

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 of 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.



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*