

**THE FULLNESS OF THE SPIRIT MINISTRIES**



# **GROWING STATION**

**PRESCHOOL • DAYCARE  
KINDERGARTEN**

## **Parent and Student Handbook**

**TEACHING CHILDREN TO GROW IN BODY, MIND, AND SPIRIT**

## GENERAL INFORMATION

### **Administration:**

Growing Station Day Care is a ministry of the Fullness of the Spirit Ministries, under the oversight and pastoral leadership of Pastor Christopher Georges, administrator Pastor Annette Georges, and board of directors. Ms. Cherise Georges, Day Care Director, will administrate the staff and programs. As the director, she is responsible for the operation of the Day Care.

### **Staff Qualifications:**

The administration covers many areas of consideration in the selection of staff. They must profess faith in Jesus Christ as savior and adhere to the basic Christian beliefs as stated in the Apostles' Creed, be academically qualified, be a person of moral integrity and have a genuine love for children. Our staff members are the backbone of our center. They stand ready to assist not only the child in his academic growth, but the parents in their quest to see the child reach his/her full potential. A physician's statement for each staff member supervising the children is required for employment, which certifies that the staff member is free from any disability that would prevent him or her from supervising children. This is submitted annually to the State. A thorough background check and fingerprinting is done on all Day Care employees. CPR certified staff member is always on duty.

### **Academics:**

Growing Station Day Care offers Preschool primarily using Streaming3 and ABeka curriculum. ABeka is the oldest and most widely used Christian school curriculum in America today. It is known for it's strong

academic foundation, emphasizing a phonetic approach to reading, traditional methods of teaching the three R's as well as biblical, moral, and character development. Test scores from across the country of children using the A Beka curriculum show a one-to- two year learning advantage.

Streamin3 is a comprehensive, research-based curriculum for birth-to-five classrooms that integrates academic and social-emotional learning through intentional, interaction-focused teaching.

**Class Size and Enrollment Capacity:**

Growing Station Day Care, we believe that children need individualized care. Our toddlers and preschool classes are limited to ten (10) children pre teacher. Our school age- 8 years students are limited to (18) children per teacher. Our older school age students ages 9-12 years are limited to (20) children per teacher.

**Lunch Facilities:**

At the present time we will not offer hot lunch. It is the responsibility of the parent to make sure the child has their ready to eat lunch packed and labeled for time of consumption. We will provide morning and afternoon snack.

**Hours: Center Location:**

The Day Care hours of operation are from 6:30 a.m. – 6:00 p.m. Monday through Friday year round for ages 2 ½ – 12 years. **There is a \$5.00 charge per 5 minutes after 6:05p.m for late pick-up. 3- day part time pick up, no later then 3:00 p.m. 5-**

**day part time, no later than 12:30 p.m.**  
**Late charges will apply after set hours.**  
Late pick up Payment is due at the time of pick up.

- Exemption:** The Code of Virginia, Section 63.1-196.3 allows child day care centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. In compliance with the Code of Virginia, this Center is exempt from licensure and is classified as and “Exempt” child day care center.
- Nondiscriminatory Policy:** Growing Station Day Care seeks to serve everyone in our community regardless of race, culture, sex, or national origin.
- Public Liability Insurance:** Comprehensive General Liability Insurance through Church Mutual covers Fullness of the Spirit Ministries Growing Station Day Care. Each family is expected to provide their own medical insurance to cover accidental injuries.
- Registration:** To obtain registration information and forms, parent or guardian must call the Day Care office to schedule an appointment. The parent will receive an application form at the meeting, as well as answers to any questions that he or she may have. The registration form must be returned to the Day Care office with the non-refundable registration fee and the first payment.
- Payment:** Yearly, Monthly, or Semi-monthly are available. All monthly payments are due on the 1<sup>st</sup> of each month with a three day grace

period. All semi-monthly payments are due the 1<sup>st</sup> and 15<sup>th</sup> of each month. For received after set date, **a \$25.00 late charge will be added weekly.** If paying by check please put your child's name on the bottom of the check. **There will be a \$30.00 charge for all return checks.**

**There is no reduction in payment for school vacations, snow days, holidays, days absent or any and all unforeseen closings .**

**Termination:**

We request a two weeks' notice with payment, if you are terminating your child for any reason

## **PARENT INFORMATION**

**First Day:**

We understand that the first day of day care can be traumatic for the parent and child. Be assured we understand this and will do our best to assist in the transition. We have found that the following procedure is the best not only for the first day, but also on a regular basis. Upon arrival at the day care, after having signed your child in, please take him/her to his/her classroom. Be sure the teacher knows he or she has come into the room, and give him/her a hug and kiss and quickly leave. It is normal response for some children to cry and not want the parent to leave. It is our experience, however that if a parent lingers, it only creates a bigger

problem. Once the parent is out of sight, the child soon settles down and begins to participate in the daily activities. WE can assure you that we will care for your child in a very gentle, loving, and understanding way. If your child should not adjust and your assistance is needed, we will contact you.

## **Day Care**

Parents must sign children in and out using our procare app/software daily. Parents must accompany children to the teacher in charge. When picking children up, the parent must be sure the teacher knows you are taking the child. Please tell your child that he/she must get the teacher's permission to leave. Please bring a change of clothes in a zip-lock bag and make sure that you label all articles (clothes, blankets, nap mats, etc.)

## **Procare App:**

Growing Station Day Care utilizes the Procare App as our official system for daily attendance and parent communication. You are requested to download the app from you app store. (Procare Connect)

## **Daily Sign-In and Sign-Out**

Parents and authorized guardians are required to sign their child in and out daily using Procare. This process ensures accurate attendance records and supports the safety and accountability of all children in our care. Failure to complete daily sign-in or sign-out may result in follow-up from administration and could lead to policy enforcement actions.

## **Communication with Teachers**

All non-emergency communication with teachers is available through the Procare App. The app allows families to send and receive messages, updates, photos, and

important notifications related to their child's day. Parents are encouraged to use Procure as the primary method of communication to support timely and documented correspondence.

### **Parent Responsibility**

It is the parent's responsibility to ensure their Procure account remains active, updated, and accessible. Any technical issues should be reported to the office promptly so assistance can be provided. Growing Station Day Care appreciates your cooperation in using Procure to help maintain effective communication, accurate records, and a safe learning environment for all children.

### **Winter Weather Closing**

In case we have to close because of severe weather conditions, it will be announced on the local station Wavy TV 10 and on our facebook and twitter account: Growingstation . In the event of bad weather please check your email or visit our social media pages. Unless otherwise stated, we will follow the City of Chesapeake Public School System.

### **Fire & Tornado Drill**

When it comes to a fire drill or tornado drill, we are as prepared as possible. We have regular drills and practices so your child can react in a safe and orderly manner. If an actual emergency occurs requiring evacuation of our center, we will notify you immediately. We will also post any changes or evacuation information on our facebook and twitter page: Growingstation.

### **Emergency Tornado Plan**

In the event of a tornado warning these are the plans that will be carried out.1 Each staff

person will gather their group of children.2  
The children will be instructed to line up  
against the North-East wall on their knees  
and cover their heads with arms.3. Staff will  
keep children calm.4. Program Director or  
head care giver will grab the emergency  
backpack 5. The pack will contain the  
following items:-list of children's names and  
emergency phone numbers-flashlight-cell  
phone-battery operated radio-first-aide kit 6.  
Children will remain there until any danger  
has passed and staff gives the all clear.  
7. This plan will be practiced regularly to  
insure that the staff is well trained for  
tornado drills.

## **Fire Emergency**

1. The alarm from the smoke detector sounds or the alarm from a staff member sounds to alert everyone there is a fire emergency.
2. Staff will act quickly and calmly, gather the children.
3. Each staff doing a head count to make sure they have everyone in their group.
4. Staff and children will exit the building in an orderly fashion.
5. Everyone will go directly to the play ground, where a roll call will be taken to make sure everyone is there.
6. The program director will grab the emergency backpack and do a clean sweep of the building checking for any children.
7. After outside the fire dept. will be called, no one will go back into the building unless given the O.K. by the fire inspector.
8. This plan will be practiced regularly to ensure that the staff is well versed in the plan

**Part Time Day Care:**

Part time care is offered for those attending our preschool program only. You may choose one of the two plans: Half days (8:30 – 12:30) or Three days (8:00 – 3:00). If you would like to change your child’s plan from part time to full time, please notify the Director two weeks in advance. Your child must be dropped off and picked up at the set time given or additional fees will be charged.

**\*See our payment policy & pick up policy\***

**Before and After Care:**

Before and After Care is only open for those who attend select schools in the Deep Creek Area. (See Director for school listing). An additional fee will apply for transportation, Public School closures/ holidays, full day care, and half day care (12:00 Release Days)

**Vacation:**

**1yr Full Time Enrollment ONLY**

Your child is given one week of vacation time per year to all full time students **enrolled for one complete year**. This week is free of charge. For all addition weeks, a \$40.00 fee is requested in order to help secure your child’s space after your child’s one year. The Director must be notified four-two weeks in advance.

**Day Care**

Growing Station Day Care Will be closed the Last Week of August for Vacation.

**There is no reduction in payment for school vacations, snow days, holidays, or days absent.**

**Holidays:**

The day care will be closed on all reserve holidays which includes: Thanksgiving, Christmas, New Years, President’s Day, Easter Monday, Memorial Day, Juneteenth Independence Day, and Labor Day.

If a holiday falls on a weekend the Day Care will be closed on Monday.

**Fundraisers/Capital Improvement:** *As an alternative to holding various fundraisers throughout the school year, we assess one fee in addition to tuition. In doing so we are able to keep tuition and operating cost down. The fee is:*  
**Capital Improvement Fee– assist with the cost of general building and/ or grounds repairs, maintenance, and improvements. DUE by October 1st OR UPON ENROLLMENT. This annual fee is per family.**

**One annual seasonal fundraisers maybe scheduled during a school year.**

**Discipline:**

Christian discipline is corrective and restorative. Our goal is to correct inappropriate behavior and restore the child to a positive feeling about himself/herself and to a meaningful relationship with those who have been hurt by his/her behavior. Appropriate discipline begins with clear instructions and communication about the consequences of misbehavior. If, however, a situation arises that requires corrective action, the teacher will discipline the child first by reminding him/her of existing classroom rules. If the situation repeats itself, the child will be placed in “time out.” If after the third time, the child still fails to correct his behavior, he will be taken to the director. The director may call the parents in for a conference. Once there has been a parent conference and corrective options have been explored, the Day Care reserves the right to either temporarily or

permanently dismiss a student. It is vitally important to the Day Care to work with each family in matters of discipline. It is equally important that both parents and children realize discipline is an integral part of the educational process and agrees to abide by it. This will help foster unity in the teaching of “our” children.

**Nap Mats:**

Blankets should be taken home on Fridays to be washed. All Blankets must be small enough to fit into a large storage bag.

**Toys:**

**No toys** are allowed unless requested by the teacher for special days (for example, Show and Tell). Growing Station and or staff members are not responsible for any lost or damaged items.

**Illness:**

Any child that presents symptoms of cold, flu, fever, or lethargy should be kept at home for at least **48 hours** after symptoms have subsided with proper medication.

**Children with contagious illnesses (i.e., chicken pox, strep throat, Covid-19, and measles) are subject to a doctor’s release before being readmitted to day care.**

**COVID-19**

Our center has established safety precautions to assist with limiting the exposure of COVID19 at our center.

1. Mask must be worn when entering the building by all staff, parents, and students.
2. Sneeze guards have been installed in each classroom section.
3. Temperature checks are taken daily, once upon arrival and at lunch time.

4. Handwashing upon entry of classrooms and throughout the day are implemented.
5. Classrooms are disinfected between each activity.
6. Parents are only allowed at our pick up and drop off station. Visitors and guest will be asked to remain outside for pick up and or drop off.
7. Scheduled staff members are strongly encouraged and supported not to attend work if experiencing any cold like, flu like, or Covid19 like symptoms.
8. Lunch and snacks are served in our set classrooms.
9. Our cleaning company disinfects toys and classrooms nightly.
10. Hand sanitizer and disinfect wipes are located in each classroom and at our entrance.

**Exposure:**

Families experiencing symptoms of Covid19, exposed to someone with Covid19, and or have tested positive for Covid 19 should notify the director immediately via email or phone call. The family must quarantine for 14 days and present a negative test result within 2 days of suggested return date by physician.

**Travel during Covid:**

Our center abides by the state of Virginia's recommendation for travel. The recommendation states "any person, families, or student traveling internationally, on a cruise ship or river boat, or to a U.S. area where COVID-19 circulated widely in the community, to self quarantine for 14 days before returning to work or school."

**Payment**

**(See payment policy)**

**Participation:**

A covid waiver and questionnaire is given to each family to ensure the safety of our staff and students.

By enrolling your child, you hereby understand the precautions that our center has in place during the pandemic and release Fullness of the Spirit Growing Station Daycare from any liability should **your child become COVID19 positive.**

By enrolling your child you agree to allow your child to participate in Growing Station's on and offsite activities. Including but not limited to: bounce house, special guest presentations, painting, music class, physical education activities, outside play, center play, and nature walks. Unless otherwise stated in a written format and submitted directly to the director via email or in person.

**Accidents and Incidents:**

An accident report will be filed on each child and sent home with him/her. Parents will be called immediately and may be requested, depending on the nature of the accident, to pick up the child. This will also be requested if the child is running a fever of 100 degrees or more and is acting differently than usual. Parents, please be sure to continually update emergency numbers in the office and with your child's teacher.

**Medication:**

Medication will only be given by a physician's request. These forms for authorization to administer medication are available in the office. The staff will only administer medication that is in the official container and is authorized writing by a physician. Over-the-counter medications

(i.e., Tylenol, Benadryl) may be administered in accordance with a physician's written authorization and must be in their original container. The child must be signed up for the duration that this medication is to be given. Staff members record all medication given in the daily logbook. A trained M.A.T staff member is one site to administer medication. Medication forms must be completed and returned in order to administer the requested medication. Please see your child's teacher for more information.

**Allergies:**

If your child is allergic to bee or wasp stings, peanut butter, etc. please provide the day care with any required antidote or injection on the first day of attendance. Procedures listed above must be followed for the administration of this medication as well. Menu substitutions will be made whenever possible if your child has a food allergy. Please note all allergies on the enclosed Child Information Sheet.

**Snacks:**

Morning snacks are served between 8:30 and 9:00. Afternoon snacks are served between 3:00 and 3:30. Children are not allowed to eat in classrooms. A nutritious breakfast should be eaten before your child's arrival at the day care. Please be considerate of your child's teacher and classmates. Please do not send your child to day care hungry and do not give them breakfast foods high in sugar since this may cause hyperactivity in young children.

**Uniforms:**

Uniforms are mandatory Monday through Thursday. Friday will be free dress day.

There will be a \$4 fee for students that are not in proper uniform. **Please see uniform sheet for select colors and shoes.**

**Clothing:**

Tennis shoes with socks are recommended. No jellies, thongs, or athletic-type shoes with cleats will be allowed. Shoes with slick soles (cowboy boots) or shoes that slip off the child's feet are dangerous when running or climbing on the play equipment. Label all articles with your child's name. Mittens, gloves, or hats are needed for winter as the children go outside when the weather permits and the temperature is above freezing. Be aware that your child may be painting or playing outside during the day. Please dress your child appropriately.

**Parties:**

The following parties will be observed in classrooms throughout Growing Station Day Care: Thanksgiving, Christmas, Valentine's Day, Easter, and an end-of-the-year party. Your child's birthday is important to us and may be celebrated in the classroom with advance arrangements made through the teacher. Families are welcome to bring cupcakes, donuts, fruit cups, nut-free goodie bags, etc. Cake and cupcakes are scheduled to be served during afternoon snack time. Any additional requests must be discussed with the Director. Attendance for classroom celebrations is limited to three (3) family members per child. Valid identification is required for all attending family members. Names of attending family members must be provided at least 24 hours prior to the birthday celebration.

For off-site parties, invitations may be distributed in the classroom only if all students in the class are invited

**Field Trips:**

Field trips for individual classes are scheduled in conjunction with their studies. Parents will be notified before each field trip. Permission slips are enclosed in the Child Information Package and must be signed and returned to the office before the child will be allowed to participate. Some field trips require an additional expense to be determined individually.

**Biting:**

Biting generally occurs when preschoolers encounter situations where they feel powerless and have no control. Staff members are required to be aware of potential situations where this might occur and to diffuse them by assisting the children in problem solving. Parents are asked to discuss biting with their child. IF the child continues to bite (in excess of three times), Growing Station Day Care reserves the right to dismiss the child.

**Show and Tell**

At teachers request only: Please encourage your child to bring in books, videos, or Cd's to share with the class on FRIDAYS. These items will be the responsibility of your child. Growing Station and or staff members are not responsible for any lost or damaged items.

**Class Lists:**

Parents may request a list of class members so that they may better plan extracurricular activities. (first names only) We would like to accommodate you in this matter. If you wish to have your child's information omitted from the class list, please notify the school office and your child's teacher.

**Lunch:**

At this moment hot lunches cannot be served. Each child should bring a bag or box ready to eat lunch. Morning and afternoon snacks will be provided.

**Lost/Damaged Items**

Growing Station and or staff members are not responsible for any lost or damaged personal items. In the event of an item being lost please check with the Director or Administrator.

**Policy for Reporting**

**Suspected Child Abuse/ Neglect:**

We will follow and abide by the laws of the Commonwealth of Virginia concerning suspected child abuse. We are mandated reporters of child abuse and reserve the right to file a report, if necessary.