

Seaside School



PARENT AND STUDENT HANDBOOK 2018-2019

Our Mission Statement:

The Mission of Virginia Beach United Methodist Seaside School is to provide a safe, loving, Christ centered environment in which the children can be nurtured spiritually, emotionally, intellectually, socially, and physically. We pledge to work in partnership with the home and the church to meet the total needs of the child. The Staff at Seaside School and at Virginia Beach United Methodist Church strive to glorify Jesus before our students and their families as a witness to our community.

STATEMENT OF PURPOSE

Matthew 19:14 "Let the children come to me, and not hinder them, for the kingdom of heaven belongs to such as these."

Our teachers are cheerful, and trained in the area of early childhood development. We strive to ensure that our classrooms and campus is loving and happy environment. Seaside School is designed to provide a safe, Godly school environment. Teachers model God's love as they nurture, love and teach each student.

History of Seaside School

Seaside School begun as a Parents Day Out program in 1986 as an outreach to the community, than in 2014 as the needs of the community changed the program transformed from a three day a week Parents Day Out program to a Monday through Friday 8:30-12:30 school, at that time the name changed to Seaside School. In 2016 we added our Extended Care program Monday through Friday from 12:30-6:00. This allowed parents that wanted their children to come to our school but worked full time to attend.

HOURS OF OPERATION

Seaside School/Summer Camp hours are 8:30 am to 12:30pm Monday through Friday.

Extended Care hours are part-time 12:30pm to 3:30pm, full-time 12:30-6:00pm Monday through Friday

MONTHLY TUITION RATES for SCHOOL

One year, Two year and Three year old-\$365.00

Pre-Kindergarten \$390.00

MONTHLY TUITION RATES for EXTENDED CARE

Part-time 12:30-3:30pm-\$200

Full-time 3:30-6:00pm-\$450

Tuition is due by the 10th of each month. If tuition is paid after the 10th or returned to Virginia Beach United Methodist Seaside School there will be a \$35.00 fee.

Registration Fees are Non-Refundable. Children on the waiting list do not pay registration fees until they are placed in a classroom.

Payment is due for all days your child is enrolled; including those days he/she cannot attend which includes but not limited to school closer dates, inclement weather closers and illness.

Accounts that haven't been paid by the last school day of that current month will result in student dismissal from the program. Students will not be re-enrolled in School or Extended Care until the account is brought up to date.

Parents Role in Education

Seaside School considers it a privilege to partner with the parents and guardians in the education of their children because the staff at Seaside believes parents are the primary educators of their children. You as the child's parents are the strongest role model of how they should be mentally, spiritually, morally, physically and psychologically. A good Teacher is the strongest teacher when there is a partnership from home to school.

CURRICULUM

"Starfall" academic curriculum and Biblical Principles of Life Bible study, is a Spiral curriculum that follows the SOL (Standards of Learning) standards for Virginia. Daily schedules will be posted in the classroom for parents to view. Monthly lesson plans are turned into the Director at the beginning of the month

One Year Old Classroom

Students must be 1 year old and walking to be enrolled in this class. Students in this class don't have to be toilet trained.

All students will need a change of weather appropriate clothing, diapers, wipes, bottle or spill-proof cup and lunch daily. Our teachers promote and reinforce life skills such as patience, kindness and cooperation with others, while gradually introducing and teaching age appropriate readiness skills daily.

The following age appropriate activities take place daily or weekly:

- Free Play and Exploration
- Language Arts
- Story time/Bible Time
- Recreation
- Snack/lunch (provided by the parents)
- Music and Movement
- Music Class (Weekly beginning in January)

Two year old, Three year old and Pre-Kindergarten Classrooms

Students are placed in classrooms by date of birth on September 30th of the current year. Students in the two year old classroom DO NOT need to be toilet trained. Students in the three year old and Pre-Kindergarten classroom DO need to be toilet trained.

All students will need a change of weather appropriate clothing, diapers, wipes spill-proof cup and lunch daily.

Our teachers promote and reinforce life skills such as patience, kindness and cooperation with others, while gradually introducing and teaching age appropriate readiness skills daily.

Students will be sitting in circle time and be doing activities during recreation time that will require them to sit cross legged and bend therefore we ask that all little girls wearing a dress put shorts underneath the dress for modesty and privacy reasons and all students to wear closed toed shoes.

The following age appropriate activities take place daily or weekly:

- Free Play and Exploration
- Language Arts
- Hands on Math
- Story time/Bible Time
- Recreation (indoor/outdoor)
- Snack/lunch (provided by the parents)
- Music and Movement
- Music Class (Weekly)
- Art Lab (Weekly)
- Chapel (Weekly)
- “Starfall” academic curriculum
- Bible Studies for life Bible curriculum
- Computer (Three year old and Pre-kindergarten classrooms)

ARRIVAL AND DEPARTURE

Drop off time for students is from 8:30am. One Year old through Pre-Kindergarten classes begin promptly at 8:30am.

If the student is late arriving to school they must be signed in at the front welcome center desk and the adult dropping off child must use Walkie-Talkie located by the sign in book to page a Seaside staff before they are allowed to bring the child to class.

If the student is leaving school early for any reason the student must be signed out at the Welcome Center desk and the adult must use Walkie-Talkie to page Seaside staff before they are allowed to go to the child’s class to pick them up.

Park only in designated parking places in the main church lot or the church lot located on 19th Street. We ask that you do not park your car in front of the main Worship center door area or alongside the building as this creates a safety hazard as well as a traffic flow problem. You may only park in the handicapped parking spots if you have the DMV documentation that allows you to park in those spots.

Many children cry from time to time, quickly reassure your child and leave them at the classroom entrance with the teacher. If your child continues to cry for an unusual length of time, we will notify you. We do not wish your child to be in distress. Pick up begins at 12:30; Parents of children consistently picked up late will be assessed \$25.00.

ABSENCES

As a courtesy, parents are encouraged to notify the Director and your child’s teacher of any absences by phone at 757-428-7727 ext. 205, or by email at Hbeauchaine@VBUMC.org.

ADMISSIONS POLICY

Admission to Seaside is open to all children (regardless of race, religion, sex or national origin) one year old and walking to 5 years of age. The Program, however, may not be able to accept a child whose special needs exceed our resources. Admission is opened in February of each year, first to currently enrolled children and church members, and then to the general public until Seaside reaches full capacity. Applications received after the program reaches capacity will be placed on a first-come, first-served waiting list after the registration package is complete. When a **position** opens up in the child’s age appropriate classroom you will **be contacted**.

WITHDRAWAL POLICY

A written 30 days' notice is requested to be given to the Seaside Director with the reason why you are withdrawing. If a 30 day notice isn't given you will still be responsible for a month's tuition. If the student's family has received Military orders or the student has a long term illness that doctor says he/she cannot attend school, notify Seaside school as soon as possible and tuition will be refunded for the days the students did not attend.

DISMISSAL POLICY

At the discretion of the Director, a child will be dismissed from the Program for ongoing behavioral issues that is dangerous to others, or impact the teacher's ability to teach class.

Accounts that haven't been paid by the last school day of the month will result in student dismissal from the program unless arrangements have been made through the Director. Students will not be re-enrolled in the program until the account is brought up to date.

FACILITIES

Seaside School fully meets requirements for day care centers operated by religious institutions as set forth by the Department of Social Services for the Commonwealth of Virginia. These requirements include inspections by local fire, health and building officials. The Program is housed in the South Education Wing of Virginia Beach United Methodist Church, located on Pacific Avenue at 19th Street. Eleven classrooms and the children's multi-purpose room are available for the program as well as the enclosed Playgrounds.

ENROLLMENT

Maximum enrollment for the program is 100 students. Individual class enrollments will vary depending on age of the class. Staff/child ratios are excellent.

FOOD SERVICE

The center does not provide food service. Parents provide their child with a cold lunch. Teacher cannot heat up food for students. We are a peanut free school we ask that you do not pack items the contain peanuts. As the risk for an allergic reaction is life threatening.

STAFF

Staff members of Seaside School are selected through an application process. Applicants are asked to list work experiences and references and give a statement of personal faith. All staff members are required to submit an annual Statement of Health, signed by a physician, certifying them to be free of any disability which would prevent them from providing adequate care for children. All employees have received CPR/First Aid training. All employees or any person officially involved in the Program must obtain a criminal record background check and fingerprints.

SAFETY PROCEDURES

- Fire Drills
 1. During drills each class will be lined up by the Seaside Staff and be lead out the closest exit to the outside. When the students are outside all teachers will count the students as a safety precaution to make sure all students are with the right class. All teachers will have their class roster with them to verify which students are present and absent. After all classes are assembled on 19th street sidewalk the director will speak to all staff making sure all students are accounted for and give the all clear to re-enter the school. Diagrams of exit routes for each class are posted at the door of each classroom.
 2. Seaside School will conduct fire drills on a monthly basis and they will be recorded in the Fire Drill folder.
- Evacuation Policy
 1. It is conceivable that an actual emergency could occur during drop-off or pick-up time. Please note that if this does occur, the teacher is responsible for the children in her classroom during the evacuation.
 2. By following this procedure, we hope to avoid any confusion as to where any of our children are located in the event of an emergency.
 3. In the event of a school/church evacuation teachers will line the children up, and proceed to the nearest exit. Once out of the building, roll will be taken and children will be escorted to the church

parking lot on 19th street. Parents will be notified and instructed to pick up their child/children in the church parking lot across 19th Street as soon as possible.

- Injured Child
 1. All injured children will be examined and treated by a staff member immediately.
 2. First Aid kits are located in each classroom. Teachers are CPR and have First Aid training.
 3. Serious injuries are to be reported immediately to the Director. These will include but are not limited to: head injuries, suspected broken bones, and deep cuts. The Director will make every effort to contact the injured child's parents and will determine whether or not to call 911. The Director and the student's teacher will accompany the child to the hospital if an ambulance is called.
 4. The injury is to be documented on the Accident/Incident Report form by the witnessing staff member and signed by them and the director.

SNOW/INCLEMENT WEATHER POLICY

In the case of snow or inclement weather, Seaside School shall follow the policy of the Virginia Beach Public Schools. If VBPS's are closed Seaside school will also be closed, if VBPS's are delayed Seaside will open at 10:30.

FIELD TRIP POLICY

Permission slips are required to be signed by the morning of the field trip by the parent or legal guardian for the student to attend the field trip. Field trip fees are **not** included in the monthly tuition. If the child does not ride the bus with his class he/she will be marked absent on the school attendance sheet prior to leaving Seaside for the destination. Therefore Seaside teacher cannot be responsible for the student if they arrive with parent or guardian to attend the field trip. However the student will not be excluded from the fieldtrip when they arrive at the destination.

MEDICAL INFORMATION/ ILLNESS

It is necessary to maintain an updated copy of your child's immunization record for every school year the student is attending Seaside. We need the official immunization record from any US state, or an international certificate of immunization with the signature or stamp of that physician.

All students must be symptom/fever free for 24 hours before returning to school without the help of medication. If the Student was diagnosed by a doctor with a contagious illness please call Seaside Director so that the school may alert the Students parents in the class. The students name or any other information will not be given to the parents only the form notifying them of the illness. The student's teacher will notify parents if a child shows signs of illness such as excessive coughing or sneezing, vomiting, diarrhea, fever, inflamed mouth, throat or eyes while at school. Teachers are not permitted to give any medication to children at any time for any reason.

BELONGINGS AND SUPPLIES

Please be sure that all personal property such as but not limited to, diaper bags, lunch bags, and jackets are labeled with the child's first and last names to assure that the items are returned at the end of the day to the right student.

Communication

Make your child's teacher aware of any concerns you may have about the classroom if you feel after voicing your concern to the teacher the issue isn't the Director is available and willing to handle any concerns.

The Director can be reached by phone at 757-428-7727 ext. 205 or by email at hbeauchaine@vbumc.org .

Right to Amend

This handbook is intended solely to be a guide to school policy and procedures for the benefit of the school and its students. The director retains the right to amend this handbook for just cause. Parents will be given notification of any changes promptly.

*****PLEASE SIGN THE NEXT PAGE ACKNOWLEDGING YOU HAVE READ THIS INFORMATION.*****

Policies Agreement Signature Page

Please sign and return this page with the student registration paperwork to acknowledge that you as the parent or guardian of the student have received, read, understand and will abide by all policies in the Policies Handbook. Thank you from Seaside School and VBUMC staff.

I, _____ the parent or guardian of _____ have read, understand and will abide by all policies stated in the Program Policies Manual.

Date: _____

Signature: _____