



BEACH DAY
SCHOOL

• where every child is a star •

**PARENT HANDBOOK
2022 – 2023**

Located in First Presbyterian Church

300 36th Street

Virginia Beach, VA 23451

757-428-6332

www.beachdayschool.com

Table of Contents

Welcome and Mission Statement	2
Certification/Licensing Information	2
A Note From the Director / Program Philosophy	3
About Our Staff	4
Enrollment Procedure	5
Confidentiality	6
Procure Software	6
Payment Policy	7
Withdrawal Policy	8
Program Hours	8
After-Care (Creative Kids)	9
Curriculum	9
Daily Routine	10
Meals	10
Allergies	10
What to Bring	11
Dress Code	12
Notification of Absence	12
Being On Time	13
Arrival Procedure	14
Pick-up Procedure	14
Parking	15
Emergency Alternate Pick-up	15
Discipline	16
Student Termination	17
Parent/Teacher Conferences	19
Agency's Right to Refuse Release and Admission	19
Parent's Right to Immediate Access	20
Mandated Reporting	20
Covid Policy	21
Illness/Accident	21
Dispensing Medication	23
Incident Report	23
Fire/Safety Drills	23
Alternate Safe Location	24
Emergency Closure / Inclement Weather Policy	24
BDS Hierarchy / Governing Board	25
Beach Day Administration	26

WELCOME

Hello Parents! Thank you for choosing Beach Day School!
We look forward to getting to know you and your family.
Please take the time to read the following policies.
This booklet is meant to create a mutual understanding
of the way our center operates.

Feel free to contact the Director with any questions or comments.

Dawn Finguerra

Director

Beach Day School

300 36th Street

Virginia Beach, VA 23451

757-428-6332

beachday@firstpresvb.org



MISSION STATEMENT

Our mission is to be the finest preschool in the oceanfront community. We are committed to creating in children a love of God, a love of learning and a servant's heart in a safe and nurturing Christian environment. Our goal is to more than prepare every child to be confident and compassionate, academically prepared and socially aware.

Certification:

Beach Day School is considered an outreach of First Presbyterian Church of Virginia Beach. As such we operate under *Section 63.2-1716 of the Code of Virginia*, which exempts from licensure any child day centers operated under a religious institution. We undergo annual city and state health, fire and building inspections, and are required to meet federal health and safety standards. Our program annually files documentation with the Virginia Department of Social Services pertaining to our child-staff ratios, fire and health inspections, and other codes as outlined by the *Code of Virginia*. Some of these include accurate record-keeping, employee fingerprinting and background checks, strict adherence to hygiene and standards of cleanliness, proof of child immunizations, unannounced state inspections and mandated reporting, which requires any person providing full or part-time child care for pay on a regular planned basis to report any suspected child abuse or neglect.

SUBJECT: A Note From the Director
TO: Parents

On behalf of Beach Day School and First Presbyterian Church, welcome to the new school year! We are excited to share this amazing time with you and the child you love – the new beginnings, the challenges, the milestones, and growth. We appreciate the trust that you have placed in us to love and to teach your children, both academically and socially. We are now partners! Together, we will see what makes your child unique and special... and work to nurture in him/her a relationship with God, the ability to get along with others, self-confidence, and a love of school. We have important work to do together!

This Parent Handbook is meant to be an informative guide for you, and is a living document. You will be notified of any formal policy changes if and when they occur, via a written policy notice through email. We hope that this handbook will better help you understand the policies, procedures and goals that are important to our program. The well-being of your child, and maintaining Beach Day School's reputation for excellence are our top priorities. For those reasons we go above and beyond what is required by law, and we ask that as parent partners, you provide us with open and honest feedback about your child's experiences here. We continuously work hard to ensure that our school is a warm, loving, stimulating and safe environment for your child's growth and development.

We welcome your suggestions, questions, time and talents. There will be many opportunities for you to participate in your child's Beach Day School experience, and we hope you'll be motivated to do so; please feel free to approach any staff member at any time to find out how! Welcome to the Beach Day family!

Sincerely,

Dawn Finguerra, Director

PROGRAM PHILOSOPHY

We are a developmental preschool, which means we recognize that rates of development and learning vary from child to child. We know that each child is unique and comes to us with a variety of interests and skills. Our joy is watching each child blossom at his or her own rate!

Past and current research from the National Association for the Education of Young Children (NAEYC) supports the importance of both play (child-guided activities) and direct instruction (teacher-guided activities) in learning. Play allows children to explore the world and environment around them, and facilitates creativity, problem solving, language development, cognition and social skills. Direct instruction is just what it sounds like — teachers teaching concepts directly through interactive small and large group experiences. We want children to be knowledgeable about facts AND to be good

and creative problem-solvers. That is why incorporating both child-guided and teacher-guided experiences are vital to children's development and learning.

As a ministry of the First Presbyterian Church, Beach Day School offers a developmentally appropriate school experience which promotes the spiritual, physical, social and cognitive growth and development of each child, in a warm and nurturing environment. At Beach Day School we believe that all life is a gift from God and that each child is a unique and wonderful human being. We are dedicated to helping each child build a positive self-image in an atmosphere that is stimulating, safe and loving.

The staff at Beach Day share the following beliefs, so that we may effectively serve our students and their families, and create and foster a collegial work community:

- God is a loving Creator and made all things. Because each child belongs to God, each child's self-image is one of worth. Beach Day provides children with a place where they experience daily blessings and develop a self-concept based on trust in God, and in the gifts and abilities He has given them.
- We must model the behavior that we wish to see in our students. As examples and representatives of Beach Day School it is essential that we model human virtues such as empathy, caring, helping, loving, kindness and other attributes, when dealing with our students, their families and each other.
- Children are innately curious, imaginative and creative. They learn through exploration and discovery, creative problem-solving, wondering, and asking questions. Play is the work of young children. We must foster and encourage their ability to learn, problem solve, to relate to others and to express themselves through their play.

ABOUT OUR STAFF

The staff of Beach Day School is hired based on a combination of education and/or childcare related experience. Each employee has validated references, undergoes a criminal background check that includes state and federal fingerprint analysis, and are required to receive an annual physical exam. All Lead Teachers are required to receive 16 hours of annual training (continuing education) pertaining to Early Childhood Education best practices while employed at Beach Day School. All staff members are certified in CPR/First Aid, and all Lead teachers are EMAT certified. Staff photos, and a short bio of each staff member's education and experience can be found on our website.

ENROLLMENT PROCEDURE

Registration for the 2's class begins October 1st of the preceding school year. Parents may email tourbds@firstpresvb.org to schedule a tour, or call the Beach Day office to put their names on a call list. Registration forms are in the Beach Day School office, or can be printed from our website.

The following items must be provided to Beach Day School by the first week of school, to satisfy the Department of Social Services Licensing regulations. Please provide the following for your child to attend Beach Day School:

- Proof of Identity - Proof of a child's identity and age may include a certified birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, or passport. Photocopies cannot be accepted. The information will be recorded, and the form of identification will be returned.
- Commonwealth of VA School Entrance Health Form - Each year, every child must show proof of a current physical examination and up-to-date immunization records. This documentation must be signed or stamped and provided on the Form MCH213G or on a physician's form for immunizations that contains a statement that the child is adequately immunized. (Any exception must include notarized documentation stating medical or religious reasons that preclude immunizations)

Additional Forms Needed prior to the Student's First Day of School:

- Emergency Information Forms - to be kept in the student's file
- Emergency Medical Authorization Form - Should an emergency arise, parents will be notified immediately. If your child should need medical treatment, he/she will be taken to the nearest medical facility via EMS.
- Parent Contract and Permissions Form

Registration for preschool (3s and 4's) and Kindergarten classes begins mid-January of the preceding school year. Forms will be sent home to current Beach Day families the first week of January.

Registration forms are accepted as follows:

1. Currently enrolled families will register for the first two weeks of January.
2. Members of First Presbyterian Church will register the third week of January.
3. New families may register the last week of January.

A non-refundable registration fee of \$200 is required for each child at registration. Payments are made payable to Beach Day School. Your child is not considered registered until this fee is paid, AND your paperwork has been submitted.

Our program is available to all children who are at least **2 years of age by September 30th**. To be eligible for our 3-year-old program, we prefer that children are potty-trained. The age cut-off for each program is September 30th.

*** If your child turns 2 AFTER Sept. 30th but BEFORE January 1st, you may put your child's name on our "January Wait List." Being on this list is NOT a guarantee that your child can start school in January! However, if there is an available spot, and if the teacher feels that the classroom dynamic is one that could support introducing a new student mid-year, we will consider allowing your child to start school in January. However, parents must agree that their child would repeat the 2's class the following year, with a different teacher.*

CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Beach Day School strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information.

Outside of Beach Day School, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information.

PROCARE SOFTWARE

Beach Day School utilizes a childcare management software called Procure. Procure provides convenience for parents in two areas – payment and communication. MyProcure is used so that parents may set up their own account, and easily access their ledger and payment history 24/7. To set up your account, simply go to www.myprocure.com. Enter the email address that you provided on your child's registration form, and Submit. Via email you will receive a 10-digit code that you can use to be connected to your account, and set up whatever form of payment you prefer. (i.e., credit card, debit card, EFT, etc.) Once your account is set up, you can make payments via your phone through the ProCare app.

The communications branch of Procure is called ProcureConnect. Simply go to the app store on your phone, and search for the Procure app. The logo looks like this:



Once you've downloaded the app, you can request to receive an email invitation that will allow you to link to your child's account. Through the app, you can access your phone's camera and sign your child in and out of school by simply swiping our QR code, which will be posted in multiple locations throughout the school. You will receive photos posted by your child's teacher, and you and the teacher can text/message through the app.

PAYMENT POLICY

1. Tuition is a fee based on the entire school year. Families can choose to pay for the entire year in full to receive a 10% discount, or in nine equal monthly installments, invoiced electronically on the first of each month, beginning in September and ending in May.
2. Tuition can be paid via cash, check or credit card. **Checks are payable to Beach Day School*
3. Beach Day School reserves the right to charge a late fee when payment is not received by the 20th of the month, unless previously approved by the Director.
4. Students who enroll after the session has begun will be charged full tuition through the 15th of the month. Students enrolling after the 15th will be charged half tuition for that month.
5. All accounts must be paid in full no later than June 1st of the current school year.
6. Tuition payments more than 60 days in arrears will result in dismissal from the Beach Day School program.

A non-refundable registration fee of \$200 is required for each child at registration. Payments are made payable to Beach Day School. Your child is not considered registered until this fee is paid, AND your paperwork has been submitted.

Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, check, money order, or credit card are all acceptable forms of payment. Credit card and EFT payments are required to be paid through our Procure software. All cash payments must be handed directly to Center Director or Assistant Center Director. There will be a \$40.00 fee charged for tuition checks returned by the bank. Parents or legal guardians will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

Families are not permitted to carry balances on tuition accounts. Monthly payments are due on or before the first day of that month. Late payments may result in a penalty fee. Non-payment of tuition for 60 days or more is grounds for immediate dismissal from the

program. Timely payments are essential for continued enrollment. However, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

Tuition is charged based on enrollment, not based on attendance. No refunds or credits will be issued for absenteeism, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

WITHDRAWAL PROCEDURE

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If a family has registered for the coming school year but chooses to withdraw after June 1st, the tuition deposit is no longer refundable. Your child's records are available to be transferred to your child's new educational setting, upon your written request.

PROGRAM HOURS

The Beach Day School office is open from 8:00 am to 5:00 pm, Monday through Friday, September through May. We will be closed for the following events/holidays during those months:

- Parent/Teacher Conferences (held in November and March)
- Teacher Training or Workdays (2 per year)
- Veteran's Day
- Thanksgiving (3 days)
- Christmas (2 weeks)
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Spring Break (always one week before or after Easter)

Students who need to arrive early to school may be dropped off to our Early Birds classroom (Rm. 214) between 8am and 8:40am. The Early Birds program (EB) does not require sign-up, and is first come, first served. The maximum number of students allowed at one time in EB is 20.

All Beach Day classes begin at 9am. Class days/times are as follows:

All 2's classes: (MWF, MTT and TTh).....	9am – 12pm
3's Classes:.....	9am – 12pm
4's Classes:.....	9am – 1pm
Kindergarten:.....	9am – 3pm

CREATIVE KIDS AFTER-CARE

Our After-care Program, Creative Kids (CK), is offered to any enrolled Beach Day student, and is open Monday through Friday from 12pm – 5pm. Parents may sign children up for CK in advance, or as late as 10am the morning of. For staffing purposes, *children added to the sign-up list after 10am will not be allowed to stay in CK.* The maximum number of children allowed at one time in CK is 20. The costs for CK are \$12/hr./child, \$17/hr. for 2 children, and \$22/hr. for 3 children. An invoice based on the previous month's usage will be sent electronically on the first of each month.

CURRICULUM

Our curriculum is developed through teacher observation and evaluation of each child. Concepts and skills are introduced which are appropriate to each child's stage of development (<https://www.verywellmind.com/piagets-stages-of-cognitive-development-2795457>) and which reinforce social, emotional, spiritual, physical and intellectual growth. Concrete, hands-on activities and experiences are planned according to a calendar of themes and units, which are relevant to the children, to provide meaningful learning. Curriculums used include Pocketful of Preschool, Heggerty Phonological and Phonemic Awareness, and Handwriting Without Tears.

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We also conduct professional developments with our staff to provide equal opportunities to gain and improve the knowledge and skills important to their position.

We value your child's experiences. When your child starts at Beach Day School, observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

While Beach Day School is an outreach of First Presbyterian Church, and is ecumenical in its teachings, our student body is also comprised of families from many denominations, as well as families who do not attend church. It is important for parents to understand that our program includes that spiritual dimension. It is equally important for our staff to be sensitive to the different beliefs and customs practiced in families among our student body.

DAILY ROUTINE

The daily routine is subject to change based upon the age and needs of each group. There is a potty time/diaper check multiple times throughout the day, and all potty-trained children are escorted by an adult. Hands are washed after toileting, before and after meals, and after messy activities and outdoor play. Outdoor play occurs daily if weather permits. On inclement weather days, large motor activities are offered inside. Our staff will post the daily schedule and the learning objectives for that day in the classroom. Parents are kept informed of daily activities via weekly newsletters and Procure.

MEALS

Lunch/snack time occurs mid-day, and all students bring are asked to bring a bagged lunch from home. (Beach Day does not supply food.) Meals sent from home cannot be heated up, so we ask that you please choose healthy foods that your child will enjoy cold, such as sandwich components, cheese, fruit, etc. Please avoid sugary foods and drinks. We recommend that children be sent with milk or water to drink. Children eat in their classrooms under the supervision of teachers. The children are active throughout the day, and good nutrition plays an important role in each child's ability to fully participate. Please read labels and strive for a healthy balance. Keep in mind that children are likely to eat fruits and vegetables when they are hungry, and when healthy choices are being modeled by teachers and peers. An ice pack and the avoidance of meats and mayonnaise will help ensure that food does not become hazardous.

ALLERGIES

Beach Day School is not a nut-free school. We do appreciate the seriousness of all allergies, however, and take appropriate measures to keep all children safe. When children are diagnosed with an allergy, or there is a known allergy at the time of enrollment, parents must provide Beach Day School with the following:

1. A written doctor's statement, including a detailed description of the food or other allergen (such as bee stings) to which your child is allergic, and the symptoms of a reaction.
2. Instructions for treatment from your child's doctor in the event that the child experiences an allergic reaction while at school. (All Beach Day teachers are First Aid/MAT certified.)
3. An epinephrine kit, if prescribed, (such as an EpiPen or Twinject) to be used if an allergic reaction occurs.
4. A signed permission form to allow teachers and/or Administrators permission to administer the allergy medication.

Parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergies.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form can be obtained from the Beach Day office, or printed from our website.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

If, for any reason, your child cannot eat a certain food, please discuss this issue with your child’s teacher or the Director. A list of children with allergies to various foods will be posted in each classroom. If any child has an identified allergy, all parents of students in that child’s classroom will be notified. On a daily basis, one of the snack tables in the classroom will be designated as an allergy-free table, for children who do not have foods that day that would cause an allergic reaction. All parents are asked to alert teachers if their child has a snack that contains items another child might be allergic to so that they may seat that child at a table other than the allergy-free one. Your child’s teacher will inform you of “special snack days” and discuss alternative options if necessary. You may be asked to provide special substitute foods for your child during parties and other festivities.

Beach Day students are NOT allowed to share food! Table surfaces are cleaned, following snacks, with an OSHA-approved cleaner. In the event of an allergic reaction, school personnel will administer medication (if prescribed), call 911, and call parents, in that order.

WHAT TO BRING

Children will need one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes: shirt, pants, underwear, and socks. All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, gloves, scarves, and boots. Beach Day School is not responsible for lost or damaged items of clothing.

Please remember to check your child’s cubby on a daily basis to make sure they have seasonably and size appropriate complete change of clothing, and an adequate amount of clean diapers or pull-ups, and wipes.

For nap time (which occurs if your child is signed up to stay in our after-care), mats are provided by Beach Day School. Children who nap can bring a blanket or a lovey that can be neatly stored with the bedding supplies. Blankets must have the child's first and last name on them. We strongly suggest taking the blankets home on Fridays, or as often as needed, to wash them. Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum.

DRESS CODE

Children are engaged in various activities during the course of the day. Some of these activities can be messy and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Please do not dress children in clothing with difficult closures. These types of clothing present particular challenges for children and/or staff in relation to toileting.

Coats, hats, gloves, scarves and/or winter boots must be provided in the winter months. Outdoor play will occur every day unless temperatures are extremely hot or cold (ex.: below 32 degrees Fahrenheit). Please dress your child appropriately for the weather, as playground time typically lasts for at least 30 minutes per day. In the event that inclement weather prohibits outside play, children will be taken to the church Fellowship Hall for creative movement activities.

Children are encouraged not to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Beach Day School will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

NOTIFICATION OF ABSENCE OR LATENESS

Parents who know in advance that a child will be late or absent are asked to notify the center as soon as possible, so that we can best prepare for the school day. Parents can text the teacher via the Procure app, and/or send an email to bdsstudentabsence@firstpresvb.org.

WHY IS BEING ON TIME SO IMPORTANT?

“It’s just preschool.”

Teachers hear this phrase over and over again. Besides the fact that teachers have worked hard to provide learning activities that encompass every available moment of the day, it is important for *you* to know that preschool is not just “daycare” with some extra toys thrown in. At Beach Day we use a carefully devised schedule, along with purposeful play, to expose your child to any number of new experiences and hands-on learning. Those things together honor a developing brain’s need for both sequence and structure, pattern and novelty. All of these elements are crucial to learning; a late arrival on a consistent basis is a disruption to that process.

From your child’s point of view, the reasons are much simpler:

- a. Young children are easily distracted. A classmate who comes into the room after an activity has started causes disruption. Disruptions can take time away from valuable activities.
- b. Your child wants time to visit his/her friends and settle into the classroom routine. Being late doesn’t make that transition easy for them and they may feel anxious or rushed.
- c. Some children are embarrassed when everyone’s attention is drawn to them. Being on time means that they are not an unexpected center of attention.
- d. Children, no matter how young, are very intuitive. When they consistently arrive late to school, they are aware of this fact and begin to associate school with negative emotions like anxiety and embarrassment. Our goal, in these early years, is to make school a place that children associate with friends, learning, fun and security. Consistent tardiness works against this goal.
- e. Children who are late or absent can never recover what is most important: the discussion, the questions, the explanations by the teacher and the thinking that makes learning come alive.
- f. Preschool/Kindergarten children are each assigned daily “jobs” in the classroom. Children who arrive very late often miss the opportunity to perform their assigned task, and their “job” must be reassigned.
- g. Children learn best by example. Developing positive attendance and timekeeping habits at a young age will serve the child well throughout his/her life.

Being consistently late to school can have a considerable impact over the whole school year. The table below shows just how much time can be missed if your child is persistently late to school:

5 minutes late every day = 3 days of school lost over a year
10 minutes late every day = 5 days of school lost over a year
15 minutes late every day = 8 days of school lost over a year
20 minutes late every day = 11 days of school lost over a year
30 minutes late every day = 16 days of school lost over a year

ARRIVAL PROCEDURE

In an effort to reinforce the routines we establish with the children, we ask you to abide by the following procedures:

1. Parents are required to escort their children to the classroom.
2. All children and parents enter and exit the building through the courtyard doors.
3. The courtyard doors are open from **8:50am to 9:05am** and from **11:55am to 12:05pm** daily. They remain locked during the school day.
4. If you arrive before 8:50am or after 9:05am OR, if you arrive for pick up before 11:55am, you will need to ring the buzzer and someone in the office will let you in.

Upon arrival at Beach Day School, the parent or the adult dropping the child off must sign the child into care via the Procure app and our QR code, take children to potty and wash hands, and then drop them off at their appropriate classroom.

Parents are required to notify the child's teacher or the Director of any special instructions or needs for the child's day. Please present the special instructions in the form of an email or text, and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick-Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware of to best meet the needs of your child throughout the day.

PICK-UP PROCEDURE AND SAFETY REQUIREMENTS

At Beach Day School, pick-up locations and procedures differ by grade. 2's and 3's can be picked up at the classroom. 4's and Kindergarten students are typically picked up on the FPC breezeway.

Parents and/or other authorized adults are required to sign children out of care via the Procure app and the QR code. Once a child has been signed out, that adult is then solely responsible for supervising the child in their care, while on agency premises. We know that it is tempting to linger in the FPC courtyard, or on the church grounds after pick-up. Parents are welcome to do so, if the following conditions are met:

- a. Parents are safely and legally parked.
- b. Parents understand that after their child(ren) has been signed out, no Beach Day or FPC staff person is responsible for their actions or safety.

- c. Parents are watching their children carefully, and are not allowing children to run or climb on church property.
- d. Parents are not allowing their children to go behind the benches in the courtyard, and/or destroy plants and landscaping on church property.
- e. Parents may only take children on the playground if no BDS class is there. If parents/children are on the playground when a BDS class comes out, they will be asked to leave.
- f. Children may not run or play on the sanctuary steps.
- g. Parents and children are quiet and respectful, especially if there is an FPC service or funeral being held in the sanctuary.

PARKING

Between the hours of 7 and 9am, all of 36th Street is considered a loading zone... Any car parked longer than 15 minutes will be ticketed. After 9am, all parking in the marked spaces on 36th Street is legal, and available for public use. Parents must park in an available and legal parking space, either on 36th Street or in the church's large parking lot, between the BDS playground and the Princess Ann Country Club.

Please note that illegal parking spots include:

- The driveway of the FPC youth center on 36th street
- Suburban Capital parking lot, across the street on 36th Street
- Spaces designated for residents of Sea Pines Apartments
- The parking lot behind the church (along Sea Pines Rd.), which is clearly marked for patrons of the doctors' offices.

Cars that are illegally parked in these areas WILL BE TICKETED OR TOWED. Please be aware that it is against the law to leave an infant or child in a car unattended. If you are walking with your child to or from the large FPC parking lot, please ensure that you hold the child's hand and watch for oncoming traffic.

EMERGENCY/ALTERNATE PICK-UP ARRANGEMENTS

At enrollment, parents will complete Emergency/Alternate Pick-Up information. Parents are encouraged to include any and all persons who, in the course of events, may at one time be asked to pick-up their child from Beach Day School, including another BDS parent with whom you might carpool. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

The persons on the Emergency/Alternate pick-up form will be required to provide photo identification. There will be no exceptions to this rule. All changes and/or additions to the Emergency/Alternate Pick-Up form must be made in writing (via letter, email or text) and be dated. Only custodial parents have the right to make changes or additions to this form.

DISCIPLINE

Beach Day School prioritizes helping children develop a positive self-image. We hope to encourage each child to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors guides our staff in their interactions with children.

Beach Day believes that children learn best through experiences, and that teachers must be involved in helping children understand the consequences of their behaviors. They must be encouraged to make good choices, and thus be prevented from harming themselves or others. This can best be accomplished through close supervision, behavior modeling, gentle guidance, and redirection.

Beach Day's behavior guidance will always be constructive in nature, and is intended to redirect children to appropriate behavior and to resolve conflicts. Discipline techniques will include redirection, positive intervention (i.e., suggesting alternatives that renew a child's constructive participation and help teach problem-solving skills), logical and natural consequences, and positive reinforcement. Beach Day staff will not, at any time, use physical punishment or verbally abusive remarks such as belittling or threats. If a child needs some quiet time to regain control of his/her emotions, he/she will be directed to a quiet space, which is always within sight and sound of a teacher. If the behavior continues, or escalates, teachers may escort the child to the Director's office, where the child will discuss the behavior with the Director before returning to the classroom. If the behavior is aggressive (biting, kicking, etc.) the parents will be called to pick up the child. It may be requested (for repeated incidents) that the child remain at home for additional days, and the Director and teacher will work with parents on a positive discipline plan to help facilitate the child's return to school.

Child Aggression

Beach Day School recognizes that hitting, kicking and biting behaviors can be expected to occur when toddlers are in group care. We recognize how upsetting an occurrence of

physical aggression can be for parents of both the aggressor and the victim. We know that young children behave this way for a variety of reasons, and most of these are not related to behavior problems, per se.

Beach Day does not focus on punishment for aggressive behaviors, but rather on effective techniques to address the reasons for them. When an incident occurs, teachers respond accordingly:

1. Care is provided immediately for the child who has been the victim of an aggressive act.
2. Teachers demonstrate for the aggressor the results of his/her action (i.e., "Sally's arm is red, and she's crying because it hurt when you bit/hit/kicked her.")
3. Teachers acknowledge the perceived reason for the aggressive behavior, and model an alternative behavior (i.e., "I know you were frustrated because Sally took the doll. Can you say to Sally, 'I would like a turn?'")

When an incidence of aggression occurs, parents of all children involved are informed personally and privately the same day, and given a copy of our incident report form. The names of specific children are not used in the form.

Our teachers express strong disapproval of acts of aggression against another. They work to keep children safe, and to help all students learn different, more appropriate behavior. If any aggressive behavior is ongoing, teachers and parents work together to create a specific strategy to address the situation. We do not and will not use any response that harms a child or is known to be ineffective. If the child continues to act out despite our interventions, he/she may be disenrolled from our program until the aggressive behavior is under control. We encourage parents to bring their concerns and frustrations directly to the teachers; we have current resources on biting available upon request.

STUDENT TERMINATION

The school reserves the right to withdraw a child from our program if we feel it is in the best interest of that student and/or the general student body. Reasons for terminating a student's enrollment include, but are not limited to: an inability of the child to adjust to school; disruptive behavior which makes the learning environment unsafe or not conducive to learning; non-payment of tuition; aggressive and/or abusive behavior of a parent towards staff, and misinformation on any registration forms.

Steps for Referral

1. If a child exhibits behavior that is not age-appropriate and not responsive to typical management techniques, teachers will notify the parents and the Director. These types of behaviors can include (but are not limited to): behavior that is passive, unresponsive, continually disruptive to the class, dangerous or destructive, indicates severely delayed development, and/or sensory impairment.
2. The Director will observe the child and, if necessary, work with the staff on refining teaching methods used. Parents will be included in discussions, and a plan for a consistent approach at home and in the classroom will be formulated.
3. Should a referral for further assessment be deemed necessary, parents will be informed and provided a referral and appropriate resources with the proper agency.
4. Parents have the right to decline special assistance. All refusals will be documented in the child's folder.
5. If a parent is concerned about his/her child's development/behavior, and would like to pay for outside resources to assist within the Beach Day classroom, those arrangements can be discussed and worked out appropriately.
6. If a child's behavior is dysfunctional to the extent that a classroom cannot operate safely with the child present; OR, if the learning environment is significantly altered with the child present, the Director will terminate the child's enrollment in the program. Termination in the program will occur only if the problem persists after each of the following steps have been attempted/documentated:
 - Teacher referral and parent involvement
 - Director Observation and Suggestions
 - Behavior management plan for Home and Classroom
 - Referral to another agency for assistance

Staff will encourage children to respect other people, to be fair, respect property, and learn responsibility for their actions. We will use the following techniques in doing so:

- Planning and preparation to prevent problems
- Consistent clear rules
- Encouragement of appropriate behavior
- Positive guidance
- Redirection
- Involving children in problem-solving.

PARENT/TEACHER CONFERENCES/COMMUNICATION

Parent/teacher conferences are scheduled twice per year, and include an overview of the observations of the child while at the program. Topics will include the child's strengths, achievement of developmental milestones, and social-emotional growth in a classroom environment. Parents are welcome to schedule a conference at any time, and are encouraged to communicate freely with staff and the Director.

During program time, staff members are usually not available to have long conversations. Parents are welcome to write notes, call or send e-mails to the Director. If you leave a message on the answering machine, the Director will return your call as soon as possible.

AGENCY'S RIGHT TO REFUSE ADMISSION

Beach Day School reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with licensing regulations.
2. Staff deems the child too ill to attend.
3. Domestic situations that present a safety risk to the child, staff or other children if the child were to be present at the center.
4. Parents' failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

AGENCY'S RIGHT TO REFUSE RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child, or we may call the police to prevent potential harm to your child.

PARENTS RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Beach Day School as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), Beach Day School must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by law. Beach Day School cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, it is suggested that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Beach Day School are considered mandated reporters, under this law, and are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Beach Day take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (car seats, seat belts)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Failure to attend to the special needs of a disabled child
- Children who exhibit behavior consistent with an abusive situation

COVID PRECAUTIONS (All Covid policies are subject to change per changing local rates of transmission, and amended recommendations from the VDH.)

Policies apply to all, regardless of vaccination status.

If A Person is symptomatic, or tests positive for Covid-19:

- Symptomatic persons (regardless of vaccination status) should begin isolation at home and undergo testing as recommended by their healthcare providers. The day symptoms began should be counted as day 0.
- Persons who test positive (regardless of vaccination status) should isolate themselves at home for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever-free for 24 hours, they may return to programming after Day 5.
- If returning to the program on Day 6, masks are required Days 6-10.
OR
- If the individual is unable or unwilling to mask during Days 6-10, (including children under age 2), VDH recommends persons follow the CDC “test-based strategy,” which now includes **two negative tests, two days apart**, after 5 days of isolation. The first test should be administered on day 6, the second test should be 48 hours after the first test. If both tests are negative, the student or staff member may return to school on Day 8 without masking. **You must have two negative tests to return to school.**
- Rapid Covid tests can be requested from the Beach Day office.

If a Person has been exposed to someone who has tested positive for Covid-19:

- For persons who have had recent confirmed or suspected exposure to an infected person (regardless of vaccination status), quarantine is no longer recommended for K12 School and Early Care settings. Asymptomatic individuals may continue to attend program.
- If a student or staff person has ongoing household exposure to a person with COVID-19, VDH recommends students, families and staff consider more frequent, or daily testing. Beach Day School offers rapid Covid tests to any families who request them for this purpose.

ILLNESS OR ACCIDENT / COMMUNICABLE DISEASES

Illness

For the protection of all Beach Day students and staff, do not bring your child(ren) to school if they are sick. Students arriving at school who are noticeably ill will not be

admitted for that day. Parents will be notified immediately if a child becomes ill during the school day.

Please do not send your child to school if the following symptoms are present:

- Fever of 100 degrees or above (within the past 24 hours).
- Needs fever-reducing medication to maintain a normal body temperature.
- Vomiting for any reason.
- Diarrhea.
- Chronic cough.
- Excessive mucus coming from nasal passages, mouth or eyes.
- Needs cold medicine to suppress sneezing, coughing, or runny nose.
- Has an unexplained rash which has not been treated by a doctor.
- Any other symptoms of communicable disease.

When a child is prescribed antibiotics by a doctor, parents must wait 24 hours after the first dose of medication before sending the child to school.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children who have diagnosed with a contagious disease, or who return to school with symptoms must present a doctor's note stating they are no longer contagious and can return to the program. Beach Day School reserves the right to refuse to allow a child to return if staff believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Accident

If a child is injured after arriving at school, the parent will be called immediately. The child's registration form requires home, cell, office and emergency phone numbers. It is the parents' responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be called.

If the child is injured during the day, the parent will be contacted to pick up the child. If we cannot contact a parent, we will call the emergency contact. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care for a sick child, and has transportation to Beach Day School. If the child would require treatment in the Emergency Room, the parent will be contacted and arrangements will be made for transporting the child to the Emergency Room.

If the child needs immediate medical attention, the staff will call 911. Then the parent will be called. If we cannot reach the parent, the emergency contact will be called. The teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms, including the The Emergency Medical Authorization Form.

DISPENSING MEDICATION

Beach Day School will only dispense over-the-counter and/or prescription medication that is in its original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Parents are required to submit a completed a Medication Form each day that medication is to be dispensed. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given. Medication will be stored in a locked area, out of the reach of children.

INCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident Report. The Incident Report will be placed in a sealed envelope and put in the child's cubby. Parents are required to sign the report at pick-up time and return it to staff. Should a person other than the parent pick-up the child, a parent must sign the report and return it to the Director within 24 hours.

FIRE / SAFETY DRILLS

Fire drills are conducted every 30 days. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program.

Intruder drills are conducted twice, annually. These drills are discussed with students for several days before they take place, and they are presented to the children as “Safety Drills.” Discussions include phrases like, “We wear seatbelts in the car so that we can stay safe, and we have safety drills at school for the same reason.” Scary words like *intruder, gun, shooting* or the like are never used with students.

In the event of a real fire/emergency situation, the Director will inform staff that the school will be closing early. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

ALTERNATE SAFE LOCATION

Should the Director or any emergency services personnel determine that the facility is too dangerous to be occupied, the staff will walk with the children to the church’s large parking lot, located between our playground and Princess Ann Country Club. Once all students are safely assembled, the staff will begin contacting parents or emergency contacts for pick-up.

EMERGENCY CLOSING AND INCLEMENT WEATHER

Beach Day School relies on the public school system to determine whether streets are safe for travel or not. Even though many BDS families might live close by, and the way seems clear for the short distance they might need to drive, many of our teachers live farther out, in places like Norfolk and Portsmouth. We want *everyone* to stay safe. NO day at school is worth someone’s life. That is why our policy is as follows:

**IF VIRGINIA BEACH PUBLIC SCHOOLS ARE CLOSED, WE ARE CLOSED.
IF THE VIRGINIA BEACH PUBLIC SCHOOLS ARE DELAYED FOR TWO (2) HOURS,
BEACH DAY SCHOOL WILL OPEN ON TIME.**

Beach Day School does not make up days that school is closed for inclement weather. If days missed in any given year become excessive (i.e., more than 5), the Beach Day Board will meet to discuss the possibility of makeup days, and all parents/caregivers will be notified. Decisions made about Beach Day School emergency closings will be relayed via Remind app text, email, and will be posted on the school’s website, Facebook page and Instagram site.

If Beach Day must close during the day, staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is given.

BEACH DAY SCHOOL HIERARCHY AND GOVERNING BOARD

The Christian Education Committee oversees the operation of the Beach Day School. The Director Christian Education provides staff supervision. Beach Day School is organized as follows: Director, Assistant Director (and/or Curriculum Coordinator) (Amended 7/12/18), teachers, and teachers' aides.

Relationship of Beach Day School to First Presbyterian Church:

The Beach Day School will be a part of the total ministry of First Presbyterian Church. The Session will take final responsibility for its operation. The FPC Christian Education Committee will approve the appointment of the Beach Day School Board members according to the First Presbyterian Church Manual of Policies and Procedures. The Beach Day School Board is charged with the task of establishing policy and overseeing the effective ministry of the school. Beach Day School operates within the First Presbyterian Church building. They share classroom space with the Sunday School presided over by the Christian Education Committee. The Beach Day School Director shares calendar and space needs with the Christian Education Director and the church Administrator in order to keep channels of communication open. Beach Day School, under the supervision of the Beach Day School Board, operates its finances independently. The Director of Beach Day School will be provided access to the Personnel Committee of FPC in the event of any grievance, or when the position of the Director Christian Education is vacant.

2022-2023 Beach Day School Board

Dawn Finguerra, Director beachday@firstpresvb.org
Elizabeth Zak, Curriculum Coordinator elizabethbds@firstpresvb.org
Catherine Sheppard, BDS Chair catshepp@gmail.com
Megan Garrod, Vice-Chair mewalter1@gmail.com
Lucky Peterson, BDS Parent Representative luckycp@terrypeterson.com
Sandy Cowden, FPC Representative smcowden@aol.com
Tara Scheier, Teacher Representative pickwick78@gmail.com

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