

# FIVE STAR KIDS

PRE-K AT THE ARMED SERVICES YMCA OF HAMPTON ROADS

## PARENT HANDBOOK



**ARMED SERVICES YMCA OF HAMPTON ROADS**  
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Welcome, Armed Services YMCA (ASYMCA) Families!

We would like to take this opportunity to welcome you to the FIVE STAR KIDS Pre-School Program. It is our desire to create an inviting, learning environment where your child is supported physically, socio-emotionally and academically. We align ourselves with Virginia Beach City Public Schools to provide children with a purposeful learning experience to prepare them for a successful transition to grade level while they become independent, enthusiastic and self-confident learners.

This handbook may be used to answer questions you may have about our program. It includes policies, procedures and other important information you may need during your child(ren)'s enrollment at the ASYMCA. We will update policies should any changes occur and notify parents and guardians with these updates through email, and when required by posting on the Parent Board in the lobby of the Regional Office as well as the private class FaceBook group.

The ASYMCA prides itself on excellent communication and collaboration with parents/guardians. We recognize parents/guardians as their children's first and primary teachers and look forward to getting to know your child(ren) and the entire family.

Should you have concerns or questions at any time, please contact the Early Learning Director Tessa Davis to schedule a meeting by calling 757-363-1884, ext. 8769 or email [tdavis@asymca.org](mailto:tdavis@asymca.org). Mrs. Tessa provides direct supervision and training for this program.

Parents/Guardians may also contact our Executive Director, Laura Baxter by calling 757-363-1884, ext. 8770 or emailing [lbaxter@asymca.org](mailto:lbaxter@asymca.org). We appreciate any comments, ideas, or suggestions you may wish to share as we continuously strive to improve our programming to best support our families.

Again, welcome, and thank you for joining our ASYMCA family!

## **MISSION STATEMENT**

The Armed Services YMCA enhances the lives of military members and their families in spirit, mind and body through programs relevant to the unique challenges of military life.

We recognize the needs of military families, especially in an area with the largest concentration of military in the nation and the only NATO Command on U.S. soil. Our region is home to approximately 83,000 personnel and 96,000 dependents. We are devoted to nurturing the well-being of the Hampton Roads military community and its six branches of service.

## **GUIDING PRINCIPLES**

The Armed Services YMCA of Hampton Roads will:

1. Be guided by Christian principles with a holistic approach to develop and promote healthy spirit, mind and body;
2. Be inclusive and treat everyone with compassion and respect;
3. Collaborate with military commands and community organizations;
4. Honor the service members' and their families' commitment to defend our Nation; and
5. Strive for excellence in all we do.

## **ABOUT US**

Since the first "Army YMCA" was established in November 1889 at Fort Monroe, the ASYMCA of Hampton Roads has been serving our troops and their families stationed in Coastal Virginia through programs and services relevant to military life. Working with the DoD and local military leaders helps to identify the most critical needs of active duty service members and families. Our purpose is to support and strengthen military families by offering an array of high-quality child/family programs to fill the gap between what is needed and what is available through DoD services. We are proud of the positive impact we are able to make and are committed to ensure that our mission continues.

## Why choose the Armed Services YMCA of Hampton Roads?

### For us, it's ALL ABOUT THE KIDS!

We recognize the unique character and temperament of every child, and actively engage each one in developmentally-appropriate activities to foster social, emotional, intellectual and physical growth. We consistently stimulate and challenge children, helping them to manage their emotions, problem solve to make good choices and enhance their resilience skills to be the best people they can be.



### ***The FIVE STAR KIDS Pre-K Program Offers:***

- Positive, caring and respectful relationships with highly-qualified teachers;
- A clean, welcoming, and well-organized classroom where children can flourish academically and meet personal developmental milestones;
- Opportunities for structured and free-play where children connect and build lasting friendships;
- Parents' peace of mind, knowing their greatest assets are safe, happy and valued;

- Open communication where parents are partners ensuring the greatest possible growth and development for their child(ren);
- High-Interest learning activities that promote STREAM education (Science, Technology, Reading, Engineering, Art and Mathematics);
- High-quality curriculum, also used by Virginia Beach City Public Schools Pre-K program, to meet the needs of each student;
- Independent time for self-reflection to promote self-awareness, enriched emotional intelligence, better listening skills, improved critical thinking, greater empathy and communication skills;
- Interactive activities and games that promote healthy competition and good sportsmanship; and
- Wrap around care, if needed, to provide full-day care.

## **CLASSROOM VISITATIONS**

Parents are welcome to visit at any time during the program, as the CDC regulations permit. Parents/Guardians are required to sign in with ASYMCA staff and be escorted to their child's classroom. By following this procedure, we are able to track and account for everyone in the facility to maintain safety and regulatory policies, as well as ensure we maintain required adult: children ratios. Younger children cannot always understand the concept of seeing a loved one and not being picked up for the day. Please keep this in mind when visiting. We encourage you to participate in classroom activities/events and volunteer for various program opportunities which will be posted throughout the year.

Before school begins, you will be provided with a parent survey at our "Meet the Teacher" event. This survey will give you an opportunity to provide information about your family's culture and traditions. We offer families the opportunity to share these with our students throughout the school year during our units and themes.

## **DAILY SCHEDULE AND ACTIVITIES**

Children follow a schedule that offers healthy social and educational experiences in a safe, nurturing and stimulating environment. Schedules will be provided at "meet the teacher" day as well as posted in the classroom. Students engage in age-appropriate lessons to meet their intellectual and developmental needs in a number of areas, including literacy and content areas. Interactive activities, with a STREAM focus, help promote

communication skills and encourage creativity and independent, critical thinking.

## Curriculum

The Five Star Kids Pre-K uses two curriculums. The first is the HighScope Preschool Curriculum, which is based on more than 50 years of research on early childhood development and has been validated by direct evaluation of the curriculum. The HighScope framework for understanding and supporting children's learning from ages 3–5 years is based on 58 key developmental indicators (KDIs), which are aligned with national and state early learning standards, Common Core State Standards, and the Head Start Early Learning Outcomes Framework. Big Day for Pre-K is a supplemental curriculum that offers learning experiences and materials that support children's social and emotional, academic, and physical development. The curriculum is organized into thematic units that include weekly and daily lessons with whole-group learning activities, small group instruction, and learning centers.

Parents/Guardians play a vital role in their child's self-esteem and are encouraged to talk with their children about their daily activities and ask to see their work. The more children realize that their education and daily activities matter to you, the more effort they will put forth to do their best and the more likely they are to initiate daily conversation. In addition to communicating with your child, we encourage you to speak with your child's teacher on a regular basis (daily preferred, but no less than weekly) to discuss your child's day and/or to report any unusual occurrences or special successes.

Our private FaceBook Class group will have pictures of all of our children so you can see activities they participated in throughout the day. Please do NOT repost pictures in your social accounts that include other children, so as to preserve privacy. If you opt-out of our picture policy, this means that your child's image will not be share publicly, but they will still be in our private group. However, when there is a group "program" photo such as taken at our graduation and winter programs, we will use the whole group photos to post.

## HEALTH AND SAFETY

Your child(ren)'s health and safety is our top PRIORITY!

1. Play equipment and surrounding areas are clean and free from safety hazards.
2. Staff follow appropriate sanitation procedures for food, handwashing, etc.
3. All teachers are carefully screened and must:
  - Meet licensing and ASYMCA regulations and pass criminal and Child Protective Services Background Checks;
  - Meet or exceed annual training standards as directed by the ASYMCA licensing organization, the Virginia Department of Social Services (DSS);
  - Be certified in CPR/First Aid, Daily Health Observation (DHO) and most have Medication Administration Training (MAT); and
4. Be evaluated regularly for their effectiveness, responsiveness, and overall quality of program implementation.
5. Breakfast & snacks provided meet USDA recommended guidelines.
6. Procedures are in place to screen visitors with the highest security measures, including security cameras in all classrooms and on the playground, ensure child and staff safety.
7. Children are encourage to use the toilet as independently as possible. ONLY authorized staff will be available to supervise and help with toileting as needed.
8. Children will wash hands upon arrival at the child care center, after a visit to the toilet, immediately before and after eating meals or snacks, before and after water activity, after playing on the playground, after handling animals or animal cages, whenever hands are visibly soiled, especially after sneezing or coughing. Children are taught to follow the hand washing procedures posted next to every sink.
9. All children are accounted for during the day and their arrival and departure times are marked in the center kiosk as well as classroom attendance sheets. Staff make regular heads counts.

If a child is missing, staff alert the Director who calmly checks both inside and outside the building. If there are no signs of the child, the police are contacted immediately and parents are also informed of the situation. Staff would then wait for the police to arrive and follow their instructions while continuing the search for the child.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the visit.

10. Parents/Guardians will be made aware of the ASYMCA's Emergency Preparedness and Evacuation Plan and it shall be posted on the Parent Board at all times.
11. Fire Drills and Evacuation Procedures are practiced monthly to ensure all staff and children in their care know the proper procedures to follow to exit the building quickly and safely should an emergency arise. Information pertinent to these drills is recorded and posted on the Parent Board.
12. The ASYMCA prohibits firearms, smoking of any kind, drug or substance use on the premises.

#### COVID-19 PRECAUTIONS (VHD updated June 22, 2022)

1. Classrooms will maintain student: staff ratios to maintain social distancing, as much as possible;
2. All frequently touched areas will be cleaned and sanitized;
3. High-touch materials will be disinfected between uses;
4. Students will wash hands before and after handling shared supplies, after outside play and before and after eating;
5. Families have the option to request their child(ren) wear a parent-provided face mask while in attendance at the academy (our center follows DoD mask policy. We will update mask instructions throughout the year as dictated by DoD policy); and

The ASYMCA of Hampton Roads adheres to strict cleaning, disinfecting and sanitizing procedures throughout the facility to keep children and families safe.

#### **SICK CHILD AND INJURY POLICIES AND PROCEDURES**

The health and safety of children and staff is a matter of utmost importance to the ASYMCA. All sick child policies comply with the Commonwealth of Virginia licensing regulations and the following procedures will be followed:

- The ASYMCA will notify parents/guardians in the order prioritized on the enrollment record should a child become ill. The parent agrees to have the sick child picked up within 45 minutes of this call.

- What constitutes illness? A child is considered to be ill if they have a temperature of 100.4 degrees F, recurring vomiting/diarrhea, or any communicable illness/disease (persistent cough, heavy nasal discharge, reddened eyes, sore throat, headache or abdominal pain plus fever, etc.) that would require exclusion from other children and staff.
- The sick child will be placed in a supervised, cozy corner in a room separate from other children to rest and may be required to wear a face mask while awaiting parent pick-up.
- **The child must be free of symptoms and fever for 24 hours to return to the program and a doctor's note may be requested.**
- In addition, should a child sustain an injury that may require more than first aid by staff, or the child sustains a bump to the head of any kind, every attempt will be made to contact the parent/guardian immediately (to include phone, email or text). Should this type of emergency situation occur when a parent/guardian cannot be reached, the parent/guardian grants the ASYMCA permission to call the child's physician, or if deemed necessary, to have the injured or ill child transported in an emergency vehicle or private vehicle to receive medical care/treatment. A staff member will escort the child and the parent consents to allow the program to share child's health information with emergency medical professionals and other necessary service providers. The nearest hospital is Sentara Independence, located at 800 Independence Blvd, VA Beach, VA 23455.
- **A child must be able to participate in all the activities at school. We do not have staff available to sit with a child separately. If a child is too uncomfortable to participate, we will ask that the child be picked up and not return until they can comfortably participate in the schedule of activities planned.**
- The parent/guardian agrees to inform the staff/director, within 24 hours or the next business day, if their child or any other immediate household member has developed any reportable communicable disease, as defined by the Virginia State Board of Health (except for life-threatening diseases which must be reported immediately). As defined in § 35.1-1 of the Code of Virginia, the ASYMCA Director shall immediately report the presence or suspected presence of the communicable disease to the Virginia Health Department (VHD). Information, including identifying and

contact information for individuals with communicable diseases of public health concern or individuals who are involved in outbreaks that occur in the facility, will provide any necessary assistance to facilitate public health investigation and disease control. Any person so reporting shall be immune from liability as provided by § 32.1-38 of the Code of Virginia. We will follow protocols as outlined by VHD to ensure ASYMCA staff and families are fully aware of the situations.

## **MEDICATION POLICY**

If your child requires medication while attending the FIVE STAR KIDS Pre-K program, a signed **Parental Authorization Form to Administer Medication** must be on file. A parent/guardian (not a child) must hand the medication to the staff member. The medicine must be prescribed by a doctor and in its original container with the child's name clearly listed on it. The medicine cannot be an over-the-counter drug (unless it has been prescribed by the doctor and a note must be provided stating this). Information on medications used, including possible side effects, must be provided to the program.

Parental Authorization forms are good for 10 working days only and then must be completed again. The only exception to this is long-term medications for such things as asthma, ADHD, allergies, etc. All medication will be kept in a locked cabinet and a Medication Safety Action Plan will be required for emergency medications. Please understand that it may not always be possible to administer medications as requested and the ASYMCA cannot be responsible for missed doses and are not required by law to administer medication. This is provided as a service to families and we will make every effort to administer medications as requested. Only those staff certified as "Medication Administrators" may dispense medications. Food allergies and food intolerances must be disclosed on the registration form. A "Special Dietary Statement" should be written, even if no medication is required. Parents are required to note the adverse reaction and what symptoms the child would display. In addition, parents are to document steps that should be taken should symptoms be observed.

## **OVER-THE-COUNTER SKIN PRODUCTS**

Staff are happy to apply sunscreen or insect repellent provided by the parent as long as the following requirements are met:

- Written parental authorization noting any adverse reactions has been provided on the child's Enrollment Application,
- Are in spray canister, and
- Products are in their original containers labeled with the child's name.

## **ADMISSION POLICIES**

Children must be 4 years old **on or before Dec. 31** of the school year for which you are applying. Children must be **fully potty-trained** (defined as up to an average of two incidents per month). Children of any race, color, religion, sex, nationality and ethnic origin are granted all rights, privileges, programs and activities generally accorded or made available at school. Although priority enrollment is given to military dependents, civilians are welcome to enroll when space permits. The ASYMCA will address children with developmental delays and special health care needs on a per request basis. This inclusion will be based on reasonable accommodation with the hope that all children can be served. Throughout the school year, staff and parents will perform student assessments. After review of scores, recommendations of early intervention (which may include mental/behavior health) may be provided to parents for child care health consultations. At the end of the school year, parents will be provided with a portfolio that contains the summaries of the ASQ (completed by the parent), PALS, VKRP, CBRS assessments. These summaries are accessible to their individual organizations and the schools in the Commonwealth that utilize these assessments.

## **ADMISSION PROCESS**

The admission process begins with an interview between the Early Learning Director, parents/guardians, and the child(ren). During this interview, ASYMCA policies and procedures will be discussed. An opportunity to address any questions about the program, payment set up and a tour of the facility with an opportunity to meet staff currently at the school/center will be offered. Parents/Guardians will be provided the Enrollment Application to be completed, signed and submitted for each child being enrolled.

To complete the registration process, parents/guardians must provide the following items for each child being enrolled in the program for verification:

- Enrollment Application
- Original Birth Certificate or Passport (Virginia State Licensing Standards mandates that staff see and record the state ID number);
- Commonwealth of Virginia's Physical Form, signed and dated by the child's physician;
- Immunization Record per Section 22.1-271.2 of the Code of Virginia which requires "documentation of all immunizations received be obtained prior to each child's admission to a child care center required to be licensed by the Commonwealth" (see Attachment A);
- Parent's/Guardian's ID: Valid Driver's License, Military ID, or Passport;
- \$50 Registration Fee; and
- Most current LES to determine tuition fees.

Parents must inform the Director whenever a change occurs to ensure that student files remain current, including change of phone number or address, employment, updated shot records, etc. Each child's file will include all information listed on the enrollment form, as well as immunizations or immunization exemptions, developmental history, health status (which includes results of health exams and screenings indicating typical or atypical results and any necessary follow-up documents), instructions for any special needs or chronic illness, progress reports, conference reports, field trip permission forms and regular/recurring transportation permission forms.

All families are welcome. We do not discriminate based on race, color, national origin, family structure, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, etc. Military families are our mission and as such are given priority.

Throughout the year, parents will be encouraged to participate in program evaluations which may include parent-teacher conferences (parents are expected to attend two formal conferences per year regarding the child's development, health care needs, and, if necessary, referrals), forums, small group meetings, written surveys, and anonymous surveys etc. The goal of the ASYMCA is continuous quality improvement. We will use the results garnered from families (along with staff input) to identify future goals and

staff training opportunities. A minimum of two goals, including action items, will be shared annually with staff, parents and stakeholders.

## TUITION AND FEES

The ASYMCA is proud to partner as an affiliate member of Child Care Aware of America. All active-duty Navy, Army, Air Force, Coast Guard and Marine Corps Families in Hampton Roads are encouraged to apply online for **Child Care Aware of America** tuition assistance.

A registration fee of \$50.00, plus the first week of tuition is due and payable upon enrollment. The registration fee is non-refundable.

Tuition is charged in weekly installments. Our program runs 42 weeks, but no charges will be applied for one week during Christmas and Spring Break.

<b>8:30 a.m.-3:00 p.m. (School Day)</b> \$7,800 (\$195 per week)	<b>6:30 a.m.-6:00 p.m. (B/A care)</b> additional \$75 weekly – *enrolled per semester*
If before and/or after care is needed for those not registered in the B/A care for this wrap around program, a \$35 fee per day will be assessed.	
<b>8:30 a.m.-3:00 p.m. (School Day)</b> \$5,800 (\$145/week for 40 weeks)	Active duty families ranked E5 and below, who do NOT receive subsidies, may apply for a \$1,900 annual scholarship through the ASYMCA with a current LES (\$50 weekly discount).

## PAYMENT POLICIES

- If you choose to pay tuition in weekly installments, payments are due by 6:00 p.m. on the **Friday BEFORE** each week of care. Payments made after this deadline will be assessed an additional \$20 late payment fee.
- If payments have not been received by Monday afternoon for the week, all services will be suspended until payment is rendered.
- Tuition is not only covering the costs associated with the care received, but also the reservation of space in the program. Therefore, full payments are due regardless of holidays, snow days, family/personal reasons, or child(ren)'s illness.
- Tuition rates are determined by taking into consideration school holidays and are **not** prorated. All payments must be made through the SmartCare App.
- The Armed Services YMCA of Hampton Roads requires a two-week, written notification for withdrawal from the program.

## HOURS OF OPERATION AND CLOSURES

### School Day Pre-K

The FIVE STAR KIDS Pre-K Program is open for "School Day" Pre-K and follows the Virginia Beach City Public School (VBCPS) 181-day academic calendar and schedule. Class will **begin at 8:30 a.m. and end at 3:00 p.m.** There is a 10 minute drop off/ pick up window of 8:25-8:35 a.m. and 3:25-3:35 p.m. Children are expected to attend daily. We understand vacations, family visits and doctor appointments, so notify the director if your child will not be in attendance.

### School Day Pre-K + Wrap Around Care

FIVE STAR KIDS PRE-K is open for Full-Day Pre-K Care, which includes our School Day Pre-K with wrap around care. This includes BEFORE SCHOOL CARE as early as **6:30 a.m. to the beginning of the school day (8:30 a.m.)** and AFTER SCHOOL CARE **from the end of the school day (3:00 p.m.) until as late as 6:00 p.m.** During these times, our Pre-K students will join other children in the School-Age Care program who are also enrolled in the Before and After program. We follow the Virginia Beach City Public School (VBCPS) 181-day academic calendar and schedule. On "Adjusted Dismissal" days from VBCPS (scheduled half days), care is available until 6:00 p.m. for those already enrolled in the Full-Day Pre-K at no additional charge.

For our Mixed Delivery Funded Pre-K 3 recipients, we will have a "staggered start" for the first week of school. Your child will join class one day only for the first week of school and then all children of the class will have their first full class day on September 5<sup>th</sup>. This will give time for our staff to get to know each child well, as there will be a maximum of 5 students per day, before all 18 come together. You will receive your start day no later than August 11<sup>th</sup>.

## INCLEMENT WEATHER POLICY

The ASYMCA may close early due to an emergency, inclement weather, or any other condition (including a school or school division closure not regularly scheduled) that may affect the safety of children and staff. Parents/Guardians will be notified by phone, email and via the class FaceBook private group. Should it not be possible to reach the parents/guardians, ASYMCA staff will reach to emergency contacts in the order of those individuals listed on the Enrollment Application to advise early pick up of child(ren).

In addition, when HAZARDOUS WEATHER CONDITIONS are expected at the beginning of a school day, parents/guardians are advised to listen to local news stations or check the home page of their child(ren)'s school division website for **school closings** or **delayed openings**.

- If the public schools are CLOSED, the FIVE STAR KIDS Pre-K will also be closed for instruction.
- If the public schools DELAY OPENING, the ASYMCA will also delay opening the Five Star Kids Pre-K until 10:00am and will adjust the instructional schedule to accommodate the delay.
- The ASYMCA understands that many of our families may still have to report to work and will consider the weather conditions very carefully before closing our School-Age Care Academy. Parents are encouraged to refer to Facebook.com/ASYMCAHR to check the status of our facility before driving to the center as all updates will be posted on this site.

**NOTE:** No allowances, credits or refunds shall be made due to emergency or inclement weather closings or school delays. Full tuition is due for these days.

## **SIGN-IN/SIGN-OUT**

- ALL vehicles must be turned off when coming to drop off or pick up children;
- Parents/Guardians are asked to keep their children with them at all times, especially when exiting a vehicle or leaving the school/building going to the parking lot;
- Please do not leave children, regardless of their age, unattended in vehicles;
- Please lock all vehicles as the ASYMCA cannot be responsible for theft or damage to any vehicle parked on our premises, nor for personal property left in vehicles that is lost, damaged, stolen or destroyed;
- Parents are expected to sign their child(ren) in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon. Parents should use the SmartCare app, at the front kiosk to complete check-in/check-out. This app will alert the guardians that the child has been checked in/out as well as other active communication between teachers and guardians;
- IMPORTANT: ASYMCA staff must be accountable for every child in the program at all times. There must be an exchange of responsibility

from one adult to another (parent/guardian to ASYMCA staff and vice versa) so a child may not report to class or leave class without this required procedure.

## **CHECK-IN**

- An ASYMCA staff member will conduct a daily health screening for each child. The screening includes:
  - Taking each child's temperature with a touchless thermometer. Any child with even a slightly elevated temperature (100.4 degrees Fahrenheit and above) *may* not be permitted to participate in programs that day.
  - Making a visual inspection of each child, looking for signs of illness which could include: flushed cheeks, cough, runny nose, watery or red eyes, rash, or extreme fatigue. The ASYMCA reserves the right to send a child home with any symptoms.
  - Parents will confirm and sign the Medical Daily Acknowledgement statement on SmartCare that says, "By signing in my child(ren), I confirm that my child has not been sick nor been given any medicine in the past 24 hours."

If the above statement is false, the child(ren) will not be allowed to participate in the program for 24 hours. A doctor's note to return to the program may be required.

No refund will be provided should a child be found ineligible to participate in the program due to findings from the daily health screening process. In addition, if a 5-day quarantine is required due to a positive COVID-19 test, parents/guardians will receive an 80% discount on their weekly tuition to hold their child's spot until they are cleared to return to the program.

## **AUTHORIZATION TO PICK UP**

Our FIVE STAR KIDS Pre-K program is equipped with a security entry system to provide controlled access to the school to protect the children in our care. Parents/guardians are given access to the school during business hours through a doorbell alarm monitored by staff. Please do NOT allow other families to "piggyback" into the building when you enter. While we all want to be polite and hold doors for others, the security system cannot be enforced if parents allow others to enter at the same time they do, with no knowledge of whether that person should have legitimate access to school property.

Authorization to pick up a child is provided by the custodial parent or legal guardian on the Enrollment Application. No child will be released to a person not authorized on this form. Parents/Guardians are reminded to update authorizations in writing and submit to the director for changes to take effect. Children will not be released to siblings unless they are 18 years of age or older (minors cannot be released to minors) AND listed as an authorized person to pick up a child. All adults picking up children must have a valid photo ID as staff are required to verify authorization before releasing a child.

***NOTE:*** *Unless otherwise specified by the parent in writing, persons listed as Emergency Contacts will be considered to be Authorized Pick-Ups as well.*

IMPORTANT NOTICE TO ALL PARENTS/GUARDIANS: A staff member cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file at the ASYMCA stating that the parent does not have custodial rights. Writing on a form that a husband or wife or other is not permitted to pick up a child does not give the ASYMCA a legal right to refuse the natural parent to pick up the child. Only the courts can issue this order. The ASYMCA will follow/enforce all court orders, without prejudice, to either parent/guardian. In addition, the ASYMCA does ask that parents/guardians keep school, staff, and other children out of any legal entanglements or other custodial issues and to resolve these issues in another forum. Failure to adhere to this request may result in disenrollment. All financial records are considered private and confidential to the enrolling parent.

### LATE PICK-UP POLICY

We understand that a late pick up may occur on a rare occasion. If a parent knows they are going to be late, please call the ASYMCA (757-363-1884). We do understand that things come up and traffic can be challenging even in the best of times in Hampton Roads. We tend to worry about our parent's safety just as much as our children do. Please be considerate.

A \$15 FEE PER 15-MINUTE INTERVAL will be charged for each child when a parent is late. This fee is used to pay the two facilitators (two are required by licensing) who remain with the child(ren).

In the event that ASYMCA staff have not heard from a parent by 6:00 p.m. and cannot reach the parent by phone, staff will call the emergency contacts listed on the Enrollment Application to come pick up the child(ren). If a

parent/guardian or an emergency contact cannot be reached, staff will keep the child(ren) for one hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by the parent's home to see if there is a problem/concern. If no problems are found, then Child Protective Services will be notified.

Over the years, the ASYMCA has found that it is necessary to have an excessive late pick-up policy. Recurring late pick-ups could result in removing a child(ren) from the program. If a parent is late more than three times in any program cycle, they may be asked to remove their child(ren) from the program.

## **DISCIPLINE AND PROMOTING APPROPRIATE BEHAVIOR**

The FIVE STAR KIDS Pre-K program places a strong emphasis on character development and strives to create a safe, comfortable learning environment for all children. Staff encourage and model mutual respect, guide self-regulation and teach skills that promote polite behaviors, making good choices and thinking carefully before acting. Children learn that it is NEVER acceptable to physically hit or verbally assault another child or a staff member. Clear and appropriate behavioral expectations are shared with all children and positive reinforcement and praise is used to consistently recognize appropriate behaviors. Expectations are defined as acceptable and unacceptable and examples of each are given to ensure students clearly understand.

To promote appropriate student behaviors, students will:

1. Identify a problem/conflict and share with an adult, when necessary;
2. Develop strategies to focus on the problem and resolve the problem through respectful means;
3. LISTEN carefully and quietly to each other;
4. Empathize and care about each other's feelings; and
5. Take responsibility for their words and actions.

## **BEHAVIOR EXPECTATIONS**

The ASYMCA believes that all domains of learning are supported during play and through collaborative interactions with others. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. Children are continuously learning to manage their feelings, impulses, and behaviors in positive ways. Getting

along with others and learning how to be a friend are life-long skills. Trained staff recognize that when children are given the opportunities and support to develop (learn, practice, discuss, etc.) self-regulation and other social-emotional skills, it provides children the foundation needed for academic success, to develop friendships and self-confidence.

The ASYMCA promotes a collaborative, team-effort in all staff and family interactions. We expect the following from:

#### OUR STAFF

- Work to develop a relationship with each child;
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict;
- Strive to serve individual needs while ensuring the safety of all children;
- Help children clearly articulate their thoughts and feelings to process them;
- Teach healthy social skills and habits;
- Model positive, mannerly and appropriate talk and actions;
- Participate in on-going trainings and in-services to employ the most effective methods and means to meet the needs of students; and
- Undergo frequent observations and annual evaluations where they are provided feedback and set goals to ensure they are providing the most developmentally appropriate, high-quality learning opportunities possible for children.

#### OUR FAMILIES

- Communicate regularly with staff to ensure consistency between home and school;
- Partner with the ASYMCA staff, recognizing they need time to work with all children, including those needing higher levels of support;
- Arrive ON TIME, so their child can start the day with their peers;
- Recognize that their child(ren) are our priority at the ASYMCA; and
- Model positive social interactions and guidance to give their child(ren) the best foundation for academic and life success.
- Children will not be released to contentious, or intoxicated/impaired parents/guardians/family members. An alternate, authorized pick up person will be called to pick the child up.

- Meet with the Early Education Director at any time that concerns or conflicts arise to address them in a timely manner. The Director along with parents, will make every effort to ensure that conflicts are resolved in a positive manner.

#### OUR CHILDREN

- Learn how to resolve conflict in a healthy manner (using appropriate words and actions);
- Develop confidence and self-efficacy;
- Cultivate resiliency skills to help them manage their behaviors and emotions; and
- Build friendships.

Parents/Guardians are asked to discuss the following expectations with their child(ren):

- Listen to the program staff at ALL TIMES;
- Use appropriate language and kind, positive words;
- Stay with the group;
- Respect each other and ourselves;
- Keep our hands and feet to ourselves; and
- Use words (not fists) to calmly solve problems and seek assistance from an adult when needed.

When children make inappropriate choices that conflict with our organization's four core values of caring, honesty, respect and responsibility, or display actions that are unsafe to themselves or others, staff redirect students and continue to work to enhance their self-regulation skills. Staff model courteous, appropriate behaviors and interactions, establish consistent routines, set limits/boundaries and clearly state and review expectations (similar to those students follow in school) so children learn to problem solve and set high behavior standards for themselves. Inappropriate choices that continue to compromise the safety and well-being of each child and/or staff member, may result in suspension or termination of ASYMCA services.

Discipline policies follow the Commonwealth's Behavior Regulations and ASYMCA Child Abuse Code of Conduct which state:

- At NO TIME will physical, verbal or mental abuse or punishment be used. These include, but are not limited to, being shaken, hit, using exercise as

a means of punishment, using belittling or humiliating remarks, making threats or any unkind gestures; and

- No child will be denied snack, restroom privileges or be placed in an embarrassing or restrictive situation as a means of discipline.

ASYMCA staff want children to perceive them as concerned, involved, consistent, caring and respectful. By exhibiting a calm demeanor, few words, and a kind attitude, the results will most likely be positive. Staff will help to redirect behavior and provide a “cool down” area when a student is having difficulty moving past a negative behavior or action. The following guidelines will be followed:

- One minute per year of age of the child may be required;
  - Located in an area where he/she can see and be seen by staff; and
  - Child will be provided with positive materials to assist them in relaxing and recognizing appropriate behavior(s) until they feel ready to return to the group.
- Parents will be informed concerning any behavior issues at pick up each day and serious concerns will be noted on a Behavior/Incident Report which parents and staff sign and is kept on file as part of the child’s record;
  - The ASYMCA recognizes that anyone can have a bad day and each day in the Pre-K is a fresh start with new opportunities;
  - All recurring discipline problems will be brought to the attention of the program director who may schedule a conference with the parent/guardian and child to take place within 48 hours from the request. At that conference, a plan for improved behavior will be developed. A one-day suspension from the program may be applied. A second serious offense will result in a 3 to 5-day suspension from the program. Should parents/guardians refuse to work with ASYMCA staff during this process or the behavior not improve when the child returns to the program, the child will immediately be removed from the program with a prorated tuition given;
  - The director may contact a parent/guardian asking them to pick their child up early due to a serious adverse behavioral issue; and
  - The director reserves the right to terminate enrollment due to behavioral issues that are negatively impacting the Pre-K program.

## **TERMINATION POLICY**

On rare occasions, it may be necessary to discontinue or terminate a child's enrollment. This decision will be based on the best interest of the child concerned, other children in the program, and the well-being of everyone at the school, including staff. Termination may be a result of one of the following, but is not limited to:

- Abuse of other children, staff, or property by child or parent/guardian;
- Continued violation of policies by child or parent/guardian;
- Disruptive or dangerous behavior by child or parent/guardian;
- Disruptive or dangerous behavior by an individual identified as an authorized or emergency pick-up person;
- The ASYMCA's inability to meet the child's needs or the parent's/guardian's expectations;
- Repeated inappropriate behaviors requiring Behavior/Incident Report to document behaviors/actions;
- Repeated late pick-up of child(ren) in our care; and/or
- Nonpayment or habitual late payment of tuition.

## **FIELD TRIP POLICY**

In order to reduce paperwork and "save trees," the Field Trip Agreement signed during enrollment authorizes the ASYMCA to take your child on all school field trips for the academic year (you will receive a two-week advance notice for each planned field trip). This means a separate field trip form will NOT be issued for each field trip. Parents/guardians do have the right to refuse permission for their child(ren) to attend particular field trips, but please realize that you must then find child care during that time as all staff attend field trips. All field trips are provided at no additional fee for students. Field trip information will be clearly posted at the academy on field trip days on the front door. Departure times from the academy and arrival times when we return to the academy will be stated to assist parents in planning pick up. We also like to host in-house field trips.

Should an EMERGENCY occur during a field trip or other times when the child(ren) are away from the academy, ASYMCA staff will follow all Emergency Procedures and Protocols as outlined in the EMERGENCY PREPAREDNESS AND EVACUATION PLAN, located on the Parent Board at the academy.

## **TRANSPORTATION POLICY**

Whenever the ASYMCA transports children to and from school and field trips, parents/guardians can be confident that all safety precautions are taken to ensure the wellbeing of every child. We know the importance of motor vehicle safety and all bus drivers are trained to be alert to any potential dangers to eliminate and avoid them and understand what to do should an emergency occur. All children are expected to remain seated with seatbelts securely fastened at all times and follow the bus riding rules that our staff reviews with them before each trip.

## **CLOTHING/DRESS CODE**

Parents/Guardians are asked to dress their child(ren) suitable for the weather, knowing children will be participating in indoor and outdoor activities. Clothing should be comfortable and appropriate. Please keep in mind, the ASYMCA uses washable paints, crayons, markers, glue, glitter, etc., so clothing could get stained. We do not reimburse for clothing.

For safety reasons, all children are required to wear closed-toe, rubber-soled shoes. **NO clogs, high heels, flip-flops, open-toe shoes (no sandals), Crocs, etc.** are permitted. Appropriate-length shorts and full shirts/t-shirts in summer (no spaghetti strap, tank tops or political or inappropriate slogans on clothing permitted). Having a sweater, hoodie or sweatshirt each day is a great idea since A/C is used to maintain a healthy temperature and air quality within the facility.

During the cool fall and winter seasons, long pants, shirts with long sleeves, socks and sweatshirt or sweater are suggested. Coats, hats and mittens/gloves are required and need to have names printed in permanent marker. We will go outside every day, unless it is storming or the temperatures fall below 40 degrees Fahrenheit or reach 95 degrees (with teacher discretion).

Parents/Guardians are to provide a complete change of clothes (including shoes and undergarments) and place them in a gallon sized zip lock bag with the child's name printed on the bag. These weather appropriate clothes should be changed out for the season and will be kept in the child's cubbie.

## **CELEBRATIONS**

There are a number of special holiday parties and celebrations for children in the FIVE STAR KIDS Pre-K program. Parents will be notified in advance of parties, and parents are invited to join celebrations.

Individual child birthday's may be celebrated, provided that the staff or director have been notified in advance. Celebrations will take place after 2:00pm before parent pick up. All snacks must be **sealed, store-bought with label attached** and we encourage **healthy snacks**. Some suggested snacks are raisins, popcorns, pretzels, veggies and dip, or frozen yogurt. Individual cookies or mini-cupcakes would be fine as well. We discourage balloons for safety reasons. Parents/Guardians are encouraged to ask the teacher or director if there are any students with food allergies in the room so that labels of store-bought items can be carefully checked by the parent purchasing the item(s) and the label can be reviewed by the teacher and/or director. Parents/Guardians should ensure that there are enough snacks to provide one for each child enrolled in the program. These should be delivered and clearly labeled by parents/guardians during the morning arrival.

## **TOYS AND PERSONAL ITEMS FROM HOME PROHIBITED**

In order to better serve each child, we ask that children do NOT bring toys from home. Many, age-appropriate toys, manipulatives and activities (which include ample materials and supplies), as well as digital and outside equipment are provided by the ASYMCA. By not bringing personal items from home (i.e.: toys, video games, iPods, iPads, cell phones, etc.), arguments, theft, and lost items will be avoided. The ASYMCA is not responsible for damage, loss/theft, etc. of any personal items.

## **LUNCH AND SNACKS**

Students must be signed into the program by 8:30 a.m. every day. Morning breakfast (and afternoon snack for Full-Day Pre-K) will be provided by the ASYMCA. Lunch will need to be provided from home. Parents/Guardians are encouraged to pack a nutritious lunch. Junk foods and/or those foods with empty calories are not encouraged. **Candies and sodas are prohibited.** Lunches should come in a lunch box or lunch bag that is clearly labeled with the child's name and date. A refillable water bottle should be sent in daily. Manners and proper table etiquette will be practiced. Open communication and conversations will be encouraged between students and staff and between peers.

A weekly breakfast/snack menu, which includes a minimum of two food groups, is posted for parent information on the Parent Board.

## **REST TIME**

A 90-minute period of rest is included in the daily schedules immediately following lunch. Please see the parent survey at enrollment to notify us if your child is a true “napper”. Per DSS standards, children must be provided a 60-minute rest period. If after 30 minutes they no longer wish to rest, they may choose a quiet activity. We ask families to provide a foldable mat, crib sheet and a SMALL blanket for cover. Blankets and sheets will be sent home on Fridays to be washed and must be returned on Mondays. Mats will be sanitized daily. ALL items should be labeled with your child’s name.

## **OUTSIDE PLAY**

It is the policy of the ASYMCA, and required by the Virginia Department of Education and the Virginia Department of Social Services Licensing Standards, that any child that is participating in the FIVE STAR KIDS Pre-K will have at least 60 minutes of OUTSIDE PLAY each day (weather permitting, of course). Running, jumping and other gross motor activities promote muscle development, strength and endurance, and play a vital role in a child’s wellbeing. Please keep in mind, parents/guardians, if your child is too sick to go outside, then he/she is too sick to attend the program.

## **STREAM ACTIVITIES**

STREAM activities and projects focus on science, technology, reading, engineering, art and mathematics. Weekly, themed-activities promote creativity in areas of study. Students will also participate in Farm to Table initiatives to educate, excite and inspire students to grow their own food by using the Tower Garden, a hydroponic growing system. Students will grow/propagate the seeds in the correct mediums, monitor Ph levels, measure moisture, and harvest and eat the “fruits of their labor”.

## **CHILD ABUSE PREVENTION POLICY**

The ASYMCA is committed to the safety and protection of all children and families and has been for over 130 years. Many changes have occurred in the lives of children and families through the years and most of these changes are positive. However, there has been an alarming increase in child abuse throughout the nation. The ASYMCA is a strong advocate for the child and children’s rights. Mistreatment or neglect of children and its resulting severe effects, in most cases, are of significant concern to the ASYMCA.

As stated in the **Discipline and Guiding Appropriate Behavior**

**Policy**, the ASYMCA emphasizes positive reinforcement, redirection, prevention and the development of self-discipline.

Appropriate touch and expressing warm feelings help children grow into loving, peaceful adults. However, ASYMCA staff and volunteers are sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). Out of concern for the increasing statistics of child abuse\* and neglect, and the fact that the ASYMCA, like many other public institutions, is mandated by law to report suspected child abuse, the reporting protocols, procedures and standards listed below will be followed:

- At the first report or suspicion of child abuse, the staff member, supervisor or program director to whom it has been reported, will immediately inform his or her supervisor(s);

All incidents or alleged offenses will be documented the day of the occurrence;

- The ASYMCA will make a report to Child Protective Services, as per Reporting Suspected Child Abuse 63.2-1509 Code of VA, and will request that the situation be investigated;
- In the event the reported incident or suspicion involves an ASYMCA staff member or academy volunteer, the ASYMCA Executive Director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete;
- All staff members and volunteers will be sensitive to the need for confidentiality in the handling of sensitive information and are instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor;
- ASYMCA staff may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director; and
- Whether the incident or alleged offense takes place on or off ASYMCA premises, it is considered job-related because of the youth-involved nature of the ASYMCA.
- Further, any medical, dental or mental health emergencies will be addressed/shared with parents (depending on the circumstances), with the expectation that proper treatment is secured immediately. Should

there be a medical or dental emergency due to injury at the academy, parents will be notified immediately and first aid/medical attention will be sought.

*\*Child abuse is defined as "mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, or even death."*

## **NO BABYSITTING or PRIVATE VEHICLE USE POLICY**

Effective January 1, 1996, ASYMCA staff are prohibited from babysitting any participants in the ASYMCA programs. This restriction extends to transporting participants to/from the ASYMCA in their private vehicles unless a signed Release of Liability Form from the parent/guardian is on file. Although it is discouraged by the ASYMCA, exceptions may be requested. A written explanation is required before the fact and is subject to prior administrator approval. Parents/Guardians must clearly understand that the ASYMCA cannot be responsible for staff away from the school, outside of staff work hours, and will NOT be liable for their acts or omissions when not on our property in their ASYMCA employee role. Staff would be entering into an agreement as a private citizen and not as an ASYMCA organization employee.

## **FAMILY RESOURCES**

We are here to help. The ASYMCA directly offers a food pantry, a diaper bank, Operation Ride Home (for those families who meet qualifications) and are available to guide families to other community resources should a need arise. For additional resources please visit to the ASYMCA website and select RESOURCES.

## **INSURANCE**

The ASYMCA complies with all Commonwealth of Virginia and the Virginia Department of Social Services licensing standards to participate in liability insurance coverage. Limits and exclusions apply.

## **SUPPLIES**

We know your Pre-K child will be very excited to shop for their very own school supplies as they prepare to start school. Below is the list of supplies

children should bring with them to the **Parent Meet and Greet** scheduled for **August 25<sup>th</sup>**. Please also bring a family picture.

School Supply List:

- 1 box of 16-count crayons
- 1 box of washable markers
- 1 family size box of Kleenex
- 1 package of baby wipes
- 1 full change of clothes including shirt, pants, underwear, shoes and socks.
- 1 box of Ziploc bags (Pre-K 3 = Gallon, Pre-K 4 = Sandwich)
- 1 plastic pencil/crayon box for class use (no names)
- 1 kindermat, crib sheet & 1 SMALL blanket for naptime

## **LICENSING INFORMATION FOR PARENTS**

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and wellbeing of a child, for any part of a 24-hour day, are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

The ASYMCA follows standards for licensed child day centers that address certain health precautions, adequate play space, a ratio of children to staff member (including ensuring continuous supervision of children at all times), equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Virginia Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

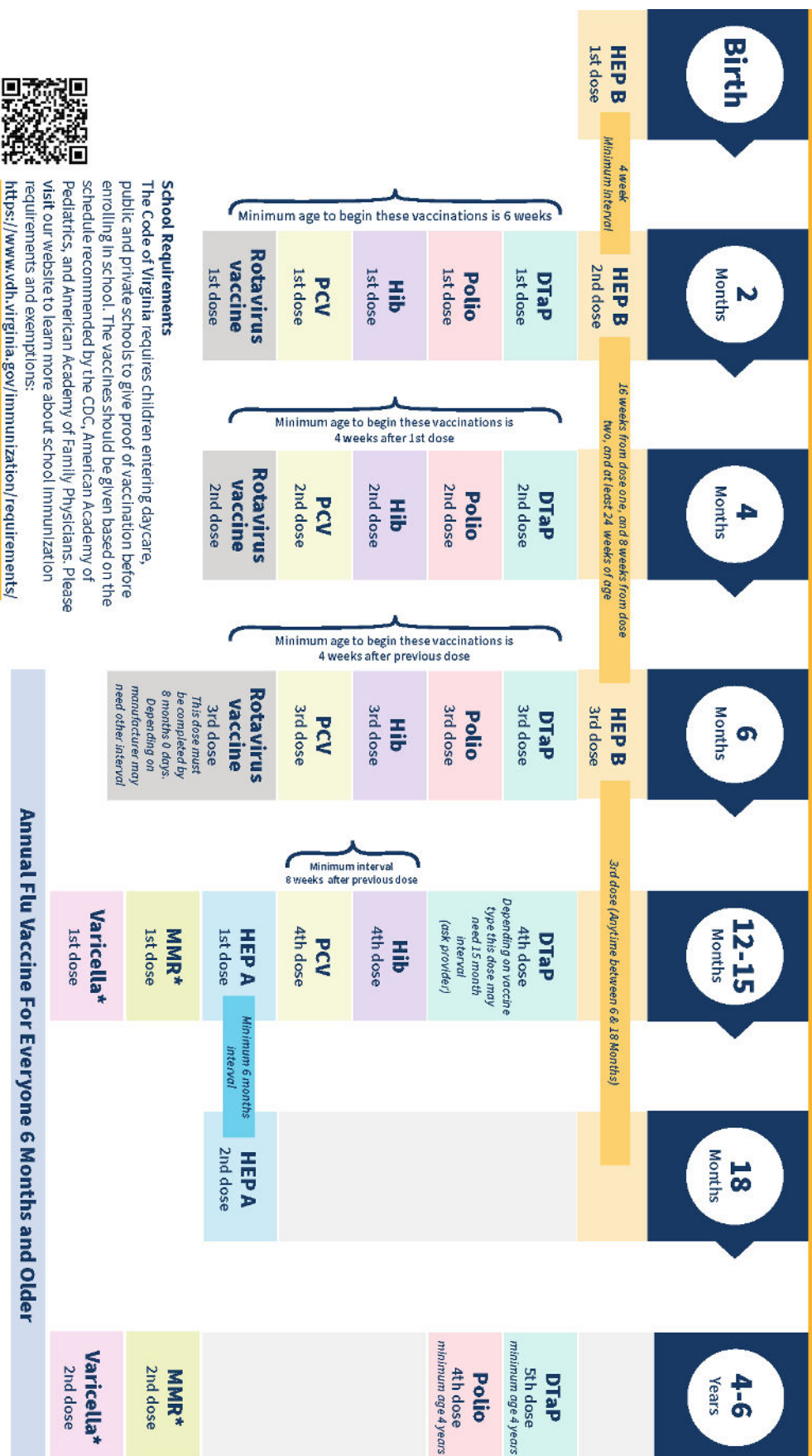
Department of Social Services  
Eastern Regional Office  
Pembroke Four Building, Suite 300  
Virginia Beach, VA 23462-5496  
(757) 491-3990

Armed Services YMCA of Hampton Roads  
FIVE STAR KIDS Pre-K  
1465 Lakeside Road, Virginia Beach, VA 23455  
Tessa Davis, Early Learning Director  
[tdavis@asymca.org](mailto:tdavis@asymca.org)  
(757) 363-1884 ext 8769

# VIRGINIA CHILDHOOD VACCINATION SCHEDULE

BIRTH - 6 YEARS

Updated 8/2022



**School Requirements**  
The Code of Virginia requires children entering day care, public and private schools to give proof of vaccination before enrolling in school. The vaccines should be given based on the schedule recommended by the CDC, American Academy of Pediatrics, and American Academy of Family Physicians. Please visit our website to learn more about school immunization requirements and exemptions:  
<https://www.vdh.virginia.gov/immunization/requirements/>

## Combination Vaccines

Many vaccines are combined into one shot. This is proven to be safe and effective, helping lower the number of shots your child will get.



## Herd Immunity

This protects your community from disease by immunizing as much of the community as possible. This helps protect babies, the elderly, and others who get sick easily!

See current Centers for Disease Control (CDC) recommended schedule for children and adolescents for additional information [www.cdc.gov/vaccines/schedules](http://www.cdc.gov/vaccines/schedules)

