

Parent Handbook



A resource that enriches the whole community by educating, nurturing and successfully developing socially diverse children.

“Where learning is fun...since 1969”

Norborne Preschool and Day Care Center, Inc.

200 West King Street Martinsburg, WV 25401

(304) 263-2298

norbornecenter@verizon.net

Participating Agency of the United Way of the Eastern Panhandle

Dear parents,

we would like to welcome your family to our Center. Hopefully, the time your child spends with us will provide him/her with enjoyable learning experiences. This booklet will help explain some of our policies. Should you have any further questions please feel free to ask.

Our mission

To provide a quality preschool and day care environment which lays a foundation for further educational experiences; allowing all children to develop to the full extent of their abilities.

Eligibility

Norborne's license capacity is 60 children. The center accepts children ages 2 to 5 years of age. Children ages 6 to 12 are eligible to participate in our summer and school closings program.

United Way

Norborne is funded in part by the United Way of the Eastern Panhandle. This funding helps to offset the tuition cost for lower income families. Donations may be made to the United Way with a direct designation to Norborne Preschool (ID # 42829).

Enrollment

Children are enrolled in the Center after a personal interview, which includes the parents, child/children, the teacher of the child's class and the director. At this time you will receive an enrollment packet which will need to be completed and returned before your child's first day of attendance. The following must be on file: completed registration form, current physical, immunization records, permission form, child assessment form, signed policy agreement, statement of meeting with the director and the free/reduced meal application. Our center must ensure that each child's health assessment is updated with new or current information at least every 2 years for any child under the age of 6 years.

Tuition

Tuition is to be paid the beginning of each week unless prior arrangements are made with the preschool office. Payments received after Wednesday will be assessed a \$10 late charge per week. There will also be a \$10 charge for any returned check. Tuition that is more than 2 weeks past due may result in child care services being suspended until payment is made.

Tuition as of September 1, 2008

*Preschool enrollment: \$125 per week (flat rate)

*Universal Pre-k enrollment: \$90 per week

Norborne gladly accepts Mountain Heart clients.

Sibling discount

A \$5 per week discount for families with more than one child enrolled in our Center is applied to tuition. Tuition for the youngest is full price with the tuition of the additional siblings being discounted.

Registration fee

An annual \$25 registration fee per family is to be paid at the time of enrollment and on each anniversary thereafter. This fee is to help defray insurance cost per child. This fee is non-refundable.

Insurance policy

The Center carries minimal liability insurance to cover employees and children on the Center's premises during day care hours. Coverage also includes traveling directly to or from activities under direct supervision of the Center and staff.

Hours of operation

The Center's days and hours of operation are Monday through Friday, 6:30AM to 5:30PM. As all employees are paid by the hour, any tardiness will be charged to the responsible parent. The charge will be \$10.00 from 5:31PM until 5:45PM and after 5:46PM the charge will then be \$1.00 per minute

until parent/guardian arrives. Abuse of this policy can and will result in dismissal of the child.

Delivery and pick-up of your child

As we are responsible for your child once he/she enters our school, please see to it that an adult accompanies your child into the building and to their classroom. At this time each child will need to be signed in by the adult. It is also helpful when the parent helps their child put their belongings in the appropriate places before leaving the child with our staff. Should someone other than the regularly scheduled parent be picking up your child, prior notification must be given and a photo ID will need to be shown to our staff. It helps when completing the emergency form to list all persons who may pick up your child. A person must be at least 18 years of age in order to pick up any child. No person shall be on the premises or have contact with the children in care whose health or behavior would harm the children, or who is under the influence of a controlled substance, including alcohol or a legal pharmaceutical that impairs his or her functioning. If our staff suspects that any individual is under the influence, we reserve the right to deny that person from signing and leaving with the child from our center. This rule is for everyone's protection-especially your child's.

Vacation

We are open year round and do not close for vacations. Parents will be charged ½ rate for an absence due to vacation if the center receives written notice 1 week in advance. Half-rate vacation weeks are limited to twice a year. Requests for additional ½ rate weeks must be submitted to and approved by the director. (A week of vacation is defined as Monday through Friday)

Holidays

The center will be closed on the following holidays:

1. Labor Day
2. Thanksgiving Day
3. Day after Thanksgiving (Black Friday)
4. Christmas Eve
5. Christmas Day
6. New Year's Day
7. Memorial Day
8. Independence Day (July 4th)

The preschool will substitute a day of closing if a holiday(s) falls on a weekend. Regular tuition will be charged for all holiday closings.

Snow days

The center will make every effort to open on days when public schools close due to inclement weather. If the weather is severe, the center's closings and delays will be posted on the center's voicemail (263-2298). Payment is expected for inclement weather closings.

Safety

The center will practice at least 2 fire drills per month and 2 "safe room" drills annually (when evacuation from the building is not possible or too hazardous). Norborne has made arrangements with the Martinsburg Public Library, BB&T Bank, and Kings Daughter's Court that in the case of evacuation from Trinity Episcopal Church the children and staff will walk to and dismiss from one of these locations. (Our first choice will be to evacuate to the Library.)

**Our center strictly prohibits firearms or weapons of any kind on our premises unless carried by regulatory or law enforcement professionals in the line of duty.

Meals

We provide breakfast, lunch and an afternoon snack. Norborne uses the Child and Adult Care Food Program sponsored by the West Virginia Department of Education. Any child who has a food allergy must have a completed special dietary needs form completed by the

child's physician so that we can modify the meal. If you would like to provide special refreshments for the whole class, we will serve it. Please keep in mind that all foods sent in must be store bought as per our licensing regulations. Your child's birthday will be celebrated at the center with a birthday crown and a song. We will serve cupcakes purchased by the parent and should you like pictures, send in a camera and we will do our best!

Illnesses

If your child becomes ill at the Center, you will be notified and expected to take your child out of the center immediately. Please do not bring your child to the center ill. Our center will exclude a sick child from the center for the following:

- *immediately when a child has a serious communicable illness.
- *when the illness prevents a child from participating in routine activities.
- *when a child's illness results in a greater need for care than staff members can provide
- *it is our policy that a child with a temperature over 100 degrees be removed from the center and should not return until fever free for 24 hours.

* three or more bouts of diarrhea or vomiting.

*undiagnosed rash, spots or bruises not associated with an injury that lasts more than 1 day.

*if you know your child has pink eye, strep, or any other contagious viruses please do not send him/her to school.

*our policy on head lice is that a child may not attend school if he/she is found to have live lice or nits (eggs) in the hair. A doctor's note that the child is clear of lice/nits must be presented to the office upon returning.

*abdominal pain that is persistent.

*difficulty in breathing or lethargy such that the child does not play.

*during the course of an identified outbreak of any communicable illness, we shall exclude the child if a licensed health care provider determines that the child is contributing to the transmission of the illness.

*when a child has been diagnosed with a vaccine-preventable communicable disease (measles, mumps, chickenpox, etc...), we will exclude the child who has not been immunized against the disease until a licensed health care provider determines that a risk of disease transmission has passed. *When a licensed health care provider excludes a child because of a communicable illness, we shall readmit the child only after the child's parent provides a signed state-

ment from a licensed health care provider that the risk of transmission is no longer present and the child is well enough to participate in child care activities.

*If possible, please call the preschool by 9:30AM on days when your child will be absent. Periodic illnesses are figured into the overall tuition rate and will not change the tuition rate for the weeks in which they occur.

Medications

It is best if you administer all medications to your child at home. However, if this is not possible and prescription medication needs to be administered during the daycare hours please send it in the original container and ask a staff member for a medication administration form, which you will need to complete. All medication instructions must be legibly written, signed by the parent, attached to the medication log and shall include: the child's first and last name, the name of the medication to be given, the reason the medication is being given and directions for the administration of the medication including the specific dosage, specific frequency or time to be given, route to be given and the time of the last dosage administered by the parent. We will ensure that prescription medication is only administered when the prescriptive medicine bottle or package has the original pharmacy label showing the prescription number, name

of the medicine, date the prescription was filled, the licensed health care provider's name, the child's first and last names, specific, legible directions for administration and storage, and the expiration date. In order to administer over the counter medicines, for example: Tylenol or cough syrups, we must have a doctor's note with the child's name, dosing instructions to include, the amount to be given and the times to administer. The original non prescriptive medicine bottle or package has a label with the child's first and last names written by the parent, appropriate dosage based on weight or age, directions for storage, and verification that the medicine will not expire during the time to be used. Medication to reduce fever can't contain aspirin or any product containing aspirin listed as an ingredient such as sodium bicarbonate (Alka-Seltzer) or bismuth subsalicylate (Pepto-bismol). Medication for cough, cold or congestion can't contain codeine. Any topical containing diphenhydramine hydrochloride (Benydryl) shall not be applied without written instruction from a licensed health care provider. Medication shall not be administered in a manner inconsistent with the manufacturer's recommendations without written instructions from the child's licensed health care provider. When a child no longer needs the medication, we will return the medication to the parent, and document the date of its return. We will not administer medica-

tion after its expiration date. Our staff trained in administering medication will give your child his/her medicine. This policy is to insure the health and safety of all the children in our center.

Injuries

While minor injuries (scraps, cuts and bruises) can happen daily, our staff we do our best to ensure the safety of your child. Incident reports will be written for any injury which occurs to your child while in our care. The parent or guardian will be asked to sign the incident form and will be given a copy of it. If your child however is injured and the seriousness of the injury surpasses our ability to treat him or her at the school we will call 911 and have your child transported to the local hospital. The parent will be notified immediately if this should occur. One of our staff members will accompany your child in the ambulance and will take the signed authorization for treatment and insurance information with them to begin emergency treatment until you arrive. If a child's parent objects to medical treatment on the grounds that it conflicts with convictions of his or her religion or conscience, we will need to have on file a statement of the objection to treatment signed by the child's parent.

Materials

All types of learning and art materials will be provided by the center. However, donations are gratefully accepted!

(One person's trash is another person's treasure) We stress sharing and most children learn this quickly, except where their own toys are concerned. For this reason, we ask you to honor our policy of no toys from home-other than a special toy or animal for cuddling at nap-time. Toys for naptime may not be musical or make noise. The teachers have designated days for show and tell time. The center will not be held responsible for any broken or lost personal toys.

Our philosophy

The staff of Norborne Preschool and Day Care Center, Inc. subscribes to the following philosophy:

- 1.) Creating a protective atmosphere in which each child is accepted and loved as an unique person and an important member of the group.
- 2.) Aiding each child in reaching toward their maximum potential by promoting self-image, so that they can experience the joy and pride of achievement.
- 3.) Helping each child to deal with emotional responses, adjust to necessary changes, and to overcome obstacles.
- 4.) Helping each child to respect the rights and privileges of others,

and to learn to understand others' feelings and points of view.

Curriculum

The preschool's curriculum is designed to promote growth and development in the following areas:

- *Language
- *Emotional and Social Development
- *Music and Movement
- *Science
- *Artistic and Creative Expression

Norborne's curriculum is based on weekly themes, which will be published in our monthly calendar and newsletter.

Goals for all children

Our goal is for all children to develop:

- *an increase in self-esteem, confidence, expression, and control
- *an ability to work with others
- *a feeling of success
- *a joy of and an interest in learning
- *creativity
- *responsibility

Animals

Norborne does have various animals in each classroom, which may include: hamsters, rabbits, guinea pigs and fish.

Dogs and cats may visit as long as the animals are current on all vaccines. Birds and reptiles are strictly prohibited!

Child to staff ratios

- 2 year olds -1 teacher to 8 children
- 3 year olds - 1 teacher to 10 children
- 4 &5 year olds - 1 teacher to 12 children

School age - 1 teacher to 16 children
Each class will have a designated teacher and teacher's assistant that is experienced and certified in First Aid and CPR. Children are grouped according to not only their age but also their ability level. Promoting children is based on their social development and skill levels. Student promotions are made gradually and when spots are available in the next class.

Conferences

We have found that keeping an informal relationship between parents and staff opens the lines of communications. Informal notes are encouraged between teachers and parents. We do offer two scheduled parent/teacher conferences per year. Progress reports are available at these conferences or at a parent's request.

Discipline policy

Our discipline is based upon a caring attitude toward the health, development and needs of the child. We limit negative behaviors so that children do

not come to harm others or destroy property. Redirection is our primary form of discipline and helps the child face his/her problems by showing how it can be met. This is used to teach acceptable behavior, not as a punishment. Also most of our teachers use positive reinforcement. Please feel free to talk to the staff about their form of behavior management. Any form of corporal punishment is prohibited on the center's premises!

Dismissal

While we regret dismissing any child from our program, dismissal does, unfortunately, occur. Reasons for this necessary action are:

- 1.) Physical violence towards other children or staff, this does include biting.
- 2.) Excessive verbal abuse towards children or staff.
- 3.) Continued negative behavior to the point of disruption of the entire class and or program.
- 4.) A parent or guardian's negative behavior to include: physical violence, aggressiveness, verbal abuse, or sexual harassment towards children or staff.

When negative behaviors continually occur the director and staff member with delegated responsibility shall develop and implement a plan for managing the difficult behavior. When possible, a parent participates in the development of the plan and, in all cases, the center shall provide the parent with a copy of the completed plan and regular written reports of the child's progress. When necessary and appropriate, other professionals (local Resource and Referral Agent or behavioral

specialist from MountainHeart or the birth to three program) also may participate in the development and implementation of the plan, when necessary, receive written reports of the child's progress. Staff members cooperate in implementing the plan and keep on file at the center a copy of the plan, a record of the steps taken during implementation, and the child's progress in meeting the goals of the plan. Dismissal is not an easy decision to make and is not made without careful consideration and only after every attempt is made by the staff to provide quality care and support.

Withdrawal

Two weeks written notice is required for withdrawal. If the two weeks advance notice is not given, the parents may be charged for that period.

Reporting

Child abuse and neglect is defined as physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale of a child or suggestive and indecent images, or negligent treatment or maltreatment of a child by a parent, guardian or custodian responsible for the child's welfare, under circumstances which harm or threaten the health and welfare of the child. Child care center licensing regulations requires staff to report immediately any suspected incident of child abuse or neglect to the director and child protective services or to the child abuse hotline. All preschool staff attends mandatory child abuse and neglect training.

Grievances

Grievances and complaints are best handled informally and expeditiously between the parent and the director. Parents are encouraged to speak to the director about complaints, questions and suggestions. In the event of a lack of agreement between the parent and the director, the parent may request a meeting with the executive committee of the board of directors. Parents also have the right to report complaints related to compliance with the West Virginia code.

Information disclosure

All children's records and personal information will be kept strictly confidential. Norborne will not disclose information concerning your child to any other parent. However, the Department of Health and Human Resources will have access to our records. All children's records are kept for a minimum of 3 years and then are disposed of by shredding.

Daily schedule

6:30am-8:30am

Arrival and small group play

8:30am-9:00am

Breakfast

9:00am-11:15am

Morning enrichment time To include: circle time, activity/ project, outdoor and indoor play, literature, music, art, science, etc...

11:15am -12:00 pm

Lunch

12:00pm-2:00pm

Rest period

2:00pm-2:30pm

Snack time

2:30pm-5:30pm

Group play indoors

and outdoors

(weather

permitting), center

play and student

departure

**Each class

schedule may vary**

Clothing

All parents are asked to keep an extra set of clothing (underwear, pant, shirt, socks and shoes), labeled with the child's name, in your child's cubby at the center for an unexpected accident. Play clothes are most practical, as some of our projects, though fun and educational, are messy.

Please be aware of the potential risk of strangulation from drawstrings on clothing, bedding and toys.

Diapering

It is mandatory that any child, coming to the Center in diapers, not yet fully potty trained, be in disposable diapers or pull-ups. This policy is important to maintain sanitary conditions. We will gladly assist you in toilet training of your child. When your child is ready to begin potty training we will need to meet with the parent/guardian to discuss and form an appropriate toileting plan. We do keep extra diapers on hand. If it becomes necessary to use them on your child, there will be a \$1.00 charge for each diaper. This will insure that we always have a supply on hand.

Outdoor play

As a general rule the children will have outdoor playtime if the temperature is above 40 degrees. Please dress your child appropriately for the weather: for example- coats, hats, gloves, etc. We make every effort to give the children

outdoor play. If you feel that your child should not participate in our scheduled activities, it may be that your child is ill and should not be in the center.

Rest time

The center has a rest period from approximately 12pm to 2pm daily. Each child has his/her own cot and is asked to bring a covering (appropriate weight per season). We will be sending the coverings home weekly to be laundered. Please make sure you return them the following school day.

Before and after school care

We do offer before and after school care for children ages 5-12 at the cost of \$3.00 per hour. We will walk children to and from Burke Street Elementary School only. Children must come prepared for all weather conditions, for example: an umbrella for rainy days. For all other children participating in the program, parents are responsible for transporting to and from designated schools. This program is only offered when feasible to Norborne Preschool and Day Care Center, Inc.

General information

Please keep us informed of family changes (new baby, deaths, injuries, etc.) or anything that would affect your child in some way. This will help us to understand him/her better.

Parent involvement

Norborne's staff encourages parents to be involved in our school whenever possible. We have an open-door policy, which enables parents/guardians to come into our school any time during regular business hours. If you are interested in reading to the class or planning a special project for the class please speak with your child's teacher to make appropriate arrangements. We will also occasionally ask for parent volunteers, especially for fieldtrips and holiday festivities.

Parents are encouraged to join Norborne's board of directors as parent representatives. Elections are held in May of each year. If you are interested in serving on our board of directors please see the director for more information.

Our year in review

Throughout the past year the children have been involved in raising money for St. Jude Children's Research Hospital and the Cystic Fibrosis Foundation. We also enjoyed fieldtrips to the fire station, Martinsburg Public Library, The Apollo Theatre, the train station, and other walking fieldtrips. The center also celebrates all major holidays with special activities and parties such as: our Halloween costume parade, Thanksgiving luncheon, Christmas party with Santa, etc...

Policy agreement

Your signature below indicates that you have read this policy booklet and that you are in compliance and agreement with what has been written.

Release of information and informed consent

I, _____ and _____, the parents/guardians of _____

are knowledgeable of the following and hereby grant permission and authorization to Norborne Preschool and Day Care Center, Inc. for the following:

On this date, _____, I have enrolled my child/children in Norborne Preschool and Day Care Center, Inc. I have read and understand the policy booklet set forth by Norborne Preschool and Day Care Center, Inc. I will abide by the policies set forth in this booklet.

To photograph or make audio or visual recordings of my child as part of the Norborne Preschool and Day Care Center, Inc. program and to use such photos and recordings as part of the center’s related activities.

To notify me/my spouse in case of accident/illness. In the case of illnesses I/we understand that I/we or a reliable adult will be required to pick up my/our child and

take him/her to a place I/we designate.

To seek, obtain/authorize medical care of whatever kind deemed necessary to protect the life, health, and well being of my/our child. Parents will be responsible for any fees incurred.

To call 911 and provide the necessary emergency transportation to the nearest medical facility. Parents will be responsible for any and all fees.

I/we give my/our child permission to go on walking fieldtrips that are supervised by Norborne Preschool and Day Care Center, Inc. staff keeping in mind that Norborne staff will take all necessary precautions to insure my/our child’s safety.

I have received a copy of the West Virginia law concerning child abuse. I understand the law written by the state of West Virginia stating any unusual marks on a child or behavior changes exhibited by a child will be reported to the appropriate authorities by Norborne Preschool and Day Care Center, Inc. staff.

I will complete all enrollment packet forms and return on or before my child’s first day of attendance.

Mother's Signature:

Father's Signature:

Guardian's Signature:

Date: _____

Norborne Preschool and Day Care Center, Inc. does not discriminate against children or families on the basis of race, color, creed, religion, sex, national origin, handicaps, age , marital status of parents or sexual orientation.