

# Leake's Chapel Preschool

## Handbook

2334 Honeyville Road  
Stanley, VA. 22851  
540-778-3008



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Dear Parents:

We want to thank you for your interest in Leake's Chapel Preschool. We are very excited about our preschool and look forward to the opportunity to getting to know your child and developing a warm and caring relationship with them.

After we have received your enrollment form we will be getting in touch with you later in the summer to let you know when orientation has been scheduled. This will give you and your child an opportunity to meet us, see our classroom and ask any questions. We will be going over some information and helpful hints at this time as well.

Until then, to help prepare your child, we encourage you to talk with them about preschool. We will have bible time, play time, story time, crafts, music, learning games as well as activities to help with numbers, letters, shapes , sounds and reading readiness.

Again, we thank you and if you have any questions, please feel free to call the preschool at 540-778-3008, Tracy Kendig at 540-652-0016 or 540-435-0690.

We look forward to our new adventure together!

Leakes Chapel Preschool

## **Entrance Requirements**

Any child regardless of race or creed is eligible to be enrolled at Leake's Chapel Preschool. The child should be toilet trained and be at least 2 years of age before September 30. The child must be in good health and the parent/guardian must submit a form that states he/she has had all necessary immunizations and provide a birth certificate.

## **Purpose**

To provide a ministry and service to children and families both in our church and in the community by operating a non-profit Christian preschool sponsored by Leake's Chapel Church of the Brethren being governed by a committee of church members. To provide the opportunity for children to develop spiritually, emotionally, socially, intellectually and physically.

## **Individual Development**

This is stressed through fine motor skill activities such as drawing, coloring, writing, cutting and art. Interaction with other children their age, through social development, daily circle time with calendar, weather, graphing and counting. Also, group learning games which focus on cognitive skills. Daily story time to develop each child's attention span and comprehensive skills.

## **Registration Fee**

A registration fee of \$40 is to be paid when the parent/guardian submits the preschool enrollment form. The fee is non-refundable should the parent/guardian cancel.

## **Tuition**

The tuition fee is figured on an annual basis, or is payable 9 equal monthly installments. The tuition cost is \$95.00 monthly. Payment is due no later than the 5 of the month. Checks should be made payable to Leake's Chapel Preschool. Parent/guardian is responsible for delivery of payment, not the children. Payment is to be deposited in Tuition Box located outside of Preschool room.

## **School Day - Arrival and Dismissal**

If enrollment supports this- Classes are held on Monday, Wednesday and Friday mornings from 9:00 - 12:00 for 4 & 5 Year olds. Classes for 2 & 3 year olds are on Tuesday & Thursdays from 9:00-12:00. If enrollment is low, class will be held on Monday, Wednesday, and Friday for ages 3-5. In order that teachers may prepare, parents are asked to bring their children no earlier than 5 minutes before class begins and pick them up promptly at 12.

## **Attendance/Absences**

Regular attendance is expected unless the child is ill. We would appreciate it if you would notify us if your child will not be here.

## **Snow Days**

In circumstances of inclement weather, if public schools are closed, we are closed. If public schools are on a 1 or 2 hour delay, we will open at 10:00 am.

## **School Make - Up days**

We will make up any days missed by using scheduled holidays or extending our day by 30 minutes.

## **School Closings for Holidays**

Information will be sent home before the holidays to let you know the exact days off. Thanksgiving break is usually the Thursday & Friday of that week. Christmas break and Spring Break usually follow the public schools schedule.

Exempt Child Day Centers

Public Disclosure Statement

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**FOOD SERVICE** (check appropriate responses)

The center doesnot intend to provide food services. The description of the service consist of the following:

hot breakfast \_\_\_\_\_

cold breakfast \_\_\_\_\_

combination (hot/cold) breakfast

mid-morning snack \_\_\_\_\_

hot lunch \_\_\_\_\_

cold lunch \_\_\_\_\_

combination (hot/cold) lunch \_\_\_\_\_

afternoon snack

**HEALTH REQUIREMENTS FOR STAFF**

Staff employed at the Center Must be certified by a practicing physician to be free from any disability which prevent them from caring for children. Documentaion is on file at the Center.

**PUBLIC LIABILITY INSURANCE**

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

## **State Compliances**

### **Appropriate Supervision of Children and Criminal Record Checks of Employees**

We need the exemption law which requires us to have the following:

Staff/child ratio: 2 staff required for 11-20 children.

Section 63.1-198.2 requires criminal record check for prospective employees, volunteers, and any person involved in the operation of the facility in which the preschool is located. Sworn disclosure statements are also required to prospective employees.

## **SAFETY ON PREMISES**

The preschool is in compliance with state regulations which ensure that all areas of the premises accessible to children are free from obvious injury hazards.

## **WITHDRAWAL**

If you need to withdraw your child from preschool, we request a conference between the parents and teachers before this occurs. Any payments or refund will be discussed at this meeting.

## **RECOGNITION OF CHILD ABUSE AND NEGLECT**

Our staff understands and is in compliance regarding recognition of child abuse and neglect as stated in Sections 63.1-248.2 of the Code of Virginia.

## **MESSAGES**

Verbal messages from children cannot be accepted. Please send written messages in a marked envelope. Please inform the school by telephone, written note signed with your contact number, or in person if your child will be picked up by someone different.

## **MEDICATION**

Please do not send medication of any kind to school with your child. Teachers are not allowed to give medicine to children.

## **HEALTH**

For your child's safety, please keep your child at home with he/she shows symptoms such as nausea, vomiting, diarrhea or fever. If your child develops any of these symptoms at school, we will contact you immediately.

## **Toys**

We ask that your child not bring any toys to preschool with them. We have play centers that are available. We may have a Show and Tell from time to time and your child may bring their favorite toy at that time.

## **CLOTHING & MISCELLANEOUS ITEMS**

Dress your child in play clothes and comfortable shoes. Each child should have a complete change of clothing (including socks and underwear). Each item should be marked plainly with the child's name. Please put items in a large Ziploc bag and bring them to orientation which is scheduled before school begins.

## EXEPT CHILD DAY CENTERS

### PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.1-196.3, allows child day centers operated by religious institutions, the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet requirements of the exemption law.

#### Exemption

In compliance with the Code of Virginia, this Center is exempt from licensure and is classified as an "Exempt" child day center.

Qualifications of Personnel (Check appropriate response)

Attached are position descriptions of staff presently employed with the Center.

Staff position descriptions are posted for your review.

#### Descriptions of Facilities

The Center is located at Leakes Chapel Church of the Brethren.

The size of the building is 15' 7½" x 30 3'.

The number of rooms used for the Center is 2.

The kitchen facilities are available for use by the Center.

Play equipment consist(s) of Water/sand table, housekeeping center, art center, dress-up center, reading center.

#### OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:

Social Hall can be used for Preschool Programs.

#### ENROLLMENT CAPACITY

The maximum number of children that the Center will enroll is 20 per class. This figure is dictated by the local building inspector.



EXEMPT CHILD DAY CENTERS

STATEMENT OF CODE COMPLIANCE

Leakes Chapel Preschool operated by Leakes Chapel Church of the Brethren

Name of Center

Name of Sponsor

located at — 2334 Honeyville Road, Stanley, VA. 22851

Address of Center

has disclosed in writing to the parents or guardians of children enrolled that the center is exempt from licensure and the qualifications of personnel employed.

The center's physical facilities enrollment capacity, food services, health requirements for the staff and public liability insurance have been described in writing to the parents or guardians of the children in the center. The above information has also been made available to the general public.

The Center has established and implemented procedures for:

Hand washing by staff and children before eating and after toileting

Appropriate supervision of all children in care, including daily intake and dismissal procedures to ensure safety of children

A daily simple health screening and exclusion of sick children by a person trained to perform such screenings

Ensuring that a person trained and certified in first aid is present at the center whenever children are present

Ensuring that all children in the center are in compliance with the provisions of 3.1-46 regarding the immunization of children against certain diseases

Ensuring that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under playground equipment

Ensuring that all staff are able to recognize the signs of child abuse and neglect