



2019-2020

Parent

Handbook

Director: Debra Cardwell

Office Manager: Tricia Jones

10900 Iron Bridge Road, Chester, VA 23831 \* 804-295-5500

Email: [iccs\\_preschool@yahoo.com](mailto:iccs_preschool@yahoo.com)

Website: [iccpreschool.com](http://iccpreschool.com)

## **Table of Contents**

Page 1	Purpose Statement Licensing Information Required Paperwork
Page 2	Communication with the School Calendar and Daily Schedule Inclement Weather
Page 3	Enrollment and Registration Student Withdrawal Orientation Monthly Tuition
Page 4	Payment Due Dates/Late Fees Drop off and Pick up Policies Late Drop off and Pick up Procedures
Page 5	Sick Child Policy Injuries Allergies
Page 6	Fire/Tornado/Evacuation Snack & Lunch Parent Involvement
Page 7	Student Property Discipline Social Media Policy
Page 8	Parent Agreement Form (to be signed and turned in) Photo Consent Form (to be signed and turned in)

## **Purpose Statement**

The purpose of Ironbridge Community Christian School is to extend the ministry, mission and purpose of Ironbridge Baptist Church by providing care, education, moral and spiritual development, and family ministry for each child enrolled.

The school will seek to provide opportunities for the children enrolled in the program to grow spiritually, mentally, physically, emotionally, and socially by providing developmentally appropriate activities, guidance, ministry, and outreach to them and to the members of their families.

## **Licensing Information**

Section 63.1-196.3 of the Code of Virginia exempts child day centers operated under the auspices of a religious institution from licensure. However, certain documentation must be filed annually with the Department of Social Services. ICCS follows these procedures.

ICCS staff members are certified by a physician to be “free from any disability which would prevent him/her from caring for children.” Criminal history searches are also required for staff. The teachers must establish and implement procedures for hand washing for themselves, as well as the children, before eating and after using the toilet. The Code of Virginia also demands that all staff are able to recognize the signs of child abuse or neglect and report such abuse or neglect to child protective services.

Required documentation is available to the public regarding ICCS’s staff/child ratios, center’s facilities and safety thereof, child vaccination records, public liability insurance, and first aid training. It is required that the facility meets fire, health, and building codes set forth by the Department of Social Services and these documents are also available upon request.

## **Facility**

Ironbridge Community Christian School is housed on the first floor in the children’s wing of Ironbridge Baptist Church. The first floor of the children’s wing is approximately 9700 square feet and was built in 1995. The building is maintained by our buildings and grounds team and inspected yearly by both the fire department and health department. ICCS uses 10 classrooms on the first floor of this wing, as well as, weekly visits to the main church sanctuary. Our students go outside daily and use the enclosed playground attached to the church.

## **Staff Qualifications**

### **Lead Teacher Qualifications and Duties**

#### **Qualifications:**

An ICCS preschool teacher must be a Christian and have at least 12 months of experience with preschool children in either a preschool setting (church affiliated or secular) or day care facility.

Teachers must pass a background check as prescribed by the Code of Virginia as well as pass a basic physical exam through his/her physician.

## Assistant Teacher Qualifications and Duties

### Qualifications:

An ICCS assistant teacher must be a Christian and have at least 6 months of experience with preschool children in a preschool setting (church affiliated or secular), day care facility, or child care setting.

Assistant teachers must pass a background check as prescribed by the Code of Virginia as well as pass a basic physical exam through his/her own physician.

All ICCS staff are CPR certified.

## Required Paperwork

The Department of Social Services requires us to have a copy of your child's birth certificate, the school health form and an emergency contact form in order for your child to attend school with us. These documents must be turned in to us by August 15<sup>th</sup> in order for your child to start school.

**\*\*If we do not have this paperwork by August 15<sup>th</sup> your child will be unable to attend ICCS Preschool and we will release their spot to a child on our waitlist\*\***

### Forms Checklist:

- Emergency Contact form
- School Health Form
- Photo consent form (on page 8 in handbook)
- Handbook agreement form (on page 8 in handbook)

You may drop required paperwork off at the main church office Monday through Friday, 9 a.m. to 5 p.m. or you may mail it to ICCS Preschool, 10900 Iron Bridge Road, Chester, VA 23831. If you have any questions about this policy please contact us by email at [lccs\\_preschool@yahoo.com](mailto:lccs_preschool@yahoo.com) or 804-295-5500.

## Communication with the School

School newsletters, calendars, notes from the Director, curriculum, and classroom information, as well as pertinent links, may be found on the school webpage, [lccspreschool.com](http://lccspreschool.com). Copies of notes/news will also be posted outside the school office and classrooms. Important notices/newsletters will be sent home in your child's folder. **Please check your child's folder daily for information. If any of your contact information changes please update the preschool office as soon as possible.**

ICCS uses e-mail for much of our communication; please be sure to add our e-mail address so emails are not sent to your spam folder.

We want to hear from you! Please feel free to contact us for any reason by email or phone. All messages will be returned in a timely manner.

## Calendar & Daily Schedule

Summer office hours vary, so to reach us prior to September please email [lccs\\_preschool@yahoo.com](mailto:lccs_preschool@yahoo.com) or call 804-295-5500 and leave a message and we will return your call within 2 business days. Normal ICCS office hours begin August 27<sup>th</sup> and are Monday through Thursday from 9:00 a.m. until 2:00 p.m. ICCS classes will begin the week of September 10<sup>th</sup>, the week after Chesterfield County Public School students return. Our school year ends on May 23<sup>rd</sup>. A complete calendar will be available in August on our website, and will be emailed to registered families. Daily Schedule: All of our programs begin at 9:30 a.m. Our 2's program ends at 12:30 p.m. and all 3's, 4's, and Junior Kindergarten programs end at 1:30 p.m.

## Inclement Weather

- School will be closed for inclement weather following Chesterfield County Public Schools (CCPS). Please listen to local broadcast news for the closure of Chesterfield County Public Schools.
- **In the event of a delayed opening for Chesterfield County Public Schools, ICCS will also run on a delay.** If Chesterfield County is delayed 1 hour, we will also open 1 hour late and hold classes from 10:30-1:30 for all students, including 2's classes. If Chesterfield County is on a 2 hour delay, we will also open 2 hours late and hold classes from 11:30-1:30 for all students, including 2's classes.
- **In the case of Chesterfield County Public Schools early closings due to inclement weather, please pick up ICCS students as soon as possible.**
- There will be no prorated fee for school closing due to inclement weather. We anticipate a certain amount of snow days each year and have accounted for them in our fees and academic schedule. If we exceed 6 snow days, make-up days will be added to our schedule.

## Enrollment and Registration

Ironbridge Community Christian School welcomes all children. The determining factors of admission are based on the capacity of the classroom, the age of the child, and the cooperation of the parents/guardian. Our enrollment capacity is 110 children from ages 2 – 5.

### Age Requirements:

M/W 2 year olds, 2 day program, must be 2-1/2 by September 1, 2018

T/Th 2 year olds, 2 day program, must be 2 by September 1, 2018

3 year olds, 3 day program, Tues., Wed., and Thurs. - must be 3 by September 30, 2018

4 year olds, 3 day program, Tues., Wed., and Thurs. - must be 4 by September 30, 2018

4 year olds, 4 day program, Monday –Thursday - must be 4 by September 30, 2018

Junior Kindergarten, Monday through Thursday - must be 5 by December 30, 2018

Children need to be potty trained for 3's, 4's, and Junior Kindergarten classes, **No Exceptions.** Students in the 2's program do not need to be potty trained.

The registration form is to be completed and returned with the non-refundable registration fee to ICCS. Date of return determines availability of placement in class.

## Student Withdrawal

We understand that plans change, families relocate, etc. If such an event occurs for a family, and you need to withdraw your child, we ask for no less than two weeks' notice. All paid tuition is non-refundable.

## Orientation

There will be an Orientation Day prior to the beginning of school. Orientation dates for the 2018-2019 school year are as follows:

- Orientation for M/W 2's and all 3's classes is on Wednesday, Sept. 5<sup>th</sup> at 10:00 a.m.
- Orientation for T/Th 2's, all 4's and JK classes is on Thursday, Sept. 6<sup>th</sup> at 10:00 a.m.

Children will be dropped off in their classroom to meet their teacher and classmates. Parents will attend an orientation in the Worship Center to receive important school information.

We will have parent sign-up sheets available and encourage volunteers in music and movement classes, as well as many activities throughout the year. We appreciate your help, so bring your calendar and sign up! **All student forms need to be turned in by August 15<sup>th</sup>.**

## Monthly Tuition

- 2-day 2's classes, \$150/month
- 3-day preschool classes, \$210/month
- 4-day preschool/JK, \$255/month

## Payment Due Dates & Late Fees

Tuition is paid monthly over nine months from August-April. Tuition is based on the entire year and broken up into 9 payments for your convenience. Payments are due by the 15<sup>th</sup> of each month. Payment may be made with personal check made out to "ICCS", money order, or cashier's check (**NO Credit Card payments**) and mailed or placed in the tuition basket located in the preschool office. Tuition that is not received by the 15<sup>th</sup> of the month will be assessed a \$10.00 late fee. All returned checks will be assessed a \$20.00 returned check fee. Please keep in mind that we are a non-profit preschool. Your tuition payments pay our teachers' salaries, so we appreciate your timely payment. If your account becomes delinquent, it will be referred to the ICCS Board for review and they will determine if your child can continue classes at ICCS. All accounts must be paid in full by April 15th for your child to participate in end of the year activities.

## Drop off and Pick up Policies

ICCS has a curbside drop off policy for Preschool and Junior Kindergarten arrivals (2's are to be taken directly to their class.) Drop off points are determined by the class your child is enrolled in. Drop off times will be from 9:25-9:35 a.m. for our 3's, 4's and JK classes. You will receive a drop off map and information at Orientation.

When waiting in the morning drop off line, we ask that for your child's safety, they remain in their car seat until a teacher helps them out. Please remain in your car and a teacher will help your child out. Please do not allow your child to hang out an open window or ride with doors open. We know it can be fun, but it is not safe. We have more than 100 cars circling the church during drop-off time, so it is

important for everyone to abide by our drop off routes. If you choose not to follow our drop off safety rules, you are more than welcome to park and walk your child in.

**\*\*If you cannot or will not follow our drop-off rules, you will no longer be able to access our drop-off lines and will be required to park and walk in your child for the remainder of the year. We do not compromise where safety is concerned.\*\***

If you are walking your child into school, please park outside the main entrance to the church and enter through those doors only. Do not cross through the drop off lines.

You, or whoever is responsible for picking up your child, should be waiting outside their classroom promptly at 1:30 p.m. Check the bulletin board outside of your child's classroom daily for important information.

If your child is to be picked up by someone other than a parent or guardian listed on the contact form, we must be notified in advance. A note must be written to the teacher and a valid picture ID will be required at the preschool office by the person picking up your child. A copy of the ID will be placed in the child's file. In case of a last-minute emergency, please call the preschool office directly. If a person is not listed as authorized on the Emergency Contact form to pick up your child, we will contact you by phone for verification before releasing your child.

## **Late Drop off and Pick up Procedures**

If you are dropping off your child after 9:40 you must park and come to the preschool entrance to be allowed access. Please do not go to the Main Church office as they will not be able to allow you in to the preschool wing.

Our teachers have responsibilities after school, so please pick your child up promptly at 1:30 p.m. There will be a \$5.00 per 10 minute late pick up charge for students who are left after 1:35 p.m.

## **Sick Child Policy**

A child may not attend preschool with the following:

- Fever (oral 100, rectal 101 and auxiliary 99.4)
- Undiagnosed/treated rash
- Diarrhea, vomiting, difficulty breathing
- Unusual lethargy, uncontrolled coughing, green or yellow constant running nose
- Inability to join in regular preschool activity due to illness
- Communicable Disease such as but not limited to chicken pox, measles, mumps, impetigo, scabies, scarlet fever, ring worm, whooping cough, or pink eye
- Infestation (lice)

If a child becomes ill while at school, the following procedures will implemented:

- The parent will be called as soon as possible after the symptoms have been noted. If the parent cannot be reached; the emergency contact person will be called to pick up the child.

- The child will be isolated away from other students while waiting for parent or contact person to arrive.

If your child has been sick, they must be fever free for 24 hours without medication before returning to school. If your child has vomited or had severe diarrhea, please do not send them back to school for 24 hours after these symptoms have ended. If your child has had lice, please treat them and make sure they are free of. If you send your child in with any of the above symptoms, we will call you to come pick them up.

No medications, prescription or over-the-counter, will be administered by the teachers in the classroom. Children may not bring cough drops, aspirin, or other pain relievers to school.

Please do not send any medication in your child's backpack as other children have access or could be harmed.

## **Injuries**

Our staff members are certified in first aid/CPR. If a minor injury occurs, basic first aid (such as washing the wound and applying a Band-Aid) will be administered in the office and a "boo-boo" report will be written and sent home in the child's folder. A copy will also be placed in the student's file.

If a child is seriously injured, emergency personnel will be immediately notified along with parents. The child will be kept stable until an ambulance arrives. Parents enrolling their child at ICCS are giving us permission to call emergency personnel in the event their child is seriously injured or their health is at serious risk.

## **Allergies**

Please make us aware of any and all allergies that your child may have. If information changes mid-year please update us. If an Epi-Pen is prescribed to your child, please bring one to the preschool office with a Medication Consent form filled out by your child's physician. An Epi-Pen and Benadryl will be onsite to be used in case of emergency.

## **Fire/Tornado/Evacuation**

Fire drills, Tornado drills and Lock Down drills are practiced regularly at ICCS.

We have designated safe rooms and safe spaces within the preschool wing for severe weather and lock downs. In case of building evacuation due to fire or other severe conditions, we will relocate to the Kroger Café at 10800 Iron Bridge Road, Chester. You will be contacted by ICCS staff in this event.

## **Snack & Lunch**

Your child will need to bring a lunch to school each day. Refrigeration is not available; therefore, perishable food should be placed in an insulated lunch bag with an ice pack. Please have lunch prepared so that your child can eat with minimal assistance. **Only water** is permitted in the classroom for drinks – **no juices or soda**. Depending on the class, snack is provided for the entire classroom by parents on a rotating basis. There will be sign-up sheets posted outside of those classrooms. Individually wrapped snacks are encouraged. Parents will be informed of items not suitable due to allergies present in the class. Napkins and any necessary utensil also need to be provided by that week's snack family. Occasionally, we will have children with peanut allergies. If a child has a peanut allergy we will have a "Peanut Free" classroom, allowing no peanut products. If you will be bringing in a special snack for your



child's birthday, please let the teacher know a few days in advance so there can be an alternate snack provided for any children with an allergy.

## **Parent Involvement**

**Volunteering** in your child's classroom is welcomed at ICCS. Please speak with your child's teacher if you wish to volunteer. Parent volunteers are also needed at ICCS in our Movement and Music resource classes. Sign-up sheets will be available at orientation or in the preschool office. We ask each family to volunteer at least once during the school year.

Student evaluations are given twice a year, in the Fall and in the Spring. The Fall evaluation and accompanying **Parent/Teacher conference** will allow you the opportunity to discuss your child's strengths and weaknesses with his/her teacher after they have had some time to observe and work with him/her. The Spring evaluation and **Parent/Teacher conference** is time to review progress and Kindergarten preparedness. Please contact your child's teacher if you have any questions or concerns throughout the year. Your child's teacher will contact you if there are any problems or concerns. Always direct questions or concerns directly to your child's teacher. If the situation continues to be a concern, then contact the Director to work out a solution.

ICCS has a volunteer Parent's Committee, comprised of a staff facilitator and parent members, who meet regularly to plan activities for students and parents, as well as fundraisers for special projects in the school. Sign-up sheet will be available at orientation. We plan several special activities throughout the year and need parents to help to run them properly. Please plan to volunteer at least once during the year.

## **Student Property**

ICCS is not responsible for lost or damaged items brought to school from home. Please discourage your child from bringing toys to school. When there are special days that students are allowed to bring in specific items from home, please clearly label the item with your child's name. Precious or expensive items are best left at home. A change of clothes (underwear, socks, shirt, and pants) must be kept in reserve in your child's cubby. At the change of seasons (Fall to Winter; Winter to Spring) please send in weather-appropriate extra clothing. This is a great time to break the security blanket habit. We discourage any "woobies" in the classroom.

## **Discipline**

Discipline is an ongoing training relationship between parent/child and teacher/student. ICCS implements a Love and Logic approach to discipline and classroom management. Children are provided with guidance and opportunities in making appropriate choices. In the event that a child is conducting himself in an inappropriate way that is distracting to other children and disruptive to the classroom, teachers will respond in a gentle but firm manner. This may range from reviewing the rules with the child, providing suitable choices, allowing for consequences to occur which may lead to isolation from the group temporarily, such as a "time out chair" or "composure area." The child may also be taken to the Director's office for a length of time. If a child continues to have difficulty obeying classroom rules and cooperating with the teacher and other children, a meeting will be scheduled with the parents, the teacher and the Director. ICCS reserves the right of dismissing any child who continues to exhibit behavioral problems that are disruptive to the class or dangerous to other children.

## **Social Media Policy**

ICCS Preschool recognizes that social media have become the relevant methods of self-expression and community interaction in our culture.

We ask parents to respect the rights of others within the school and please not post pictures they have taken within the school of any child other than their own. We also ask you to respect the privacy of our staff and refrain from posting pictures or comments about our staff.

Please understand that ICCS Preschool staff is asked not to accept families as “Friends” on social media sites; it is a school-wide policy.

If an issue arises due to personal information being shared about other ICCS families or staff, the school reserves the right to dismiss the student if the matter cannot be resolved to involved parties' satisfaction.

## **Parent Agreement**

We have read the Ironbridge Community Christian School Handbook and agree to abide by its policies and regulations. We have shared appropriate information with our child. We will support the school through our prayers, cooperation, and involvement in school activities.

\_\_\_\_\_  
(Parent/ guardian signature)

\_\_\_\_\_  
(Child's name)

\_\_\_\_\_  
(Date)

---

### **Ironbridge Community Christian School** **PHOTO CONSENT FORM**

During this school year we will be having many fun and exciting learning activities. We would like to document these activities by photographing and/or filming the students. We need your support and agreement to allow us to do this. The pictures/filming will be done during classroom activities, field trips, special activities, celebrations, etc. The pictures may be posted at school, used in our newsletter, slide shows, and school website or for school projects.

Please fill out the form and return it to school. Thank you!

\_\_\_\_ Yes, you may photograph/film my child as stated above.

\_\_\_\_ No, I do not want my child photographed or filmed.

Child's Name \_\_\_\_\_

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

Date \_\_\_\_\_

**Please sign and return along with all other forms on August 15, 2019.**