



Parent Handbook

5000 Ridgedale Parkway

Richmond, VA 23234

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www.thenobleacademy.com

Executive Director: Sandra H. Noble
Assistant Director: William D. Noble, Jr.
Office Manager: Kathy Booker-Fuqua
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**THE NOBLE ACADEMY, INC.
MISSION STATEMENT**

The mission of The Noble Academy, Inc. is to honor God, enrich lives and serve people in an excellent way. We are determined to develop responsible citizens who are life-long learners.

**THE NOBLE ACADEMY, INC.
BOARD**

Sandra H. Noble, President
William D. Noble, Sr., Vice President
William D. Noble, Jr., Member

HISTORY AND DESCRIPTION OF THE NOBLE ACADEMY, INC.

The Noble Academy, Inc. is located on a 1.5 acre tract of land located at 5000 Ridgedale Parkway, Richmond, VA 23234 in Chesterfield County, Virginia. The said parcel is the easternmost 1.5 acre portion of a larger 9.777 acre parcel. The site is approximate 0.227 miles north on Ridgedale Parkway at the intersection of Iron Bridge Road (Route 10) and Ridgedale Parkway.

The Noble Academy, Inc. site abuts a commercial site to the North and East and fronts Ridgedale Parkway to the South. The Western portion of the site is part of a larger parcel that is undeveloped.

The site was an undeveloped parcel which was dominated by mature hardwoods and thick underbrush. The areas north and east are cleared of hardwoods but contain thick underbrush. The vegetation is thick until it makes contact with the developed commercial areas.

The building is one story 5,052 Square Feet and can accommodate over 104 students.

Mrs. Noble had a simple but strong desire to build from the ground up and – most important – build it to last. From a small acorn (a thought), she desired to grow a mighty oak tree (The Noble Academy, Inc.). She knew that success does not come from a single great idea, brilliant strategy, lucky break, or even a single great leader but through the grace of God. She followed God's plan because she knew that God's plan is not built to go backwards. She also knew that even though she had the map, that God was the map maker. She believed that every problem she encountered was to be used to elevate her desire to build the academy. She was driven on passion and persistence.

The building opened to the public on August 26, 2006 and opened for operation on September 5, 2006.

CORE VALUES

Respect

Be kind, caring, tolerant, appreciative and accepting of individual differences; be courteous and polite; judge all people on their merits; respect the rights of individuals to make decisions about their own lives; show self-respect; treat others as you would want to be treated; have regard for the property of others as well as for the environment.

Responsibility

The quality of being dependable, reliable, trustworthy, and accountable for one's actions; understand that you alone make choices for your actions; keep trying; don't quit or give up easily; be diligent and give your best in all your endeavors.

Accountability

Accept responsibility for the consequences of your choices; think before you act and consider how others will be affected by your actions; don't make excuses, blame others for your mistakes or take credit for others' achievements; set a good example for others at all times; exercise self-discipline.

Honesty

Tell the truth, be sincere; refrain from lying, cheating or stealing; resist social pressures to do things you think are wrong; don't betray a trust or withhold important information in relationships of trust.

Advisory Committee

The Faculty and Parent Advisory Committee are designed to promote and foster professional dialogue and communication. The members will meet to discuss instruction issues and concerns. The committee consists of the executive director, assistant director, lead teachers, parents, and the facility coordinator. Members will receive notice one week prior to the meeting date.

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Hours of Operation

The academy officially opens at 6:30 a.m. until 6:00 p.m.; Monday through Friday. The academy is closed on the following days (coincides with Chesterfield County Public Schools):

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day (Observed)
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day

Enrollment

Parents must provide the following information upon enrollment of child:

1. Previous daycare information
2. **Two Emergency contact** persons name, address and telephone numbers
3. Certified copy of the child's **birth certificate**
(Information must be provided within seven business days.)

Code of Virginia 63.1.196.002

All forms including blue **physical/immunization** record form must be turned in before your child's first day.

Registration

A non-refundable registration fee of \$ **100.00** must be paid **annually** per-child. The registration fee must be renewed (re-paid) by **September**, the beginning of the fiscal year. Only new students who pay the registration fee during the summer months of June, July and August prior to the start of a new fiscal year are exempt from paying the fee for the coming program session (September thru June). However, if you paid only \$55.00 for summer registration and would like for your child to return in the fall you will be required to pay the additional \$45.00 (per-child).

Tuition Policy

Weekly tuition is due on **Monday or the first program day of that week**. After the third day of each week a **late fee** of **\$25.00** will be added to your account. Acceptable methods of payment are cash, check or money order, credit and debit. **We do not accept post dated checks** (checks held to be deposited at a later date) or **partial payments**. **Full tuition is charged to all full time students even if they do not attend all 5-days of that week. Full time student's rates are the same regardless of the number of days the child attends.** Part time students' rates are changed only if they become drop-in or full time students. Formal notification of any status change must be given in writing to administration in order to be deemed valid. A second child in the same

family shall receive a **10% discount** on the lower of the two tuitions. A **\$35.00** fee (subject to change if bank changes rate) will be charged to your account on each **returned check**. **Only one returned check are allowed within one year**, if this limit is exceeded, checks may no longer be written to The Noble Academy, Inc only cash, money order, credit or debit will be accepted. **Continual delinquency may result in program withdrawal**. If weekly tuition fees (including applicable late fees) are not received at the academy within **5 working days** of the tuition's due day, the child may not be readmitted to the program. If a judgment needs to be filed due to non-payment, the parent is responsible for all attorney costs and collection fees. We do understand that at times there are extenuating circumstances; however, such circumstances need to be discussed with the Executive Director or an Administrator of The Noble Academy. **The Noble Academy reserves the right to change its tuition policy as deemed necessary.**

The Noble Academy, Inc. is not just a child care center. We are a business providing quality services and peace of mind for our families. As a business, we have obligations which can only be met with timely payments of all owed tuition. Parents who wish to pay tuition in increments of two, three or four weeks please note that you must pay ahead to avoid late fees.

Tuition Rates

Classes	Weekly Full Time	Part- Time (5 days)	Daily Drop-In	After 10% Discount
Infant	\$200	\$170	\$60	\$180
Toddler	\$190	\$120	\$50	\$171
2-yr. old	\$170	\$110	\$45	\$153
3-4 yr. old	\$160	\$105	\$43	\$144
Classes	Weekly Full Time	Part Time (5 days)	Daily Drop-In	After 10% Discount
School Age Before and After	\$110	—	\$30	\$99
Before School Only	\$95	\$65	\$30	\$86
After School Only	\$105	\$70	\$30	\$94
School Age (Full Day) <i>Summer, Spring, and Christmas</i>	\$160	\$110	\$45	\$144

- \$100 registration fee per child (once per year)
- Book fee for 16 mos.-23mos. \$25 (once per year) and Book fee for 2-4 years old \$75 (once per year)
- **NO DISCOUNT FOR PART-TIME OR DROP IN CHILD**
- 10% sibling discount; 10% teachers/active military discount
- If a teacher qualifies for sibling discount, the total discount will be 15% on the oldest child's tuition.
- Additional \$5 per week for non-potty trained 3-4 years old

School Closings

School age children will be provided breakfast, lunch, and snacks during their full day stay in the day care. They will join the activities as scheduled for the day. **\$15.00** extra for extended day period. **This is to be paid upon service.**

Late Pick-up

If you pick-up your child after 6:00 p.m., you need to pay late fee as follows:

- Between 6:01 – 6:15 p.m. -----\$5 per 5-minutes
- After 6:15 p.m.-----\$2.00 per minute

Meal Times

8:00 a.m.-8:45a.m. Breakfast (No breakfast will be served after 8:45 a.m.)

10:30 a.m.-11:15 a.m. Lunch (No lunch will be served after 11:15 a.m.)

2:00 p.m.-2:30 p.m. Evening Snack (School Age receive snack upon arrival)

Student Drop off

Parents bring and pick up their children by entering the front entrance and **signing the child in and out using our sign in book**. Children should never be picked up directly from the playground. **Children are released only to those adults authorized to pick them up as indicated on the enrollment forms.** Please make sure that individuals authorized to pick your child up brings proper I.D.

All students must be here no later than 10:00 a.m. We cannot accept students after 10:00 a.m. unless arrangements were made in advance.

Vacation

Your child must be enrolled in our academy for at least **1 year** before you are entitled to **one week vacation without charge**. You need to provide notice for a vacation at least a week in advance. You may take vacation only once in a given fiscal year from September to September. If you have more than one child, both children are entitled to vacation so long as they meet the enrollment criteria above.

Personal Belongings

Each child will be provided with a cubby and hook for their personal belongings. Each child needs to have a complete change of clothing with their name on each item. If your child has an accident it is our policy to bag the soiled clothing and return them to you. By health regulations it is prohibited to wash soiled clothing. Children who take naps will need to have a labeled blanket both bottom and top sheet along with mat. You may purchase a mat at the academy depending on availability. However, if we don't have mats available for sale you may purchase one at your local retailer "**2 inch mat**". We do provide sheets for children; nevertheless, you may provide your own for your child. If you do so please wash your child's sheets weekly.

Health Policy

If any child exhibits one or more of the following signs/symptoms, he/she must be excluded from attending the academy

1. Mouth (oral) temperature of 99.6 degrees or higher; or under arm temperature (auxiliary) of 98.6 degrees or higher. Child may return to the academy when they have been without a fever (afebrile) for 24 hours.

2. Milky white, yellow, or green nasal discharge that cannot be controlled with tissue and proper hand washing.
3. Non-allergy related sore throat and/or persistent productive cough. Child may return to the academy when symptoms cease or released by a medical provider.
4. Complaint of symptoms within 24 hours of illness related absence.
5. Vomiting or persistent nausea
6. Diarrhea – two or more loose stools in one hour, regardless of amount. Child may return when diarrhea has ceased for 24 hours.
7. Rashes of unknown cause. Child may return when rash is gone or medical provider states that rash is non-contagious.
8. Severe headache
9. Convulsive seizure activity or Diastat administration.
10. Severe accident or trauma
11. Lice or nits in hair or Herpes simples (cold sore, fever blister), Impetigo, Pediculosis (head lice), Pink eye, Poison Oak, Ringworm on body or scalp, Scabies, Rashes.
12. Hypoglycemia that does not respond to two fast acting glucose sources plus a snack or hyperglycemia with moderate to large amounts of ketones.
13. Repeated nosebleeds or one nosebleed lasting longer than 7 minutes.

NOTE: Children with possible contagious conditions shall be excluded from the Academy. Children shall remain excluded until control measures are met AND a medical provider has released the children or the condition is completely healed or cured.

Children who become ill at the academy must be **picked up immediately** (refer to health policy guidelines). If the child will be absent, the absence should be reported by **9 a.m.**

Medication Policy

A trained staff person will administer both over the counter and prescription medication as long as the medication has a prescription label on it or is accompanied with a written note of instruction by a physician. **All medication is kept locked in a designated area.** Please bring all medications and “**authorization form to administer medication**” slip signed to the office. This form is available in the front office. Trained staff will monitor the medication.

We can only administer medication if an **authorization form** is completed and signed by the parents. An **authorization form** must be filled out weekly and be specific about the dosage and times. **Dosage different than indicated on the label cannot be given without the written instruction of the physician.**

All medication, including over the counter must be labeled with the **child's full name, time to be given and the dosage. All medications must be in the original container.**

Medication cannot be given on an “**as needed” basis**”. The Noble Academy, Inc. staff do not have the medical training to make decisions concerning when medications should be given.

Over the counter medications cannot be given without the written instructions from a physician. **(We can only give medication if it is prescribed by a doctor.)**

All medication must be taken home by the parent on the last day it is administered or it will be discarded.

Termination/Suspension Policy

As your partner in caring for your child, it is important that good communication exists between the home and The Noble Academy, Inc. The Noble Academy, Inc. will keep you informed of any behavioral problems which may occur with your child while he/she is under our care. Every effort will be made to resolve any problems that may occur. However, we reserve the right to terminate any child immediately without prior notice, whose need for special attention becomes a threat to the safety of other children or staff at the Noble Academy, Inc.

The terms of the policy are as follows:

1. Incident reports home to parent(s) about behavior
2. Conference with the Executive Director
3. If required, suspension from the Noble Academy, Inc.
4. In exceptional circumstances immediate termination
5. The parent does have the option to withdraw their child at any time.

Parking Lot Safety

For the safety of the children we ask that you share this policy with anyone that may be picking your child up from The Noble Academy, Inc. Thank you in advance for keeping our children safe.

1. Do not use the handicap parking space unless properly authorized
2. Do not leave cars running or children unattended in a car at any time.
3. Adults must accompany children when entering and leaving building.
4. Slow down when entering the parking lot.
5. Watch for children running across the parking lot.

Toy Policy

Children are not allowed to bring in toys from home except for soft nap toys and show and tell items. Toys for show and tell must stay in the cubby before and after show and tell time. Please ask your child's teacher what day is show and tell. Nap time toys and blankets must also stay in the cubby before and after the nap.

Food Policy

Full time students may bring their own lunch. However, if you want your child's lunch prepared by the Academy, you must give us notice at least one day in advance. Menus have been prepared with variety and nutritional requirements in mind and are dated and posted by the kitchen door for your inspection. Any changes or substitutions will be written on the menu.

To insure the safety of our children, teachers and staff we strongly prohibit the entrance **of glass bottles, glass containers, forks or other sharp objects on the grounds** of the academy. In the event that a child's food is lost, becomes inedible, or is inadequate in nutrition or quantity, it will be replaced or supplemented by The Noble Academy, Inc.

Following good nutritional guidelines and Virginia Department of Social Services Standards, we will provide breakfast, lunch and afternoon snack to children who are present during scheduled serving times or for those whose parents have made special arrangements with the Executive Director to receive food at a special time.

Breakfast is served from 8:00 a.m. – 8:45 a.m. **No breakfast will be served after 8:45 a.m.** so that school age children have time to get prepared for the school bus and so that the cook can clean up and prepare preschool lunch. **Lunch** will be served from 10:30 a.m. - 11:15 a.m. No lunch will be served after 11:15 a.m. If a child enters the program after 11:15 a.m. he/she must bring his or her own lunch. We prepare lunch according to a lunch count that is completed by 11:00 a.m. Children entering the program after this time without calling to inform us that they will be eating, puts the academy at an inconvenience and we therefore strongly encourage parents to have their child to school before this time.

Meals and snacks will provide opportunities for children to learn to eat and enjoy a variety of nutritious foods. We follow the guidelines of USDA (United States Department of Agriculture). **We receive funding from the Child Adult Care Food Program (CACFP) in order to offset the cost for food we provide to your child. These forms are to be filled out for every child in the academy. Please follow the directions on the form.**

We welcome special foods for celebrations. Any food brought for special occasions must have the prior approval of the Executive Director. It must be in adequate quantities to serve all of the children present in the group at that time. It must be served in addition to a regular meal or nutritious snack.

A parent or guardian can request a non-diary substitution in writing, without providing a medical statement. The written request must identify the medical or other special dietary need that restricts the diet of the child. For example, if a parent has a child who follows a vegan diet, the parent can submit a written request to the center asking that soy milk be served in lieu of cow's milk. Such substitutions are recommended and at the option of the facility. The requirements related to milk or food substations for a child who has medical disability and who submits a medical statement signed by a licensed physician remain unchanged.

If a parent would like to provide their child's soy milk they may do so. The following are the only soy milk brands that are allowable substitutes without a Special Diet Prescription form:

- **A reformulated version of 8th Continent Soymilk Original**
- **Pacific's Ultra Soy Plain and Ultra Soy Vanilla**
- **Kikkoman Pearl Organic Soymilk Smart Creamy Vanilla and Kikkoman Pearl Organic Soymilk Smart Chocolate**

If there is a completed Special Diet Prescription form, we would accept any substitute the doctor says is acceptable. For example, the doctor says “milk allergy” and “soy” is acceptable-we would accept/allow any soy milk regardless of brand. If the doctor specified a certain brand (“Great Value”, for example), we would only get credit from CACFP for that specific brand.

Similac Infant formula will be kept on hand. Please fill out the form titled “**Virginia CACFP Infant Feeding Preference/ Parent Choice Form**”. This form should be filled out if your child is from **Birth to 11 months**. You can get this form from the office or your child’s teacher. The teacher of your child’s class must maintain this form on file.

Food brought in specifically for one child will only be served when the other students are eating so as not to distract the other students or disturb the scheduled program.

All food brought from home must be properly packaged by the parent and given to a staff member upon arrival at the center. Food will be stored in the kitchen and refrigerated if appropriate.

Food brought specifically for one child’s diet will be served only to him/her and its consumption will be monitored by the staff to be sure that other children do not eat it.

All uneaten portions of food brought from home will be discarded or returned (if requested) to parents at the end of the day.

Times for scheduled meals will be posted on daily schedules. There will be at least one and one half hours between meals.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form**, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity employer.

Nap Time

Children (toddler age to 5) can not enter our program after **12:00 noon due to our scheduled nap time**. Most children entering after 12:00 p.m. cannot nap and could disrupt other resting children.

Health Requirements

Regulations by the State Board of Health for the immunization of school children require documentation of all age appropriate immunizations, prescribed in the regulations, before each child's enrollment to a center licensed by this Commonwealth. Updated information must be given to the school in accordance with the law.

The current "blue" form required by the Department of Health must be used to report immunization received and the results of the required physical examination. You can find this form along with our registration form on our website at www.thenobleacademy.com under the tab "Our Forms" or download it directly from the Va. Dept. of Health (VDH) at http://www.doe.virginia.gov/support/health_medical/school_entrance_form/school_entrance_form.pdf.

Reporting Child Abuse and Neglect

Abuse or neglect of a child, in any form (physical, sexual, or emotional) is never permitted. In Virginia, all personnel working in a licensed child day-care facility must report suspected child abuse or neglect. There is a criminal penalty for violation of the report law. This same law shields the person reporting from reprisal by holding all records and reports confidential. Administrators and teachers at The Noble Academy, Inc. are aware of their responsibility to children and will alert the Executive Director if they see any signs of abuse or neglect. The Executive Director is required by law to make a phone call to the appropriate local agency to report the suspected case.

Licensing Information (File)
Taken from Appendix I
Minimum Standards for Licensed Child Day Centers

The Commonwealth of Virginia helps assure parents that child day programs, that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe (Title 63.1). Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

Standards for Licensed child day centers address certain health precautions, adequate play space, and the ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of license may be issued to programs. Conditional Licenses may be issued to a new program to allow up to six months for a program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which upon conviction can be punishable by a fine up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Service closest to you.

Central Regional Office
1604 Santa Rosa Road
Suite 130
Richmond, VA 23229-5008
(804) 662-9743

STANDARDS FOR LICENSED CHILD DAY CARE CENTERS
22VAC 15-30-487. (Forbidden Actions)

The Following actions or threats thereof are forbidden:

1. Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment;
2. Enclosure in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose;
3. Punishment by another child;
4. Separation from the group so that the child is away from the hearing and vision of a staff member;
5. Withholding or forcing of food or rest;
6. Verbal remarks which are demeaning to the child;
7. Punishment for toileting accidents; and
8. Punishment by applying unpleasant or harmful substances.

STANDARDS FOR LICENSED CHILD DAY CENTERS
22 VAC 15-30-10 et. Seq. (Supervision of Children)

When staffs are supervising children, they shall always ensure their care, protection, and guidance.

Staffs need to provide intermittent sight supervision of the children in the classroom and in the restroom area to assure the safety of children and to provide assistance to children as needed. ...Staff should provide immediate intervention if needed; and ... ensure that they know where the children are and what they are doing at all times.

In order to maintain the above Standards, staff at the Noble Academy;

- Are not allowed to use cell phones, or sleep or read the newspaper while on duty.
- should be proactive in order to protect child from getting into any kind of accident by himself/herself or another child
- Should have a sheet on his/her cot during rest time.
- Should never turn their back to the students even when changing another child.
- Should not have prolonged conversation with other adults when supervising children.
- eyes should be on children at all times
- Are not to yell at children to the extent that others hear.

Transportation Policy

1. All children and adults riding in the Noble Academy, Inc. Vehicle use passenger restraints
2. Children do not share seatbelts
3. The maximum number of children being transported at one time as defined by state law is never exceeded
4. All doors are locked while vehicle is in motion
5. Discipline is maintained at all times
6. Children's arms, legs and heads remain inside the vehicle at all times
7. Children enter and exit the vehicle from a safe location (not into the lane of traffic)
8. Staff members open and close doors
9. A staff member stands by the door and helps children in and out
10. Children are not left in a vehicle unattended. Before leaving the vehicle unattended, the van driver checks all seats carefully ensuring that all children have exited
11. A count will be done each time the group departs and re-enter the vehicle for passengers
12. The vehicle is never left running without a driver in the driver's seat
13. Smoking in the vehicle is prohibited
14. Proper supervision is provided in the vehicle as stated by local regulations
15. Food or beverage is not consumed in the vehicle
16. Any person driving The Noble Academy, Inc. van is at least 18 years of age and holds a valid driver's license, as specified by local laws and regulations
17. Any incident of carelessness or unsafe driving results in immediate dismissal
18. Before operating a company vehicle a Driver Certification form (05-5025) is submitted and placed on file
19. The Noble Academy, Inc. vans are used ONLY for The Noble Academy, Inc. business. No personal use of the company van is permitted
20. Making stops in the van on the way to or from The Noble Academy, Inc. while children are on board is not permitted
21. Children are to never be transported in the personal car of a staff member while on duty. This includes an on duty staff person's own children on field trips.
22. Any time two staff members ride in the van with a group of children; one staff member sits in the back seat

ALL STUDENTS BEING TRANSPORTED ON THE VAN TO AND FROM SCHOOL, IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE CENTER WHEN YOUR CHILD WILL NOT BE ATTENDING SCHOOL. THERE WILL BE A FEE OF \$8.00 IF THE DRIVER GOES TO YOUR CHILD'S SCHOOL AND YOUR CHILD IS NOT THERE. THERE WILL BE NO CHARGE FOR THE FIRST INCIDENT. THIS FEE MUST BE PAID A.S.A.P FOR YOUR CHILD TO BE TRANSPORTED AGAIN.

Playground Safety Plan

Children learn through active use of their sense, some great opportunities for learning occur outside. However, the playground is potentially an extremely dangerous place. With proper supervision, the playground can be a fun place for children and staff. The chance of injury to children should be reduced. The following rules are observed by all staff:

1. Staff members know how many children are in their care at all times.
 - a. Children are counted before taking them out.
 - b. Children are counted while they are out (more than once is preferable).
 - c. Children are counted when bringing them in (when in line outside and when beginning the next activity).
2. Children use equipment as it was meant to be used.
3. Children are not allowed to engage in hazardous play of any kind. Redirection, distraction, praise and other techniques of positive discipline are used.
4. Children are never sent outside the playground fence to retrieve a ball, toy, etc.
5. Digging is limited to sandboxes.
6. Staff is actively involved with children and supervising any dangerous areas closely, not sitting; therefore, NO chairs are allowed on the playground. Staff must not congregate on the playground, but must position themselves in various areas so that optimum supervision is assured.
7. Children are kept in sight of staff on the playground (never allowed to wander out of sight). When only one staff is on the playground, the children must be restricted to an area that can be fully observed by that staff person.
8. The number of children and age variation are limited to avoid overcrowding or dangerous situations.
9. Children are never left unattended. If a child is injured or sick, the staff member does one of the following.
 - a. Call another staff member to assist
 - b. Send a child into the building to get the Director or another staff member to assist.
10. Parents pick up their children by entering the front entrance and signing the child out properly. Children are never picked up directly from the playground. Children are released only to those adults authorized to pick them up, as indicated on the enrollment forms.
11. Staff members give their full attention to the children in their care.
12. Children must be monitored closely when going inside the building to use the restroom. A teacher inside the building must be notified when a child is coming in to use the restroom.

The resilient surfaces, such as rubber mats and shredded mulch, will be checked periodically to assure optimum safety in the fall zones, and they will be renewed or replenished as needed.

Parental Acknowledgement

This handbook has been prepared to familiarize you with the rules and regulations concerning licensed child care centers in Virginia.

By signing this form you acknowledge receipt of The Noble Academy, Inc. Policies and Guidelines for Virginia Parents and agree to comply with all of the policies.

Please sign and date this form and return it to the director.

I have received the Parent Handbook from the Noble Academy, Inc.

Parent's Signature: _____

Print Name: _____

Print Child's Name(s): _____

Date: _____