

manassas st. thomas
united methodist church

Parent Handbook 2009-2010



Table of Contents

Purpose	2
Location.....	2
Sunbeam Children's Center of MSTUMC Organization Chart	2
Staff Requirements	3
School Hours.....	3
Classes Offered.....	4
Enrollment Procedure	5
Tuition	6
Scholarships.....	7
Curriculum.....	8
Daily Schedule.....	9
Chapel Time.....	9
Bible Story Time.....	9
Lunch and Snacks.....	10
Outdoor Play	11
Potty Training/Bottles	11
Student Arrival and Departure.....	12
Sick Policy.....	13
Hand Washing.....	14
Medication Administration and Authorization	14
Attendance Records.....	14
Inclement Weather Policy	15
Calendar Dates/Holidays	15
Communication	16
Supplies.....	17
Field Trips and Transportation Safety	17
Clothing	17
Personal Belongings	17
Birthdays	18
Parent/Teacher Conferences	18
Parent Participation	18
Discipline Policy.....	18
Reporting Child Abuse	19
Licensing/Insurance Coverage.....	20
EMERGENCY DISASTER PLAN.....	22



WELCOME!

WELCOME to the Sunbeam Children's Center of Manassas St. Thomas United Methodist Church! We are looking forward to getting to know you and your children. It is our prayer that every child will have a fun and educational time while here.

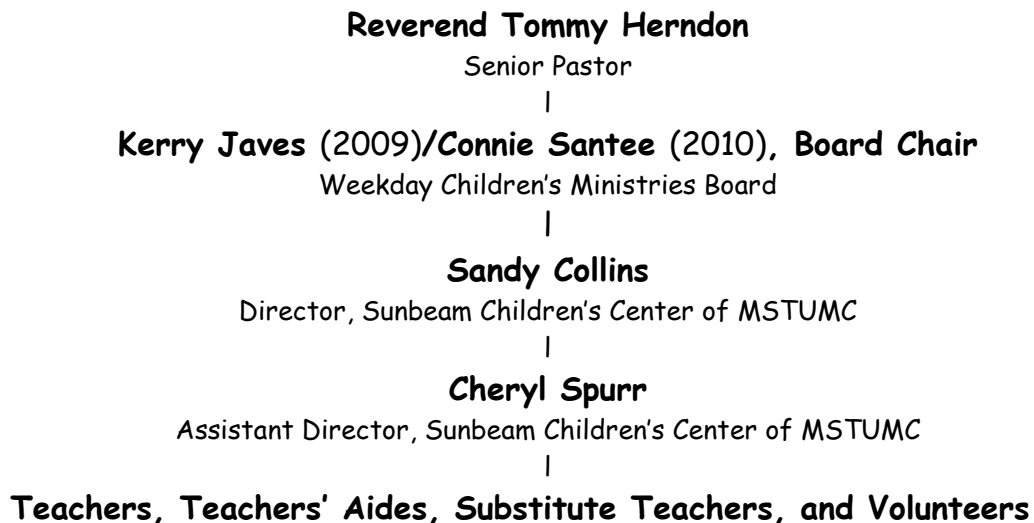
PURPOSE

Our purpose at the Sunbeam Children's Center of MSTUMC is to glorify God and create sunbeams for Jesus by providing a safe, fun place where children can grow spiritually, socially, intellectually, emotionally, and physically. We will partner with families to lay the spiritual foundation for children to become followers of Jesus Christ as God instructs us in Deuteronomy 6:6-7 which states, "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

LOCATION

We are located in the Manassas St. Thomas United Methodist Church at 8899 Sudley Road, Manassas, VA. Phone number: 703-368-5161, ext. 24. The building was built in 1994. The Sunbeam Children's Center is located on the lower level of the church.

SUNBEAM CHILDREN'S CENTER OF MSTUMC ORGANIZATIONAL CHART





STAFF REQUIREMENTS

Quality of staff is especially important in providing quality education for infant, toddler, and preschool age children. Each teacher is required to have either an educational background in early childhood development/education or equivalent experience, a calling to minister to children and their families, and a relationship with God through Jesus Christ.

Staff are required to attend a minimum of 8 hours of staff development training as approved by the Director per year. Training must relate to children, early childhood development, or the education of young children.

Staff members are required to have a current Pediatric CPR and First-Aid certificate.

An annual health exam form stating that each staff member is free from any disability which would prevent him/her from caring for children must also be on file with the Director. A qualified physician or certified nurse practitioner must sign the form.

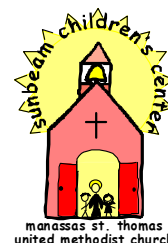
Each staff member must provide proof of a negative PPD skin test for tuberculosis annually. If an employee is unable or refuses to provide skin testing results, then she/he must provide a chest x-ray report as proof of a negative tuberculosis status.

Before being hired, a Criminal Record Check and Central Registry Search Check are done on each staff member.

SCHOOL HOURS

The Sunbeam Children's Center of MSTUMC operates from 6:30 a.m. to 6:30 p.m. Monday through Friday. Children in the All-Day program may not be dropped off earlier than 6:30 a.m. and must be picked up by 6:30 p.m. The Parents' Morning Out and Preschool programs operate from 9:00 a.m. to 12:00 p.m. Children in these programs may not be dropped off earlier than 9:00 a.m. and must be picked up by 12:00 p.m.

There will be a late fee of \$25 assessed for every 15 minutes past your child's program closing time you are late picking up your child. Your child worries if you are not there on time. Please call and let us know if you are going to be late. Your call will help us communicate with your child to let them know you are on your way.



CLASSES OFFERED

All-Day Program

- Infant - 6 weeks until walking
- Toddler - Must be walking
- Older Toddler/Two Year Old Combined Class - (Not 2 years old by September 30, 2009)
- 2 Year Old Class - Must be 2 years old by September 30, 2009
- 3 Year Old Class - Must be 3 years old by September 30, 2009
Must be Potty Trained
- 4 year Old Classes - Must be 4 years old by September 30, 2009
Must be Potty Trained

Parents' Morning Out Program

- 18-24 Month Old Classes - Must be at least 18 months by September 30, 2009
 - 1-day class offered on Thursday or Friday
- 2-4 Year Old Classes - Must be at least 2 years old by September 30, 2009
 - 1-day class offered on Monday, Tuesday, or Wednesday
 - 2-day class offered on Monday/Wednesday or Tuesday/Thursday

Parents' Morning Out is open to children who are ages 18 months to 4 years old and are not enrolled in another preschool-type program.

Preschool Program

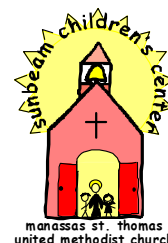
- 3 Year Old Classes - Must be 3 years old by September 30, 2009
 - 2-day class - Tuesday/Thursday
 - 3-day class - Monday/Wednesday/Friday
- 4 Year Old Classes - Must be 4 years old by September 30, 2009
 - 3-day class - Monday/Wednesday/Friday
 - 4-day class - Monday/Tuesday/Wednesday/Thursday
 - 5-day class - Monday - Friday

In accordance with the Commonwealth of Virginia licensing standards, the following ratios apply for all programs within the Sunbeam Children's Center of MSTUMC:

- 6 Weeks to 24 Months - 1 Caregiver per 4 Children Enrolled
This ratio also applies to the combined Older Toddler/Two Year Old class in the All Day program.

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



- 18-24 Month PMO - 1 Caregiver with 4 Children Enrolled
- 2 Year Old Class - 1 Caregiver per 8 Children Enrolled
- 2-4 Year Old PMO Classes - 1 Caregiver per 8 Children Enrolled
- 3 Year Old Classes - 1 Caregiver per 10 Children Enrolled
- 4 Year Old Classes - 1 Caregiver per 10 Children Enrolled

Floating aides are available to assist in all classes.

ENROLLMENT PROCEDURE

The Sunbeam Children's Center of MSTUMC admits children regardless of race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the children in the center. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of our educational policies, admissions, or other school administration programs.

A \$75.00 non-refundable registration/materials/ activity fee is due at the time of registration for all programs except the 1 day Parents' Morning Out classes. The non-refundable registration/activity/materials fee for those classes is \$50.00. Students currently enrolled at the Sunbeam Children's Center of MSTUMC and their siblings will have priority.

Items required at the time of registration are:

- a completed registration form
- a \$75 **non-refundable** (\$50 for 1-day classes) registration/materials/ activity fee
- child's original birth certificate. (According to the Commonwealth of Virginia, if you fail to submit proof of your child's identity and age within the first seven business days of initial attendance, the Center is required to notify the local law-enforcement agency.)

A Commonwealth of Virginia School Entrance Health Form verifying child's record of immunizations that is signed by a physician, or his or her designee, or health department official, and a signed Parent Agreement Form must be submitted to the Director's office for each child enrolled prior to the first day in attendance at the Sunbeam Children's Center of MSTUMC.

If the class you wish to enroll your child in is full, your child's name will be placed on a waiting list. If and when there is an opening, you will be notified.

Sunbeam Children's Center
of Manassas St. Thomas United Methodist Church
Parent Handbook 2009-2010



TUITION

All Day Program

Infants	\$210.00/week
Toddlers	\$190.00/week
Twos, Threes, Fours	\$170.00/week

Tuition is due on Monday of each week. **If payment is not received by Wednesday a \$10 late fee will be assessed.** If payment is not received by the following Monday, a Letter of Intent to remove your child from enrollment will be sent home. If payment becomes two weeks delinquent, your child will be removed from the center. When your account becomes current, your child will be placed on the waiting list if there is no available space.

Prorated tuition will not be given for any reason, including days missed due to illness or vacation. If school is closed temporarily because of weather conditions or other reasons beyond the control of the school, tuition will continue to be charged. If your child is absent for an extended period of time but expects to return to school, tuition must be paid during the period of absence in order to keep your child enrolled in the program.

Parents' Morning Out Program

1-day Classes:	\$85.00/month
2-day Classes:	\$165.00/month

Preschool Program

3 Year Old Classes:

Two Day Class	\$190/month
Three Day Class	\$205/month

4 Year Old Classes:

Three Day Class	\$205/month
Four Day Class	\$220/month
Five Day Class	\$235/month

Tuition for children enrolled in the PMO and Preschool programs is due on the first of the month, September through May. **If payment is not received by the 10th of the**

Sunbeam Children's Center
of Manassas St. Thomas United Methodist Church
Parent Handbook 2009-2010



month, a \$25 late fee will be assessed. If payment and late fee are not collected by the 28th of the month, your child will be removed from the roll and be added to the waiting list.

Prorated tuition will not be given for days your child misses due to illness, vacation, or for any reason other than enrolling in the program after the beginning of the month. If your child is absent for an extended period of time but expects to return to school, tuition must be paid during the period of absence in order to keep your child enrolled in the program.

If school is closed temporarily because of weather conditions or other reasons beyond the control of the school, tuition will continue to be charged.

Checks should be made payable to Sunbeam Children's Center of MSTUMC. You may drop off your check in the tuition box located in the Center's office. **Please write your child's name in the memo section of your check to assure that tuition is applied to the correct account.**

There is a \$25 charge for any returned checks. If we receive a returned check more than once from your account, we will ask that all following tuition payments be made as cash, money orders, or certified checks for one calendar year.

A 2 weeks written notice to the Director is required in order to withdraw a child from the program. There will be no refund on a tuition payment that has already been made. If a two week notification has not been given directly to the Director, you will be expected to pay for those weeks prior to withdrawal.

SCHOLARSHIPS

Financial adjustments or scholarships may be available upon request to the Weekday Children's Ministries Board. Your request, including reasons for financial assistance, must be given to the Director in written form. The Director will then present your request to the board.



CURRICULUM

Infants

At the Sunbeam Children's Center we strive to meet the specific needs of each baby in a variety of ways. Each baby is held, talked to, read to, and sung to by loving, nurturing staff members. Our schedule also offers ample "tummy time" and opportunities for playing and learning with other babies. A variety of age appropriate toys for both younger and older infants is always available for the babies to explore. The babies in our care are also introduced to simple Bible stories.

Toddlers

We recognize that toddlers still require schedules that are individualized to their specific needs, but toddlers are also ready for a bit more "structure" to their daily routine. Our toddler teachers continue to talk, read, and sing with each child, but also begin introducing these activities within a group setting. In addition, our toddlers' schedule offers ample opportunity to learn through playing and exploring. We offer a wide variety of activities that aid in language development and gross and fine motor skills. Our toddlers also enjoy a weekly Bible story and craft shared by our Director or other staff members.

Because it is recommended that children under two not watch any television, T.V. viewing is not permitted in our infant, toddler, toddler/two combination or 18-24 month PMO classes.

Two's, Three's, Four's

Our curriculum for two's, three's and four's is Bible based, theme based, and letter and number based. It includes age appropriate reading, writing and math readiness, and social interaction activities aimed to provide the children with many educational opportunities that will prepare each child for the next educational level.

They will be provided with opportunities to:

- learn to share, work, play, and get along with other children
- learn discipline and self-control
- learn to follow instructions and to finish work
- learn to express ideas and feelings in acceptable ways
- learn to accept responsibility for their actions

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



- develop language, pre-reading, pre-writing, pre-math skills (including recognition of colors, shapes, letters, and numbers with encouragement to use correct strokes when writing letters and numbers)
- learn good health habits
- develop an awareness and appreciation for God's world
- learn age-appropriate Bible based truths to nurture them in developing faith in Jesus Christ.

The environment in which all the children at the Sunbeam Children's Center of MSTUMC learn will be one of unconditional love, support, and respect to help them grow spiritually, socially, intellectually, emotionally, and physically.

DAILY SCHEDULE

Each classroom will have a posted daily schedule. We strive to maintain consistency in following the schedule each day; however, it may be altered as the teacher necessitates or as activities change.

CHAPEL TIME

Once a week the 3 and 4 year old All Day and Preschool students will go into the sanctuary for chapel time. Chapel time combines Bible stories and songs that affirm God's unconditional love for each child. Chapel time is lead by a member of the church staff. Teachers will remain with the children during chapel time. The chapel time themes and monthly Bible verses are reinforced in the classroom.

BIBLE STORY TIME

Children enrolled in Parents' Morning Out and the All Day Toddler and Two Year Old classes are told a Bible story each week in their classrooms. The Bible story with related art project are done by the Director or member of the staff. The themes for the Bible stories taught throughout the year are:

- Jesus loves me
- The Bible
- Creation
- The life of Jesus
- Old Testament Characters

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



- o Noah
- o Abraham
- o Jacob
- o Joseph
- o Moses
- o Hannah and Samuel
- o David
- o Daniel
- The Church

LUNCH AND SNACKS

All Day and PMO Programs

Because we do not have a commercially approved kitchen, the Sunbeam Children's Center is not permitted to prepare food for the children in our care. Each child enrolled in the All Day and PMO programs is to bring a packed lunch including a drink from home that he/she can feed him/herself without too much mess. Please be thoughtful of the teacher and leave messy foods at home. Refrigeration will not be available (feel free to include an ice pack with the lunch). We are limited in our resources for heating up food. Please label your child's lunch box/bag and drinking cup with his/her name where it can easily be seen by the teacher. Place his/her lunch box/bag in the designated location within the classroom when you drop off your child in the morning.

If you have an infant, please provide appropriate and sufficient food for your child. Please label your child's bottles and food with his/her name.

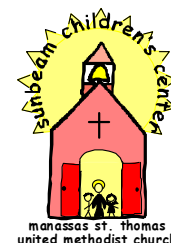
For toddlers on table food to children up to 4 years of age, a morning and afternoon snack will be provided by the center except for the PMO 2-4 year old classes.

Preschool Program

Children enrolled in the Preschool program do not eat lunch at the center. Parents are asked to send snack into their child's classroom on a rotating basis. Teachers will send home monthly snack schedules as well as a basket in which to return the snack to the classroom. On your assigned day, please send enough snack and juice or milk for the whole class. For health reasons, snacks and juice must be store bought and individually wrapped in their original wrapper.

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



Snack day is one way we use to help build self-esteem and honor your child's individuality. When it is your child's turn to provide snack, your child will be celebrated in various special ways throughout the day. For example, your child may be designated as the line leader or get to pick his/her favorite book to be read at story time.

Please do not send nuts or any nut products, seeds, uncut grapes, uncut raw carrots, or popcorn.

Please check food labels for ingredients and how the food is processed.

We request that you send only 100% juice or milk. If you do not wish to send juice or milk, water will be served.

OUTDOOR PLAY

When feasible the daily curriculum will include a period of time for outside play. Children 2 years and up will use the playground equipment located to the right of the center doors. The base of the playground consists of shredded rubber tires and is in compliance with the Code of Virginia. Toddlers will use the playground to the left of the center doors.

Parents are encouraged to send their children to school with appropriate outdoor clothing. We will go outside most every day unless the temperature is below 32 degrees, it is raining, extremely windy, or the playground is too wet or snow covered. When the weather is cold, please dress children with coats, hats, and mittens. When the weather is warm and sunny, we suggest sunscreen.

POTTY TRAINING/BOTTLES

Children must be fully potty trained in order to attend any 3 or 4 year old class at the Sunbeam Children's Center of MSTUMC. Potty trained means no diapers, pull-ups or training pants of any kind. It also means that the parent is confident that his/her child can make it between bathroom breaks without having any accidents. There is a scheduled bathroom break each day, but children may use the bathroom at any time.



Parents' Morning Out

Children do not have to be potty trained to attend PMO. However, you will need to bring disposable diapers and wipes, if applicable, because they will not be provided by the program. Please label diapers and wipes with your child's name.

We ask that you only send your child to school in pull-ups if he/she is occasionally having accidents such as two or three a week. If it is more than occasionally, please send him/her in diapers because it is difficult and time consuming to change a child in a pull-up since we often have to take off articles of clothing, including shoes, in order to put a new pull-up back on the child.

Bottles are not permitted in any program except the Infant All Day program. We also encourage you to leave pacifiers at home. The passing of germs among the children can be increased with the use of bottles and pacifiers.

STUDENT ARRIVAL AND DEPARTURE

An authorized adult is required to sign in and then sign out your child with full legible adult signature on a daily basis. Sign in/out sheets will be located in designated areas in each classroom.

Under no circumstances will a child be released to anyone other than those listed on their registration form unless there is a signed note from the parent. If you designate someone else to pick up your child at dismissal time, you must present a written, signed note releasing your child to that person. When the designated person arrives, staff will ask to see his or her valid identification to verify that your child may be released. For security purposes, the doors to the center (located on the lower level of the church) will be locked during the hours of 9:30 a.m. - 11:40 a.m. and 12:10 p.m. - 6:30 p.m. If you need to enter the building, please ring the doorbell located to the left of the glass doors. (The doors located at the main entrance in the front of the church will most always be unlocked if you need to enter.)

This policy is for the protection of your child.



SICK POLICY

The health of your child is very important to us. We do a visual health screening each day on every child. If your child exhibits any of the following symptoms, please keep your child home if he/she:

- Has green or yellow nasal discharge
- Has a fever of 100F or higher within the past 24 hours
- Has severe coughing
- Has pinkeye or any eye discharge - May return with doctor's note stating when they may return
- Has a sore throat or trouble swallowing
- Has a rash of unknown origin that may be contagious - May return with a doctor's note
- Has been on antibiotics for less than 24 hours or less than 3 doses
- Has had vomiting or diarrhea within the past 24 hours
- Is too ill to play outside or participate in classroom activities

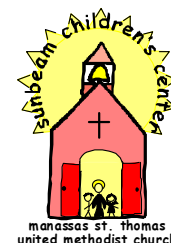
If your child exhibits any of these symptoms or situations during the day, you will be called to take your child home. If we cannot reach you, we will contact the persons listed on your emergency form.

Please contact the center if your child contracts a communicable disease such as chicken pox, strep throat, flu, hand foot and mouth disease, etc. or parasites such as ring worm, head lice, etc. Communication and cooperation of parents is of great importance in helping to prevent the spread of diseases. **Please be sure that your child is no longer contagious when he/she returns to school.**

Child May Return to School When:

- Chicken Pox - all pox must be scabbed over
- Strep Throat - has taken antibiotic for 36 hours and fever free
- Hand Foot and Mouth Disease - no fever, diarrhea, or tiny blisters on hands, feet, and mouth
- Ring Worm - area is covered with a bandage
- Head Lice - no visible bugs or nits after receiving treatment

Sunbeam Children's Center
of Manassas St. Thomas United Methodist Church
Parent Handbook 2009-2010



If your child has been exposed to any contagious disease, you will be notified through a letter sent home from the Director.

HAND WASHING

Washing hands upon arriving at school is highly recommended by the health department to help prevent the spread of illnesses and diseases. Therefore, we request that each child wash his/her hands with soap and water in a hallway bathroom or in the classroom bathroom, if available, upon arriving at school.

The staff will take constant precautions to prevent the spread of contagious and communicable diseases. Most common childhood diseases are contagious. Careful hand washing by the staff and children when arriving at school, before eating or handling food, after toileting, when hands are dirty/messy, or when deemed necessary by the teacher can eliminate approximately 75% of the risk of spreading many illnesses.

MEDICATION ADMINISTRATION AND AUTHORIZATION

The giving or application of medication, including special medical procedures, shall be administered by staff of the center certified by completing the MAT (Medication Administration Training) course. The parent/guardian must complete a written Medication Consent Form authorizing the administering of medication, indicating dosage and length of prescription term, including a release of liability. All prescription and over-the-counter medications must be in their original containers and labeled with child's name. Parents must supply the center with the appropriate medication administration tools such as medicine cups, droppers, dosing spoons, oral syringes, and pill crushers, labeled with child's first and last name. All medication and administration tools, along with the completed consent form, must be stored in the office. **Under no circumstance will the center administer the first dose of any medication to a child.**

ATTENDANCE RECORDS

Throughout the school day the Director will visit each room and take attendance. This will enable us to account for all the attending children in the case of an emergency.



INCLEMENT WEATHER POLICY

All Day Program

The Sunbeam Children's Center of MSTUMC recognizes that parents, who must still report for work regardless of weather conditions, depend upon their childcare arrangements. Therefore, our All Day program will remain open in inclement weather unless the Federal government closes. If the Federal government closes or has a delayed opening or an early closing, the All Day program will follow suit.

In the event that the All Day program should close, a message will be placed on the center's phone voice mail.

PMO and Preschool Programs

The Preschool and Parents' Morning Out programs will be closed when Prince William County Schools are closed for weather/road conditions or some local or national emergency. If there is a delayed opening for Prince William County Public Schools, these programs will open on time at 9:00.

Should the Federal Government close due to inclement weather, natural disaster, terrorist activity, or any reason other than regularly scheduled holidays, all three programs of the Sunbeam Children's Center will close as well.

CALENDAR DATES/HOLIDAYS 2009-2010

All Day Program

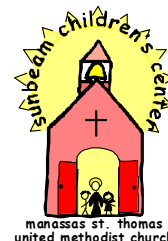
Labor Day	Monday, September 7, 2009
Thanksgiving	Thursday, November 26 & Friday, November 27, 2009
Christmas	Thursday, December 24 & Friday, December 25, 2009
New Year's Day	Friday, January 1, 2010
Memorial Day	Monday, May 31, 2010
Independence Day	Monday, July 5, 2010

Parents' Morning Out

Orientation	September 11, 2009
First Week of School	September 14-15-16-17-18, 2009
Thanksgiving	November 23-24-25-26-27, 2009
Christmas	December 21, 2009 - January 1, 2010

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



Easter Break March 29-30-31-April 1-2, 2010
Last Week of School May 24-25-26-27-28, 2010

Preschool Program

Orientation Friday, September 11, 2009
First Day of School Monday, September 14, 2009
Thanksgiving Wednesday, November 25 - Friday, November 27, 2009
Christmas Monday, December 21, 2009 - Friday, January 1, 2010
Martin Luther King Monday, January 18, 2010
Parent Conferences Tuesday, January 19, 2010
President's Day Monday, February 15, 2010
Easter Break Monday, March 29 - Friday, April 2, 2010
Last Day of School May 28, 2010

COMMUNICATION

Each teacher will communicate information about classroom activities, skills learned, and announcements to the parents on a Parent Information White Board located in each classroom. Also, please check your child's cubbie each day for any papers when picking him/her up. Newsletters and information from the school as well as from the teachers will be placed in your child's cubbie. It is the responsibility of the parents to take the papers home each day that are in your child's cubbie and review the information. Any information that is required to be returned should be brought in on the child's next day of attendance.

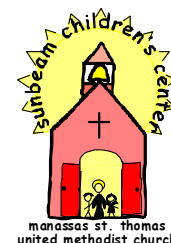
The center will provide each child in the 3 & 4 year old Preschool with a tote bag during their first week of school for carrying his/her papers and any other necessary items. The tote is to be used in place of a backpack by children enrolled in the Preschool.

Parents may contact the Director's office at any time during school hours at 703-368-5161, ext. 24. If there is no answer and it is an emergency, redial the church office at 703-368-5161 and someone will come downstairs to find the needed party.

It is important that parents keep the Director informed of any changes in information provided on the registration form such as emergency contacts, phone numbers, addresses, allergies, health conditions, and physician.

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



SUPPLIES

Most supplies will be provided by the center. Your child's teacher may request certain items for a specific project or craft at times. Parents will be notified when these items are necessary.

FIELD TRIPS AND TRANSPORTATION SAFETY

Children enrolled in the 3 and 4 year old classes of the All Day program and the Preschool program will go on several field trips during the year. For each field trip, there will be a permission slip that you, the parent, will sign specifically for that trip. We rely on parents to assist with transportation and additional supervision. Car seats are required. Students must have a car seat and signed permission form in order to participate. Drivers who transport a child other than their own must provide proof that they have a valid driver's license and insurance in accordance with the regulations of the state that licenses the driver.

Sunbeam Children's Center of MSTUMC does not necessarily promote businesses visited nor endorse the resource people brought to the center.

CLOTHING

Our program involves the use of paint, paste, water, sand, etc. Please dress your child in comfortable and washable play clothes. We will play outside every day possible, so please provide appropriate outdoor clothing and sneakers as well. We ask that you provide an extra set of clothing in case your child soils his/her clothes during activities or outside play. For storing clothes at school, please place the extra clothes in a clear plastic bag labeled with your child's name. Remember to label all clothing, coats, mittens, hats, sweaters, etc. with your child's name.

PERSONAL BELONGINGS

Please do not allow your child to bring toys, food (other than lunch or snack), jewelry, money, or candy to school. **NO** toy guns or weapons are permitted in the classroom. We will take no responsibility for lost or broken toys brought from home.

However, we do encourage students to bring their special discoveries to share on Show-N-Tell days.



BIRTHDAYS

Your child may bring a special snack on his/her birthday. Please communicate with your child's teacher if you wish to do this. For children enrolled in the Preschool, the teacher will schedule your child to provide snack on the day closest to his/her birthday. For children in the Preschool and PMO with summer birthdays, a day will be scheduled near the end of the school year for celebrating.

PARENT TEACHER CONFERENCES

Conferences are scheduled once during the year, usually in January, for children enrolled in the Preschool and in the 3 & 4 year old All Day Program. If a conference or observation is desired at another time, please make an appointment with the teacher. The teacher is always available to discuss your child's progress.

PARENT PARTICIPATION

Parents are welcome and encouraged to visit the center at any time. It is not necessary to call ahead if you would like to visit, however, you must check in with the director before entering a classroom. We also welcome your help in the classroom. Volunteers are needed for special events and celebrations, field trips, cooking projects, etc. If you have a talent or skill such as music, dance, puppetry, face painting, story telling, carpentry, or crafts, we encourage you to share it with your child's class. Please coordinate visits with your child's teacher.

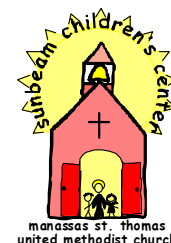
DISCIPLINE POLICY

In accordance with Virginia State licensing for Religiously Exempt Day Care:

- A. Discipline shall be constructive in nature and include techniques such as:
1. Using limits that are fair, consistently applied, and appropriate and understandable for the child's level;
 2. Providing children with reasons for limits;
 3. Giving positively worded directions;
 4. Modeling and redirecting children to acceptable behavior;

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



5. Helping children to constructively express their feelings and frustrations to resolve conflict; and
 6. Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior.
- B. When disciplining a child, staff shall not:
1. use physical punishment or disciplinary action
 2. shake a child at any time
 3. be verbally abusive
 4. Force, withhold, or substitute food;
 5. Force or withhold naps; or
 6. Punish a child for toileting accidents.
- C. When separation is used as a discipline technique, it shall be brief and appropriate to the child's developmental level and circumstances. The child who is separated from the group shall be in a safe, lighted, well-ventilated place and shall be within hearing and vision of a staff member.

REPORTING CHILD ABUSE

Section 63.1-238.2 of the Code of Virginia defines an abused or neglected child as any child under 18 whose parent, or other person responsible for the care of the child:

- Causes or threatens to cause a non accidental physical or mental injury;
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or healthcare;
- Abandons the child;
- Fails to provide adequate supervision in relation to the child's age and development; and
- Commits or allows to be committed any illegal sexual act upon a child, including
 - incest, rape, fondling, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

Some symptoms that may indicate abuse or neglect*:

- Nervousness around adults
- Aggression toward adults or other children

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



- Inability to stay awake or concentrate for extended periods
- Sudden, dramatic changes in personality or activities
- Knowledge about sex that is unusual for the child's age or stage of development
- Frequent or unexplained bruises or injuries
- Poor hygiene or dress that is inappropriate for the weather

**Excerpt from the Virginia Department of Social Services "You Can Prevent Child Abuse and Neglect" brochure. February 2004.*

http://www.dss.state.va.us/pub/pdf/church_bulletin.pdf

Anyone may report suspected abuse or neglect; however, Section 63.2-1509 of the Code of Virginia **requires** that designated professionals who have contact with the children immediately report their suspicions. It is not necessary to prove that abuse or neglect has occurred. Reports can be made by calling your local social services department or the Child Abuse and Neglect Hotline at 1-800-552-7096. Reports can be made anonymously. If you choose to provide your name, it will not be released to the family who was reported, except by court order. Persons reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the Code.

The policy of the Sunbeam Children's Center states that if any of our staff members suspects a child is being abused or neglected, we will contact the Department of Social Services immediately.

LICENSING/INSURANCE COVERAGE

We are recognized by the Commonwealth of Virginia as a program religiously exempt from child day center licensing requirements. If you have any questions, please contact:

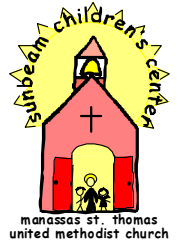
Northern Regional Office, Division of Licensing
170 West Shirley Avenue, Suite 200
Warrenton, VA, 20186
Phone: 540-347-6345, Fax: 540-347-6304

Sunbeam Children's Center of MSTUMC is covered by the public liability insurance of Manassas St. Thomas United Methodist Church.

SUMMARY

These policies have been set forth by the Sunbeam Children's Center of MSTUMC to clarify and give meaning to our program. Our center will continue to succeed by adhering

Sunbeam Children's Center
of Manassas St. Thomas United Methodist Church
Parent Handbook 2009-2010



to our established policies, and by encouraging open communication between the children, families, and staff. The information contained in this Parent Handbook is a part of our commitment to you and your child, and we assume you will be responsible for following our policies. Please keep this handbook as a reference throughout the school year. Thank you for sharing your child with us!



Manassas St. Thomas Children's Ministries

Emergency Disaster Plan

In case of emergency, staff must remain aware and informed. Information will come from the Director as soon as possible. Staff may need to make judgment calls under pressure and must always minimize influence of rumors and panic behavior on both the children and other staff members. During all these situations, it is important that staff reassure the children that they are safe and remind them that trustworthy adults are in charge and will see to it that they are protected and out of harm's way.

If communication is disrupted in an emergency situation, staff must be prepared to exercise their own judgment and initiative to protect the children and themselves.

Each classroom or ministry will be equipped with the following:

- Evacuation diagram
- First Aid Kit and Supplies to include:
 - Scissors
 - Gauze pads
 - Adhesive tape
 - Band-aids, assorted types and sizes
 - Antiseptic cleansing solution
 - Thermometer
 - Triangular bandages
 - Single use gloves
 - First aid instructional manual
- Emergency contact information for all children
- Daily class attendance
- Paper and pencil
- Wipes
- Ice Pack
- Battery operated radio (one on each floor)
- Working battery operated flashlight (one in each classroom)

FIRE

- Use alarm system to notify occupants that they should evacuate the building

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



- Call 911 or notify Director to call 911 if you cannot make the call yourself
- Staff should take with them their notebooks which will include the attendance list and emergency contact information for each child
- Staff should quickly and calmly lead the children through the outside doors and to the designated meeting area for a fire
- Once the children are away from the building, staff must take attendance to make sure that everyone is accounted for
- Each class should wait in the designated area until they are summoned back in to the building or given further instruction
- If the building is on fire, the children will be taken to an alternate location (Lord & Company, Inc. located at 8811 Sudley Road, Manassas, VA, 703-631-6843, contact person: Kristen Maxey) for protective custody until the children can be picked up by a parent or guardian

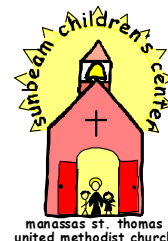
**Statutes for Religious Exempt Child Day Centers require that each month the Sunbeam Children's Center of MSTUMC conduct an emergency evacuation drill with the staff and children. During these drills, we will evacuate the building and act as if there is an actual call for emergency. A record of these drills will be kept on file with the Director. Emergency evacuation charts and procedures will be posted in each classroom where they can easily be seen by staff and children.

MEDICAL EMERGENCY

- Call for help and if needed, call 911
- Use First-aid/CPR as trained to remedy the emergency and return the child to a state of well-being
- If the medical emergency requires the aid of trained emergency professionals, continue First-aid /CPR until the ambulance or fire personnel arrives
- Direct someone to go outside to direct the emergency personnel to the correct area of the building
- Call parent
- If the child has to be transported to the hospital, instruct the parent to meet their child at that location
- Once the child is completely taken care of and everyone is safe and secure complete the Accident/Injury Report (this form can be obtained from the Director)

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



BOMB THREAT

If you receive a telephone call threatening to engage a bomb

- Carefully record the exact time of the caller
- Write down exact words used to make you believe this is an emergency situation
- Make note of caller characteristics (gender, speech patterns, background noises, mood, etc.).
- Alert Director and other staff
- Call 911
- Evacuate the building using the fire drill evacuation process

SUSPICIOUS PACKAGE

- Do not touch any package that looks suspicious
- Alert fellow staff to leave the area
- Call 911
- Evacuate the building using the fire drill evacuation process
- If you have handled the package, seek professional advice on exposure control

HAZARDOUS SUBSTANCES

If leaked inside the building

- Alert all staff
- Evacuate the building using the fire drill evacuation process

Outdoor hazardous substances

- Shut windows and doors
- Move to protected interior space (Children's Worship Center)
- Turn off air conditioner/heater

WORKPLACE VIOLENCE

- Seek safety for children and self
- Call 911
- Alert Director and other staff
- Any witnesses will need to immediately write down what transpired

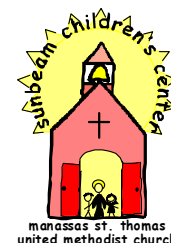
INTRUDER OR GUNFIRE IN THE AREA

If an intruder or person in the area is brandishing a gun or other type of weapon

- Call 911 immediately
- Alert Director and staff

Sunbeam Children's Center of Manassas St. Thomas United Methodist Church

Parent Handbook 2009-2010



- Close and lock all doors and windows
- Move the children to the bathroom, hallway, or to an interior place in your classroom that cannot be seen by the outside windows
- If possible move the children to the protected interior space (Children's Worship Center)

If the person is in the building

- Immediately close your classroom door
- Cover the classroom door window with the paper that is attached
- Instruct the children to duck down and remain by the wall or in a corner that cannot be seen from the door
- If possible call 911
- Have the children remain silent and crouched down until further notice

TERRORIST ATTACK

If there is a terrorist attack in the Washington Metro area, the school will go into a shelter-in-place mode. This means the following:

- All children will be moved to a protected interior space (Children's Worship Center)
- All doors and windows will be locked
- The children will be kept in this space until their parents or guardians are able to come pick them up
- Parents or guardians will be required to knock on the main doors located in the back of the building for entry

TORNADO OR HURRICANE

- All children will be moved to a protected interior space (Children's Worship Center) until further notice that the weather has subsided

POLICY FOR PICKING UP CHILDREN IN AN EMERGENCY SITUATION

You may pick up your child during an emergency as long as your entrance into the building is not a threat to the other children and staff that remain. We will closely monitor any situation by listening to the news on the radio. As long as your child is safe in the building we will continue with the normal routine. However, if we need to act quickly to ensure the safety of your child, we will take action immediately. You will be contacted immediately if you need to pick up your child. We will do everything possible to ensure your child's safety until you or a designate person is able to pick up your child. Do not take any unnecessary actions that may harm you or another member of your family.

Sunbeam Children's Center
of Manassas St. Thomas United Methodist Church
Parent Handbook 2009-2010



*It is the job of the Directors and teachers to use
discretionary judgment in emergencies
that do not permit execution of prearranged plans.*