I. Registration Policies:

A. A parent/guardian may register a child by completing a registration form and meeting briefly with the director.
B. A non-refundable registration fee of $150.00 must accompany every registration form.
    a. A non-refundable supply fee of $75.00 for all students.
    b. A non-refundable curriculum fee of $50.00 for the Pre-K3 and Pre-K4 classes.
C. The age requirements for each class are listed below. Any questions or concerns should be discussed with the Director. The Director has the right to amend or waive policies in specific situations.

ONES:	Must be one by September 30.
TWOS:	Must be two by September 30.
THREES:	Must be three by September 30. Children in older threes class should be toilet trained by the time school starts.
PRE-K3:	Must be three by September 30. Child must be toilet trained by the time school starts. Every child in the 3-year-old class must be fully potty-trained and out of diapers and pull-ups.
PRE-K4:	Must be four by September 30. Child must be toilet trained by the time school starts. Every child in the 4-year-old class must be fully potty-trained and out of diapers and pull-ups.

D. Children in the K-3 and K-4 classes require daily attendance.

II. Drop Policy:

A. If you drop or withdraw a child from the program, the Director should be notified in writing two weeks in advance. **Withdrawals require full payment for those two weeks whether attending or not.**
B. Blackwater PDO ("PDO") is allowed to drop a student from the program when both of the following takes place:
    1. The student has been absent from school for thirty consecutive calendar days and,
    2. We have documented three attempts to contact the parent or guardian of the student and have received no response in return.

III. Tuition:

A. Tuition is due on the FIRST day of each month. **Payment is expected for each month the child is registered, regardless of attendance.** A late fee of $10.00 will be assessed for payments received after the seventh (7th) day of each month, and a late fee of $20.00 will be assessed after the fifteenth (15th). Please feel free to speak with the Director if other arrangements are required.

B. Checks should be made payable to Blackwater PDO and have your child(ren)'s name(s) in the memo of the check. If payment is made by cash, it must be given to the Director personally.

C. Any payment sent with the child and subsequently lost will become the responsibility of the parent.

D. In the event a check is returned NSF, the program will notify the parent who, in turn, will be given two (2) days to rectify the check and any bank fees assessed. There will also be an NSF check charge of $25.00 per check. After two (2) NSF checks are submitted for payment the account will be required to make all future payments in cash.

E. Tuition can be paid in full at the beginning of the year or paid by the month. Monthly payments are paid August through May (10 payments).

F. All financial matters are handled confidentially. The Director can handle all questions or comments.

IV. Health Records and Emergency Procedure:

A. **Health Records**: Each child must have a complete and updated immunization record (signed by the physician) on file in the preschool office by the first day of school. Any new child added to the roster during the year must have completed forms in the office by their first day of school.

B. **Medical Release**: Each child must have a signed and completed Medical Release Form on file in the PDO office on the first day of school. In an emergency, if we cannot reach the parents, we need to have written permission to seek medical treatment. This form needs to be notarized ONLY when special circumstances exist, for example, allergies to insect bites, epilepsy, etc.

C. **Emergency Numbers:** Each child has an emergency card on file in the office. Parents must provide at least two emergency contacts. These emergency contacts should be notified that they may be called to pick up the child from school if the need arises. The child's doctor, phone number, and hospital affiliation must also be written on this card. Parents should update this information immediately when changes are made.

D. **Communicable Diseases/Conditions:** Parents are asked to notify the school when a child has a communicable disease. We, in turn, will notify parents of other children when a communicable disease has been introduced into the school.

E. If your child is suspected of having a communicable disease or becomes ill, you will be notified and expected to pick up your child immediately. Included in this category are head lice, ringworm, any rash or skin condition, and anything that may look like pinkeye.

F. Children that are ill upon arrival at school will be asked to return home. Children that become ill at school will be put in a supervised, isolated area until picked up by a parent or designated guardian.

G. Accident Policies/Procedures: Some members of the staff are regularly trained and certified in infant/child CPR. Parents will be notified of any accident that occurs involving their child while at the school. An Accident Report will be completed by the supervising teacher and kept on file in the office.

H. In the event of a serious accident:

1. Parents will be notified immediately. If the parents cannot be reached, the emergency numbers will be used.
2. Emergency Medical Services will be contacted.
3. Child will be taken to the hospital, if necessary. The supervising teacher and/or the Director will accompany the child and stay until parents arrive.

I. Staff and children shall wash their hands at least at the following times: before preparing or serving meals, after toileting or diaper changing, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, and nasal discharge).

J. Procedures shall ensure that staff will teach use of running water, soap and single use of disposable towels. Hands shall be washed and scrubbed for at least 20 seconds with soap and running water. Warm running water is required.

K. Weekly monitoring by the center director shall ensure that hand washing and cleaning procedures are followed as specified in the school's plan.

L. Noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic lined garbage container.

M. Draining or oozing cuts and sores shall be covered.

N. For spills of vomit, urine and feces, floors, walls, bathrooms, tabletops, toys, kitchen counter tops and diaper changing areas shall be cleaned and disinfected.

O. For spills of blood or blood-containing body fluids and injury and tissue discharges, the area will be cleaned and disinfected. Gloves shall be used in these situations unless the amount of blood or fluid is so small that it can easily be contained by the material used for cleaning.

P. Persons involved in cleaning contaminated surfaces should avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids and injury or tissue discharges by using gloves to protect hands when cleaning contaminated surfaces.

Q. Mops shall be cleaned and rinsed in sanitizing solution and then wrung as dry as possible and then hung dry.

R. Blood contaminating material and diapers shall be disposed of in a plastic bag with a secure tie.

Illness/Infection Symptom	Should child stay home?	When can child come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to fever
Coxsackie (hand, mouth and foot disease)	YES	When all the blisters have scabbed over with doctors note
Diarrhea (two or more stools or over and above what is normal for child)	YES	Diarrhea is resolved
Ear Infection	NO (with doctors diagnosis)	
Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hours
Fifth Disease	NO (without fever) YES (with fever)	Refer to fever
Giardia	YES	When diarrhea subsides or doctor approves readmission
Hib disease		Well and proof of non-carriage or cleared by physician
Hepatitis A		One week after illness started and fever is resolved
AIDS (or HIV infection)		Until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child's physician chosen by the child's parent or guardian and the director
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Meningococcal disease		Well and proof of non-carriage (Neisseria meningitis)
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ring Worm	No (keep area covered)	
Roseola	YES (with fever)	See fever
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	YES (should seek treatment)	Cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

V. School Hours:

Regular hours are from **9:00 a.m. to 2:00 p.m.** Monday – Thursday and **9:00 a.m. to 1:00 p.m.** Friday. ***Children are to be dropped off no earlier than 8:50 a.m. and picked up no later than 2:05 p.m. (1:05 p.m. on Fridays) in order to avoid late charges.*** Children remaining after 2:05 p.m. will be charged a late fee of $5.00. Never drop a child off in the morning if the teacher is not in the classroom. Emergencies do arise that may prohibit your child's teacher from being there from time to time. Stay with your child until properly supervised. If this becomes a chronic problem, please inform the Director immediately.

VI. Discipline Policies:

Safety is a primary concern at Blackwater PDO. The staff at Blackwater PDO wish to promote acceptable behavior among its students through positive reinforcement techniques. NO CORPORAL PUNISHMENT WILL BE USED!

A. Each teacher will develop simple, age-appropriate guidelines for the classroom and outside playtime.

B. The teacher will be consistent in stating these guidelines.

C. Sometimes simply removing the child from the activity is enough to discourage inappropriate behavior. However, "Time Out" may be used if deemed necessary. A child will never be "put in a corner" but instead placed in "Time Out". This will emphasize to the child that his/her behavior is inappropriate. Children occasionally need a few moments to calm down and remember the guidelines set forth in the classroom. After an appropriate amount of time (one minute for child's age in years or less) the child is once again welcomed back to the class activity. Our intentions are to model acceptable social behavior, not to punish those children who are learning and practicing what it means to live and function in a civilized society.

D. There may be times when behavior is unsafe to the child or other children and immediate action must be taken. If "Time Out" does not work and the dangerous behavior continues, then the teacher will bring the child to the Director. The behavior will be discussed and possible alternative plans will be implemented. A parent conference will be called if necessary. The parent will be notified if a child is brought to the Director for serious behavioral problems.

E. There will be instances where special programs will be developed to help a child with certain behaviors such as biting or hitting with injury. The child will be placed in "Time Out" so that the injured can be attended to immediately. The parent(s) of the children involved will be notified and a conference may need to be scheduled to develop a plan of action to eliminate the behavior. The parent, teacher, and the Director will work closely with the child that is causing significant injury to eliminate the behavior. Once

the plan has been implemented for 2-4 weeks, if the behavior continues to persist (3x or more), the child may be asked to withdraw from school.

F. The guidelines at Blackwater PDO are kept simple. We wish to teach the children generally agreed upon good manners, Christian behaviors and attitudes towards others. The children will be given ample time to practice the classroom guidelines before "Time Out" is applied. We will make every effort to inform the parent if behaviors become a problem.

G. We encourage and appreciate information regarding home discipline procedures and working together with parents to solve behavior problems.

VII. Miscellaneous Information:

A. Parents of children at Blackwater PDO will receive a monthly newsletter.

B. We have an "Open Door" policy and parents are welcome at any time.

C. Inclement Weather: We follow the same policy as the Central Community School System when determining inclement weather days. By listening to the radio or television during inclement weather, you can determine whether or not we will have school.

D. Dismissal: We are very careful about dismissals. In order to protect your child, please inform us if someone else is to pick up your child. Please inform family and friends that we will ask for identification until we recognize them. You may add or delete names from your original list at any time.

E. Lunch: Each child needs to bring a lunch and drink each day. Parents should always strive to provide their child with a well-balanced and nutritious meal. **DO NOT SEND CANDY OR SOFT DRINKS IN YOUR CHILD'S LUNCH.** If you would like, we can send any uneaten lunch home so you can see how much lunch your child has eaten.

F. Wish List: A wish list sometimes appears in the monthly newsletter. These are items that the teachers need that you might have around the house and are willing to donate to the school. A wish list can always be found on Amazon.com for Blackwater PDO.

G. Resource Speakers: On occasion we may have a Resource Speaker from the community come share their talents with the three- and four-year-olds; i.e., doctors, firemen, etc. If you are interested in sharing your talents with the students, please be sure to let us know.

H. Holidays: Blackwater PDO normally follows the Central Community School System calendar with a few exceptions. The school celebrates some holidays with parties. Two or more parents may be asked for each party to help with planning, decorating and activities. The holidays usually celebrated are Halloween, Thanksgiving, Christmas, Mardi Gras, Valentine's Day, Easter, and End of the Year Activities. Parents may bring treats for the class to celebrate your child's birthday. Please make arrangements with the Director before sending treats to school. Personal gifts should not be brought. Birthday party invitations may be passed out at school only if the entire class is invited.

I. Chapel: A Bible lesson will be done daily in the foyer, with a few exceptions, by the Director for three- and four-year-old classes.

J. Car Seats: A child should not ride in a car without a car seat. Your child will not be released to your care if you do not have a car seat to safely transport your child.

VIII. Items to Send for your Child:

All students:

- An all-in-one nap mat.
- A back pack (to hold any papers, artwork, change of clothes, etc.)
- A lunch and drink for your child. Send lunch in a labeled lunch box. **Label all containers sent in your child's lunch. Cut up all food items into small pieces to help prevent choking, especially grapes and hot dogs. Do not send candy or soft drinks in your child's lunch.** (a bib may be sent for one-year-olds, if needed)
- A change of clothes for accidents to be kept in the classroom. Please place in a Ziploc bag and label with your child's name. Please be sure that clothes are weather appropriate.
- Be sure to label all items that you send to Blackwater PDO. It is difficult for us to identify all of your child's belongings. Example: back packs, diaper bags, clothing items, diapers, pull-ups, jackets, coats, lunch boxes and individual containers placed in the lunch box, cups, bibs, blankets, sleep toys, pillows, etc. This helps to ensure that we return all items to the correct child. If an item should come home with your child that is not yours please return it on the following day letting your child's teacher know so that they can return it to the correct child.

PDO – One-, Two-, and Three-year Old Classes only

- A small stuffed animal and/or pacifier, if needed, for rest/nap time (optional)
- A sippy cup to be sent to school each day labeled with your child's name.
- Diapers or pull-ups to be left at school. Replenish as needed.

Please sign and date to acknowledge you have received and understand our Handbook policies and procedures. Return this portion to the Director upon registration.

I have read, understand, and will follow Blackwater Parents' Day Out policies and rules.

_____ _____

Parent Signature Date