

TEAYS VALLEY CHILD DEVELOPMENT CENTER  
PARENT HANDBOOK

Day School and Preschool

**Mission Statement:**

Teays Valley Child Development Center is dedicated to serving the community by providing care, protection and educationally stimulating experiences for young children in a Christian atmosphere.

**General Purpose:**

The Teays Valley Child Development Center functions as an outreach of the Scott Depot Christ Fellowship and maintains itself as a community service to provide care and protection of young children, supplementary to their home care, and to provide educationally stimulating experiences in a Christian atmosphere. Such care includes nutritious meals and the provision of a wide range of learning experiences in an enriched learning environment under the supervision of a professionally trained staff.

**Policy Statement:**

It is the policy of the Teays Valley Child Development Center to accept children without regard to race, color, creed, religion, sex, national origin, handicap, age or marital status of parents. There is no distinction in eligibility for admission or in the provision of services. All facilities, programs and activities of the center are provided without discrimination.

**School Hours:**

The Center opens at 6:00 am and closes at 6:00 pm, Monday through Friday. The **day school** program functions between these hours. Our **preschool** is a three hour program divided into four class options: 5 day (M-F) morning classes from 8:30-11:30 am; 5 day (M-F) afternoon classes from 12:30-3:30 pm; 3 day (Mon, Wed, Fri) morning classes or 2 day (Tues, Thur) morning classes from 8:30-11:30 am.

**ADMISSION POLICIES AND PROCEDURES**

**Requirements for Admission:**

A parent must first make an application for a child. We are licensed to accept 160 children that are between the ages of 2 years (potty trained) and until children enter sixth grade. Once accepted, a nonrefundable enrollment fee of a designated amount must be paid to secure a child's entrance to the center. Listed are the forms included in the

admission packet, all of which must be completed prior to the child's admission into the center.

The admission packet includes:

1. comprehensive application
2. physician's report
3. WV provisional certificate of immunization
4. two notarized emergency forms
5. payment agreement
6. complaint/grievance notice
7. policy agreement form
8. food reimbursement eligibility form
9. information about Child Care Food Program

### **Preadmission Visit:**

It is recommended that the parents and child pay a preadmission visit to the facility in order to prepare the child for the preschool experience. During this visit, the parent is to be informed of the facility's policies and program, and receive a curriculum overview. The Center will accept children with special needs, physical or emotional, if need can be provided, or center will provide other resources available in the area. This should be discussed in preadmission visit. Any questions pertaining to the school should be clarified at this time.

The parent who enrolls his/her child in Teays Valley Child Development Center has continuing responsibility to inform us of the legal status of the parties involved in the custody of the enrolled child and any subsequent change in custody status.

The enrolling parent or legal guardian will be asked to prove that his or her instructions on releasing the child from the program are in accordance with the law and not in violation of the other parent's or legal guardian's rights. The center will ask for a copy of the portion of the divorce document that outlines custody arrangements to be part of the child's file. **If either parent is prohibited from picking up the child, a court order is required to be a part of the child's file.**

The Center will abide by all legally served court orders. We will communicate to the parent or legal guardian who enrolled the child when a court order has been served to us. We depend on parents to keep us informed on the issues of custody. Communication between the custodial parent (s) and the center's staff is vital.

### **Enrollment in Teays Valley Christian School:**

The Teays Valley Child Development Center and the Teays Valley Christian School, although operating under the auspices of the Scott Depot Christ Fellowship, are separate organizations. **Enrollment in one does not automatically enroll the student in the other.** If you desire to enroll your child in Teays Valley Christian School, contact the school secretary at 304-757-9550 or stop by the school office.

## POLICIES OF OPERATION

### Day Care:

Please note the following:

1. All tuition fees are due the first attendance day of the week unless special arrangements are made with the director. **If payment is not received in the current week, a \$20 late fee will be added to the account.**
2. Tuition fees are assessed on the basis of the schedule of attendance that you establish with us for your child. A total of five (5) absences will be permitted during any one term, summer or school year, for a child enrolled five (5) days per week. (Children enrolled less than five (5) days per week will receive absence coupons on a prorated basis-one (1) coupon per term for each day per week enrolled.)
3. After an account has reached \$50 and no payment is received or arrangements made to pay it, the center is no longer obligated to offer child care services to that family.
4. The center is open from 6:00 a.m. to 6:00 p.m. Please pick up your child by 6:00 p.m. A late charge of \$5 will be added to your account for every ten (10) minute period after 6:10 p.m. that your child remains in our care.
5. Please send your child in play clothes. If your child stays for nap he/she will need a backpack with a small blanket, pillow, flat sheet (twin or full), a change of clothes (everything including shoes and socks) and you may send a stuffed animal or equivalent for comfort while sleeping. Be sure to put your child's name on every item. Toothbrush, toothpaste and a small cup is needed for after lunch.
6. Please encourage your child to leave his/her toys at home.
7. If you wish to bring items for parties, it must have a nutrition label of ingredients and may not contain nuts. We are a peanut-free facility.
8. It is the policy of the center to accept children without regard to race, color, creed, religion, sex, national origin, handicap or marital status of the parents. There is no discrimination in eligibility for admission or in the provision of services.
9. Menus of snacks and lunches are posted outside the three and four year old classrooms. This is to inform you of the nutritious meals and snacks served at our center. No other foods can be brought from home unless a special dietary needs form is completed by child's physician.
10. Medical policies that you need to be aware of:
  - a. A physician's report and immunization certificate must be on file prior to enrollment and must be updated bi-annually.
  - b. The center must have written permission in advance from the child's physician and parents before medicines will be administered. Prescription medications must be labeled by the pharmacy with the child's name.
  - c. **A special dietary needs form is available that must be signed by your physician for any special diet restrictions or food allergies.**

- d. The medication will be administered according to the instruction of the physician. For prescription medications, these instructions must agree with the pharmacist's label. Parent
  - e. The medications shall be kept in the labeled containers.
  - f. The center shall keep the medicines out of the reach of the children.
  - g. In order to set a good standard of health, the center shall notify parents if a child becomes ill (vomiting, diarrhea or any other communicable disease) or has a fever of 100 degrees or above. Arrangements must be made to pick up the child as soon as possible and **child shall not return to center until fever free (without fever reducers) for 24 hours.**
11. The Teays Valley Child Development Center carries liability insurance.
  12. A one (1) week written notice is required when withdrawing your child from our center. In lieu of proper notice, one (1) week's tuition will be due at time of withdrawal.
  13. Please call the center by 9:00 a.m. when your child will be absent or arriving late so your child will be counted for lunch.
  14. Parents need to read and discuss with child care administrators and staff questions about information included in this handbook to assure families understand as much about our center as possible and are required by state regulations to sign forms to verify this communication.
  15. Parents are expected to park and then escort their child from the car to the room. Vehicles should be turned off and brakes applied when left unattended. Please leave out the back of the parking lot to assist in the flow of traffic.

The Teays Valley Child Development Center, being a ministry of the Scott Depot Christ Fellowship, provides care for her children in a Christian educational atmosphere.

The children and teachers will be involved in the following religious activities:

- a. singing of religious songs and choruses
- b. prayer at the beginning of each day and at snack and lunch time
- c. Bible stories
- d. Scripture memorization
- e. audiovisuals

### **Preschool:**

Please note the following:

1. All tuition fees are due in advance on the first attendance day of each month for that year.
2. There will be no fee remissions or allowances for your child's absences on his or her regularly scheduled attendance days. Enrollment of your child and your fee payments reserve a place for your child on the day for which he or she is scheduled. We must operate on a definite expenditure budget. Our budget is determined by your agreed upon attendance days. It would be unfair to us and

to those on our waiting list to allow payment only at your convenient attendance. Thank you for your understanding.

3. After being two weeks late in payment, we shall no longer be able to accept your child unless the center is contacted and special arrangements are made.
4. Please pick up your child at 11:30 a.m. or 3:30 p.m. Any child staying longer than 11:30 a.m. will be sent to day care. The first hour in day care will be provided at an hourly rate. Your child will be served lunch at an additional charge if he/she remains in our care when lunch is served. West Virginia State Licensing requirements state that all children in attendance should participate in the hot lunch program. If a child stays longer than one hour, you will be charged the standard amount for a half day of day care.
5. Please send your child in play clothes.
6. If at any time you wish to terminate your child's enrollment, a one month notice is required. In lieu of proper notice, a month's tuition will be due at the time of withdrawal.
7. Please encourage your child to leave his/her toys at home.
8. If you wish to bring items for parties, it must have a nutrition label of ingredients and may not contain nuts. We are a peanut-free facility.
9. The Teays Valley Child Development Center carries liability insurance.
10. Preschool follows the Putnam County School schedule regarding holidays and snow days.
11. The children will be going on various field trips. You will receive a schedule a week in advance notifying of planned trip and a permission slip to be signed before child will be able to participate.
12. There is no formal dress code. Children may wear appropriate apparel for the season.

Thank you for considering this information. Your cooperation in helping us to carry out the above policies greatly aids our endeavor to maintain a workable, quality school and to provide the best possible care for your child. The children and teachers will be involved in the following religious activities:

- a. singing of religious songs and choruses
- b. prayer at the beginning of each day and at snack and lunch time
- c. Bible stories
- d. scripture memorization
- e. audiovisual

This gives your child a simple, balanced reinforcement of genuine values and ideals.

## **EDUCATIONAL PROGRAM**

### **Learning Environment:**

A cornerstone to the educational program of any preschool is the provision made for the learning environment. The basic components of a learning environment are space, equipment and materials, and time. The integration of these three elements greatly contributes to the overall atmosphere of the total preschool program.

Seeing that space, equipment and materials, and time are key elements to an educationally sound learning environment; we have tried to fulfill these requirements in terms of room and playground arrangements, the provision of a variety of equipment and materials, and a daily schedule which seems conducive to the learning processes of the children. Supplementary measures are and will continue to be made to provide even higher quality school experiences.

### **Curriculum Development:**

Curriculum development is primarily perceived as the ongoing process of planning and providing educationally stimulating learning experiences in a variety of curriculum areas which are developmentally appropriate for preschool children. Though the development of curriculum into specific units of study is primarily the responsibility of the director or teacher in charge of curriculum, the implementation of the designed plans into classroom experiences is the job of the individual classroom teachers, who supplement the activities whenever possible.

Specifically, the learning activities are outlined on a weekly lesson plan. In addition to the regular learning activities, other themes are introduced as materials, resource persons, slides, filmstrips, movies, etc. become available.

Field trips are also scheduled which are within walking distance of the center. We do not transport the day school children under kindergarten age on field trips due to liability and a desire to provide responsible and safe supervision.

### **Health, Physical Education and Music:**

The Teays Valley Child Development Center believes in the education of the whole child. A great part of this education has to do with good health habits, the acquiring of recreational skills and the therapy of good music listening skills.

In an effort to meet this need, we have developed a rather unique concept. Physical education, music and basic drama are given a major emphasis in our curriculum. A teacher who specializes in these educational areas provides time daily with songs, games, puppets and a variety of activities which not only will enhance the child's time in our center but give him/her a proper foundation to build upon for later life.

## **Summer Camp Programs:**

The Teays Valley Child Development Center offers a very special summer day camp program for children that have completed kindergarten until they begin sixth grade. This program involves swimming one day each week and a second field trip such as The Gym Nest, Hurricane City Park, Nitro Pool, Clay Center, Carter Caves, Air National Guard, Coonskin Park, etc. Cooking, crafts, drama, sports, and memorization of scripture verses are chosen to give a well-rounded program for a part of your child's summer vacation.

Transportation will be provided by shuttles and driven by staff of Teays Valley Child Development Center. A permission slip is required to be signed by parent/guardian before children can leave the center. Children will be brought back to the center for parents to pick up.

## **Curriculum Areas for Learning Experiences:**

1. Personal Care, Health and Safety-personal grooming and cleanliness, dental health, nutrition, personal safety; poison safety, fire safety, traffic safety
2. Socio-emotional Activities and Social Studies Themes-self-concept, manners, values, relationships, transportation, etc.
3. Career Education-community helper studies
4. Seasonal Themes-seasons, weather, the senses, plants and plant growth, animals, Holidays
5. Word and Concept Comprehension-numbers, numerals, shapes, colors, letters, Vocabulary, calendars, recognizing money
6. Creative Activities-explore creative expression with a variety of art media
7. Physical Education-indoor and outdoor games, rhythmic and movement activities, small and large muscle skill development activities
8. Music Times-listening, singing, using rhythm instruments, rhythmic response to music, creating music
9. Language Arts/Literature-encourage development of listening skills, speaking skills, reading readiness skills, writing skill/stories, poetry, caring for books
10. Cooking Experiences-regular cooking experiences, learning to use cooking utensils, cooking safety

These curriculum areas are primarily teacher-directed activities. The activities in each of these areas are graduated to the developmental capabilities of the students, so that they are age appropriate for each classroom.

## **DISCIPLINE POLICY AND VISITATION OF CENTER**

It is the policy of Teays Valley Child Development Center to work closely and openly with parents/guardians to insure proper discipline of all children. We adhere to an "open door" policy, permitting any parent/guardian to visit our center at any time during our scheduled hours of business. Parents are requested to use good judgment concerning

their child's ability to adjust to their presence in the classroom and re-adjust when they leave. However, due to the nature of our educational program, we request that all visits be limited to a maximum of thirty (30) minutes. Arrangements can be made if a special conference with the teacher or director is desired.

Although the preschool environment is not as structured as is necessary for the child's later educational experience, we believe that it is vital that the child be instilled with basic principles and values on which he/she may build his/her life. We see a part of our task as working with the parent/guardian to form the proper values in each child. Therefore, a balance is sought between free and guided play and structured learning sessions to provide the child with the proper foundation upon which others may build.

In order to provide effective methods of discipline it is often necessary to communicate with you by phone, letter, or conference to inform you of areas of difficulty. We will call upon you to help us help you by reinforcing those values at home that all of us are working to instill in your child.

The guidance of the children shall be the responsibility of all staff members. Such discipline shall be in compliance with the licensing requirements set down by the West Virginia Department of Health and Human Resources. Included within these requirements is the following statement:

Staff shall not use or threaten to use spanking or other forms of physical or psychological punishment. Staff shall not use or threaten to use punishment which is humiliating or damaging to children in any way.

Behavior such as hitting, biting, pinching, shaking, threatening to physically hurt, or verbally demean others is unacceptable for staff, parents, and children while at Teays Valley Child Development Center.

The basic method of consequences in discipline is a "time out" chair. The child whose behavior becomes unacceptable will be placed on the chair for a short period of time (one (1) minute per year of age) and will be permitted to enter into further social activity when he/she has gained an acceptable understanding of the misbehavior and gives some evidence of willingness to cooperate by conforming to the prescribed guidelines of behavior. The method of offering alternative activities to a child who is having behavioral difficulty may also be used. This method focuses on directing the child's attention away from the problem and toward something "new." If a child is unable to establish proper behavior by the above procedures, a behavior contract will be instituted. If this contract is broken, dismissal from the program is possible. In any case, we desire for the parent/guardian and TVCDC to work together to discipline your child in a way that will be beneficial to all of us, especially the child.

Teays Valley Child Development Center has the right to dismiss a child from the program if he/she causes repeated emotional or physical harm to other students or staff.

Teays Valley Child Development Center prohibits corporal punishment on its premises and during off-site activities by both staff and parents. Teays Valley Child Development employees are mandated reporters of any suspected child abuse and/or neglect.

### **DAILY SCHEDULE**

#### **DAYCARE:**

- 6:00 Opening of the center
- 7:30 Four & Five year old class goes to their room
- 8:00 Two/Three year old class goes to their room
- 8:30 Three/Four year old class goes to their room
- 9:00 Classes prepare to serve breakfast and start morning activities (gym, music, craft, learning activities, etc.)
- 11:00 Morning activities concluded; rooms straightened, bathroom time
- 11:15 Indoor or Outdoor free guided play
- 12:00 Lunch served in classroom
- 12:30 Bathroom time, indoor or outdoor free guided play
- 1:00 Children prepared for nap time
- 1:15 Nap time; children listen to music which they rest (two staff present)
- 3:00 Children awakened from nap
- 3:30 Bathroom time
- 3:45 Afternoon snack
- 4:15 Outdoor play or play in individual classrooms
- 4:30 Group activity
- 4:45 Guided free play
- 5:50 Room clean-up
- 6:00 Center closes

Schedules for each age level are posted in their respective classrooms.

### **DAILY ROUTINES AND THEIR PROCEDURES**

#### **Arrival:**

1. As a child enters the center, the time of arrival is written in the sign in and out book and **MUST** be signed by the parent or guardian.
2. Children **MUST** be escorted into the Center by their parents/guardian and not dropped off at the door. For safety's sake, children must **ALWAYS** be left in the care of an adult, with the children being brought directly into the classroom.
3. We do not allow sack lunches, candy, games, or toys brought into the Center. This applies to **ALL** children. The Center's staff is not responsible for toys brought from home. War and toy guns are not permitted.
4. The attending teacher then makes a quick check to determine if the child has any sign of fever or contagious illness. If the child is sick, he/she will not be admitted to the center, and the parent must make other arrangements for the care of the

child.

5. When the child brings a blanket for nap and a change of clothes, the parent should put these in the child's locker. If the child doesn't have a locker, the teacher will assign one to him/her.
6. If the child is on medication, the parent must have physician's written order for medication, and the parent **MUST** sign a medicine form indicating the times and dosages to be administered to the child. Prescription medicines must be accompanied by a pharmacist's instruction label which includes the child's name.

**Dismissal:**

- \*1. When a parent/guardian arrives to take a child home, a teacher may assist the parent in locating any papers, clothing, medicines, blankets or other desired items. Nap items need to be laundered weekly.
- \*2. Any incident involving the child that the parent should be aware of will be documented on an appropriate report form for the parent to sign before the child leaves the center.
- \*3. A child will not be permitted to leave the Center with anyone other than their parents or guardians, unless the staff has been informed otherwise.
- \*4. When a child leaves the center, the time of departure is written in the sign in and out book and **MUST** be signed by the parent or guardian.
5. If a child is not picked up by 6:00 p.m., the teacher will call the parents or person listed on the emergency form and tell them that the child needs to be taken home.
6. Any parent that arrives late (after 6:10 p.m.) must pay a set fee for each additional Ten minutes that the child remains in our care.

\*Apply also to preschool

**LUNCH AND SNACK PROGRAM**

The Teays Valley Child Development Center offers an excellent menu for breakfast, lunch and snack for the nutritional well-being of your child. These menus are prepared fresh daily and offer a variety of foods spanning a period of five weeks. All of our meals meet the meal pattern requirements of the Child Nutrition Program.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **HEALTH AND SAFETY REQUIREMENTS**

### **Food Program:**

Our center highly values the role nutrition plays in the growth and development of the preschool child. Therefore, we plan and prepare, to the best of our ability, a well-balanced nutritional food program for the children who receive our services.

Our food program consists essentially of breakfast items at 9:00 a.m., a hot lunch served at noon and an afternoon snack at 3:45 p.m. These menus are displayed in the dining area and on the bulletin board.

In addition to our compliance with the nutritional requirements established by the Child Nutrition Program, our facility also meets all state and local health department standards.

If your child has specific food allergies, please indicate these to us so that we may post them in the kitchen, classroom and not serve those foods to your child. The center shall make substitutions in foods for participants with a disability that restricts their diet provided there is proper medical documentation. At the center's discretion, substitutions may be made in foods for non-disabled participants who are unable to consume the regular meal because of medical or other special dietary needs. A special dietary needs physician's medical statement is available for your physician to fill out with instructions for the child. This is a requirement that we must have on file by the Department of Education.

### **Health and Safety Requirements for the Children:**

1. At the time of enrollment, the parent is to complete the application, which includes the child's health and developmental information, current report of a physical examination, immunizations and a list of allergies, if any.
2. On the enrollment form specify preferred hospital where child may be treated for an emergency. If it is life threatening emergency the child will be taken to Putnam General Hospital to receive care as soon as possible. A staff member will accompany and remain with the child during the care treatment until parents or guardians arrive. A parent's or guardian's signed and notarized permission for emergency medical services is required at the time of enrollment. An accident report form shall be completed by the staff person in charge at the time of the accident.
3. A current written statement from a physician describing a child's health status is also required. This statement should indicate any unusual conditions of which the staff must be aware. A separate certificate must also include a record of the child's immunizations. Both require a physician's signature.
4. If a child starts running a fever of 100 degrees or above, vomiting, and/or diarrhea, a teacher will call the parents or guardians and will remove the child from the

classroom until the child can be picked up. The child shall not return to the center until fever free for 24 hours without medication to reduce the fever.

5. The center must have written permission from a child's physician before administering medicines. Prescription medicine must be accompanied by a pharmacist's label which includes the name of the child and the dosage directions.
6. Children will brush teeth after lunch. Parents will provide a toothbrush, toothpaste and a small cup labeled with the child's name on them.
7. Fire drills are required twice a month. Before our first fire drill, the teacher will talk to the children explaining why and what to expect.

## **PARENT-CENTER COMMUNICATIONS**

The basis of good parent-teacher relationships involves responses to parents by the staff members, acceptance and willingness to share knowledge, a humility which communicates to the parent that the teacher doesn't know everything and a real respect for the child and the child's relationship with the parents. The staff of the Teays Valley Child Development Center desires to act in this manner so that the parents will feel welcome as well as important to the successful operation of the school.

The ways that we endeavor to relate to the parent element of our program are:

### **Parent-Teacher Communication:**

1. through casual conversations at arrival and dismissal
2. phone calls (particularly when a child has missed school for undisclosed reasons)
3. parent-teacher group meetings
4. parent-teacher conferences
5. home visits
6. hospital visits
7. progress reports: (four and five year old preschool only) Briefly, the progress reports are completed at least twice in the school year and serve as a general indication to the parents of the child's progress in several basic developmental areas. Individual conferences may be arranged to clarify any questions the parent may have with reference to the information given on the progress report.
8. newsletters: The monthly newsletter serves as a means of communication between the center and the parents, bringing their attention to several items of interest.

### **Parent Involvement**

1. assist in making improvements to center and playground
2. researching financial grants that might be available for early childhood programs
3. supervision on field trips

4. assisting with special activities at center
5. collecting materials for the different interest centers
6. providing resource materials
7. visiting the center as a resource person

### **Parent Teacher Meetings:**

In an effort to have effective communication between the center and parents, we will have a minimum of four parent teacher meetings each school year. One of the meetings will be held in late August and will be an informal open house. Parents and friends of children may come at this time and tour our center, seeing the room and meeting the teachers. A second and fourth meeting will be an opportunity for you to meet privately at a scheduled time with your child's teacher in order to discuss your child's progress in our center. A "Spring Festival Program" will be scheduled so the children and staff will invite family and friends to come and share a wonderful evening of songs and a reception will follow the program.

Of course, you may schedule a meeting with any teacher or the director at any time.

### **INFORMATION DISCLOSURE AND PRIVACY ISSUES**

The Teays Valley Child Development Center office and teachers will maintain confidential, private records for each student and his or necessary family information including attendance, fee payment and progress. Copies of any record may be requested from the Director only by custodial parents, legal guardians, or officer of the court. Student records will be kept in a locked room to assure their security against loss, thief, tampering, or unauthorized use. Financial records will be in the office computer allowing use with pass code only. Child care bills and other sensitive communications will be sent home in fashion that will prevent access of information by unauthorized individuals.

### **PEST MANAGEMENT PLAN**

Child Care facilities are required to file a plan for the management of insects and similar pests. This plan is a part of the ongoing safety procedures of Teays Valley Child Development and is on file and available for review in the Directors office. An inspection of the building for pest activity will be done by Standard Exterminating Co., Inc. each month. Application of pesticides will be done at that time, if needed.

### **ASBESTOS MANAGEMENT PLAN**

**All schools are required to submit an Asbestos Management Plan.** Teays Valley Child Development Center is committed to maintaining a safe and healthy learning environment for all children in our facility. In keeping with our commitment we are in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the center's Asbestos Management Plan and may be viewed upon request.

The Teays Valley Child Development Centers' plan for asbestos control is on record with the United States Environmental Protection Agency and with the West Virginia Department of Education.

### **REPORT ABUSE AND NEGLECT**

**Child abuse and neglect is defined as:** physical injury, mental or emotional injury, sexual exploitation, or negligent treatment or mal treatment of a child by a parent, guardian, or custodian responsible for the child's welfare.

**Staff, parents, and other adults are advised to report any child abuse or neglect to the Director immediately verbally or by written notification. One may also report such instances directly to the Child Abuse Hotline, 1-800-352-6513.**

### **HARASSMENT POLICY**

The center will not tolerate any harassment. The Director is to be notified immediately of any harassment involving students, parents or staff.

### **COMPLAINT/GREVIANCE PROCEDURE**

If a parent, guardian or staff person has a complaint, they may submit it to the director within 5 days in written form. The Director will respond to the complaint within 5 days.

If any parent, guardian or staff member feels an appropriate action was not obtained, he/she may take their grievance to the Board of Christian Education or Board of Trustees of the Scott Depot Christ Fellowship within 5 days. Such grievances must be in written form and may be delivered in person. The Board (s) will consider the grievance and take appropriate action within two weeks.

### **EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN INDOORS**

Warning is given (tornado, chemical release, or other)

All children and teachers leave rooms in the same fashion as for fire drills: **quiet, orderly, single file, walking behind teacher.**

Lead teachers and assistants take places at the front and end of lines to assure that all children are present.

Teachers take emergency forms and class list with them.

Upstairs classes will come to main level and proceed to hallway beside sanctuary without windows and the main level classes will go into the church nursery.

Each child will sit on his or her bottom. Some situations may require children to sit with head down toward the lap or knee. If necessary the head should be covered by the arms.

When the **all-clear** signal is given the children may sit up and look at their teacher for further direction.

**Emergency supplies on hand include: bottled water, flashlights, rubber gloves, duct tape, plastic sheeting, portable radio, walkie talkies**

**Be aware, if an emergency arises, the children will be kept safe here at Teays Valley Child Development Center. Parents may call the child care 757-9165 to check status of any situation. If no answer, call 757-9166 or 757-9550.**

### **EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN IN THE CLASSROOM WHERE THEY CURRENTLY ARE PLAYING**

Warning is given (earthquake, blizzard, violent or suspicious intruder or other)

All children and teachers stay in room with the door closed: **quiet, orderly, seated at tables, between teachers.**

Lead teachers and assistants take places at the front and back of classroom to assure that all children are safe.

Teachers take out emergency forms and class list.

Each child will sit on his or her bottom in his or her assigned seat. Some situations may require children to sit with head down toward the lap or knees. If necessary the head should be covered by the arms.

Each teacher and assistant will count the children to make sure all are present.

When the **all-clear** signal is given the children may look at their teacher for further direction before returning to normal activities.

**Emergency supplies on hand include: bottled water, flashlights, rubber gloves, duct tape, plastic sheeting, portable radio, walkie talkies**

**Be aware, if an emergency arises, the children will be kept safe here at Teays Valley Child Development Center. Parents may call the child care 757-9165 to check status of any situation. If no answer, call 757-9166 or 757-9550.**

### **EMERGENCY BUILDING EVACUATION PLAN (fire, earthquake, bomb threat, etc.)**

Fire-alarm sounds.....

Children and teachers immediately stop what they are doing and line up at the classroom door.

Teachers carry emergency forms and class list with them which include parent contact phone numbers.

One teacher will lead the line and encourage children to walk in a quiet, orderly, single file line being careful to be quick but not pushing.

Another teacher will follow after the group after checking the room, bathroom, and so on for stragglers making sure all children exit safely.

The upper level classrooms will exit their rooms moving toward the playground exit and carefully line up on the parking lot beside the church.

The main level classrooms will exit their rooms moving toward the closest exit and carefully line up on the parking lot beside the church.

When reaching the outside station, teachers will count heads and report to the director that all children are present.

When the **all-clear** signal is given the children will look at their teachers for further directions as to re-entering the building.

If re-entry is impossible, parents will be called using cell phones to make emergency pick-up arrangements. If re-entry is impossible and weather is unfavorable, the classes will be escorted to Teays Valley Christian School to wait for further instructions. If Teays Valley Christian School is too close for safe housing, children will be moved to closest Red Cross designated shelter.