

Item checklist: *(Please make sure your baby's name is clearly written on each item.)*

- Information sheet about your baby (schedule, habits, needs, like/dislikes)
- Bottles
- Pacifier
- Baby Food
- Formula/Breast Milk
- Diapers
- Baby wipes
- Extra clothing
- Crib Sheet, blanket, and favorite soft item to sleep with if needed.

Dress Code

All students, with the exception of those in the nursery, must wear school uniforms.

Uniform colors are assigned by class year as follows:

- Waddler - navy blue uniform pants, dress, skirt, or shorts and red polo shirt
- K2 – navy blue uniform pants, dress, skirt or shorts and yellow polo shirt
- K3 – khaki uniform pants, dress, skirt, or shorts and burgundy polo shirt
- K4 – khaki uniform pants, dress, skirt, or shorts and green polo shirt
- K5 – khaki uniform pants, dress, skirt, or shorts and purple polo shirt

Due to color variations, only “French Toast” uniforms will be accepted.

Any clothing depicting offensive, objectionable, or improper graphics is prohibited.

- **Boys:** must wear pants/shorts with traditional style and cut, neat, modest fitting, not baggy or oversized.
- **Girls:** length of skirts or dress must come to the knee and shorts **MUST** be worn underneath for outside play. Dresses

must also have modest necklines, fit modestly and not be excessively tight.

Children need to wear closed toed shoes in which they can run and play easily.

Flip-flops, backless shoes or sandals are prohibited as they may cause injuries in the playground.

NOTE: *An extra change of clothing and shoes should be brought and will be kept in your child’s cubbie. If the extra set of clothing or shoes are used, parents should send a fresh set of clothing/shoes the next day.*

Book Bags/Cubbies

Each child should bring a book bag with his/her name on it to and from school every day. The book bag holds your child’s schoolwork, artwork, parent letters and important class announcements, etc. and should contain a change of clothes, i.e. pants, shirt, underwear, socks. Please be sure to check your child’s book bag every day.

Cubbies are provided for all the children in each of the classrooms. These cubbies are used to help store each child’s personal belongings, i.e. Book bags, coats, bedding bags for nap time, student folders, artwork, parent letters, etc. Please make sure all personal items are marked with your child’s first & last name. No initials please.

Nap Time

Napping for all children (except Kindergarten) is from 12:30 p.m. to 2:30 p.m. every day. *(Remember if you enter the Day School during these hours, that you should do so quietly.)*

You will need to provide items such as a crib sheet, blanket, and pillow for this time. The school has purchased Jumbo Ziploc bags with handles and each child will be given a bag with their name on it. In order to keep things organized in the classrooms and for sanitary purposes, all items used for nap time are to be placed inside this bag. Note: ALL items must be able to fit being mindful of not overstuffing the bag. These bags/nap items are to be taken home on Fridays so that bedding can be properly washed and returned to school the following Monday when your child returns. Please make sure that these items are clearly marked with your child's name.

*All Kindergarten students are required to purchase a nap mat from the school.

Grievance Procedures

It is our goal to offer a quality Christian education and care in a loving environment. We do, however; acknowledge there may be times when concerns or questions may arise regarding

policies and procedures. If your child's teacher is unable to answer your questions or address your concerns to your satisfaction, please take these matters to the Director, who will then consider the stated concerns and handle them to the best of her ability or take them to the school's Pastoral Administration for consideration.

Grounds Safety

The speed limit in the church parking lot is 5mph. Drivers need to be alert for children getting in and out of cars. Babies and children must be with an adult at all times. They may not be left alone in cars in the parking lot or be left unattended on any part of the church grounds. Cars may not be left running with no one in them. Purses and other valuables should not be left in cars, locked or unlocked. Handicapped parking spaces are directly in front of the school entrance. Only handicapped persons (with a proper decal, sticker, or license plate) may park in these spaces.

Inclement Weather

Virginia Beach FWB Day School will follow the Virginia Beach City Public School's inclement weather policy. If it is announced that the public schools are closing due to snow, ice, etc. then Virginia Beach

FWB Day School will be closing. Information on school closings will be announced via our Remind Text Messaging System, Wavy TV channel 10, and on the church website as soon as possible. Please be patient and have backup childcare in the event we are closed. If a “2 hour delayed opening” is announced for Virginia Beach Public Schools, our facility will open at 8:30 a.m. instead of 6:30 a.m.

Sunscreen Policy

During the warmer weather seasons, your child will have more opportunities to spend time outside. Children have sensitive skin that can be easily damaged by the sun’s UV rays and at this young age they are unable to take responsibility for their own skin protection. The health of your child is important to us, so to ensure that your son or daughter is appropriately protected, we ask that you provide them with sunscreen, hat, and lip balm. Please make sure to sign the form (available in the school office) giving us permission to apply the sunscreen to your child before going outside. Each child must have their own bottle of sunscreen or tube of lip balm with their name boldly written on the container.

Separation / Divorce Policy

If a custody or court order exists, a copy of that order must be placed in the child’s file. The parent/guardian is responsible for providing accurate and up-to-date information concerning access to or legal guardianship of the child. Without a custody or court-order on file, we cannot deny access to the non-enrolling parent.

Sign-In / Sign-Out Procedures

All children must be checked-in at the clock located outside of the Director’s office door, when dropping off or picking up. Children are only released to their parents and/or adults (18 years or older) who are approved in advance in writing by their parents. All adults picking up children must present a picture ID. In order to ensure the safety of all children, there are no exceptions to this rule.

Field Trips

K2 - Kindergarten classes take field trips during the year. Any fees charged for these trips are not included in the monthly tuition.

If you choose for your child NOT to attend any school-sponsored trips away from the school, you will need to keep your child home during the trip and may bring him/her back to school after the class returns. *No special arrangements are made for those students not going on field trips with their class.*

Discipline

We believe that when the curriculum is exciting, the environment stimulating, and the structure organized, there is usually little need for disciplinary action. However, every now and then some intervention is needed. We practice three methods of discipline:

- Re-direction - diverting the child's attention to a more appropriate activity.
- Time-out - the child may sit in a chair for several minutes (one minute for each year of their age) to have time away from the activity. After sitting for a short time-out, the teacher kneels down to talk to the child about why he/she is in time-out and what he/she would like to do

now. If a situation involves offending or hurting someone else, the child has the opportunity to say, "I'm Sorry. Will you forgive me?"

- If a child is not responding to classroom time-out, the child may be brought to the Director and/or Pastor's office.

Each child is an individual and worthy of respect. Our goal is to discipline your child with love and tenderness. We will never use physical discipline, derogatory remarks or threats. No cruel or unnecessary punishment will be inflicted on children attending our facility.

Virginia Beach FWB Day School strongly supports building a child's self-esteem and respect for self and others. All behavior management actions are toward that end. Should it become necessary, Virginia Beach FWB Day School reserves the right to terminate your child's enrollment if their behavior continues to be detrimental to others and the program.

Fire Safety

Fire pulls and fire extinguishers are located throughout the building. In compliance with the Virginia Beach Fire Code, Virginia Beach FWB Day School holds practice fire drills monthly.

Bus/Van Rules

Students riding our bus or van must obey all the rules and the driver. If a problem arises with a child's behavior on the bus, the parent will be notified. Should the problem continue, the child will be suspended from the bus or van for 2 days, depending on the severity of the offense.

Inappropriate and/or Aggressive Behavior

(Excluding Nursery & Waddler Classes)

Inappropriate and/or aggressive behavior WILL NOT be tolerated such as biting, fighting, hitting, pushing, kicking, profanity/inappropriate language, etc.

Parents will be given a behavior/discipline report notifying them of any incidence of inappropriate /aggressive behavior that occurred.

- First offense: Warning accompanied by time-out in the Director and/or Pastor's office.

- Second offense: A call is made to parents and the child is sent home.
- Third offense: A child is sent home and prohibited from returning to school for an additional day.

In the event that Virginia Beach FWB Day School and the parents working together cannot resolve the problem, Virginia Beach FWB Day School reserves the right to remove that child from the program.

Checking Things Out!

Preschoolers love to explore their environment and sometimes that includes each other! If a child uncovers his/her private body part(s) for others to see, the child visits the Director or Day School Pastor's office, where they will talk to the child about appropriate vs. inappropriate times to raise, lower or remove clothing (i.e. at home for a bath or when changing clothes, at the doctor's office with Mommy or Daddy helping, etc.). A note is then sent home describing the child's visit to the office. If an exposure situation occurs again, the parent is called and the child sent home for the day.

The intent is to make a strong statement to the child about protecting himself/herself and others by keeping private body parts appropriately covered.

Progress Reports

Teachers complete report cards at the end of each grading period. The report cards are sent home to parents, where they can be reviewed, signed and then returned the next school day.

Parent/ Teacher Conferences will be scheduled twice a year.

Snacks & Meals

A cold breakfast with one of the following cereal, cereal bars, or nutrigrain bars & milk, will be provided for children arriving between 6:30 and 7:15 a.m. If a child does not arrive before this time, please make sure that he/she has had breakfast and is ready for class.

Various assortments of snacks are provided to all children for their morning and afternoon snack time. Parents with children who have food allergies are asked to provide alternative snacks for their child.

All lunches must be brought from home. We do not have the means to provide/cook hot lunches for the children.

Heating of food, on the other hand, is permitted. Any food not eaten by your child will be thrown away, for reasons of food safety. We cannot wrap and/or save food for later in the day.

If children forget their lunches, a parent will be called to bring a lunch to the school.

NOTE: *Candy, soda and sports drinks (Gatorade, Powerade, etc.) are not allowed. Please do not send these items in with your child's lunch or snack. Thank you.*

Parties

The children enjoy holiday classroom parties such as Harvest Party, Christmas Party, Valentine's Day Party, etc. Parents are encouraged to bring in special snacks/treats to help celebrate and are always welcome to stay and help serve. Sign-up sheets are posted in advance.

Virginia Beach Free Will Baptist Day School does not celebrate Halloween. However, we respect each family's right to make other choices. We do ask that children not bring to school such things as witches, ghosts, villains, Santas, leprechauns, scary or violent movie characters, mystical or magical characters, etc.

Each child's birthday is celebrated in the classroom. Parents are invited to bring in cupcakes, ice cream, etc. for snack on their child's birthday, if they wish. Please let the teacher know several days in advance, if possible.

Parent Opportunities

Campbell's Labels

Virginia Beach FWB Day School participates in Campbell's Labels for Education Program. UPC Barcodes (labels) are collected throughout the year to obtain playground equipment and classroom teaching aids.



Farm Fresh Receipts

You can help our school earn free educational equipment just by shopping at Farm Fresh from Sept. – May and scanning our school key tag.



Volunteering

Parents are a valuable asset to our Day School. We encourage all of our parents to participate by either volunteering to be a chaperone on field trips or assisting with school and class parties.

Box Tops

We all shop for groceries, so why not turn those shopping trips into easy cash for your school and encourage your friends to do the same. All you need to do is clip the box tops and send them in.



French Toast School Wear

Now when you order your child's school uniforms through French Toast, you also earn 5% cash back for our school. Just be sure to use our School Source Code at the time of check-out.



Life Touch School Portraits

Our Day School receives a percentage on the sale of portraits.

