

Summer Rec Parent Handbook 2011

June 20th - September 1st



"Where Laughter and Learning go hand in hand!"



wave
childrens learning center

100 North Great Neck Road
Virginia Beach, VA 23454
Phone: 757-962-9403
Fax: 757-496-6697
www.waveclc.com

*Welcome to our program! We know your child will have a great time here!
We have many activities that are fun and educational like arts, sports, field trips, &
music.*

*The best part of our program is that our staff has a genuine desire to see your child
succeed in every way.*

*Our staff is well trained, CPR certified and our facility and program are fully licensed
with the state of Virginia.*

General Information

- Our program runs from June 20th to September 1st for a total of 11 weeks
- Our hours of operation are 9:00 am -5:00 pm, with the option of extended care from 7:00 am - 6:30 pm for an additional cost
- Our program is for children rising to Kindergarten – 5th Grade (up to 11 years old)
- Our rates are weekly and Monthly, with an option of “part time” (minimum of three days)
- Tuition needs to be paid in advance

Admissions Procedure

1. Take a tour to familiarize yourself with our facility and program
2. Pay the registration fee
3. Children and parents must meet with the Director or Summer Rec Coordinator
4. All forms: Registration Packet, Latest Physical Exam, Latest Shot Record, Birth Certificate, Topical Ointment Form and any other form that WCLC considers necessary, must be turned in before the 1st day
5. Acceptance is based on availability
6. Photos, fingerprint and data must be entered into our computer security system
7. Pay tuition before the starting day of the program

General Policies and Parent Responsibilities

All children must be checked in to the computer system before entering the classroom or drop off area and checked out before being picked up. Please bring the ticket directly to the teacher. Parents are required to give written permission for any new person(s) picking up your child and a valid Picture ID will be required upon arrival.

If you have not paid the weekly/Monthly amount in full, your child will not be accepted into the program until the balance is completely paid.

Please do not drop off your child if any of the previous policies are not met.

We ask that every parent/guardian becomes familiar with the Parent Board inside our rooms and read all our handouts. All important information will be communicated via handouts and the Parent Board.

Parents must notify WCLC if your child will not be attending our program for the day or if you are running late.

A 30-day written notice is necessary to withdraw your child from the program or the selected weeks/months will be charged as agreed. Records will only be released when there are no outstanding balances.

The last day to pay and register for any given week/month is the Friday prior to that week/month. After that our roll is closed for the week and children will only be accepted for the following week. If your child is picked up after operational hours (6:30 pm) there will be a charge of \$15.00 per quarter hour of fraction of a quarter hour.

Please do not send your child with any “Keep Out of Reach of Children” items (including chap stick, sunscreen) WCLC is not responsible for any lost or damaged items. Please limit the number of belongings your child brings to our program. We will have a lost and found area, but items will be discarded after 30 days

All personal items MUST be labeled with your child’s name including: lunchboxes, towels, bathing suits, DS and DS games, toys, etc.

Snack and Lunch

Send your child with 2 snacks (with 2 food groups in each snack)

We do not have access to microwaves while on field trips so it's important that you send your child with a brown-bagged lunch (with 4 food groups) daily

Snacks are sold for \$0.25 to \$1.00

If you forget to pack lunch for your child, WCLC will provide a lunch at a \$6.00 fee.

Your child's lunchbox must be labeled with the date daily on a visible area.

Age Groups

Our program is divided in three age groups for a better experience as follows:

1. **RED TEAM** – These children are younger rising Kindergarten, turning 5 after February 2011. These children have a short rest period during the day and will go on a field trip once a week only.
2. **YELLOW TEAM** – These children are older rising Kindergarteners that turned 5 before February 2011 and rising 1st Graders. These children do not require a nap or rest period. This Team will go on field trips 3 times a week.
3. **GREEN TEAM** – This class is for rising 2nd through 5th Graders. They will go on 3 to 4 field trips per week and this is the only age group that will visit the beach.

- **NOTE: The Director and Program Coordinator reserves the right to place a child in the Class/team that will best suit his or her needs.**

Transportation and Field Trips

All schedules and field trips are subject to change

We will transport children with our fully insured WCLC buses, however you are welcome to drive your child and meet us at our destination as long as you communicate it to the Program Coordinator. Field Trip destination, contact number, time of departure and return will be posted daily at the front desk. Our drivers are CDL qualified and will keep appropriate student lists with emergency contact numbers for every child, as well as a first aid kit with them at all times. Your child will be expected to follow the rules and procedures during WCLC transportation. Should your child not comply with our safety and conduct rules, they could be suspended or removed from field trip involvement or other types of transportation. You are more than welcome to come with us on a field trip but we ask that you schedule it 2 days in advance by contacting the Program Coordinator.

Please send your child prepared for the day wearing appropriate clothes with necessary supplies. Apply sunscreen before they arrive when going to the beach and for outdoor activities and send children in their bathing suit for beach days and extra clothes to change into afterwards. On "movie days" your child has a choice to bring a snack or buy a "Kid's Pack" at the movie theater (\$6.00 approx). Every Friday is Fun and Ice Cream day and your child will need \$1.00 to purchase Ice Cream from an Ice Cream truck.

During inclement weather, any outdoor field trip or activities will be cancelled or if possible, redirected to an indoor field trip. School closings due to inclement weather will be listed on the Wavy News 10 website or by calling our center.

Accessibility and Security

Upon arrival, a parent must accompany their child into the building and escort them all the way to the classroom.

Children must be picked up from the classroom by an authorized guardian and escorted to the car. Do not allow your child to run ahead of you to the classroom or to take the elevator while you take the stairs. Children must be supervised at all times.

Custodial parents have the right to be admitted into WCLC.

Discipline

WCLC believes that discipline is not only to correct unacceptable behavior, but also to teach and train the behavior that is appropriate. Discipline will always be administered with love, consistency and compassion; never in anger, devoid of forgiveness or in a manner that is demeaning to the worth of the individual.

Physical punishment is not permitted at WCLC.

Students are expected to follow instruction given by staff and we want to see children grow in wisdom and stature, to be intrinsically motivated to make the right choices and treat others the way they want to be treated.

We follow the *101 Guide to Positive Principles of Discipline*, developed by Dr. Katherine Kersey from Old Dominion University's education department.

- Any discipline challenges will be communicated with a "Behavior Report" if a child's behavior affects the learning environment and/or safety of the class.
- Reports must be read and signed by the parent and teacher at the time of pick up on the same day.
- If a child gets 3 behavior reports in one week, they will be suspended from our program for one day. The third time this happens, they will be excused from the program.
- WCLC holds a very strict no-tolerance for violence policy and to ensure the safety of all children, we will send home any child that is acting in a violent manner.
- Children may also be excused from field trips if they pose a safety risk for themselves or others while on field trips.
- If your child sustains a minor or major injury, you will be notified immediately and an "Incident/Injury Report" will be given to the parent to be signed at the time of pick up the same day.

We want to work and partner with you to make this a successful summer and we also want to communicate positive reports regarding your child to reinforce great behavior.

Medication and Illness

WCLC will only administer prescription medication and medication must be brought to the front desk or the Director's office to be checked in and recorded in our medication log. All medication must be in the original container and labeled with the child's name, medication name, dosage amount and time to be given. If your child's condition could become severe, please attach a Medical Action plan detailing specific procedures in case of an emergency. Parents are required to submit written permission authorization to WCLC staff to administer the medication with doctor's signature.

If your child has any emotional, psychological, behavioral, physical or developmental problems that require special attention and/or medication (even if only administered at home), please disclose this information to us so we know your child's needs before hand. It is much easier for us to learn how to approach them so they can have a positive experience at WCLC.

Your child must stay home if he/she has any of the following symptoms: Fever, Diarrhea, Pink Eye, vomiting, rash, colored mucous emanating from the nose, head lice, pinworms, impetigo, common cold, etc. For the protection of all children, we cannot allow them to come with any of the previous symptoms and they must be symptom-free for 24hrs before they are eligible to return (not 24 hours after the child was picked up from school).

If your child becomes ill while at school, you will be called to pick him/her up within 1 hour of receiving the call from us.

Staff

All our staff members participate in continuous training for professional advancement in order to remain current in the ever-changing needs of today's families and educational standards. Our staff is CPR trained and certified, and they undergo a complete and thorough background check.

All coordinators and teachers meet qualification standards of Social Services for Early Childhood professionals. We have Red Cross trained lifeguards for safety on beach field trips and CDL drivers on board to bring us to field trips safely.

Parent Behavior

Parents are invited to share their concerns or questions with the appropriate administrator or Coordinator because we are here for your family. However, parents can undermine the safety, academic productivity and social development of children by refusing to comply with the policies and procedures of WCLC; therefore, WCLC reserves the right to terminate enrollment of a child for lack of cooperation or support of parents/guardians for behavior that places teachers and children at risk.

We also reserve the right to refuse care on a day-by-day basis and to ask parents to leave the premises.

Please do not solicit WCLC staff for private care (babysitting) or other employment while you have children currently enrolled in our program.

If you need to discuss a matter with a staff member, please let us know about it and we'll schedule a meeting. In order to properly supervise your children, we cannot speak with parents for an extended period of time. We want to address your needs the best we can and give you our complete attention by meeting with you at a different time. A phone call or a face-to-face meeting will be made available.

Tuition Reminders

- Tuition includes activities, guest speakers, crafts, transportation and all field trips. Prices are as stated.
- Payments must be made by the Friday prior to the desired week/month
- There is no limit to the amount of weeks you can enroll
- The minimum rate is for Part Time consisting of 3 days a week
- Late Payment will result in the forfeiture of your spot
- Families that have not paid tuition by the Friday before, will not be allowed to stay

Summer Rec Supply List

Every parent is required to give a one time donation of:

- 1 box of tissues
- 1 box of baby wipes
- 1 roll of paper towel
- 1 can of Banana Boat **SPF 30 Spray Sunscreen**

Daily Supply List

1. A brown-bagged lunch labeled with name and date that doesn't require to be heated. (Complete with 4 food groups)
2. AM and PM snacks or money to purchase it. (With 2 food groups each)
3. Bathing suit, towel and flip flops or sandals for beach days.
4. Change of clothes
5. Water bottle labeled with name and date
6. WCLC Summer Rec T-shirt for **all** field trips except on Thursdays. (Available for purchase at WCLC only)
7. Money to buy a snack at the movies if desired. The Kid's Pack are \$6.00
8. Friday is Fun and Ice Cream day. Send your child with \$1.00 to purchase from the Ice Cream truck

Optional Items

(Usage will be limited and authorized by teachers only)

1. Labeled Sports Equipment
2. Labeled Board Games or card games
3. Labeled Portable video game systems (with age appropriate content)
4. Labeled Portable Audio or Video devices (with age appropriate content)

*** Please remember to label EVERYTHING you allow your child to bring. We are not responsible for any lost or damaged items.**

