**MISSION STATEMENT**

Our program promotes education while nurturing the whole child in a safe loving environment. We believe that education is a dual responsibility between parents and their child’s school. Building Blocks Preschool is a foundation for your child’s future.

**PARENT POLICIES**

**PARENT INVOLVEMENT**

The staff at Building Blocks strongly encourages and very much welcomes parent involvement. A few ways we can work together are: Volunteering in the classroom on field trips. Parent and staff collaboration is encouraged for special projects, such as building, painting and or repairing equipment for the classroom or school for the benefit of the children. You must attend the field trip to Ocean Breeze or you will need to plan for alternative care for that day.

**PREPARING YOUR CHILD FOR THE FIRST DAY**

Please bring your child with you when you are touring. This allows your child a chance to see the school, meet his or her teachers and peers. Your child will be allowed to engage in the activity at that time if they would like to. It is a must to bring your child to school before enrollment.

**ENROLLMENT PROCEDURES**

Building Blocks Pre-School will happily give you and your child the grand tour. After the tour we will give you an enrollment packet, physical form, price list, this package and any other information that you may need to start school.

This center is an equal opportunity center. We adhere to a policy of making decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability.

 ***Please note the registration fee is an annual, non-refundable charge. The registration fee will hold your child’s place for 30 days unless otherwise specified.***

**ARRIVAL AND PICK UP**

We open at 6:00 a.m. promptly and close at 6:00 p.m. promptly. When arriving at the center, please drive slowly and carefully. Please park in the slots allotted only. Make sure to keep the driveways clear. **DO NOT BLOCK THE FLOW OF TRAFFIC.**

Please hold your child’s hand as you walk in. **Sign your child IN and OUT** on the computer daily. Please walk your child to their teacher or staff member for their age group. NEVER send them down the hall on their own as their classroom may not yet be opened or they may be elsewhere in the building. NEVER LEAVE YOUR CHILD IN AN UNOCCUPIED ROOM. We strive to ensure children’s safety every minute we are open.

When picking up your child, you or your authorized pick up person may be asked to present identification. The center will not release a child without proper identification or consent from the registering parent or to anyone who we feel is under the influence or drugs or alcohol.

If your child is NOT picked up by the end of the day, a late fee of **$1 PER MINUTE** will be expected upon your arrival. This is payable in cash to the staff still caring for your child. If your child is not picked up by 6:30 p.m. and you or your emergency contacts are unreachable or if you have not contacted us, the authorities will be notified and your child may be turned over to the Department of Social Services.

**VOLUNTEERS**

If you, a family member or a friend have a special talent in art, music, cooking, story telling, or anything that may interest the children, please discuss this with the classroom teacher. All visitors must check in at the office immediately upon arrival and prior to going into any classrooms. Special permission and forms need to be attained before volunteering.

**DONATIONS**

All classrooms are equipped with learning and play materials as desired by the teaching staff, but we are always in need of gently used equipment, toys, puzzles, and other child friendly items. Children are very hard on everything they touch so your donations are most appreciated. Through these active donations, we are able to keep our tuition rates low and competitive. We always need:

\*Area Rugs \*Small trays/ buckets \*Riding toys/ bikes \*Book Shelves \*Plastic/ Paper grocery bags \*Outside Play toys \*Sand Toys \*Water Toys

**TRANSPORTATION POLICY**

Building Blocks Pre School DOES NOT provide transportation to and/or from the center. However, we do provide transportation to and from all field trips. Please note the departing time for all field trips. All of our buses are equipped with a first aid kit for each outing and in the event of an emergency. If your child misses the bus on a field trip day, they may not remain at the center.

**VACATION & SICK DAY POLICIES**

BBPS operates on a strict budget. To provide a well-rounded program, all monies are allocated. Your tuition is based on your enrollment space, not your attendance. We will not pro-rate or give credit to your account for sick days or vacation time. You must pay per your payment arrangement whether your child is here or not. Should you decide to take an extended leave of absence, you may decide to disenroll your child to save money. However, please understand that returning to your child’s class is not guaranteed. They may return to the center upon space availability. Also, a re-registration fee will be expected. The school age summer camp program allows for 1 week vacation.

**COMPLAINTS OR CONCERNS**

Any complaints or concerns should be brought to the attention of the Director or Office staff. There is a parent suggestion box located under the check in/out computer. We welcome any and all statements made towards our building or staff.

**FIELD TRIPS**

To promote safety and to provide more opportunities for parent/ child interaction, we try to enlist the aid of parents. All children MUST have an accompanying adult (should be able to drive) to attend Ocean Breeze. If your child’s behavior is disruptive to the field trip, you will be informed & asked to go on the next trip with them.

In order to reduce paperwork and waste, we have a permission slip that authorizes BBPS to take your child on all field trips for the school year. We elect to have one blanket permission slip rather than having separate permission slips for every trip. This would risk confusion, loss and the possibility that we would not be able to take your child for lack of consent. Bad weather, of course, cannot be foreseen. If we decide to make a last minute change, we will call you personally for your verbal consent or send you messages through our computerized system.

Parents are responsible for their own costs, admission fees, or extra fees of the trip if they should decide to go. A non-refundable activity fee will be charged automatically to your account every month. This covers the cost of fees & transportation for most field trips for your child. Activity fees must be paid in advance. Failure to pay will result in termination.

If your child is not here when the buses leave for a field trip, parents will be responsible for meeting the group at the field trip location. This does NOT apply to the beach. All children SHOULD be here at the designated departure time.

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**ENROLLMENT PACKAGE POLICIES**

**UPDATING CHILDREN’S RECORDS**

We cannot stress enough the importance correct information contained in your child’s record. The information you are required to provide must be complete. We must be able to contact you or an emergency contact IMMEDIATELY in the event of an emergency. Please notify the center immediately should a change of address, phone number, emergency contact, employment, or other information occur. We must ensure that all the information for every child is as current as possible. We will provide you with new paperwork and ask that it be completed in its entirety and returned promptly to the office. A new registration must be accompanied unless otherwise told.

This file also contains your contract. Once you sign your contract at the beginning of Summer Camp, or with your start date of your enrollment, you may NOT change your contract. Please see the office if there are any changes you need to make.

**PHYSICAL EXAMINATION/IMMUNIZATIONS**

IMMUNIZATION- Section 22.1 of the Code of Virginia requires that “*documentation of all immunizations received will be obtained* ***PRIOR*** *to each child’s admission to a child care center required to be licensed by the Commonwealth.”*

Each child is required to have a physical examination by or under the direction of a physician. The examination is due within 21 days or enrollment. If you cannot have the physical form turned in within the specified time, a letter stating the date of your appointment should be given. **PLEASE REMEMBER, WE MUST HAVE A COPY OF THE SHOT RECORD FOR YOUR CHILD TO START.** Physical forms can be obtained in the office.

**PAYMENT**

Building Blocks Pre School has many options that may fit your schedule of payment. In addition to your tuition costs, please be aware that there is monthly activity fees that vary per month (see your enrollment package for pricing) and a registration fee of $50.

* **WEEKLY TUITION**: This payment is due EVERY Monday. Late fees of $25 will apply on Thursday
* **SEMI-MONTHLY**: This payment is due on the 1st and 15th of every month. Late fees of $25 will apply 3 days after payment is due
* **MONTHLY**: This payment is due on the 1st of every month. Late fees of $25 will apply 3 days after payment is due

REGISTRAION MUST BE PAID IN FULL TO RESERVE YOUR SPACE- YOU PAY FOR ENROLLMENT NOT ATTENDANCE

Refunds are given at the discretion of the Director.

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**TERMINATION**

Building Blocks Pre School reserves the right to terminate your child’s attendance at our school for such things as, but not limited to:

\*Lack or payment

\*Disruptive & Continuous behavioral problems- either from the child or the parent(s).

\*Parental behavior that is threatening or not in accordance to the age of the children in the center.

\*Emotional problems or learning disabilities that we are not equipped to handle.

**PARENTS ARE REQUIRED TO GIVE (IN WRITING) A TWO WEEK NOTICE UPON TERMINATING YOUR CHILD’S ENROLLMENT**. If this notice is not provided, your account may be charged for two weeks. All accounts must be paid to $0 by the last day of your child’s attendance. Any balance due will be deferred to collections, which may lead to court action, garnishments of salary or your bank accounts. All incurred costs will be passed along to you as part of your settlement.

**SPECIAL NOTICE TO OUR RECIPIENTS OF CHILD CARE ASSISTANCE**

Effective July 2010, Social Services will only provide assistance to you when your child is in our center. They give you 2 days per month to be absent. If your child misses more than 2 days for ANY reason, you are responsible for the tuition charge of $25 per day. Please consult your worker with any questions. Please remember to check in and out every day on the computer.

**CENTER POLICIES**

**OUTSIDE PLAY**

It is our belief that children need, and want, to be outside running freely. Children need the space for such movement and the opportunity on a daily basis if there is to be proper muscle development. If children are to gain strength and development to their fullest, outside play is essential.

It is the policy of BBPS, that all children attending our Pre School will have at least one hour of outside play per day, weather permitting. We will use our gym should the weather be less that 40 degrees, or hotter than 95 degrees. The gym will also be used if it is raining, snowing or if the grounds are muddy or unsafe. The Director will make this determination. Please dress your child appropriately every day according to the weather for their comfort. Children CANNOT stay inside while their class is outside. If your child is too sick to go out to play, your child is too sick to be at the center.

Children are children and may get dirty while playing outside. It is part of their play. We also have a sand box, which the children love. It is part of our outdoor play area. If you are concerned about the sand that may get in your child’s hair, you are free to bring a hat.

Please also note our sunscreen policy. The parent, in conjunction with a signed permission form located in your enrollment package, must provide the sunscreen. Sunscreen must be in its original container and given to the office staff in order to obtain the permission form from your child’s folder. DO NOT leave sunscreen in your child’s locker.

**POLICY FOR MANMADE OR NATURAL DISASTERS**

A man-made disaster consists of, but is not limited to:

\*Lack of heat \*Lack of air conditioning \*Broken piping \*Electrical problems

BBPS will close in the event that the above situations threaten the safety and welfare of the children and staff present. Should the situation occur during operating hours, a staff member will notify the parents or emergency contact promptly and you will be asked to collect your child in a timely manner? A natural disaster consists of, but is not limited to: \*Hurricane (our operating ability preceding and thereafter) \*Flood \*Tornado \*Earthquake \*Snow/Ice Storm

If a hurricane is predicted, the center will close approximately 24 hours out to allow for preparation, safe evacuation of the area, and/or safe travel home from the center. If a flood is predicted the center will close promptly. Flooding in front of the building is cause for concern but not closure. Please take precaution when flooding is seen during pick up or drop off.

If a tornado is spotted (or and earthquake) the children will take cover in the interior hallway or classroom, as directed by the staff. BBPS will take cover in an interior hallway or classroom, as directed by the staff. BBPS will take all precautions to ensure the safety of the children at all times while they are in our care until they are safely delivered to you or your designated emergency persons. You are obligated to pay your tuition should the school be closed during any of these disastrous situations.

**SEVERE WEATHER**

BBPS closes in severe weather at the discretion of the director. A message will be posted on our answering machine. This message will be updated as the conditions improve or worse. We will do all we can to give as much notice as possible. Should the director decide to close during operating hours due to severe weather, a staff member will call parents or emergency contacts as quickly as possible. BBPS is always concerned with the safety and well-being of your child as well as the staff. As a reminder, whenever rain falls, there is the likelihood of flooding. It is difficult for us to call each parent in the occurrence of flood, so please use your discretion upon arrival and drop off of your child. Again, there will be NO credit or refunds due to the unforeseen closure of the school.

**WATER PLAY SAFETY RULES**

BBPS offers water play during the hazy days of summer. We ask that parents provide a swimsuit, towel, water shoes, and sunscreen. It is helpful to dress your child in their suits on their water play day. The center uses sprinklers, wet chalk drawings, water tables, sprayers, and other fun water items for wet & wild activities. The children will go to the pool. You must sign a permission slip.

**FIRE DRILLS**

Fire drills will be a monthly event. We will teach the children the proper way to exit the building and what to do if they cannot get out the first way that they choose. The children will be taught the importance of not panicking and to proceed carefully, quietly, and safely out of the building. Children will be also taught to call 911 if they are in an emergency situation. They will be taught to talk slowly and carefully so that they can be understood. We teach this so that the child is comfortable with it in varied situations. Please explain to your child that the red fire alarms are jot to be pulled. An adult must pull them only. If your child does pull the alarm while in your presence, please alert the office. You may be fined if your child repeatedly pulls the alarm.

**SCHOOL HOLIDAYS**

BBPS is closed to observe the following major holidays:

* New Years Day-January 1st
* Memorial Day – Last Monday in May
* Independence Day – July 3rd
* Labor Day – September’s First Monday
* Thanksgiving Day – November’s last Thursday
* Christmas Day – December 25th

In addition, we usually observe Christmas Eve by closing promptly at 2:00 pm. There will be No tuition credit or refunds given for these closings within the regular week. The school may also be closed for 3 additional days not including days for natural or man-made disasters with prior notice.

**DISCIPLINE**

There will be NO punishment or disciplinary action administered to the body such as but not limited to: spanking, forcing a child to assume an uncomfortable position, restraining movement through binding or tying, enclosing in a confined space, box or similar cubicle, or using exercise as a punishment. Children will not be shaken at any time. The center will never force or withhold food or naps as a means to discipline a child. There will be no abusive language, which would include threats or belittling remarks about any child or family. BBPS will not enforce your home punishments during center hours if it conflicts with a scheduled event or outing.

BBPS uses a Positive Discipline and Redirection. A staff person might remove the child from the conflict &redirect their attention or activity to something else. Should a behavior persist and disrupts the class function, after all other actions have failed, the administration could become involved, further resulting in a phone call to you. Your child could be suspended for the day. Continued displays of inappropriate behavior may result in a permanent suspension.

**SUSPECTED CHILD ABUSE**

BBPS is required by law to report any suspected child abuse or neglect to the Department of Social Services. A child welfare worker, without your knowledge or permission, may interview you child. The law does not require us to alert the parents. If we feel a child is being abused, we will report it to Social Services. The welfare of the child always comes first at Building Blocks.

**FOOD POLICY**

Building Blocks Pre School provides full time students with a Breakfast, Lunch and P.M. snack Monday through Thursday. All meals are prepared on the premises by our staff and follow USDA guidelines and include items from the major food groups including food that is culturally diverse. Copies are provided for you in the main hallway & on bulletin boards throughout the building. All food brought in by parents for a classroom MUST be commercially prepared (sealed) or prepared in a kitchen licensed by the Health Dept. Please inform your child’s teacher if your child requires special nutritional assistance such as allergies or dietary needs.

Fridays are PACK-A-LUNCH day. Please provide a meal that is as low maintenance as possible; meaning it should not need to be refrigerated, cooked, nor heated. A teacher is not always able to leave to heat up or prepare a meal without taking all her children with her. Please ensure your child’s lunch/meal is labeled with their name & date. A simple but nutritious meal that includes fruit, vegetable, bread, meat and dairy is appreciated. There will be a $5 charge applied to your account if your child is not provided with a lunch on Fridays by the time the class sits down to eat.

While BBPS provides students with a Breakfast (@9 am), Lunch and P.M. Snack, there is an A.M. snack that is served from 6:30 a.m. to 7:30 a.m. This meal is NOT covered in the cost of your tuition. It is optional & payable day by day. The cost is $1 per day and includes cereal, fruit & juice. Your child also has the option to bring a meal from home (breakfast or lunch). During summer camp there are certain days children must pack a lunch. Please look at the calendar for these dates and pay attention to signs that are posted at your child’s classroom or message alerts on check in/check out computer.

**HEALTH AND SAFETY**

The health and safety of all the children in attendance is a matter of major importance to all of us. In order to protect the staff & children at the center who are well, we have very stringent rule about sickness. Some important things you should know are:

* For the following reasons, you will be asked to make arrangements to pick up your child as soon as possible. They may not return to school for 24 hours.
* If your child has a fever of 100.5 degrees or higher
* If your child vomits while at school
* If your has 2 or more loose stools/ diarrhea
* LICE – It happens to the cleanest of children. We have a NO NIT policy. If your child is sent home with lice, they will not be permitted to return to school until there are no more nits in the hair or until a doctor’s note is presented.
* CHICKEN POX, MEASLES, STREP THROAT or other childhood illnesses – please notify the office immediately so other parents of children in contact with your child can be alerted. Please ensure they are treated accordingly.
* If your child presents a fever in the morning or other symptoms of illness, please do not medicate to mask the symptoms & bring them to school. Eventually the med wear off & symptoms will appear again & we will be forced to call you to pick up your child. If they are sick, no one cares for them better than you can.

**MEDICATION – OINTMENTS – LOTIONS – CREAMS**

Several staff has been MAT/ CPR/ FIRST AID certified. We are able to give your child over the counter or prescribed medications provided the correct paperwork is completed & the medication is in its original box & container. It must be age appropriated or prescribed by your doctor. This includes, but not limited to, diaper rash ointment, lip balm, lotions, creams, & sunscreen. We must have medication consent form completed by you in order to give these items to your child for a period of 1-10 days. Without this form, we will not be authorized to give t hem to you child. These forms are located in the main office.

Please note: medications which are prescribed or need to be administered longer than 10 days must be certified by their doctor. This includes the form as well. When possible, Long Term medication should remain here in the building to prevent them from being forgotten or lost. Most doctors will prescribe 2 for home and another for the center for convenience.

You must:

* Bring ALL meds, ointments, etc. to the office to ensure the proper medication is listed on the proper form & that the form is completed. NO ITEMS are permitted in the child’s bag, cubby or locker.
* Please keep up with the expiration dates of your form. Short term forms are good only for 10 days. Long term forms are good for 6 months. Upon the expiration of your form, medication can no longer be kept in our center. You must collect them immediately and remove them from the center. Any medication collected within 3 weeks will be discarded.
* *BBPS WILL NOT BE RESPONSIBLE FOR LOST MEDICATION OR MEDICATION NOT ADMINISTERED.*

**OVERVIEW OF IMPORTANT INFORMATION**

* Understand our goals in the care of your child. Bring your child daily & on time. No children are emitted between the hours of 10:30am and 2:30 pm.
* Complete the enrollment package COMPLETELY. All the information requested is required of us to maintain our license. Any missing information is a direct violation of that license & could result in a write up against it.
* Please note a SHOT RECORD is required the FIRST DAY your child starts. It must be current. You have 21 days to provide us with a physical & birth certificate. Failure to turn in these documents may result in your loss of enrollment.
* Update your child’s information as needed. Contacting you in the event of an emergency is vital. Outdated information makes this very challenging.
* Label all items clearly with your child’s name in permanent marker. BBPS is not responsible for lost, broken, or stolen items.
* Building Blocks is not responsible for left items on a field trip or on the buses.
* Building Blocks is not responsible for any electronics or games.
* A change of weather appropriate clothes is required to be on hand daily.
* If your child is sick, has a fever, or is contagious, you are asked not to bring your child to school. If sent home from the center for illness, they may not return for 24 hours.
* BBPS does not give credit for illness, vacation or school closing. Your tuition is expected whether your child is here or not.
* Your contracted tuition amount is due in full in the time frame you have chosen. There will be a late fee of $25 for tuition received after the given time of your financial arrangement.
* You are obligated to the contract in which you select. You may not switch your payment option or tuition schedule, unless you see the office. Please understand that the options of your contract that you choose are legal & binding.
* It is your responsibility to check your account on the computer. If you are late, you may be asked to pay that day or you child may not be taken to class. You will continue to be billed unless you give a WRITTEN 2 WEEK NOTICE to terminate your care. Special circumstance arrangements may be made with the Director but must be made in advance and approved. If this is a repeating habit, you may be instructed to remit 2 weeks in advance in order to stay ahead.
* The center closes promptly at 6 p.m. There will be a $1 per minute charge after 6 p.m., which is due in cash upon your arrival and payable to the staff member still caring for your child.
* Hand-deliver your child to a staff person daily. Do not send your child ahead to class and do not put your child or pick them up from a classroom without alerting a staff member.
* The custodial parent’s right to be admitted to the center as required by 63.2-1813 of the code of Virginia. This means the parents named on the birth certificate may visit &/or pick up your child even if you request them not to, unless you have documentation that states otherwise. Please provide the center a copy of this request so that we are able to legally honor your wishes.

**ORGANIZATIONAL CHART**

MRS. LISA LEE – DIRECTOR

MRS. WALENTINA (VAL) CRANDALL – ASSISTANT DIRECTOR

MRS. RAMONA RICHARDS – ASSISTANT DIRECTOR

YOUR CHILD’S TEACHER

*LICENSING INFORMATION LINE – CHILD DAY CARE CENTER/ FAMILY DAY CARE IN HOME*

*1-800-KIDS-LIL*

*1-800-543-7545*

*LOCAL: 757-491-3990*

* *TO EXPRESS CONCERNS*
* *INFORMATION ON NEW LEGISLATION*
* *TIPS ON CHILD CARE*
* *INFORMATION ON TRAINING*

Building Blocks Pre School does not discriminate against color, creed or race.

**Building Blocks Pre School – A Foundation for Your Child’s Future**