

MS. BABS' NURSERY SCHOOL PARENT HANDBOOK



Ms. Babs' Nursery School Mission Statement:

The mission of Ms. Babs' Nursery School is to provide consistent quality infant, young toddler and pre-school childcare for families. Harvesting lasting relationships as well as creating everlasting bonds with families is our main objective. Day in and day out Ms. Babs' Nursery defines what quality child care is by constantly raising the bar, raising expectations and raising young children into bright, unique individuals.

Ms. Babs' Nursery School Philosophy: (2 years - Pre-K)

Here at Ms. Babs' Nursery School our days are full of love, laughter and play. We pride ourselves on our level of communication and trust we develop with our families throughout the time their children attend our facility. Every day at Ms. Babs' Nursery school is an adventure, each child is allowed to be themselves and enjoy being a kid to the utmost. Our motto is "your child's home away from home" and to be able to achieve this we let our children learn through play, have music classes, yoga classes, nature club as well as a personalized teacher created curriculum September through June. During the summer months we explore our "Around the World in 80 days" theme, in which we learn all about a different country each week of the summer, eat cuisines from each country, learn basic words in the native language as well as create crafts to celebrate the culture of each place. Overall, Ms. Babs' Nursery is a place where we celebrate life, make life long friends and continue to create an environment that is second to none with quality being the main objective.

(Please See the last section of this handbook for Joey's (infants) section)

Ms. Babs' Classes:

Joey's – 3-20 months
Bumblebees – 20-36 months
Junebugs – 3-4 years
Crickets Pre-K – 4-5 years*

Children "graduate" to the next class as they get older. Typically, the graduation to the older class is on or around the child's birthday. However, we reserve the right to hold a child back if certain goals are not achieved, and for no longer than 3 months. For children with July and August birthdays, they will not move to the next class until September.

* Cricket enrollment is not rolling. Children are not automatically moved to the Cricket class when they turn 4 years old. A child must turn 4 by September 30th to be eligible for Pre-K. The parent must notify the Cricket lead teacher if their child will be enrolling in Ms. Babs' Pre-K before the summer, otherwise the child is not guaranteed a spot on the class roster.

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Typical Preschool Day:

7:30-9:00	Arrival; Child-Directed Activities
9:30-9:45	Morning Snack
10:00-10:15	Circle Time
10:15-11:00	Teacher-Directed Activities
11-11:30	Child-Directed Activities
11:30-12:00	Outside Play
12:00-12:30	Lunch
1:00-3:00	Nap Time
3:30-3:45	Afternoon Snack
4:00-6:00	Outside Play; Child-Directed Activities; Pick-Up

Typical Pre-Kindergarten Day:

7:30-9:00	Arrival; Child-Directed Activities
9:30-9:45	Morning Snack
10:00-10:25	Circle Time
10:30-11:00	Small Group Activities: math, art, literacy, sensory, motor skills, etc...
11:00-11:30	Whole Class Activities: story time, songs, cooking, etc...
11:30-12:00	Outside Play
12:00-12:30	Lunch
1:00-3:00	Nap Time
3:30-3:45	Afternoon Snack
4:00-4:30	Finish any morning activities
4:30-6:00	Outside Play; Child-Directed Activities; Pick-Up

* Music, Library, Yoga, Foreign Language Classes and Nature Club take place in the morning hours

Preschool Curriculum & Activities:

A preschool curriculum is provided from September through mid-June, while a separate summer-camp curriculum is enjoyed from June through August. Age appropriate activities are scheduled a month at a time, with weekly themes that correspond with the season, holidays, and time of year. Flexibility in daily lessons is crucial for allowing each child's individual needs to be met, as well as the needs of the class as a whole. Activities include, but are not limited to, daily Circle Time, arts and crafts, child-led centers, music and movement, dramatic play, sensory tables, and manipulatives, such as building blocks and Legos. Circle Time topics depend on the age of the children, and include shapes, colors, numbers, and animal reviews, as well as calendar, seasons, weather, letter and name recognition, songs, and the Pledge of Allegiance. Daily music is encouraged in each classroom to allow for movement and dance, musical instrument play, noise-making, and singing. The activities mentioned above, along with child-directed imaginative play and outdoor exploration, provide a safe environment in which your child can develop and grow socially, emotionally, and physically at his or her own pace, all while having fun and experiencing new things.

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Included in the preschool tuition are biweekly yoga classes, weekly music classes, a monthly Nature Club, and periodic visits from a Richmond city librarian! Our yoga instructor is a certified integrated yoga teacher. She creates engaging sessions through song and movement. Our music instructor has been teaching music to young children for years, and brings instruments and props for the children to learn many different musical techniques. Our Nature Club instructor visits the Junebugs and Crickets to teach them topics from conservation to recycling to unique habitats. The children take home a handmade craft after each session. We also are lucky enough to have a local librarian read to each class! She brings age appropriate books, puppets, and songs to capture the children's attention!

As the weather gets warmer, the children participate in summer water play! We ask that every child bring a swimsuit, towel, and water shoes. We do not have pools, but use water tables, sprinklers, and other water toys to enjoy in the backyard.

Nap and Rest Time:

1:00-3:00pm – The preschool children are expected to nap during this time on cots. If after thirty minutes a child is not asleep, he/she is given books to read, but must remain on the cot for the remainder of nap time. Parents must provide fitted sheets and a blanket, which will be sent home weekly for cleaning. Children may bring a sleeping buddy!

Pre-K students are expected to rest for one hour (1:00-2:00pm) on mats. After this hour, they may participate in teacher-directed quiet centers until the end of Quiet Time at 3:00pm. Parents must provide a blanket, which will be sent home every other week for cleaning.

Meals:

The school will provide morning and afternoon snacks, as well as lunch. Lunch will meet the state nutritional requirements. The school can accommodate many food allergies and dietary restrictions, but reserves the right to ask that food be brought from home. If a child brings a packed lunch, it must meet the nutritional guidelines: a protein, a vegetable, a fruit, (or two fruits or two vegetables), and a carbohydrate. We serve 2% or whole milk at every lunch. If a child does not drink milk, they will be served water. Parents may bring in cow's milk alternatives to be kept at school. We do not serve juice at meals. All food brought from home must be labeled with the child's name and dated. If at any time a child's food allergy status changes, the parent must inform the school immediately. Allergy and Dietary Restriction lists are posted in every classroom. We are a nut-free environment.

Diaper Changes & Potty Training:

Diapers are checked and changed every hour and a half to two hours. During these scheduled times, potty training children are encouraged to sit on child-sized toilets. If a child has soiled his/her diaper, he/she is changed immediately. Children with diaper rash or other special conditions will be changed more frequently. Proper sanitation and hand washing of both teacher and child will take place after each trip to the bathroom.

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Before graduating from the Bumblebee classroom, a child must be potty trained. We are more than happy to help with this process! This includes learning how to wipe, flush the toilet, and wash hands. Once a child is ready to move into potty training, we ask that the parents begin the training over a weekend or a vacation before it is introduced at school. At this time, training pants or pull-ups are required to ease this transition. Multiple pairs of underwear and pants/shorts are to be kept at school during the potty training process. A fully potty-trained child will tell you when he/she needs to use the toilet, and not need to be told when to go. Remember, accidents happen and will not be shamed!

Dress-Code:

All children are expected to wear weather-appropriate clothing that is labeled with their initials or names. While we do use art smocks for messier projects, we also play hard. Please do not send your child to school wearing something that cannot get dirty!

Shoes must cover the toes. For the safety of little feet on the blacktop and mulched surfaces, flip-flops and other open-toe sandals are not permitted. Sandals must also have a back strap.

Supplies:

Parents must supply the following:

- spare weather appropriate clothing (including underwear and socks) that is labeled with the child's initials or name.
- fitted sheet (Bumblebees and Junebugs only)
- blanket
- box of tissues
- necessary medication (EpiPen only)
- personal sunscreen or diaper ointment, if needed
- special dietary foods, if needed
- diapers (Bumblebees only)
- 1-inch binder (Crickets only)

Toys:

Please do not bring toys or other personal items from home. The school will not be held accountable for lost or broken items. Sleeping buddies (plush animals, blankets, etc...) are allowed for nap time use only.

Transportation:

The school does not have vans or busses, and children will not leave the facility other than on walking trips or buggy/stroller rides. Bumblebees go on buggy rides, and will only leave the strollers in fenced parks. Junebugs and Crickets may go on walking trips around the block or to the park. They will either use a walking rope or hold hands. Children attending Fox Elementary School will be escorted to Ms. Babs,' on foot, by a Cricket teacher. Classes

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leaving the school will take a first aid kit, a class roster with parent contact information, and any necessary medications (EpiPen only).

Adjustment Period & Termination:

Every child is given practice days before enrollment begins. The first day, the parent may stay in the classroom with the child during a designated hour slot in the morning to observe the children in action. The second day, the parent drops off the child for one hour in the morning. This allows the child to get accustomed to the teachers, peers, and classroom for short amounts of time.

Please allow approximately two weeks for a child to adjust to his/her new surroundings and teachers. This time will vary depending on the child's age, previous experiences in childcare settings, as well as the child's individual temperament. We encourage new parents to call to check on their child, and the teachers are able to send pictures and updates when possible. The more we communicate during this time, the smoother the transition will be for both parent and child!

For termination and discontinuing care please refer to our Child Care Agreement Form (pages 6 & 7).

Communication:

To provide the best possible care, we ask that each parent fill out a short "About My Child" form. This gives the teacher a better idea of the child's preferences, temperament, special needs, as well as any concerns or considerations held by the parent. A new "About My Child" form will be filled out as the child graduates from each of the classrooms for the new teachers to have.

Bumblebee teachers will provide Daily Sheets, which include the activities of the day, food that was served, as well as a little tidbit into how the child's day was. Junebug teachers post the daily activities on a bulletin board in the classroom. Cricket teachers use a classroom management app that parents can download to keep up with their child's day. All lead teachers send monthly emails to the parents to let them know upcoming dates, events, and themes.

Teachers may have their cell phones on them in the classroom, and may be able to communicate with parents via text. This is only done at appropriate times during the day. Parents may always communicate with their child's lead teacher via their Ms. Babs' email account.

Parent-Teacher conferences are held in the Fall and the Spring. Fall conferences are intended to explain what can be expected over the next few months, and to set goals for the year. Spring conferences are to evaluate a child's progress, and set any further goals going into the summer. These are not mandatory but highly encouraged. It is through consistent parent-provider communication that our goal of quality and nurturing care can be achieved.

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Arrival and Departure:

Every child must be signed in and out by the parent or guardian. Sign-In rosters can be found on the class clipboard, which is always with the teacher.

We ask that every child arrive by 9:30am, for an optimal transition experience. A parent must call the school if the child will be late or absent. If a child stays home sick, it is the parent's responsibility to inform the school. If a child is not present by 10am, the school will call to confirm absence. To minimize disruption to the class routine, we ask that no child arrive after 11:30am. The school reserves the right to make exceptions to this rule.

For school-age absences, a parent must inform Ms. Babs' by 2:00pm.

Part-time children may not "make-up" days due to sickness or absence without prior approval. It is not a guarantee, and depends solely on the class roster on the make-up day.

If a parent is late (after 6:00pm), a late fee of \$5 is charged for the first five minutes. An additional \$2 for every minute there after will be charged. Payment must be paid upon arrival or the following morning, in cash, to the teachers who stayed late. The same policy applies for lunch bunch students.

No one other than the parents/guardian, or those designated in writing by the parents, will be allowed to pick up the child from school. Photo IDs are required for pickup by anyone other than the parents. Legal documentation must be provided to the school for any custody arrangements or court orders preventing a parent from picking up their child.

Enrollment Requirements:

All enrollment documents must be turned in, along with the first tuition payment, before a child may start at Ms. Babs' Nursery School. Children may not receive care with incomplete files.

It is the parent's responsibility to update their child's file as needed. The school must be notified of new addresses, phone numbers, emergency contacts, and medical records including new immunizations.

Accreditation & Licenses:

Ms. Babs' Nursery is fully licensed in accordance with provisions of Chapters 1,17,and 18 Title 63.2, Code of Virginia and other relevant laws, the regulations of the State Board of Social Services, and the specific limitations prescribed by the Commissioner of Social Services. (Please review our Child Day Center License located in the main office)

License Number : CDC 1105460

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Tuition Payment:

Payment of tuition for the preschool and pre-k programs is due the Monday of the week of care. If the child does not attend school on Mondays or is absent, tuition must be paid prior to the week of care. Late payment will result in a fee of \$30. A \$2/day late fee will be added for each additional day of late payment. Two weeks of non-payment may result in immediate termination of care. Unpaid accounts will be turned over to a collection agency. The parents/guardians will be responsible for paying all court costs, late fees, or collection fees including attorney fees associated with collecting the overdue balance.

A \$35 fee will be applied to all returned checks, plus any additional costs incurred for a returned check. If two checks bounce in a year, cash will be required for all future payments.

Tuition increases will take place on May 1st of each year.

An activity fee of \$75/child (\$50/siblings) is expected every April and October.

Full-time students receive one week of vacation at 50% tuition per contractual year after one year of attendance. Absences for this week must be Monday through Friday.

Behavior Management & Discipline:

We believe that children need gentle guidance, understanding, and simple rules to learn appropriate behavior.

- you may not hurt yourself
- you may not hurt others
- you may not hurt things, toys, furniture

It is our job to help each child learn appropriate behavior by establishing clear limits, giving positive reinforcement for acceptable behavior, and providing consistent consequences for unacceptable behavior. All discipline is done in an age-appropriate and calm manner, and opportunities to try again are given. Redirection, "thinking chair," and "cool down space," all implemented with verbal guidance of the teacher, are examples of our disciplinary actions.

We follow a "three strikes, you're out" policy for biting or other dangerous behaviors. If a child harms another student or teacher three times, they are suspended from school for the day. If behavior continues, a conference will be held between teacher and parents to establish a plan of action. We reserve the right to terminate care if we deem a child's behavior to be out of our realm of expertise.

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Holidays:

Ms. Babs' Nursery School will be closed the following holidays: New Years Day, President's Day (teacher training), Memorial Day, Independence Day, the Friday before Labor Day (teacher work day), Labor Day, Thanksgiving and the Friday after, Christmas Day. The school will be open until 1pm on the following days: Christmas Eve and New Years Eve. Tuition payments are required for these days.

Inclement Weather:

In case of severe weather, the director of the school will post any delays or closings to channel CBS 6, as well as to the school's Facebook page. An email will also be sent out no later than 6am in the event of closure.

Sick Policy:

If a child is sick or has a fever of over 100°F, he/she is not permitted at school. If a child becomes ill while at school, parents will be notified immediately. The child must be picked up within an hour of the parent being contacted. If a parent cannot be reached within 30 minutes, emergency contacts will be called.

Once a child has become ill enough to be removed from school, he/she must be fever free and symptom free for 24 hours before returning. A doctor's note may provided, however the school reserves the right to not allow a child back until all symptoms have cleared.

The preschool program will send a child home after two diarrheas, if a child vomits, or if a child develops a fever of over 100°F.

The return policy varies for other illness, such as Chicken Pox and other contagious viruses.

Medications:

Medication cannot be administered by a teacher or staff member, with the exception of a prescribed EpiPen in the even of an emergency. The Medication Consent form must be filled out completely for EpiPens to be kept on site. EpiPens must be in the original container with the child's name on the pharmacy label.

Any other medication that may be dispensed during the school day would require a parent to come and administer it. This includes natural medicines and cough syrups.

Medical Emergencies:

For minor injuries such as bumps, cuts, bruises, bites, etc..., first aid will be provided on site. An incident report will be filled out by the teacher and be provided to the parent to sign at

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pick-up. Minor injuries on the child's face, neck, or torso will result in a phone call home as well as an incident report to be signed by the parent at pick-up.

In the event of serious injuries or illnesses requiring immediate medical attention, the following procedure will be followed:

- call 911
- notify child's parents
- child's health records will be taken with child to hospital of choice
- incident report will be completed for parents to sign

Lost or Missing Child:

In the event of a lost or missing child, the following procedure will be followed:

- check rosters and search immediate location
- lock-down school to search entire facility
- call 911
- notify parents

Policy for Reporting Suspected Abuse/Neglect:

If a child is suspected of being abused, the teacher will report immediately to the administrator or director. Criteria for suspect would be:

- unexplained/frequent severe bruises, cuts, lacerations, broken bones, physical illness, or injury not attended to by parent
- witness of neglect (i.e. filth, emaciated condition, disease)
- witness of parent dropping off or picking up a child while under the influence of drugs or alcohol, where impairment is apparent.

Child Protective Services will be notified and a report will be made if the above conditions occur. Documentation, both written and photographic, will be kept of suspected abuse or neglect. This will remain in the child's file. Division of Licensing and the Department of Social Services will be notified. No child will be released to any person that exhibits impairment due to medication or other medical complications.

Facility Safety

The front door will remain locked at all times. Please ring the door buzzer and take step back to viewed on camera. The back door will remain locked when there are no children in the backyard. The back gate will remain locked at all times.

Emergency Drills & Evacuation Plans

Fire drills will be performed monthly. Disaster drills will be performed twice a year.

In the event of an emergency evacuation of the building, the following procedure will be followed:

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- Staff will exit the building with all children in their visual sight. Teachers will check all bathrooms for children. Class rosters will be with the teachers and role-call will be performed. Teachers will escort children to the rear of the playground or to the sidewalk in front of the facility.
- If necessary, the children will be escorted to the predetermined evacuation location of Fox Elementary School (2300 Hanover Ave, Richmond, VA 23220)
- If a staff member or child is determined missing, the appropriate authorities (fire, police, rescue squad, Red Cross) will be notified immediately. If possible, an immediate search will be made by Director and/or staff.
- All parents will be notified of said evacuation as soon as feasible by telephone, or through internet, television, or radio communication.
- Staff will remain with all children until an authorized person arrives. If no one can be contacted to pick up a child, Child Protective Services will be notified, if deemed necessary.

Teacher Qualifications:

Before employment occurs, each staff member is required to participate in an observation period. Upon employment, each staff member will be required to pass the following:

- TB test
- Central Registry check
- Criminal Records check
- Four references
- Adequate education and experience

All employees are subject to a 60 day probation period. All teachers must complete 16 hours of relevant continuing education hours each year.

Safety & Parking

Safety is our top priority. Parents are responsible for their child until he/she is dropped off and as soon as he/she is picked up from the backyard or classroom. When exiting or entering the building, please hold children's hands to prevent them from running into the street. No child is allowed outside the building or left in an automobile unattended. Please do not double park in front of the building under any circumstances. We have an allotted "Loading Zone" that permits only Ms. Babs' Nursery Families to use during the hours of 730am-9am and 430pm-6pm, if you are parked in this zone please be sure to make your drop offs and pick ups in a timely manner as those spaces are meant for an expedited drop off/pick up process.

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Joey's Philosophy (Infants)

At Joey's we hope to provide all of the love, care and attention to your child that he/she could possibly want. All of the children we care for here at Joey's Nursery (Infants) are treated equally, fairly, and most importantly, with genuine concern and adoration.

We strive to have every family feel like an integral part of our school -- because you are! We pride ourselves in our close knit and "in-home nursery school or home away from home" mentality. We understand the importance of love and nurturing as well as structure, music, silly time, art projects, and of course lots of cuddles and kisses in between to help further the development of the children in our care.

We are so excited you have chosen and trusted us with the care of your child. We hope to communicate and work with you along the way to nurture and guide these infants into their early adventures of life.

Nap and Rest Time:

As per licensing regulations and dependent on age, we let an infant (3 months to 20 months of age) sleep as often as the infant needs, unless specially notified by a parent to not do so.

Meals:

At Joey's, we strive to be as communicative about any infant's dietary needs/restrictions you as a parent have in place with your child. Every baby is different so we set up an individual and catered plan for each infant's feeding schedule for their first year and beyond with us.

We provide solid food based on infants development, need and age. Most typically, around one year of age.

Supplies:

Fitted crib sheet, diapers, diaper cream, sunscreen, breast milk and/ or formula, transitional solid food, pacifier if needed

Adjustment period and termination:

There will be two scheduled trial days for two hours a week before the infants initial start date. Parents are asked to only drop off/pick up for those trial times.

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Communication:

Joey's teachers will provide a written daily sheet every day as well as a verbal brief synopsis of their child's activities/behavior for that day.

Joey's teachers will have their cell phones on them in the nursery and will communicate as much and as often as a parent feels comfortable with. If a parent needs to reach out via a cell phone, please reach out to Jess or Mr. Matt first.

Arrival and Departure:

If a parent is late (even a minute after 6:00 pm) a late fee is charged for \$5. An additional \$2 for every minute after five minutes late. For example if you are seven minutes late in picking your child up, it is expected for you to pay \$9 in cash the following morning (at the latest) to the teacher who stayed late with your child.

Enrollment requirements:

All enrollment documents are found on the Ms Babs' website under the resources tab. Infants also need their up to date shot records (all new immunizations as well must be brought in directly after the new immunization is administered) and a copy of their birth certificate for the to start on their first full day of care.

Sick policy:

In addition to the Ms. Babs' sick policies, in the nursery there are a few more. If your infant is put on any antibiotic for any reason, he/she must stay out for a period of 24 hours after the first dose is administered.

The infant program will send a baby home after three diarrheas, unless under an antibiotic. We follow the Ms. Babs' policies for vomiting and a fever of 100° or more.

Medication:

The nursery program cannot and will not administer any medication OTHER than topical creams such as diaper ointment, Ora-gel, eczema lotion, sunscreen, etc...

Ratio-Based Policy:

The infant program (3 months to 20 months) is a ratio-based class. We follow state licensing rules and regulations with a 1 teacher to 4 infants. Once an infant reaches 20 months, the ratio is 1 teacher to 5 children.

This means that our teachers schedules can frequently change based on your child's absence. We ask that if you know your child will be absent or leaving early (vacation, doctors appointment, grandparent in town, whatever reason it may be) that you notify a nursery staff

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person as soon as you know for it can and will ultimately affect our staffing situation for that given day/time.

I fully understand and respect the terms and conditions of the Ms. Babs' Nursery School parent handbook. I will reread and resign this agreement at the beginning of each new school year or as needed by the school. Thank you for taking the time to review our policies.

Parent(s) Signature _____

Parent(s) (Printed Name) _____

Date: _____

