



New Bridge
Weekday Early Education
Center

Nursery School (Half-day)

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INTRODUCTION

Welcome to our world of preschoolers! The years that we will have your child are their most precious and filled with energy, curiosity, and an enthusiasm for each exciting day. We want to be your friend and bridge the gap between home and school in the most effective way. We want to share the love of Christ with your child as we make each one feel special. The areas that are covered in this manual should help you know our policies and procedures.

Please read the manual carefully. Share the information with anyone who might bring or pick up your child on a regular basis.

CLASSROOM EXPERIENCES

Each day will be filled with worthwhile learning activities. These activities focus on the weekly theme and will help develop listening skills; visual perception; fine motor, gross motor, and perceptual motor skills. Lessons will cover subject areas such as alphabet, shapes, numbers, name, age, clothing, family, self-awareness, animals, plants, nutrition, weather, seasons, helpers, and concepts of warm/cold, big/small, over/under, beside/near. Most of the activities involve "play" in the different interest centers.

-INDOOR PLAY is a free play period usually at the beginning of each day. This activity gives the children a chance to adjust to their new environment. It gives children an opportunity to develop language and social skills. Sharing and independence can be emphasized during this supervised, but unstructured time.

-ART expands the children's understanding of the theme as well as encourages creativity and self-expression.

-MUSIC provides the opportunity for children to direct nonstop energy into rhythmic discovery.

-SNACK involves learning from preparation to cleanup as children measure, combine, stir, shake, and spread.

-GROUP TIME involves the lesson for the day – a time for sharing and discovering.

-OUTDOOR PLAY is a supervised free-time conducted outside or in the gym. Development of large muscle skills, coordination and balance, as well as climbing and throwing skills are strengthened in this play.

-STORYTIME is a quiet, calm period for reading, telling stories and sharing thoughts. Story time will help stimulate the children's imaginations, listening and communication skills, and appreciation for books.

All ages have the same themes with appropriate activities chosen for each age level.

DISCIPLINE POLICY

A primary goal in healthy child development is learning self-discipline. This is not automatic and expectations vary at different ages and stages. We strive to instill skills that will benefit a child for the rest of his life- problem solving, cooperating, sharing, learning how to get along with others, voice control, and appropriate ways to deal with anger. Every teacher and child has the right to be safe in our classrooms. The staff at NBWEE Center tries to emphasize the positive-what to do rather than what not to do. They try to redirect inappropriate behavior. They give choices where appropriate. They use time out and loss of privileges. When inappropriate behavior continues, parents are called

and the director works with them to address the problems. If the problems cannot be resolved the center reserves the right to terminate enrollment at any time.

REGISTRATION AND ENROLLMENT

The WEE Center is populated on a first-come, first-served basis. A waiting list is maintained for replacements. Children ages two, three and four years of age are eligible. The birthdate cutoff will be set each year to coincide with that of the public school system.

The center does not have trained personnel to help children with special disabilities. The director will counsel with parents in these areas of need. We have an interest in all children and regret that we cannot minister to those who have special needs. Final decision on the enrollment of any child will be made by the director.

An application, general information sheet, and medical form will be required from each child before enrollment. A non-refundable registration fee of \$70.00 is required from each applicant before a child is accepted. This covers accident insurance, snacks, and supplies.

The center reserves the right to dismiss any child if:

1. Parents are unwilling to complete child's immunizations.
2. After entering, the child seems unable to participate in group experiences.
3. A parent's or child's behavior is a threat to the health and safety of other children, staff or him/herself.
4. Payment of tuition is in arrears.
5. Parents refuse to follow established policies and procedures.

PAYMENT OF FEES

The tuition is due the first day of each month. If it is not paid by the first, there is a \$15.00 penalty. If payment including late fee is not received by 6 p.m. on the fifth of each month, the child will not be admitted until paid in full. There will be no tuition refunds for absences except for prolonged illness (one month or more). If a child is to be withdrawn, the director must be notified in writing one month in advance or tuition for the following month must be paid.

Each child enrolled in a Monday-Wednesday-Friday class shall pay a fee of \$185 per month. Children enrolled in a Tuesday-Thursday class shall pay a fee of \$160 potty trained/\$170 not potty trained per month. Children enrolled in Monday-Friday class shall pay a fee \$250 per month. The same fee is due for each month of the school year regardless of holidays or absences.

Payment should be made in check or money order made out to **New Bridge WEE Center** and given or mailed to:

New Bridge WEE Center
5701 Elko Road
Sandston, Va. 23150

OPERATION

The nursery school will be open from 9:00 a.m. until 12:00 noon. Children should not arrive before 9:00 a.m. This is the teacher's prep time. All pick up and drop offs are made at the classroom door. All children should be picked up promptly at 12 noon. There is a late charge of \$10 after five minutes. The center will serve one mid-morning snack. Children should NOT bring additional food to the Center unless your child has an allergy then you must provide a substitute.

HEALTH AND SAFETY

Each child should have a yearly medical examination. A copy of the record of the examination shall be kept on file in the office. Any child showing symptoms of any illness is separated from the group until parents can be reached. The child must be picked up immediately. They must be fever free for 24 hours. A child should participate in a regular schedule upon return to school. Outside play is vital to the development of a child's large muscles. It is a regular part of the daily schedule with everyone participating unless the weather is rainy or extremely cold. **PLEASE DO NOT ASK THAT YOUR CHILD REMAIN INSIDE.**

TRANSPORTATION

Transportation of the children to and from the center will be the responsibility of the parents. If the children travel in a carpool, the school should be notified who will be transporting the child.

EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of **NEW BRIDGE WEE CENTER** one of the following plans shall be implemented.

1. If the emergency environment is to the immediate area of the childcare facility, e.g. fire or toxic fumes and the children cannot stay on the premises, the children will be transported to **ELKO MIDDLE SCHOOL**, by vans & cars where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for picking up the child.
2. In the event of exposure of toxic materials or gases, and a physical examination is recommended, children will be transported by vehicles to **MEMORIAL REGIONAL** where they will be examined by a health provider and family/guardian/emergency contacts will be notified.
3. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat, e.g. toxic fumes from a spill, flood waters, brush fires, etc. and the children cannot remain in the area, the children will be transported to **SANDSTON BAPTIST CHURCH**, by vans and cars where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for picking up the child.
4. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by vans & cars where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for picking up the child.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

WAYS PARENTS CAN HELP

*Place the same importance upon preschool as your child does. Your attitude can help him to enter school with a joy and anticipation of happy experiences.

*Feel free to confer with the teacher about your child. Give her information which will help her to better understand your child. REFRAIN FROM DISCUSSING THE CHILD IN HIS PRESENCE. Make appointments with his teacher for after school hours.

*Dress your child simply with outside play in mind; in clothes he can manage. MARK your child's possessions with his full name.

*Help your child to attend regularly except when ill. Keep him at home when he has a rash, sore throat, cough, fever, earache, or upset stomach. Notify the teacher of any contagious diseases.

* Teach your child self-reliance by encouraging him to put on, take off, and hang up his own wraps, to put toys away, etc.

*Be interested in what your child brings home or wants to tell you. Help him to find a special place for things he makes at school.