

Parent Handbook

2011-2012



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of Manassas St. Thomas United Methodist Church**
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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, educational time while here.

PURPOSE

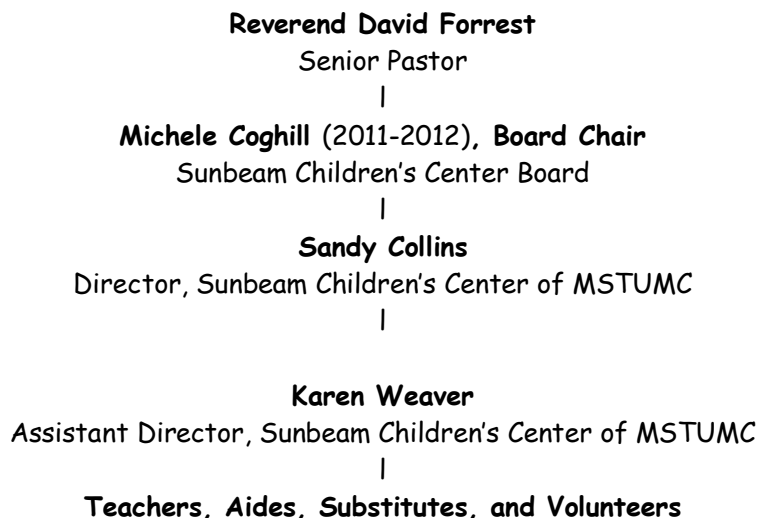
Our purpose at Sunbeam Children's Center of MSTUMC is to glorify God and create sunbeams for Jesus by providing a safe, fun place where children can grow spiritually, socially, intellectually, emotionally, and physically. We will partner with families to lay the spiritual foundation for children to become 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."

It is important to the staff at Sunbeam Children's Center to recognize the individuality of each child and to care for each child accordingly.

LOCATION

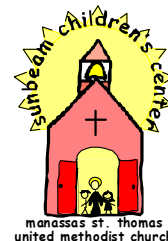
We are located in Manassas St. Thomas United Methodist Church at 8899 Sudley Road, Manassas, VA 20110. Phone number: 703-368-5161, ext. 24. The building was built in 1994. The Sunbeam Children's Center is located on the lower level of the church.

SUNBEAM CHILDREN'S CENTER OF MSTUMC ORGANIZATIONAL CHART



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STAFF REQUIREMENTS

Quality of staff is especially important in providing quality education and care 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 per year as approved by the Director. 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. 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 Day Care program may not be dropped off earlier than 6:30 a.m. and must be picked up by 6:30 p.m. The Preschool classes operate from 9:15 a.m. to 12:15 p.m. except for the Junior Kindergarten class that ends at 1:30 p.m. Children in the Preschool program may not be dropped off earlier than the starting time and must be picked up at the ending time of the program.

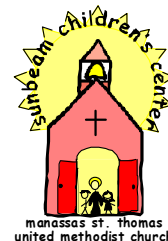
A late fee of \$25 assessed for every 15 minutes you are late picking up your child after his/her program has closed. Your child worries if you are not here on time. Please call and let us know if you are going to be late. Your call will help us communicate with your child to let him/her know you are on your way.

CLASSES OFFERED

Day Care Program

- Infant - 6 weeks until walking
- Toddler - Must be walking steadily, drinking from a cup, able to feed self at a child size table, and participate in structured group activities
- 2 Year Old Class - Must be 2 years old by September 30, 2011
- 3 Year Old Class - Must be 3 years old by September 30, 2011 and potty trained
- 4 year Old Class - Must be 4 years old by September 30, 2011 and potty trained

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Preschool Program

- 2-3 Year Old 2-Day Classes - Must be 2-3 years old by September 30, 2011
 - Monday/Wednesday class
 - Tuesday/Thursday class

- 3 Year Old Classes - Must be 3 years old by September 30, 2011 and potty trained
 - 3-day class - Monday/Wednesday/Friday

- 4 Year Old Classes - Must be 4 years old by September 30, 2011 and potty trained
 - 3-day class - Monday/Wednesday/Friday
 - 4-day class - Monday/Tuesday/Wednesday/Thursday
 - 5-day class - Monday - Friday

- Junior Kindergarten - For children turning 5 years old between July 1, 2011 and December 31, 2011 and potty trained
 - 5-day class - Monday - Friday

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

- 6 Weeks to 24 Months - 1 caregiver per 4 children enrolled
- 2 Year Old Class - 1 caregiver per 7 children enrolled
- 2-3 Year Old 2-day Preschool 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.

An \$80 non-refundable registration/materials/ activity fee is due at the time of registration for all programs except Junior Kindergarten which is \$95. Students currently enrolled at the Sunbeam Children's Center of MSTUMC and their siblings will have priority.

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Items required at the time of registration are:

- a completed registration form
- an \$80 **non-refundable** registration/materials/ activity fee - Junior Kindergarten is \$95 non-refundable registration/materials/ activity fee
- child's original birth certificate. (According to the Commonwealth of Virginia, if a parent/guardian fails to submit proof of the 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 a 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. You must respond with 48 hours of notification. The next person on the waiting list will be called if you do not respond.

TUITION

Day Care Program

Infants	\$215/week	\$115/2-day week	\$165/3-day week
Toddlers	\$195/week	\$105/2-day week	\$150/3-day week
Twos	\$178/week	\$98/2-day week	\$138/3-day week
Threes, Fours	\$175/week	\$95/2-day week	\$135/3-day week

Tuition is due on Monday of each week. **If payment is not received by Friday afternoon, a \$10 late fee will be charged for each day that payment is not made effective immediately.** (Therefore, beginning Monday of the following week, apply an additional \$10 to the tuition cost unless special arrangements are made with the Director.) You will also be given a Letter of Intent to remove your child from enrollment if payment becomes two weeks delinquent. When your account becomes current, your child will be placed on the enrollment list if space is available or on the waiting list if there is no available space.

Once during the school year, a 50% reduction in tuition will be granted per child for one consistent week or whatever days the child is enrolled to attend in that week due to family vacation or illness. No other prorated tuition will be given for any reason. Full tuition is due when the school is closed for a holiday(s). 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.**

If you withdraw your child from the program for any reason, the registration fee must be paid again for the child to be reinstated in the program at a later date.

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Preschool Program

2-3 Year Old Classes

Monday/Wednesday	\$175/month
Tuesday/Thursday	\$175/month

3 Year Old Classes:

3-Day Class	\$210/month
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4 Year Old Classes:

3-Day Class	\$210/month
4-Day Class	\$225/month
5-Day Class	\$240/month
Junior Kindergarten	\$270/month

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

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 two week 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. If you withdraw your child from the program for any reason, the registration fee must be paid again for the child to be reinstated in the program at a later date.

SCHOLARSHIPS

Financial adjustments or scholarships may be available upon request to the Sunbeam Children's Center 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.

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CURRICULUM

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. The curriculum used at our school is letter and number based as well as theme based according to what is age appropriate. The lead teachers of all classes submit lesson plans monthly to the office for review.

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 more "structure" in their daily routines. Our toddler teachers continue to talk, read, and sing with each child, but also begin introducing 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. The toddlers are briefly introduced to the colors, shapes, numbers, letters, and various themes through a variety of activities. Our toddlers also enjoy a weekly Bible story and related art project shared by our Director or other staff members.

Two's, Three's, Four's

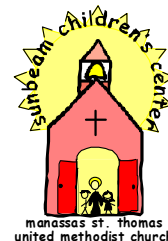
Our curriculum for two's, three's and four's is Bible based, theme based, and letter and number based. It includes age appropriate reading, writing and math readiness, and social interaction activities aimed to provide the children with many educational opportunities that will prepare each child for 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
- 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
- learn to independently take care of self
- develop an awareness and appreciation for God's world
- learn age-appropriate Bible based truths to nurture them in developing faith in Jesus Christ.

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Junior Kindergarten

In addition to the 4 year old class curriculum, the Junior Kindergarten curriculum will include a letter workbook and a math workbook. Reading and simple addition and subtraction may be introduced if the teacher assesses readiness. Emphasis on independence will be reinforced through lunch time at school.

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.

As required by the Commonwealth of Virginia licensing standards, the Toddler, 2's, 3's, and 4's in the Day Care program have a scheduled nap time each day. The nap time at Sunbeam Children's Center varies for the different ages between the hours of 12:15 p.m. to 2:30 p.m. The center provides the cots, cribs, and sheets, but we ask parents to provide a blanket.

LUNCH AND SNACKS

Please do not send peanut butter, nuts or any nut products, or seeds. Please check food labels for ingredients and how the food is processed. Uncut grapes, uncut raw carrots, or popcorn are not recommended for children under 3 years of age.

Day Care Program

Because we do not have a commercially approved kitchen, the Sunbeam Children's Center is unable to prepare meals for the children in our care. Each child enrolled in the Day Care program 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.

A morning and afternoon snack will be provided by the center for children in the Toddler Room through the 4 year old class.

If you have a child in the Infant Room, please provide appropriate and sufficient food for your child. **Your child's bottles and food must be labeled with his/her name.**

Preschool Program

Children enrolled in the Preschool program will be served a nutritious snack with juice, 2% milk, or water by the school. If it is your child's birthday and you would like to bring in a special snack such as cupcakes, please notify the teacher.

Only children enrolled in Junior Kindergarten will eat lunch at the center. Each child needs to bring a packed lunch including a drink from home that he/she can independently manage. Refrigeration will not be available (feel free to include an ice pack with the lunch). To prepare the children for Kindergarten,

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resources for heating up food is not available. Please label your child's lunch box/bag and drink 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.

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's doors. Toddlers will use the playground to the left of the center's doors. The base of both playgrounds consists of shredded rubber tires and is in compliance with the Code of Virginia.

Parents are encouraged to send their children to school with appropriate outdoor clothing. We will go outside every day unless the temperature is low 30's, 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.

CHAPEL TIME

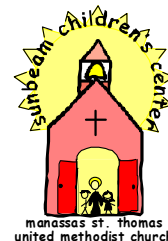
Once a week the 3 and 4 Year Old Day Care and Preschool students will go into the sanctuary for chapel time. Chapel time combines Bible stories and songs that affirm God's unconditional love for each child. Chapel time is lead by the Director, Assistant Director, or a member of the church staff. Teachers 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 the 2-3 Year Old 2-Day Preschool classes and the Day Care Toddler and Two Year Old classes are told a Bible story each week in their classrooms. The Bible story and related art project are done by the Director or members 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
 - o Noah
 - o Abraham
 - o Jacob
 - o Joseph
 - o Moses
 - o Hannah and Samuel
 - o David
 - o Daniel
- The Church

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STUDENT ARRIVAL AND DEPARTURE

An authorized adult is required to sign in and then sign out the child with a legible adult signature (using name and not "mom" or "dad") 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 the registration form unless permission is given to the office by way of a written, signed note releasing your child to that person. The office will accept verbal permission over the phone only in a last minute situation. 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. - 12:00 noon and 12:20 p.m. - 3:00 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 usually be unlocked if you need to enter.)

This policy is for the protection of your child.

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. Monthly 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 that are in your child's cubbie each day 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 Preschool program with a tote bag during the 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.

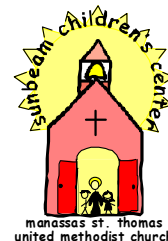
Another form of communication between the school and the parents is the school's web site at www.sunbeam.mstumc.org. Information for upcoming events is posted on the web site.

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 office informed of any changes in information provided on the registration form such as emergency contacts, phone numbers, addresses, allergies, health conditions, and physician.

ATTENDANCE RECORDS

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

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INCLEMENT WEATHER POLICY

Day Care 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 Day Care 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 Day Care program will follow suit.

In the event that the Day Care program should close, a message will be placed on the center's phone voice mail as soon as we hear of the closing.

Preschool Program

The Preschool program 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, Preschool will open on time at 9:15 a.m.

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

CALENDAR DATES/HOLIDAYS 2011-2012

Day Care Program

Labor Day	Monday, September 5, 2011
Thanksgiving	Thursday, November 24 & Friday, November 25, 2011
Christmas	Friday, December 23 & Monday, December 26, 2011
New Year's Day	Monday, January 2, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012

Preschool Program

First Day of School	Monday, September 12, 2011
Thanksgiving	Wednesday, November 23 - Friday, November 25, 2011
Christmas	Monday, December 19 - Friday, December 30, 2011
New Year's Day	Monday, January 2, 2012
Parent Conferences	Thursday, January 12, 2012 or Friday, January 13, 2012 (3 and 4 Year Old Classes Only)
Martin Luther King	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Easter Break	Monday, April 2 - Friday, April 6, 2012
Last Day of School	Friday, May 25, 2012

HAND WASHING

Washing hands upon arrival 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

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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.

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
- has a sore throat or trouble swallowing
- has a rash of unknown origin that may be contagious
- 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 are 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

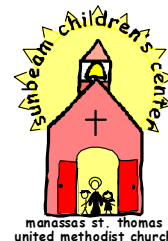
If your child has been exposed to any contagious disease, you will be notified through a letter sent home from the Director.

MEDICATION ADMINISTRATION AND AUTHORIZATION

The giving or application of medication, including special medical procedures, shall be administered by certified staff of the center that have completed the MAT (Medication Administration Training) course. The parent/guardian must complete a written Medication Consent Form authorizing the administering of

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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 the 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 the 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.**

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.

2-3 Year Old Preschool Class

Children do not have to be potty trained to attend this class. However, you will need to bring disposable diapers and wipes, if applicable, because they will not be provided by the center. Diapers and wipes must be labeled 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 Day Care 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.

CLOTHING

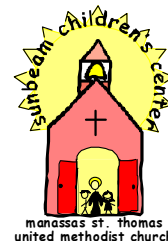
Our program involves the use of paint, glue, water, sand, etc. Please dress your child in comfortable and washable play clothes. We will play outside every day possible, so please provide appropriate outdoor clothing and sneakers as well. We ask that you provide an extra set of clothing in case your 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), 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 for Show-N-Tell on days scheduled by the teacher.

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SUPPLIES

Most supplies will be provided by the center; however, a list with a few needed supplies will be sent home when enrolling your child. 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.

PARENT TEACHER CONFERENCES

Conferences for children enrolled in the 3 & 4 Year Old Preschool and Day Care classes are scheduled once during the year, usually in January. 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.

Conferences for children enrolled in any of the Day Care classes will be scheduled as requested by the parent or teacher.

FIELD TRIPS AND TRANSPORTATION SAFETY

Children enrolled in the 3 and 4 Year Old classes of the Day Care program and the Preschool program will go on field trips during the year. For each field trip, there will be a permission slip that the parent must 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.

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.

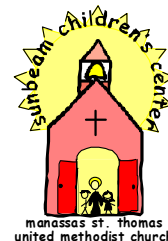
DISCIPLINE POLICY

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

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4. Modeling and redirecting children to acceptable behavior
5. Helping children to constructively express their feelings and frustrations to resolve conflict
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
6. Punish a child for toileting accidents

C. When separation is used as a disciplinary 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:

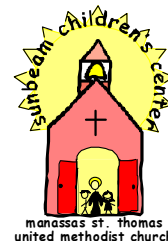
- Causes or threatens to cause a non-accidental physical or mental injury
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or healthcare
- Abandons the child
- Fails to provide adequate supervision in relation to the child's age and development
- Commits or allows 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
- 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

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**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 reported family, 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.

EMERGENCY DISASTER PLAN

In case of an emergency, Sunbeam Children's Center of MSTUMC has established a plan for staff and children to follow. Parents may ask to view this plan at any time. Emergencies included in the plan are fire, medical, bomb threat, suspicious package, hazardous substances, workplace violence, terrorist attack, and tornado or hurricane. We will closely monitor any situation by listening to the news on the radio. During any emergency situation, staff will 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. 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. For emergencies where the children need coverage inside the building, they will be taken to the "Big Play Room." For emergencies where the children need to evacuate the building, they will be relocated to one of the smaller buildings located on the grounds for protective custody until the children can be picked up by a parent or guardian.

The policy for picking up children in an emergency situation is you may pick up your child as long as your entrance into the building is not a threat to the other children and staff that remain. You will be contacted if you need to pick up your child. We will do everything possible to ensure your child's safety until you or a designated person is able to pick up your child.

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.

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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 to our established policies, and by encouraging open communication among 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!