

**PARENT HANDBOOK**

Deep Run Baptist Church

10907 Three Chopt Road

 Henrico, VA 23233

Phone: (804) 270-0351

Email : cdcdeeprun@gmail.com

**General Information:**

Deep Run Child Development Center (CDC) operates as a religious exempt childcare center as specified in Section 63.2-1716, Code of Virginia, as amended. Deep Run Child Development Center (CDC) is open to children ranging from 10 months old through the 5th grade. Deep Run CDC is here to help children grow and develop emotionally, socially, physically, academically, and spiritually. Deep Run CDC is inspected by the local health, fire, and building inspection departments, as well as the Virginia Department of Education. Deep Run CDC is a nonprofit entity established to provide affordable Christian childcare. All donations are tax deductible. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

**Religious Exemption**

 In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

**Facility Description**

The center is located at 10907 Three Chopt Road. Our building is approximately 3000 square feet with five classrooms. We do not use the kitchen facilities for the CDC. Our play equipment consists of classroom furnishings, educational materials, a slide, swing set, and outdoor play area.

**Enrollment:**

To enroll your child in Deep Run CDC, you must complete the registration packet, and pay the registration and activity fees. Before your child starts, we will need a copy of the child’s birth certificate, completed medical form, signed enrollment agreement, and first week’s tuition.

**Qualifications of Personnel**

**Deep Run’s Staff have a true love of teaching and guiding children. Our staff is trained in First aid and CPR. Teachers are provided with multiple training courses per year.**

**Hours of Operation**

Deep Run CDC is open Monday – Friday from 7:00 a.m. – 6:00 pm

**Deep Run CDC will be closed on the following days:**

Thanksgiving and the Day after

One Week for Christmas

1 Day for New Years

2 Days for Easter

1 Day Memorial Day

1 Day Independence Day

1 Day for Teacher Workday in August

1 Day for Labor Day

Specific dates will be posted on the center’s bulletin board.

During periods of inclement weather, Deep Run CDC will make every effort to open during its regular hours. Safety is our utmost concern. If roads are passable, and the parking lot is safe, Deep Run CDC will open. During such times, we request parents to call the office (804) 270-0351 to receive updates on the schedule for the day, check your email and/or the CDC Facebook website.

**Arrival and Departures**

Deep Run CDC is open from 7 a.m. – 6 p.m. Monday through Friday, excluding Holidays. You may park in the loop by Deep Run CDC’s doors. If your child will not be attending Deep Run CDC on their scheduled day for any reason, we request that you call the office (804-270-0351) or email cdcdeeprun@gmail.com to let us know. There is a $3 per minute late fee that will be assessed if your child is not picked up by 6 p.m. In the event your child is not picked up by 6:05 p.m., Deep Run CDC will attempt to contact parents or emergency contacts. In the event no one can be reached, Child Protective Services will be contacted.

**Arrival:** Parents or authorized persons on the students’s Pick-Up/Drop-Off list on the Registration form must accompany their child into their classroom to be signed in.

NEVER send your child into the building alone!

**Departure:** Children must be signed out every day. Children will not be released to anyone, other than authorized persons designated on the students’s Pick-Up/Drop-Off list on the registration form, without written authorization from the parent. The list can be altered or amended at any time by a written note signed by both parents in agreement to the Director.

**NOTE: Any individual picking up your child must be approved and authorized on the student’s Pick-Up/Drop-Off list. They will be asked to provide photo identification before your child is released.**

**No Toys**

Toys, stuffed animals and electronics are not to be brought to the CDC. Deep Run CDC is not responsible for loss or damage of personal items.

**Lunch/Snacks**

Deep Run CDC will provide morning and afternoon snacks for all classes that are Nut Free.

Children are required to bring their own lunch. Please DO NOT send in items that may contain nuts, need to be heated, soda, or glass bottles.

**Peanut/Tree Nut Free Environment**

The CDC is a “Nut Free” school. No nuts, peanut butter, or snacks containing traces of nuts are permitted at the CDC. Please read labels to check for cross-contamination prior to sending food items to the CDC.

**Illness and Absence**

Please call and let the center know if your child will be absent. If your child has a contagious illness or rash, we may need to notify the other parents.

**Please DO NOT send your child if he/she:**

* Has a fever or unexplained rash, or has had one during the previous 24-hour period.
* Has been throwing up or had diarrhea within the previous 24-hour period.
* Has symptoms of a possible communicable disease (red eyes, sore throat, headache, abdominal pain, fever).
* Has a severe cold with a runny nose and constant cough.

**No Medications**

Medications, except for Epi-pens and medication directly related to them (ex. Benadryl) will not be administered by the CDC. Sunscreen and insect repellent are medications and must be applied prior to entering the CDC.

**Release of Liability/Insurance**

Every precaution will be taken to assure each child’s safety and well-being. Deep Run CDC and all affiliates are hereby released from all claims for liability or financial responsibility arising from accidents or mishaps that may occur in connection with the operation of the program, including transportation to and from elementary school for the after-school program. This also includes any illness that may be contracted by the child during their period of enrollment. Parents are responsible for providing adequate insurance for their children.

**Discipline Guidelines**

Appropriate behavior is expected. We believe that discipline is an on-going teaching process that is to be measured with love and fairness. Staff will attempt to redirect the child to engage in a different activity. If a negative behavior continues, the child may be given a time out or have time in the office. If the behavior continues, the Director will request a parent conference. In extreme cases, the child may be asked to leave the program immediately. Physical or verbal abuse of the teachers or other children are grounds for immediate dismissal.

**Curriculum**

Deep Run CDC utilizes a thematic curriculum, as well as, a hands-on approach to learning; giving children the academic freedom to explore and grow. In our Pre-K Program, we utilize the Abeka program for the academic portion of our day. Academic time each day includes: phonetical awareness, mathematical comprehension, as well as, calendar, prayer time, Bible stories, and early skills needed for school readiness. Chapel, as well as, weekly art and music classes are also a part of the curriculum.

**Payment Policies:**

Registration fees and activity fees are due at enrollment. One Registration Fee is paid per Academic Year and one Activity Fee is paid per Program (Academic and Summer Camp). Weekly payments are due the first day starting the week. Drop-In students’ payments are due on the same day they drop-in. A late fee of $10.00 will be charged if payments are not received by the close of business on Thursday. If payment is not made by the following Monday, your child may be withdrawn from the program, and further collection actions will be pursued.

**Acceptable forms of payment:**

Cash, ACH, debit cards and credit cards are accepted. There is a 3% charge for use when using a credit card.

ACH is the preferred use of payment and is processed through procare automatically every Monday. A voided check is needed to set up ACH in our system.

**Late Pick-up Charge:** $3.00 per minute. Please call the office if you are running late. If a child is not picked up Deep Run CDC will attempt to contact the parents and emergency contacts. In the event no one can be reached, Child Protective Services will be contacted.

**Vacation:**

Each student is allowed two weeks at half price of the weekly rate for vacation.

**Deep Run CDC Parent Handbook Acknowledgment**

The undersigned hereby acknowledges that he/she has received a copy of the Parent Handbook and agrees to abide by the policies and terms contained therein.

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_