



Deep Creek Academy



Parent Handbook

1. Welcome

Welcome to Deep Creek Academy. We look forward to a wonderful experience with you and your child. This handbook contains information concerning policies and procedures we follow to ensure a safe and quality program for your child. Please take a few minutes to read this. Should you have any questions, please bring them to the attention of the Director. Congratulations on making an excellent choice and have a great year!

2. Mission

Deep Creek Academy infuses Christ-centered living, cultivates lifelong learning, and empowers children in the developmental domains of early childhood while meeting the unique needs of the families in our community.

3. Faith Statement

DCA is a non-profit, religious exempt school, sponsored by Deep Creek Baptist Church. Our school is operated by the Board of Directors who are all active church members. As a part of Deep Creek Baptist Church ministry, we align our business practices and educational teachings upon Biblical teaching. We believe:

- In one God, the Maker of all things
- Jesus is the infinite God-Man, the only Savior of mankind
- The Bible is God's written revelation to man, inerrant in all that it teaches
- In Heaven, Hell and the literal return of Jesus at a time that God chooses.
- In the Trinity ministry and power of the Holy Spirit
- Marriage is an exclusive union, ordained by God between a man and a woman and that God designed sexual intimacy to occur between a man and a woman who are married to each other.
- God created each person as either male or female in conformity with their biological sex and that these two distinct, yet complimentary genders together reflect the true image and nature of God.

4. Spiritual Emphasis

Our curriculum and daily program consist of developmentally appropriate activities interwoven with Spiritual emphasis. Our intent is to teach children to incorporate a relationship with God throughout their day. Activities include but are not limited to: Worship, Bible Time, Prayer, and discussions to instill Christ-centered living. The expectation is for children and their families to remain respectful of these activities regardless of their personal beliefs or practices. Modifications will not be made to meet individual preferences.

5. Non-discriminatory Policy & ADA Policy

Deep Creek Academy admits students of any race, color, sex, and national or ethnic origin and/or religious beliefs. Deep Creek Academy will not fundamentally alter our Mission Statement, Faith Statement, Core Values, Core Beliefs or Curriculum to accommodate children or families with different beliefs, values, or expectations.

Deep Creek Academy will not discriminate against children with disabilities and/or special needs. We will provide children with disabilities an equal opportunity to participate in Deep Creek Academy programs and services unless their presence will pose a direct threat to the health or safety of others

and/or if it requires a fundamental alteration or causes undue hardship to our program.

If our teachers become concerned about a child's educational development or believes a child may benefit from a more specialized program, parents/guardians will be referred to the Edwards-Wilson Center (part of the Chesapeake Public School System) for further evaluation.

They can be contacted at:

Edwards-Wilson Center

2107 Liberty Street

Chesapeake, VA 23324

757-494-7600

6. Curriculum

Preschool

We believe preschool children learn best while at play in an environment intentionally designed for creativity, exploration, and learning. DCA utilizes *The Virginia Milestones of Child Development* and the *Virginia Foundation Blocks for Early Learning* as the foundation for our preschool program curriculum. These researched based tools were produced by early childhood experts with years of experience, who understand the importance of young children learning in a sequence of developmentally appropriate experiences. The *Milestones and the Foundation Blocks for Early Learning* are designed to assist teachers with program planning that encourages children to develop their emerging skills in all developmental areas (*socio-emotional, language, cognitive, physical, and aesthetic*). Experiences include hands-on, center-based activities, as well as group and individual time. These experiences meet learning objectives that help children begin an educational continuum leading directly to success in the state kindergarten SOL's.

Kindergarten

Our full-day kindergarten program offers a high-quality learning experience using a balance of teacher-directed instruction and child-directed learning. Our core curriculum is *Starfall*, a research-based program which meets (and often exceeds) state learning standards and benchmarks. Students are motivated to learn along with the class mascot, Backpack Bear. Our low student-teacher ratio reaches students where they are individually and, utilizing visual, auditory, and kinesthetic learning experiences, helps them make a successful transition from preschool to first grade. Students thrive in our program which integrate Bible, Reading, Language Arts, Penmanship, Science, Social Studies, Math, Music, Art, and Physical Education in our daily lessons. Off-campus field trips provide opportunities to expand the learning experience and practice developing social skills.

7. Before & After School Care

Our Before & After School Care program offers a structured yet relaxed environment where students are able to prepare for their day, unwind after their school day, interact with friends, work on homework, and participate in other activities - including physical exercise and Bible study.

8. Summer Camp

Our Summer Camp program provides structured, thematic activities created to engage children through the summer weeks. Daily themes include Music Mondays, Traveling Tuesdays (school age only), Wet Wednesdays, Tasty Thursdays, and Fun Fridays. Activities include arts and crafts, music, bike and helmet day, science experiments, special visitors and entertainment, cooking, water play, tasty treats, and field trips (school age only).

9. Admission Policy

All enrollment forms are submitted with our online form. Prior to enrollment, parents must complete the online agreement and return the Tuition Express Automated Payment Processing form. Once the payment processing form is received, the applicable registration fees will be drafted in 1-3 days. The registration fee holds a place for the child and is nonrefundable. Enrollment is not complete until the registration fee is processed and the required forms are submitted.

REQUIRED FORMS: to submit proof of the child's identity and age as well as an immunization record. These documents must be submitted before the child may start school.

Please note: For your child's protection, these records are retained during the time of a child's enrollment only. These documents are shredded upon withdrawal from our program. If there is a break in the child's enrollment, these documents will need to be submitted again the next time your child is enrolled into our program.

Immunization Record: The immunization record must be from the child's pediatrician, verifying that all immunizations are up to date. Documents must have either a stamp or signature from the pediatrician's office. We recommend using the Health School Entrance Form located on our website. For children beginning our program before the age of 5, the immunization record will need to be updated between the child's 4th and 6th birthday.

Proof of Identify and Age: Parents must submit proof of each child's identity and age. Acceptable documents include: certified copy of birth certificate, notification of birth, birth registration card, passport. By law, Deep Creek Academy will notify local authorities of any child attending our program that cannot produce one of these documents.

Parents are required to notify the Director, in writing, of any changes in address, home or work phone numbers, and persons authorized to pick up their child. Current information will help meet the child's individual needs. Director@deepcreekacademy.com or admin@deepcreekacademy.com

Admissions are determined on a first-come first-served basis. We will maintain a waiting list once a program has reached capacity. As openings occur, we will contact the next person on the wait list and a response is required within 24 hours. This will enable us to fill the opening as quickly as possible.

Preschool

Admission to our preschool program is open to all residents in the area between the ages of two and a half and five years. The birth date must conform to the Virginia Public School requirements. The cut-off date for public school is September 30 in order for your child to qualify for the three and four-year-old classes respectively. The preschool requires all students to be toilet-trained (no pull-ups).

Kindergarten

Admission to our kindergarten program is open to students who have reached the age of 5 years old no later than September 30, in accordance to the Virginia Public School requirements.

Before & After Care

Admission to our Before & After Care program is open to all student attending Deep Creek Central Elementary from two and a half years of age through fifth grade. Students may be no older than 12 years old to enter our programs. All students must be toilet-trained (no pull-ups).

Summer Camp

Admission to our Summer Camp is open to all residents of the area from two and a half years of age through the summer following fifth grade. Students may be no older than 12 years old to enter our programs. All students must be toilet-trained (no pull-ups)

Registration Policy

The registration fee is non-refundable and secures enrollment for the child listed on the enrollment agreement until 30 days after the start of the program or for 30 days following registration (if registering after the start of the program). If your child is unable to start the program as intended, the registration will be forfeited. The fee may be applied to re-registration for the same program and year only, if there is a vacancy. Registration is non-refundable and non-transferable.

10. Transportation & Bus Service

Transportation to and from our facility is the responsibility of the parent or guardian. Chesapeake Public Schools only provides bus transportation to and from Deep Creek Central Elementary School. Public school transportation must be coordinated with the school by the parent or guardian. If your child is not picked up /dropped off at our facility by the bus, we will notify the parent to make the appropriate arrangements.

11. Hours and Days of Operation

Our facility is open Monday through Friday from 6:30 am until 6:00 pm. Our complete school calendar can be found online at www.deepcreekacademy.com.

12. Preschool & Kindergarten Hours

Beginning the first Tuesday after Labor Day, school hours are Monday through Friday as follows: Preschool 8:30 am to 12:00 pm and Kindergarten 8:30 am to 2:30 pm. Students may be signed in as early as 8:15 am but may not be taken to the classroom before 8:20 am. Before this time the teachers will be preparing their classrooms and daily activities for your child. If you arrive early, please feel free to wait in the lobby. Before school care services are available if needed.

Promptness in arrival is very important to a young child. A child who arrives late may miss out on an activity he/she enjoys or the opportunity to interact with friends. The doors will be locked at 8:40 am. We will begin our program promptly at 8:35.

Please pick up your child promptly at dismissal time. A child picked up late may feel anxious that something has happened to his/her parent and may begin to worry.

A 5-minute grace period will be provided for picking up a child from school. After the grace period, students will be placed in after care and applicable after care charges apply. If you know you will be late, please call the office so we may communicate with your child and the teacher before dismissal.

13. Before and After School Care & Summer Camp Hours

Before School and After School Care and Summer Camp hours are available Monday through Friday, from 6:30am - 6:00pm, as indicated on our School Calendar. After 6:00 pm, a \$10 late fee will be assessed for any portion of the first 5 minutes and \$1 per minute thereafter until the child is picked up. There is no grace period. If you have a problem that might delay your arrival, please notify the preschool so that your child can be informed, and staffing arrangements can be made.

14. Arrival/Dismissal Procedures

Arrival/dismissal is conducted through the school entrance at the back of the building. Parents may use the parking lot in that area. Please do not park along the fenced playground area, in front of the preschool entrance or in front of the bushes by the awning. Parking in these areas makes it difficult for other vehicles to pull out of parking spaces. If there isn't an available parking spot, please either circle back around or park in the parking lot adjacent to the church building.

Children must be signed in and out at the front desk (kiosk) in the preschool lobby by an authorized person unless arrival/departure is by school bus.

Biometric Authentication: our kiosk utilizes biometric authentication as a means of efficiently accessing family accounts for the task of checking in and out. Your actual fingerprint is not recorded, and the system does not store any fingerprint images. Instead, the software extracts the unique features of each fingerprint and creates a mathematical representation, called a "fingerprint template". This template can only be used to identify you for check in/out purposes. It cannot be used to recreate the original fingerprint. This system is not utilized as a source of security. Any person not recognized by our staff will be required to present a valid photo ID before a child will be released.

Under **NO** circumstances will a child be released to anyone other than those listed as a legal guardian, emergency contact or authorized pick-up person in the enrollment paperwork without written permission from the legal guardian. An emergency contact is also considered an authorized pick up person. The legal guardian must provide the names, addresses and phone numbers of at least two other adults who have permission to pick up the child in case of an emergency. Emergency and pick up information should be periodically reviewed and updated in writing. An individual on the emergency or pick up list must be at least 18 years of age.

If the legal guardian wishes to place restrictions on a parent's right to pick up a child, Deep Creek Academy requires a copy of court orders or other legal documentation regarding child custody and/or visitation rights. This information will be kept in the child's file and we will abide by all legally authorized restrictions.

Under no circumstances will children be allowed to leave unsupervised. We cannot release a child to walk to a bus stop or walk home.

Arrival (All Students):

Preschoolers & Kindergarteners must be accompanied to their classroom. If you need to have a lengthy or private discussion with the teacher, please request a conference. Please make sure a staff member is present and aware of your child's presence before leaving.

Half Day Preschool Dismissal: Dismissal will begin at approximately 11:55 from the school entrance at the back of the building. Walk up dismissal will not be accommodated between 11:45 - 12:05. Each student will receive dismissal placards. During dismissal, this placard should be displayed on the dashboard in plain sight. Vehicles will line up in the designated area. Students will be brought to the vehicle.

Parents must be alert and ready to receive their student(s). We ask that parents not be using cell phones during this time. Quickly load your student into the vehicle and proceed with caution so we can keep the line moving in an efficient manner. (Please exercise patience the first couple of days as new parents and staff members are learning the routine. After the first week of school, this process takes about five minutes.) Students being picked up after 12:05 pm will be signed-out at the preschool Lobby and applicable after care fees will be charged.

All other dismissal times: Dismissal times other than preschool are conducted through the school lobby.

15. Holidays

We follow the Chesapeake Public School System's Calendar for school holidays, day care days and closings. Child care will be available, for an additional fee, on select federal holidays, teacher workdays, and school breaks. For a complete listing of school holidays and closures please refer to the school calendar located on our website. For these days you must register your child in advance when the sign-up sheets are made available and before the posted deadline.

16. Inclement Weather Policy

In the event of inclement weather, refer to WTKR Channel 3, www.wtkr.com, our school website at www.deepcreekacademy.com for closing or delay information. As a general rule, we will follow the decisions of the Chesapeake Public School System.

- If a one-hour delay is posted, our center will open at our regular time.
- If a two-hour delay is posted, our center will open at 8:30 am. Daycare will be available for morning public school kindergartners.
- If the Chesapeake Public Schools are closed DCA will be closed as well. Specifics will be communicated to families.

17. Inclement Weather Arrival & Dismissal

When inclement weather occurs during arrival and dismissal times, Deep Creek Academy may change the location to the doors under the awning, at the back of the building. When this occurs, we will notify parents via email, Facebook, and our texting system. Parents will be requested to form a line beginning under the awning. Teachers will escort the child to and from this location to the school area. Please exercise additional patience as this will delay the normal process.

18. Tuition & Payments

School Year

Tuition is calculated based on the entire SCHOOL YEAR. The SCHOOL YEAR is divided into monthly payments, paid over 9.5 months. Families may choose to pay in full, or monthly. The monthly payment is based on the weeks in the month. We do not give tuition refunds or credits for student absences, vacations, or school closings due to holidays, breaks, inclement weather or pandemics. Tuition fees include regular school days only. Extra fees may apply for Day Care Days offered on Holidays and Public School Breaks, Teacher Work Days, and In- service Days (see published calendar for dates and fees)

Summer Camp

Summer Camp is eleven weeks long, beginning right after the final week of the school year. The entire summer tuition can either be paid up front or paid on a weekly basis.

Hourly Care

We offer hourly care during our regular business hours as an additional paid service for our registered students. Requests for extended care must be made in advance with the office. Payments for hourly care are rounded up to the nearest half hour. Hourly charges are billed to the students account the following day and are included with the next tuition payment.

Other Fees

All other fees are due at the time services are provided.

Tuition Express

Families are encouraged to take advantage of our automatic payments through Tuition Express. There is no additional fee for ACH bank account payments. A 2.8% admin fee is charged for any non-ACH payment.

Manual Payments

For those who choose to pay manually, a 2.8% admin fee is charged. Tuition is due the 1st and/or 15th of every month. There is not a weekly payment option for manual payments. There is a grace period of three business days. Payments received after the grace period will be considered late and a fee of \$20.00 will be charged. The late fee must be added to the total amount when the payment is made. Failure to pay after the third business day will place the student's continued enrollment in jeopardy.

Returned Payments

If a payment is returned from the bank for any reason, a \$30.00 returned check fee will be charged. The tuition and the returned check fee must be paid in cash within 24 hours of notification. Subsequent returned payments will place the student's enrollment in jeopardy.

Refunds

Deep Creek Academy does not give tuition refunds or credits for student absences, vacations, school closings due to holidays, breaks, inclement weather or pandemic.

Tuition Discounts: A discount is offered for one of the following for families that qualify.

- **Military Discount:** All Active-Duty Military Personnel will receive 5% off tuition with military identification.
- **Multi Child Discount:** Families with **more** than one child registered at Deep Creek Academy will receive a 5% discount applied to the oldest child. This discount applies to children registered less than a full day. Children who are registered to attend from 6:30 a.m. to 6 p.m. will receive a 20% discount.
- **Paid in Full Discount:** Parents/Guardians that render payment for the entire school year, at the beginning of the semester, will receive a 5% discount on their balance

19. School Supplies & Curriculum Fee

Our tuition includes most consumable supplies, activities and off-site field trips (summer school age students only).

Our Full Day Kindergarten Program requires a onetime curriculum fee that covers work books, field trips and other school activities.

When preparing your child for school or Summer Camp please consider these items:

- We recommend a full-size backpack
- In case of accidents, we request that ALL students keep a complete change of clothing, neatly rolled in a zip lock bag and labeled with their name in their backpacks.

Preschool and Full Day Kindergarten Students who are registered for full day care are required to pay a one-time nap mat fee. This fee provides students with the use of a nap mat, mat cover, and blanket. These items are stored throughout the week in plastic bag and labeled with the child's name. Once a week, all sleep supplies are cleaned, laundered, and sanitized.

Preschool and full-day Kindergarten students will be provided with a Communication Folder to travel between home and school on a daily basis. We encourage parents to check this folder daily for program updates and teacher communication. Lost folders will be replaced for a \$2.00 fee.

20. Personal Belongings Policy

All personal belongings (clothing, lunch boxes, and backpacks) must be clearly labeled on the outside with your child's name. We cannot be responsible for unmarked clothing or belongings. Personal items cannot be stored at our facility.

Personal items from home are not allowed, unless pre-approved by the teacher, staff, or director. Personal items present a difficult situation when everyone wants to play with the same thing or when the item gets lost, borrowed, or broken. Electronic devices of any kind are not permitted. Guns, swords, weapons of any kind or violent action figures should NEVER be brought to the facility. If your child would like to bring something to share with the class, please send a favorite book, game, cd, or something that the class or group can enjoy together. Because an increasing number of children are sensitive or allergic to animals, for liability reasons, and because it is not fair to the animal, we request that NO PETS be brought to the facility

21. Attire

- Our standard for attire is modesty.
- Students should dress in appropriate play clothes, suitable for all school/camp activities and current weather conditions.
- Expect that your child will get dirty or messy.
- We recommend athletic shoes. Shoes should fit securely and not have open toes or exposed heels. Flip flops and water shoes are permitted during water activities only, otherwise, absolutely no flip flops, high heels, or sandals with exposed heels/toes. Students wearing inappropriate shoes will not participate in outdoor and gym activities.
- Shirts must have at least a two-finger wide strap.
- We encourage shorts/tights under dresses and skirts.
- During days of water activities students should arrive in bathing suits with a cover. Permitted swim attire includes a modest one-piece bathing suit or two-piece with dark shirt to wear over it.
- A light sweater or jacket should be packed at all times. The building can become cold at times.
- Attire may not include images that are graphically offensive, scary or vulgar.

22. Food Policy

Parents are responsible for providing all snacks, lunches, and drinks for their child(ren).

- For half day students, 1 snack
- For full day students, 2 snacks and 1 lunch (label snacks)
- Refrigeration is not available
- A microwave is available to heat lunch items. Due to time constraints, please do not send lunch items that require more than a minute to cook/heat. (NO Easy Mac or Cup of Noodles)
- Please make us aware of all food allergies so that we may better serve your child.
- Do Not send in any sugary snacks such as cookies and candy.

23. Snacks & Meals for purchase

Please help your student make healthy choices by providing enough snack and lunch options. For a small charge, we provide snacks/lunch items on an as needed basis. We try to keep choices available such as: Chef Boyardee Ravioli Cups, Apple Sauce, Cheez-Its, Goldfish. Before a child is provided an additional snack for purchase, a staff member verifies that no more food is available in their lunch container. If snacks are not paid for on the day of receipt, the amount is recorded in the student's account and will be added to the next invoice. If you would like to opt out of this service, please see the preschool office.

24. Food Allergy Policy

Food allergies are on the rise in America and have been the subject of many articles and news reports. As these allergies can be life threatening, we are working, to the best of our ability, to provide a safe environment for these students. Regrettably, Deep Creek Academy cannot guarantee an environment free from cited allergens in view of the fact that we cannot monitor all of food that enters our facility - that's where our families come in.

We are striving to reduce the chances of children who may be allergic, ingesting or being accidentally exposed to nut products. All families are asked to take this into consideration when packing lunches and snacks. ***Please avoid items that contain peanut or tree nut products such as peanut butter, nuts, granola bars, Reese's candies, peanut butter cookies, etc.***

In cases of a severe allergy, certain classrooms may be designated as a peanut-free/nut-free zone. If your child is assigned to a peanut-free/nut-free zone, please help us to keep all children in that classroom safe by not sending food that contains peanuts or tree nuts.

If your child has a food allergy, please make sure an action plan and medication is on file with the office. Our staff will make every effort to enforce the action plan and monitor your child's class for foods to which they are allergic. A child with a food allergy must be encouraged to continue to be vigilant about what she/he eats and from whom she/he accepts food.

We strongly encourage healthy snacks.

Some suggestions include:

Fresh fruit (apples, bananas, oranges etc.)

Bread snacks (Mini Bagels, Pita Triangles)

*Graham crackers

Fruit in its own juice (No grapes)

Raisins

Crackers- Ritz, Triscuits, Town House

Sliced Cheese or Cheese Sticks

Cheese Ritz Bits

Muffins (mini ones are great)

Applesauce

Water and/or 100% Juice

Goldfish crackers

*Pretzels

Yogurt, Gelatin, Pudding cups

*Dry cereal

Fresh Vegetables (carrots, celery, etc.)

Kellogg's NUTRI GRAIN Bars

Turkey Pepperoni Slices

Cream Cheese and Jelly Sandwiches

Soy Butter or Sunflower Butter & Jelly Sandwich

***Caution: these items may contain or be manufactured in a facility that handles peanuts or tree nuts.**

25. Food & Learning Activities

Many of our classroom learning activities involve food. Please look for a sign in your communication folder or at the classroom door notifying you of any food items to be used in class that day/week. All food activities will be peanut/tree nut free.

26. Birthdays

Birthdays are very special times for children. We will recognize your child on his or her birthday. Store-bought birthday snack items will be accepted.

(Due to the COVID-19 Pandemic we are requesting that no outside food be bought into the program for parties and other special occasions. When the COVID restrictions are lifted our families will be informed)

Goodie bags may be sent to class to be sent home at the end of the day provided there is one bag for each child in the class. Please do not include candy in the goodie bags.

Party invitations may only be delivered in school when there is an invitation for every child in the class. All children's feelings need to be considered. No gifts be exchanged at school.

27. Class Parties

Class parties or special snack days will be held throughout the year.

We encourage parents contribute to these special days. Sign up sheets will be posted on-line a minimum of a week before these events. Sweet treats will be limited to one item on these days.

(Due to the COVID-19 Pandemic we are requesting that no outside food be bought into the program for parties and other special occasions. When the COVID restrictions are lifted our families will be informed)

28. Preschool Reading Program

Daily reading at home is strongly encouraged as an important part of our program. Reading Logs will be made available for students to track their reading at home by coloring an item for every ten minutes spent reading. Completed reading logs are returned to your student's teacher. New reading logs will be sent home or can be printed from our website.

29. Kindergarten Transition

We evaluate our students' individual development and academic readiness skills twice a year. These assessments help us to plan our classroom curriculum and to communicate with the students' parents. These assessments also help us to prepare our students for their Kindergarten transition.

Not only do we prepare our students academically for the transition, but also the family. In the Spring, we will provide families with information and resources relating to public school entrance. After the completion of the school year, students' records will be made available at the request of the parents or receiving school.

30. Summer Camp

Bike and Helmet Days

We hold Bike and Helmet Days on alternating Fridays throughout Summer Camp. Students may bring their personal bike or scooter and helmet on these days. Skateboards, roller skates, and electric powered equipment is not permitted. Students without a helmet will not be able to participate in this activity.

Field Trips

Field trips during the summer may include trips to various attractions in our immediate area. Activities are scheduled and listed on our Summer Camp Calendar. Due to inclement weather and transportation arrangements, field trips may be cancelled and/or rescheduled. Parents should check our published calendar regularly. Only students who have completed Kindergarten will participate in our field trips.

31. Health and Safety Procedures

The staff will do everything possible to keep the children safe and healthy. In order to do this, we need cooperation on the following procedures:

- Please supply an up-to-date Physician's Health Form.
- Please notify us if your child has been diagnosed with asthma, allergies requiring medication (food, bee stings, etc.) or any other conditions that require close monitoring. Students with asthma or allergies requiring medication must provide our facility with an action plan and prescribed medication for handling emergency situations.
- Join us in our HANDWASHING CAMPAIGN. If we work together on being sure the children wash their hands, we can prevent illnesses.
- Keep your child home:
 - ✓ During a fever of 101 or higher (orally)/100 or higher (axillary) and for 24 hours after the fever breaks (without the use of pain relievers)
 - ✓ For the first day or two of a cold, or whenever there is a deep cough or heavy nasal drainage.
 - ✓ When experiencing diarrhea and/or vomiting and 24 hours from the last occurrence.
 - ✓ During the incubation period of a contagious disease.
 - ✓ When there is evidence of head lice/nits.
 - ✓ The staff may send home any child that they feel is not well enough to have contact with other children or is not well enough to participate comfortably in school activities
 - ✓ Sick students should be picked up within 30 minutes of the parent being called. The Department of Social Services does not permit our facility to provide care for sick children.
 - ✓ Out of courtesy for the staff and other students, please notify the office if the child or family member has a contagious disease.
 - ✓ In some cases, a physician's release will be required for your child to return to our program.
 - ✓ Staff members make every effort to prevent accidents. If one should occur, appropriate actions will be taken. Be sure to keep your emergency contact information up to date.
 - ✓ There is at least one staff member certified in First Aid and CPR on site during operating hours. Our staff are not trained medical providers. In the event of an accident or injury, our staff will assess the situation according to our training and certification.
 - ✓ Incident reports will be completed for incidents/observations/injuries requiring or requesting a band aid or ice pack, resulting in a blemish, or involving the head or face. Incidents resulting in a visible injury or involving the head will be presented to the parent for signature. All other reports involving minor incidents will be made available to the parent upon request. Parents will be called at the time of the incident in the event EMS or Poison Control is called, if there is an injury to the face or head resulting in a visible injury or signs of trauma, if there is an unusual rash, blemish or favoring of a body part or if there is an unusual or concerning reaction from the child after the incident or observation. •
 - ✓ Follow all state guidelines regarding safety seats when transporting children to and from our facility.

32. Pediculosis (Head Lice) Policy

Our policy is in accordance with the Chesapeake Public School system. Please notify the Director if you discover your child has lice or nits. Students who are found to have lice or nits will be excluded from school until they are free from lice and nits. Parents will be notified and referred for treatment. All students in contact with an infested student will be examined and an informational letter will be sent

home. Students will be examined by the Director and must be free of lice and nits before returning to the program. Students will be rechecked in 7-10 days to determine if he or she has become re-infested.

33 COVID-19

We have complied these guidelines for families using sources from the Center for Disease Control, Federal Child Development Center Guidelines, and the Virginia Department of Health and Social Services.

1. Before dropping off your child, please be sure everyone in the family unit is well (no fever, coughing, runny nose, or flu-like symptoms).
2. Please maintain social distancing with other parents while dropping off and picking up your child. A staff member will check your child into the program.
3. Temperatures will be taken at that time with a touchless thermometer and per CDC guidelines, children with a temperature below 100.4 will be permitted to enter the program. A temperature above 100.4, a parent will be directed to take their child home for 24 hours to be observed. The child must be fever free for 24 hours before returning to the program.
4. Anyone who has come in contact with someone who has tested positive should remain home on mandatory quarantine. The child or staff member may return after 10-14 days if they have no symptoms.
5. In the event that a child or staff member **tests positive**, all families will be notified as soon as possible. Those who had direct contact will be asked to quarantine. The quarantine can end after 10-14 days if no symptoms have been observed.

34 Staff Babysitting Policy

Since Deep Creek Academy has no supervisory authority or control over staff and volunteers who provide child care services outside of our program, we cannot be responsible for their acts while engaged in such activity. Any arrangement for such services between our staff and volunteers and families enrolled in our programs is prohibited. Deep Creek Academy staff members or volunteers may not transport any child to or from the Deep Creek Academy premises. Pre-existing relationships, originating prior to the employee, volunteer, or family joining our program, must be submitted to the Director and approved, prior to employment or registration.

Deep Creek Academy does not recommend or become involved in the recommendation of any of our staff or volunteers for services outside of our program. Deep Creek Academy cannot make any guarantees, warranties, or representations as to any outside child care services.

35.Photo/Video Usage Policy

Photos and video footage of students add significantly to the communication value of school publications, promotional materials, media presentations, and our Deep Creek Academy website. It is the school's desire to share the achievements, events, and activities of our program with the broader community and prospective families. This effort can be aided by the use of photos or video footage showing students involved in the classroom and program-related activities. On your student's registration form you were given options to give or withhold your permission for your student to be photographed or recorded. If you wish to change your preferences, please notify the Director in writing. According to your selections on the registration form, photographs and video footage of your student and/or name may be posted in school-produced materials including printed publications, television, media productions, the Deep Creek Academy Facebook Page and the Deep Creek Academy website.

36.Policy for Handling Concerns

We would like to assure you that any concern a parent or teacher has will be handled in a timely and private manner. Our first and primary concern is to provide a safe and nurturing environment for the children. Please follow these steps to ensure results.

If you have any concerns:

- ❖ Make arrangement to discuss them with the teacher.
- ❖ If there is still a concern, contact the Director.
- ❖ The Director will then address the concern.

If a teacher has a concern for a child:

- ❖ The teacher will consult the Director.
- ❖ The teacher will discuss concerns with parents and if no resolution can be reached, the situation will then be referred to the Director.
- ❖ The Director will make arrangements with the parents for a conference.
- ❖ If there is a situation that has not been handled to the parents' satisfaction, contact the Deep Creek Academy Board of Directors at wdpsboard@godeepecreek.com.

37.Discipline Policy

Our staff's goal is to guide each student in making good decisions and creating an environment that allows them to learn and grow from their mistakes. To that end, children in our care will not receive physical discipline of any kind. From preschoolers to school age children, they will be encouraged to express their feelings in a positive manner and to discover better ways of handling situations.

Verbal cues and positive intervention are our staff's main tools. We will encourage Christ-like behavior in all we do and say.

If a child's behavior exceeds what is deemed safe and appropriate for themselves or their peers, the child is removed from the environment so that he or she may regroup in a quiet place and talk through his or her behavior with a staff member.

Most situations are handled in the classroom by the staff member. The Director will become involved when the staff member needs assistance or further disciplinary measures need to be taken.

An informal note may be sent home when behavior has been especially challenging. When a staff member becomes concerned with observed or repetitive behavior a formal note will be sent home to request parent reinforcement and will require a parent's signature.

38.Home Transitions

Home transitions, no matter how small, can be challenging situations for children. Children cope with these transitions in their own way and often don't know how to communicate their thoughts and feelings. Our staff often observe changes in the child's social and emotional behavior. We encourage families to communicate home transitions with the Lead Teacher and/or Director, so we can best help your student during the day.

Examples of home transitions are:

- ❖ marriage
- ❖ divorce
- ❖ separation
- ❖ deployment
- ❖ birth of a new child
- ❖ death of a family member or pet
- ❖ family illness
- ❖ move
- ❖ changing sleeping arrangements/bed
- ❖ change in schedule
- ❖ change in medication, etc.

39. Dismissal from Program Procedures

The Board of Directors for Deep Creek Academy reserves the right to dismiss any child for reasons which include, but are not limited to:

- Failure to pay tuition or fulfill requirements for enrollment
- Disruption of the program by a student or parent
- Refusal or inability to follow and/or respect Deep Creek Academy policies
- Any child whose needs cannot be met in our program
- Behavior that present a risk to the health, safety, or wellbeing of other children or staff members*

Before dismissal is recommended, the following steps will be followed:

1. Documentation will be gathered about the concern
2. Meet with the parents to discuss the concern. If it cannot be resolved, move on to step 3.
3. The matter will be referred to the Preschool Board to determine dismissal or intervention with continuance in the program.

*We take our students personal safety and well-being very seriously. The following steps will be followed for students who exhibit behavior that presents a risk to the health, safety, or wellbeing of other children or staff members, including but not limited to: biting, spitting, causing bodily harm and indecent language and/or behavior.

For incidents including the above behavior, the following steps will be followed before dismissal is recommended:

1. The first occurrence will be handled by the Director. The incident will be documented and reported to the parents.
2. A second occurrence will result in a meeting with the parents and the student may be suspended for up to two days. The parents will sign the documentation of the incident.
3. A third occurrence will be referred to the Preschool Board to determine dismissal or intervention with continuance in the program.

If a child is dismissed from Deep Creek Academy, there will be no refund of paid tuition.

40. Withdrawal Procedures Policy

Parents may withdraw their child without financial obligation only upon **two weeks** advanced written notice to the Preschool Director. Without a written notice to the Director, the parents will be held liable for the tuition for the next two weeks. If no notice is given, we will make attempts to contact the family. After two weeks of no contact, a letter of dismissal will be sent and the family will be responsible for a full month's tuition.

41. Policy for Reporting Abuse/Neglect

All members of the preschool staff are mandatory reporters of suspected child abuse or neglect. Any suspected abuse will be reported to the Virginia Department of Social Services for evaluation and investigation as required by Virginia State Laws. Our policy is to direct all inquiries regarding calls or reports to the Department of Social Services. No staff member may discuss these matters with a parent, guardian or outside source.

42. Religious Exempt Status Information

The Commonwealth of Virginia and Department of Social Services help assure parents that child day programs have to meet certain qualifications. Deep Creek Academy is religiously exempt from licensure but will maintain what is required by the Department of Social Services. This includes our Statement of Intent, Certificate of Tax-Exempt Status, Local Health Report, Local Fire Report, Building Inspector's Report, Staff/Child Ratios, Staff Health Reports and the Statement of Code of Compliance.

Deep Creek Academy is located at 250 Mill Creek Parkway in Chesapeake, Virginia. Deep Creek Academy offers preschool and child care services to children from ages 2.5 through the summer following fifth grade or twelve years of age, whichever occurs first. Deep Creek Academy offers as many classes as needed, as long as space is available. We are currently using fifteen rooms in this building; thirteen as classrooms, one as a gymnasium, and one as an office. The worship center will be used for special occasions. We also use the fenced outdoor play areas located adjacent to the building and across the rear parking lot. These areas will be maintained to ensure a safe environment. For preschool, the class size will not exceed 12 students with one teacher and a teacher's assistant assigned to each class. Deep Creek Academy will not exceed 120 students at one time. Summer Camp and Before & After Care enrollment will maintain a ratio of 10 to 1 for preschoolers and kindergarteners and 15 to 1 for school age children. The maximum enrollment for Summer Camp and Before & After Care will not exceed 120 students at one time. Our facility does not offer any food services.

Our staff will have as minimum qualifications: life experience with children within the past five years, through other preschools, public schools, church and child cares. Deep Creek Academy requires a thorough background examination for all staff, including the National Criminal database, National Sex Offender registry and a Social Services trace with Virginia's Department of Social Services. Our background verification report is compiled by the Virginia Police Department. We also require a TB test and Staff Health Report. A minimum of one person at all times will be trained in CPR and First Aid. A minimum of two staff members will be trained in Medication Administration, which enables those two staff members to administer medications during facility hours. There will be ongoing training throughout the year.

If you have any questions concerning the religiously exempt status, we at Deep Creek Academy will be happy to answer them.



Please sign and return for our files

As the parent of: Child's name _____

I have read the contents of the Parent Handbook and fully acknowledge my responsibilities as a parent of Deep Creek Academy.

Parent Name: _____
Signature

Date: _____