

# Preschool Handbook

## Heritage Academy

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**2020-2021 School Year\_**

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### *Board Members:*

Carol Harper  
Adrienne Creath  
Doug Jamison  
Steve Driskill  
Jessica Burgess

### *Staff/Faculty for Pre-School:*

Adrienne Creath  
Matt Creath

### *Staff/Faculty for Grade School:*

Ann Haymes, Head of School  
Karen Brown  
Leslie Oakes  
Wendy Motley  
Lori Nicholson  
Tate Leftwich  
Holly St. John  
Deborah Mann  
Cheryl Miller  
Faith Nettnin  
Mary Royster

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**PURPOSE AND OBJECTIVE (490.A.1)**

The learning materials in our Heritage Preschool have been designed to provide a variety of learning experiences geared to the developmental needs of three, four, and five year olds. The activities involve handling, manipulating and working with these materials, which prove fascinating and absorbing for the young child. When engaged in well-structured tasks, the child experiences a deep inner satisfaction, which leaves the child with an overall positive attitude towards school. Our objective is to help each child develop within himself the foundational habits, attitudes, skills, appreciations, and ideas, which are essential for a lifetime of creative learning.

**TIMES OF OPERATION (490.A.2)**

School begins at 8:20 a.m. and dismisses at 3:00 p.m., operating Monday through Friday, and closed on holidays and teacher workdays, per Heritage Academy school calendar.

**FEES AND ACCIDENT INSURANCE (490.A.2)**

Please refer to Tuition Payment Schedule. Accident insurance is provided.

**PHONE NUMBER (490.A.2)**

Messages may be left for staff by calling (434)432-8380.

**TRANSPORTATION SAFETY POLICIES (640.C.5 & 490.A.3)**

On field trips, it is required to have a list of names, addresses, and phone numbers on all students in case of an emergency. This list is located under the classroom bulletin board. We do not offer school transportation at this time.

**PICK-UP AFTER HOURS (490.A.4)**

If a student is not picked up by 3:30 p.m., the parent will be notified according to the Emergency contact list of numbers, located in the office.

**PICK-UP BY RESPONSIBLE PERSON (490.A.4)**

No child will be released from school unless a parent/guardian or authorized person is available to pick them up. Written authorization for release will be kept on file for each child and will be referred to when necessary. The school must be informed of a change if the authorized personnel for pick-up will be different. This information must come through the office by way of a signed permission note or a phone call from parent/guardian.

**SAFE PICK-UP (490.A.4)**

Children are to be picked up at the left side entrance (Office Door) at 3:00 p.m. dismissal.

**PROCEDURES ON HANDLING MEDICINE (490.A.5)**

All handling, storing and administering of medications will be done through the school office.

**MEDICATION POLICIES (490.A.5)**

Medication will only be administered through the office. All medication must be left in the school office. All medication must be clearly labeled with type of medicine, the child's name, and directions for administering it.

**POLICY REGARDING APPLICATION OF SUNSCREEN AND INSECT REPELLENT (490.A.6)**

Any sunscreen or insect repellent sent to school for application to a child will be sent in its original container, labeled with the child's name, accompanied by written permission and instruction in application from the parent/guardian, also noting any known adverse reactions. The sunscreen and/or insect repellent will be given to the teacher and stored in the locked cabinet until time for application and returned to the locked cabinet after use.

**ORGANIZATIONAL CHART (490.A.7)**

Persons responsible for Preschool Program:  
Ann Haymes, Head of School, Heritage Academy  
Adrienne Creath, Director of Pre-School Program  
Angelica Godinez & Terri Mullins, Aides

**POLICY FOR REPORTING SUSPECTED ABUSE/NEGLECT (490.A.8)**

Anyone who provides child care in Virginia is required by law to report suspected abuse/neglect to their local Social Service Department.

**ADMISSIONS AND REGISTRATION PROCEDURES (490.A.9)**

Any parent who wishes to enroll his/her child must fill out the appropriate packet of registration forms in the admissions office that will include the Emergency Contact Card, DSS Student Registration Form, Commonwealth of VA School Entrance Health Form, a Photo Release Form, Notification of Allergy Form, Permission for School Roster, and a Field Trip Permission Form.

**POLICY FOR COMMUNICATING AN EMERGENCY SITUATION WITH PARENTS**

**(490.A.10)** Should an emergency situation arise, parents/guardian will be notified by phone calls to the appropriately listed emergency contact numbers on file in the office, by the office staff.

**DAILY SCHEDULE (490.A.11)**

Schedule for the 3 & 4 year old Preschool Program is as follows:

8:20	a.m.	-	8:30	a.m.	Greet students and unpack
8:30	a.m.	-	9:15	a.m.	Manipulatives
9:15	a.m.	-	9:45	a.m.	Play Time
9:45	a.m.	-	10:15	a.m.	Circle Time
10:15	a.m.	-	10:30	a.m.	Snack Time
10:30	a.m.	-	11:00	p.m.	Play Outside
11:00	a.m.	-	11:45	p.m.	Play Inside
11:45	p.m.	-	12:30	p.m.	Circle/Activities Time
12:30	p.m.	-	1:00	p.m.	Lunch Time
1:00	p.m.	-	1:40	p.m.	Play Outside
1:40	p.m.	-	2:45	p.m.	Naptime
2:45	p.m.	-	2:50	p.m.	Dismiss

**FOOD POLICIES (490.A.12)**

Students are to bring a healthy snack and drink daily according to state guidelines. If the student is a full day student they will need to bring a healthy and nutritious lunch.

**BEHAVIORAL GUIDANCE (484)**

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and respect personal privacy, respect differences in cultural, ethnic, and family backgrounds, encourage decision-making abilities, promote ways of getting along, encourage independence and self-direction and use consistency in applying expectations. Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

**DISCIPLINE POLICIES (487 & 490.A.13)**

The rules are reviewed each day to help your child understand what behavior is expected. We use "time out", as the last resort. We will let you know when your child has had a "time out". We want your child to have a positive learning experience.

Children will be disciplined when necessary according to the following guidelines:

1. Discipline will be provided through appropriate consequences according to the nature of the misdeed.
2. Neither food nor bathroom privileges will be denied a child as a consequence of misbehavior.
3. Corporal punishment is not permitted in any disciplinary situation.
4. Two warnings are given before a "time out" is enforced.
5. "Time out" is five minutes per infraction.

**PROCEDURES FOR REMOVAL OF CHILDREN FROM ROLL AND AMOUNT OF NOTICES (490.A.14)**

Any child may be removed from the program if severe behavior problems are exhibited and are causing disturbances and disruptions for the other children attending. In such cases, the parents/guardians of the child will be notified and given one week to make arrangements for their child's school care.

**PROCEDURES FOR LATE CHILDREN (310.B.1)**

Any child arriving after 8:20 a.m. will be checked in at the main office and walked to the classroom by a staff member.

**PROCEDURES FOR ABSENT CHILDREN (310.B.2)**

Parents/Guardians must inform, either by note or phone call, the school office if the child will be absent. The office, in turn, will notify the teacher.

**PROCEDURES FOR IDENTIFYING WHERE CHILDREN ARE (310.B.3)**

Children will proceed from one activity to another as a group. Teachers will be responsible for identifying each child by name. Teachers will be responsible for supervising children while moving from one group activity to another.

**PROCEDURES FOR LOST/MISSING CHILDREN AND MEDICAL EMERGENCIES, NATURAL DISASTERS (310.B.4 & 490.A.10)**

A lost or missing child will be reported immediately to the director and other staff members. A search plan will be carried out by a staff member until the whereabouts of the missing child is discovered.

In the case of an ill or injured child, one staff member will supervise the children while the other staff person assists the child who is ill or injured. If necessary, one staff member will go to the school office for further assistance or will call the Emergency Service number while the other staff member supervises the children.

In the event of a hurricane, tornado, or fire we will follow the procedures for action set up by the school. The children are already aware of these actions since drills are carried out during school hours. The staff will review the procedures with the students at the beginning of the school year, then once a month throughout the year.

**THE PROCEDURE FOR EMERGENCY ACTIONS IS AS FOLLOWS:**

The announcement will be made on WSET TV (Channel 13) and WAKG 103.3 F.M. radio stations. If it becomes necessary for school to close during school hours, the procedure is as follows: Parents/guardians are called by phone numbers as listed on the emergency form and informed of time school will close. Parents/Guardians are required to have their children picked up at that time.

**PLAN FOR STAFF DEVELOPMENT (310.C.4)**

Staff development activities will be provided annually and set up by the director. These will be related to safety, discipline and playground supervision. All faculty and staff members will be provided with first aid/CPR classes as required to update certification. Each fall the faculty and staff will attend orientation training before the school year begins.

**PROCEDURES FOR STORING PERSONAL BELONGINGS OF CHILDREN (500.K)**

Each child will be assigned a cubby with their name on it for storing their personal belongings.

**PLAN FOR INJURY PREVENTION (50.I)**

Adequate supervision will be provided at all times in all activities by a staff member. Rules for inside as well as outside play will be posted and enforced. Safe toys and equipment will be provided for the children and maintained throughout the year.

**PLAYGROUND SAFETY PLAN (50.K)**

Two staff members will be available and on duty for playground supervision at all times. The playground area for the children will be located at far end of parking lot on side of building, and will be blocked off by cones. Staff will circulate around the children throughout playtime, without sitting, eating, chatting, or participating in any activity that would distract from continuous observation of the children; keeping the children within sight and sound at all times. Any child that needs to leave the play area to use the rest room, needs a tissue, or a band-aid, will be accompanied by a staff member while the other staff member remains on duty for the remaining children. Should more children require something away from the play area, the remaining staff will bring ALL remaining children inside, together.

**EMERGENCY EVACUATION MAPS (610.C)**

Emergency evacuation maps are posted in each classroom in the building.

**LOCAL EMERGENCY CONTACT (610.H)**

Local emergency contact information is posted in the main office and Preschool classroom.

**PROCEDURES FOR EMERGENCIES – FIRE (610.A)**

In the event of a fire, the fire alarm will sound. Children will line up, one teacher will lead and the other teachers will turn grab the emergency backpack, turn out lights, shut the door, follow the children, quickly exiting the building through the door facing the front of the building and turn to the right, cross the parking lot and line up on grass behind the parked cars where a head count will be taken and names checked against the attendance list. In the event the primary exit is blocked, the secondary exit will be used: into the hall, turn left and exit out the door next to the office, across parking lot and to the grass behind the parked cars. Office staff will be responsible for calling 911.

Should the children be outside playing when the fire alert is sounded, teachers will escort the children directly to the grass behind the parked cars where the head count will be taken and names verified against the attendance list. In the event that outside calls are not able to be made, the Emergency Officer (Ed Pope) will be the contact person for up-to-date information. The back-up emergency officer will be Rev. Jon Woodburn of Oakland United Methodist Church, Route 29.

**PROCEDURES FOR EMERGENCIES – INTRUDER (610.A)**

In the event of an intruder, a signal of 3 short whistles will be made and children will be kept inside their respective classrooms, doors closed and furniture moved to barricade the door. Teachers will keep children completely quiet and await assistance. Office staff will be responsible for calling 911. Should the children be outside playing when intruder alert is sounded, teachers will escort the children to the White Oak Grove Missionary Baptist Church for emergency shelter. Once children are safely evacuated, teachers will account for all students with a head count and individual verification using the trip attendance form (located by door) then parents will be alerted by phone for pick up of their children. In the event that outside calls are not able to be made, the Emergency Officer (Ed Pope) will be the contact person for up-to-date information. The back-up emergency officer will be Rev. Jon Woodburn. Sign-in records, parent contact information and special health supplies will be carried to the designated shelter by the office secretary.

**PROCEDURES FOR EMERGENCIES – TORNADO (610.A)**

In the event of a tornado, a signal of 3 long whistles will be made and children will line up, one teacher will lead and the other teacher will grab the emergency backpack, turn out the lights, and follow the children quickly to the enclosed hallway where each child will assume the safety position, kneeling, hands clasped over heads, with heads tucked down to the knees. Office staff will be responsible for calling 911. Should the children be outside playing when the tornado alert is sounded, teacher will escort the children inside the building to the enclosed hallway where they will assume the safety position and remain until the all clear is given. Teachers will account for all students with a head count and individual verification using the trip attendance form (located by door) then

parents will be alerted by phone for pick up of their children. In the event that outside calls are not able to be made, the Emergency Officer (Ed Pope) will be the contact person for up-to-date information. The back-up emergency officer will be Rev. Jon Woodburn. Sign-in records, parent contact information and special health supplies will be carried to the grassy area behind the parked cars by the office secretary.

### **PROCEDURES FOR EMERGENCIES – CHEMICAL SPILL (610.A)**

In the event of a chemical spill emergency, a signal of 3 long whistles will be made and children will line up, one teacher will lead and the other teacher will grab the emergency backpack, turn out lights, and follow the children, quickly exiting the building through the side door next to the office. Office staff will be responsible for calling 911. Should the children be outside playing when chemical spill alert is sounded, teachers will escort the children to the \_\_\_\_\_ for shelter. Once children are safely evacuated, teacher will account for all students with a head count and individual verification using the trip attendance form (located by door) then parents will be alerted by phone for pick up of their children. In the event that outside calls are not able to be made, the Emergency Officer (Ed Pope) will be the contact person for up-to-date information. The back-up emergency officer will be Jon Woodburn. Sign-in records, parent contact information and special health supplies will be carried to the designated place of shelter by the office secretary.

Emergency evacuation and shelter-in-place procedures/maps shall be posted in a location conspicuous to staff and children on each floor of each building.

The center shall implement a monthly practice evacuation drill and a minimum of two shelter-in-place practice drills per year for the most likely to occur scenarios.

The center shall maintain a record of the dates of the practice drills for one year. For centers offering multiple shifts, the simulated drills shall be divided evenly among the various shifts.

A 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center shall be posted in a visible place at each telephone.

The center shall prepare a document containing local emergency contact information, potential shelters, hospitals, evacuation routes, etc., that pertain to each site frequently visited or of routes frequently driven by center staff for center business (such as field trips, pickup/drop off of children to or from schools, etc.). This document must be kept in vehicles that centers use to transport children to and from the center.



Parents shall be informed of the center's emergency preparedness plan. Based on local authorities and documented normal ambulance operation, if an ambulance service is not readily accessible within 10 to 15 minutes, other transportation shall be available for use in case of emergency. The center or other appropriate official shall notify the parent immediately if a child is lost, requires emergency medical treatment or sustains a serious injury. The center shall notify the parent by the end of the day of any known minor injuries. The center shall maintain a written record of children's serious and minor injuries in which entries are made the day of occurrence. The record shall include the following:

1. Date and time of injury;
2. Name of injured child;
3. Type and circumstance of the injury;
4. Staff present and treatment;
5. Date and time when parents were notified;
6. Any future action to prevent recurrence of the injury;
7. Staff and parent signatures or two staff signatures; and
8. Documentation on how parent was notified.