



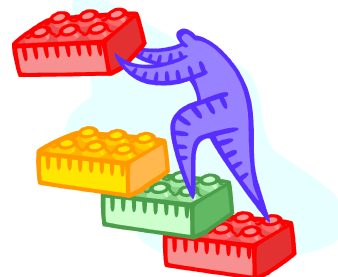
STATEMENT OF PURPOSE

Early Childhood is that most critical period of human growth and development, for it is the period when the foundation is laid. *Building Blocks Pre School* is designed to provide a learning environment to children from 6 weeks–12 years, Monday through Friday, 6am to 6pm that will capture their interest and imagination as well as challenge skills and growth. Our program provides a safe and stimulating environment that encourages children to examine, explore, and discover while thinking independently and problem solving. We recognize that all children progress through the same stages of development, but at their own pace. Our flexible, center-based program allows for those differences by providing a positive learning environment, which promotes the following:

- *High Self-Esteem
- * Atmosphere of trust
- *Recognizing and supporting each child's individual talents and interests
 - *Communicating the importance of respect for others and self
 - *Emphasizing independent thinking and problem solving
 - *Communicating the value of teamwork
 - *Encouraging a child's natural curiosity

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.



GOALS

Our goals are connected to the developmental skills of children. We divide these tasks into 5 major areas:

***Cognitive *Social *Emotional *Physical *Creative**

The following are eight major goals Building Blocks Pre School has for your child:



- **To Grow in Independence**

We believe it is important to help children learn to do things for themselves and to make decisions and choices.

- **To Learn to Grow and Share, as well as to Receive Affection**

We call this “trust” or “bonding” that calls for consistent and respectful care given.

- **To Develop Self-Control and Self-Discipline**

Research shows a positive relationship between decision-making behavior in early childhood years and responsible behavior in adolescence and adulthood.

- **To Learn Non-Sexist Human Roles**

Avoiding stereotypical sex roles is an important aspect in the development of self-concept and self-esteem. To learn non-sexist human values means we encourage both boys AND girls to become competent and convertible in the areas where their talents lie, be it in the kitchen or under the hood of a car.

- **To Begin to Understand Their Bodies**

Good health practices, hygiene and nutrition are basic aspects of the preschool experience.

- **To Learn and Practice Large and Small Motor Skills**

It is the best time to start those life-long good habits and joys, building bridges to a firm math foundation.

- **To Begin to Understand and Control the Physical World**

We want children to be responsive to the world around them, to have an understanding of cause/effects; to be curious; to find and use information and love to learn.

- **To Foster the Development of Both Oral and Written Language**

Children who have a wide variety of experiences with language allow a smoother transition from oral to written language allowing children to also experience the limitless world of reading.

- **Appreciating the Sensory Experiences in the world and managing feelings.**
- **Accepting Disappointments and Substitution of other acceptable plans**
- **Understanding of and Empathy with others**
- **Start to Learn and Appreciated the Wonders of Music and Art**

OPERATING INFORMATION

Building Blocks Preschool Hours of Operation are from 6 am to 6pm Monday to Friday. We open at 6:00 a.m. promptly and close at 6:00 p.m. promptly. Should you need to leave a message outside of those operating hours, you may call us at 757-583-6389.

SCHOOL HOLIDAYS

BBPS is closed to observe the following major holidays:

- New Year's Day-January 1st
- Martin Luther King Day- 3rd Monday in January
- Memorial Day – Last Monday in May
- Juneteenth- June 19th
- Independence Day – July 4th
- Labor Day – September's First Monday
- Thanksgiving Day – November's last Thursday
- Black Friday- November (day after Thanksgiving)
- 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.

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: Attend the Open House in the fall, plan to attend or volunteer for plays, graduation, parties, cookouts, fundraisers and field trips, read a story or do a project with the class too. 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. Please make sure to download the Procure App to help stay informed.

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

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.** All students must arrive prior to 10 am regardless of appointments or scheduling.

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.

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 *Bookshelves *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. The ONLY exception is for our School Age Children who are in our BEFORE & AFTER CARE Program & attend the schools we transport to (currently Crossroads Elementary and Bayview Elementary). 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 and all staff are trained in CPR/First Aid and review guidelines for proper supervision and emergency situations. All students under the age of 8 are required to have a car seat per Virginia State Law. Please ensure that you have the appropriate car seat for your child labeled and dropped off at the front on any field trip days.

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.

PARENT TEACHER CONFERENCES

BBPS attempts to have parent teacher conferences during the school year on an as needed basis. It is important to attend these conferences to get the information needed to help your child succeed in their classroom. We will make every allowance to fit your schedule should a need arise for us to meet with you.

COMPLAINTS OR CONCERNS

Any complaints or concerns should be brought to the attention of the Director or Office staff. We welcome any and all statements made towards our building or staff.

FIELD TRIPS

The setting outside the classroom provides varied opportunities for children to explore things they might otherwise only experience through books, pictures, or films. Several field trips are planned throughout the year. Each correlates with either a unit of study or a current theme or event which allows children to grow educationally. Classroom activities further reinforce the concept gained on these important trips.

To promote safety and to provide more opportunities for parent/ child interaction, we try to enlist the aid of parents. You will be asked to try to take at least one field trip this year with your child. If your child's behavior is disruptive to the field trip, you will be informed & asked to go on the next trip with them.

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 of \$18 will be charged automatically to your account every month. This covers the cost of fees & transportation for most field trips for your child.



ENROLLMENT PACKAGE POLICIES

UPDATING CHILDREN'S RECORDS

We cannot stress enough the importance of 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. Please understand that EVERY FALL, we update the file as well. 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. IF at any time you wish to change your original contract schedule or payment schedule, please see the office so that we can correct your package and have you initial the change.

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 childcare 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 of 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. For children aged 6 weeks to 2 years of age, you must update your shot record every 6 months.

PAYMENT

Building Blocks Pre School has many options that may fit your schedule of payment. Each rate is different per age group and the prices are reflected in your enrollment package. In addition to your tuition costs, please be aware that there is a monthly activity fee of \$18, an annual Cot fee of \$10 and an annual registration fee of \$100.

- **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.

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

Refunds are given at the discretion of the Director.

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 of payment
- *Disruptive & Continuous behavioral problems- either from the child or the parent(s).
- *Parental behavior that is threatening or not in accordance with 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 gives 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 AND the Child Care Subsidy card reader. Swiping daily is the parent's responsibility, and you will be billed for any missed days.



CHILD READINESS

POTTY TRAINING PROCEDURES

BBPS is very happy to assist you in potty training your child. A little bit of information about our techniques and some guidelines:

- At least 1 COMPLETE SET OF CLOTHING IS REQUIRED. Weather appropriated shirt, pants, underwear, socks and shoes are a MUST. This is required throughout the center & should be available to use in other situations as well.
- VELCRO PULL UPS or DIAPERS ONLY PLEASE. In changing 8-16 children under the age of 2, it is very difficult to undress & redress every child & still have time to enjoy fun activities. For this reason, we CANNOT accept "tear-away" pull ups. Yes, they are easy to remove, but not easy to replace- especially in "messy" situations.
- We do physically take and assist children with their toileting needs. A teacher or aide will assist your child as needed. We will not force your child to go to the restroom nor will they be punished for accidents.

Before starting potty training at home:

1. Please talk to your child's teacher so that all adults helping your child with this milestone are all on the same page.
2. Please make sure we are adequately supplied with the supplies outlined above.
3. Please take the time to take your child to the restroom before you leave home, when you arrive at the center, and before you leave the center in the afternoon.

ADVANCING

When your child is enrolled, they are placed in an age-appropriate classroom. Children advance to the next class age level at the end of each summer, with the exception of 6 weeks – 2.5 years of age. Children become comfortable with their surroundings through a 3-day trial period where they are allowed to visit the classroom for ½ day. At the Director's discretion, a child may be moved according to their developmental ability and available space. Parents are notified prior to their children being moved.

NAPTIME

All full-time children are required to nap. A cot or nap mat will be provided to your child every day. All children napping **MUST HAVE TWO COVERS**; a bottom sheet or blanket to lie on and a top sheet or cover. A pillow is optional but if you wish to use one, a pillowcase must be provided. Because we only have a limited supply of spare bedding, you will be charged a \$5 fee to use one of ours. This will cover the cost of replacing or laundering as

needed. It is a violation of the Virginia Department of Social Service regulations for any child to nap without 2 sets of sheets/blankets.

Cots are provided for all children through age 2 and all Pre-K (4's) will use mats. These are provided to your child for an annual fee of \$10. Your child will be assigned a cot/mat at the beginning of the year. Should your child cause purpose damage to their mat, you will be asked to purchase another at full cost. They are the property of BBPS and must remain at the center. Your \$10 fee covers its rental for the time you are enrolled in our center.



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 daily 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 both BBPS and the Virginia Department of Social Services 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 than 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 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
- *Snowstorm

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 precautions when flooding is seen during pick up or drop off.

If a tornado is spotted (or an 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 always ensure the safety of the children 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.

Sign up to receive our Emergency Text Message. Text CAMPUS to 71141 or 40691

SEVERE WEATHER

BBPS closes in severe weather at the discretion of the director. A message will be posted on our answering machine and through our Emergency Notifications. 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 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.

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 not 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.

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 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 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 a day. Continued displays of inappropriate behavior may result in permanent suspension.

SUSPECTED CHILD ABUSE

As required by 63.2-1509 of the Code of Virginia 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 your 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, vegetables, 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.

DAILY SCHEDULE

Your Child will engage in the following activities: Free Time, Breakfast, and Small Group, Large Group, Outdoor Time, Music & Movement, Story Time, Lunch, Nap, Snack, Free Play, Table Toys and more. Please see your child's schedule in their classroom or obtain a copy from the office.

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 rules 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 child has 2 or more loose stools/ diarrhea
- LICE – It happens to be 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 wears 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- SUNSCREEN

Several staff have 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 appropriate or prescribed by your doctor. This includes, but not limited to, diaper rash ointment, lip balm, insect repellent, lotions, creams, & sunscreen. We must have a medication consent form completed by you to give these items to your child for a period of 1-10 days. Without this form, we will not be authorized to give it to your 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. While the school opens at 6 am, the curriculum begins with Circle Time at 9 am. This is very important to your child's learning. Bringing your child in at nap time not only disrupts the class but puts him behind his classmates with material already covered which is why BBPS has a strict cut off time of 10am for drop off. Routine is important.
- 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.
- Velcro Pull Ups or Diapers ONLY please; it is difficult to undress, change, & redress 8-16 potty trainers on a given day, especially when it's messy.

- Label all items clearly with your child’s name in permanent marker. BBPS is not responsible for lost, broken, or stolen items.
- A change of weather appropriate clothes is required to be on hand daily. Shoes must have a back strap – NO FLIP FLOPS will be permitted for preschool program year-round.
- Sippy cups, toys, pacifiers are not permitted in the center.
- Please make sure your child has clean bedding EVERY MONDAY and should be taken home EVERY FRIDAY. A \$5 fee will be charged to every child without bedding.
- 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 your 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 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 22.1-289.054 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 with a copy of this request so that we are able to legally honor your wishes.

ORGANIZATIONAL CHART

MRS. LISA LEE – DIRECTOR

MRS. RAMONA RICHARDS – ASSISTANT DIRECTOR

MS. DORIAN MARTIN- SUPERVISOR

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

“This institution is an equal opportunity provider and employer.”

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

SUPPLY LIST

*VELCRO PULL UPS/ DIAPERS (if necessary)

*WIPES

*TISSUES

*1-2 SETS OF WEATHER APPROPRIATE CLOTHING INCLUDING 1 PAIR OF SHOES

*BOTTOM SHEET/ COVER

*PILLOW (OPTIONAL- BUT COVER FOR IT MUST)

The following items are usually due at the beginning of the school year only.

CRAYONS

SCISSORS

PLAY DOH (2CANS)

GLUE BOTTLE

MARKERS