



Extended Care & Enrichment Handbook



**Hampton Roads
Academy**

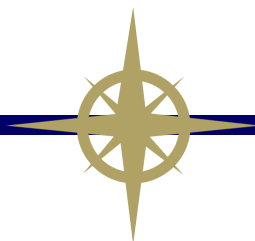
Think • Explore • Discover

All regulations and guidelines that are currently in the Hampton Roads Academy (HRA) Student/Parent Handbook and Faculty/Staff Handbook apply to Extended Care & Enrichment (ECE) staff, parents, and students. These additional guidelines are required by the Virginia Department of Education.

Extended Care & Enrichment Goals

The Hampton Roads Academy ECE Director, Faculty, and Staff strive to achieve the following goals for each child:

- To grow in independence
- To learn to get along with others
- To develop self-control and self-discipline
- To practice good health practices, hygiene, and nutrition
- To practice large and small motor skills
- To begin to understand, be responsive, and be curious about the world around him or her and others
- To foster language development, both listening and speaking skills
- To develop a positive feeling toward himself or herself and the world
- To provide learning opportunities in a safe, caring, child-centered environment



Philosophy

A child's early years provide a foundation for growth and development. The Extended Care & Enrichment (ECE) program is carefully planned and based on sound principles of child growth and development. To help each child grow to his or her fullest potential, we provide a safe atmosphere that encourages curiosity about the world. ECE provides opportunities for children to develop creative thinking skills, to make appropriate decisions and choices, and to foster a sense of personal responsibility. Our program provides a time for academic enrichment and support, recreational activities that students enjoy and learn from and time to socialize and be with friends. We offer enriching opportunities which enhance the child's experience at Hampton Roads Academy. ECE provides an environment where care and respect are shown for all, and children learn to care for and respect themselves and each other. We believe that all components of the ECE program and the stakeholders must be valued and supported.

Statement of Sponsorship

Hampton Roads Academy's ECE and Pre-Kindergarten programs are managed by the Director of Ancillary Programs and the Head of the Lower School. The Director and the Division Head report to the Headmaster of Hampton Roads Academy. The Headmaster reports to the Board of Trustees. The Board of Trustees is responsible for general fiscal oversight and policy making. The Headmaster is responsible for the daily operation of the school.



ECE Guidelines

Registration

Students at Hampton Roads Academy may attend the ECE program either on a regular basis or as a drop-in. However, any student attending ECE must complete an application and return it to the ECE office before a child will be allowed to attend. This is a licensing requirement.

Student Arrival and Departure

Each application must include the names of persons authorized to pick up the child from the program. Identification may be required until the staff becomes familiar with authorized persons. For students Pre-K-4th grade, you will need to walk your child to the ECE door in the morning and sign them in each day with the ECE staff. For students in 5th grade, they may be dropped off in the morning at the front entrance, not in the parking lot. Students should report directly to the ECE program. For pick up, students will need to be signed out with the ECE staff. If your child has a sibling 9th grade or higher, they may be signed in and out by the sibling provided the parent is on campus.

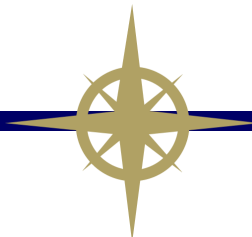
Children who arrive after 8:00 a.m. are to go directly to their classrooms where they will be under the supervision of their regular classroom teacher.

Schedule

The ECE morning session is open from 7:00 a.m. until 7:30 a.m. The afternoon session is open from 2:30 p.m. to 5:30 p.m. Monday through Thursday and from 2:10 p.m. to 5:30 p.m. on Friday. ECE is closed on all half-days, school holidays and breaks.

Morning Schedule:

| | |
|-----------------------|--|
| 7:00 a.m. – 7:30 a.m. | Students may read, work on homework, or play quietly. (Breakfast is not served) |
|-----------------------|--|



Afternoon Schedule:

| | |
|--|--------------------------------|
| 2:30 p.m. – 3:45 p.m. (2:10 p.m. on Friday) | Homework time/Snacks/Free Play |
| 2:45 p.m. – 4:00 p.m. | Enrichment Opportunities |
| 3:45 p.m. – 5:30 p.m. | Recreation (MPR) |
| 4:00 p.m. – 5:00 p.m. | Outdoor Play |
| 5:00 p.m. – 5:30 p.m. | Free Play & Pick-Up (ECE Room) |

Food Policy

When the ECE program provides snacks, the following shall apply:

- ECE will follow the most recent, age-appropriate nutritional guidelines from a recognized authority.
- The program will offer a variety of nutritious foods.
- Children will be allowed second helpings of food provided.

When food is brought from home, the following shall apply:

- The food shall be sealed and clearly dated and labeled in a way that identifies the owner.
- The ECE program shall have extra food or shall have provisions to obtain food to serve to children so they can have an appropriate snack if they forget to bring food from home, bring an inadequate snack, or bring perishable food; and food shall be prepared, stored, and transported in a clean and sanitary manner.
- Unused portions of opened food shall be discarded by the end of the day or returned to the parent.
- No child shall be allowed to drink or eat while walking around.
- Staff shall sit with children during snack time.



Fees

Lower School

Morning:

- \$350 per semester
- Daily Drop-in rate \$10

Afternoon:

- \$1,350 per semester
- Daily Drop-in rate: \$7 per hour for the first 2 hours or any portion thereof. After 2 hours the daily drop in rate of \$20 applies.

Middle School

Afternoon:

- \$1,250 per semester
- Daily Drop-in rate: \$7 per hour for the first 2 hours or any portion thereof. After 2 hours the daily drop in rate of \$17 applies.

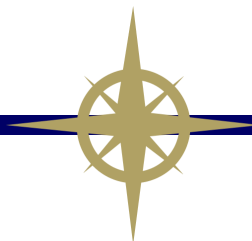
A late charge of \$10.00 per 5 minutes is assessed for anyone not picking up their child by 5:30 p.m.

Parental Involvement

A custodial parent shall be admitted to the ECE program at any time. Such right of admission shall apply only while the child is in ECE (63.2-1813 of the Code of Virginia).

If asked by parents, staff shall provide feedback about daily activities and physical well-being.

Staff shall promptly inform parents when persistent behavioral problems are identified; such notification shall include any disciplinary steps taken in response.



Parents shall be informed for reasons of termination of services.

Behavior Guidance and Discipline policy

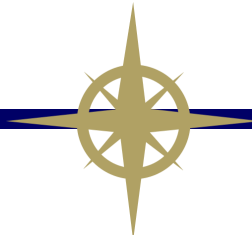
Hampton Roads Academy is devoted to the development of positive self-esteem and to the development of self-discipline in children. We recognize the differences in the ages of children and in their abilities. We will have a schedule that provides a wide variety of quiet and active periods. We will have sufficient equipment and materials to provide various activities for each child. We will arrange our rooms in such a way as to encourage individual, small group, and whole group activities. We will provide skillful teachers and staff who can anticipate and defuse charged situations. We will be sure that all of the children know what they are expected to do. We will have a good rapport with parents so that there is consistency of child guidance methods from home to school.

As a staff in partnership with parents, we will:

- Clearly define and be consistent in maintaining limits.
- Provide clear directions or suggestions in a positive way.
- Give the child a choice only when a true choice exists.
- Reinforce directions with action when necessary.
- Use our voices as a teaching aid.
- Model the behaviors that are appropriate.
- Model courtesy and thoughtfulness.
- Recognize potential problems and adjust action to prevent them.
- Position ourselves to allow effective supervision.
- Provide suggestions and directions for maximum effectiveness.
- Take action when needed.

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, teachers and staff shall interact with the child and one another to provide needed help, comfort, support and:

- Respect personal privacy.



- Respect difference in cultural, ethnic, and family backgrounds.
- Encourage decision-making abilities.
- Promote ways of getting along.
- Encourage independence and self direction.
- 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.

The following actions or threats thereof are forbidden:

- Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment.
- Enclosure in a small confined space or any space that the child cannot freely exit himself.
- Punishment by another child.
- Separation from the group so that the child is away from the hearing and vision of a staff member.
- Withholding or forcing food or rest.
- Verbal remarks which are demeaning to the child.
- Punishment for toileting accidents.
- Punishment by applying unpleasant or harmful substances.



Student Code of Conduct and Discipline Procedure

Student Code of Conduct:

- Students will treat each other and all school personnel in a respectful manner.
- Students will not be physically abusive (hitting, shoving, biting, wrestling, or throwing objects) or verbally abusive to others.
- Students will not damage school property or the property of others.
- Students will not curse or use abusive language.
- Behavior that disrupts the normal activity in the center or threatens the safety of others will not be allowed.
- Students are not allowed to sell or purchase non school sponsored items.

Discipline Procedure:

1. The student will be given a verbal warning for inappropriate behavior.
2. If the inappropriate behavior continues the student will be given a Time-Out. The staff member will explain to the student the reason for the Time-Out and work with the child to come up with ways to correct the inappropriate behavior (Changing My Behavior form).
3. Additional Time-Outs (Changing My Behavior forms) given in the same day will warrant a written report to be signed by the parent/guardian.
4. If the student receives three written reports, he/she will be suspended from the Extended Care & Enrichment program for one week without refund.
5. The student and parent(s) / guardian(s) must meet with the Director and Division Head to determine the conditions for reinstatement into the program.

The Student Code of Conduct and Discipline Procedure will be read and signed by students (1st - 5th grade) and parent(s) / guardian(s). Parents of preschool & kindergarten students will read and sign.



Termination

Termination of student attendance may occur for the following reasons:

1. Completion of a fourth disciplinary incident.
2. Lack of payment.
3. Excessive late pick-up.
4. Exhibiting behaviors in opposition to the goals and philosophy of Hampton Roads Academy.
5. Causing physical or emotional harm to self, staff, or other students.

Please further consult the Hampton Roads Academy Lower School Student Handbook posted on our website for behavior guidance, discipline policies, and Honor Code guidelines.

The Student Code of Conduct and Discipline Procedure will be signed by all students and parent(s) / guardian(s).

Communicable Disease Policy

HRA is required by the Commonwealth of Virginia Department of Education to maintain the following agreement on file for every student. A list of reportable communicable diseases is provided for your reference.

Agreements

1. The State Board of Health requires that a Commonwealth of Virginia School Entrance Health Form with Certificate of Immunization be on file for all students enrolled.



2. The parent(s) / guardian(s) authorize the school to obtain immediate medical care for his/her child if an emergency occurs when the parent(s) / guardian(s) cannot be located immediately.
3. Parents are required to keep a child home if there is evidence of illness (temperature greater than 100 F, vomiting, diarrhea, unexplained skin rash, etc.). Should illness develop during school, parent(s) / guardian(s) will be contacted and asked to pick up the child immediately. Please help us protect the other children by responding promptly. ***When a child leaves school or stays home from school with an illness that includes a fever, diarrhea, or vomiting, the child must have a normal temperature, no diarrhea, or vomiting for 24 hours without medication before returning to school. There are no exceptions to this rule.***
4. The parent(s) / guardian(s) agree to inform the school within 24 hours or next business day after his/her child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health (life threatening diseases must be reported immediately). HRA will notify parent(s) / guardian(s) when his/her child has been exposed to any of the reportable communicable diseases. A communicable disease reference chart is attached.

Students having or suspected of having any contagious or infectious disease or infestation that might adversely affect the health of other persons with whom they might come into day-to-day contact will be excused from the school community until it is determined that the disease or infestation no longer presents a danger to the health of others. Verification by a physician of the absence of such contagious or infectious disease or infestation may be required. Although parents of other students may be notified of such a condition, the student's right to privacy shall be upheld. It is the responsibility of the Head of School to carry out the provisions of this policy; and in the case of chronic health conditions, to determine when the criteria for readmission have been adequately met. Should a grievance arise concerning the implementation of this policy, a Health Committee made up of members of the School Board would convene to determine whether or not adequate measures have been followed.



Types of Medication

| <u>Medication Category</u> | <u>Definition and Common Examples</u> |
|----------------------------|---|
| Prescription | Medication that requires a written order by a licensed prescriber to get medicine from the pharmacy to treat a specific condition. It can be a generic or brand name medication. All prescription medications come in a container/ bottle with a pharmacy label on it. Common Examples: Antibiotics, EpiPen, Ritalin, Zantac, Ventolin, Dilantin |
| Over-the-counter | Medication that can be obtained without a prescription from a licensed authorized prescriber. It can be a generic or brand name medication. Over-the-counter medication does not have a pharmacy label on it. Instructions for use are not specific to the child. Common Examples: Tylenol, Dimetapp, Motrin, Neosporin sunscreen, insect repellent, antibiotic ointment |



Medical Label Requirements

Over-the-counter medication must be in its original container and labeled with the child's first and last name.

Prescription medication should be in a child resistant container. It must have the original pharmacy label that includes the following items:

- Child's first and last names.
- Authorized prescriber's name.
- Pharmacy name and telephone number.
- Date prescription was filled.
- Name of the medication.
- Route of administration.
- Dosage of the medication.
- How often to give the medication.
- Date the medicine is to be discontinued or length of time, in days, medication is to be given.



ECE Staff Requirements

The Licensing Standards general qualifications required for ECE staff include the following. Staff shall:

- Comply with background check requirements.
- Comply with health requirements.
- Be of good character and reputation.
- Act in a professional manner.
- Keep all confidential information confidential.
- Be able to carry out assigned tasks.
- Be willing and able to accept yearly required training related to child safety and development.
- Be willing to accept supervision.
- Be able to communicate effectively, both orally and in writing, as applicable to the job responsibilities.
- Be able to communicate with emergency personnel and understand instructions related to medication.
- Be able to communicate with the age group assigned in an appropriate, effective way.
- Be understanding and sensitive to the varying capabilities, interests, problems, and needs of children.
- Maintain good relations with all staff, parents, and administration.
- Provide a safe and stimulating environment for the various age groups.
- Be able to use materials, activities, and experiences to encourage children's growth and development.



It is essential that staff members be **present**. The children are there and they command your attention and supervision. The staff member must be alert, attentive, and have enough energy and stamina to meet the demands of the children. The staff member will model behavior, language, attitudes, courtesy, and interest from which the children learn. Being present means being there in both body and mind.

ECE Staff Training

Program Director, teachers, and staff shall annually attend 16 hours of staff development activities that shall be related to child safety and development and the function of the program. Training will include but not be limited to CPR, first aid, Bloodborne Pathogens regulation, recognizing child abuse and neglect, medication administration, and daily health observation of children.

Procedures for Injury Prevention

- There will be a regular weekly inspection of all inside toys and equipment.
- All equipment or toys found to be defective or unsafe shall be removed from the classroom areas.
- A regular weekly inspection shall be conducted on all outside toys and equipment.
- A regular inspection shall be conducted of playground surfaces to determine safety.
- A record shall be kept of all injuries which shall include the name of the child injured, the type of injury, the date and time, treatment, initials of staff member, and a determination of where and why injuries might have occurred.



Rules for Injury Prevention

Indoor Rules

- Children are to take turns when using water fountain and bathroom facilities.
- No climbing on any indoor classroom furniture or toys is permitted.
- Play centers are to be supervised at all times for appropriate use of toys and equipment.
- Children are not to run in halls.
- Children are closely supervised during all games and craft center activities.
- Appropriate staff ratios are maintained.
- A staff member shall check on a child who has not returned from the restroom after five minutes.
- Children are to line up and walk in an orderly manner when moving from one area to another.

Outdoor Rules

Slide safety

- Children must slide down with feet forward in a sitting-up position.
- Only one child slides down slide at a time.
- Child must clear landing zone before next child slides down.
- No pushing or shoving of child going down slide is permitted.

Climbing equipment safety

- Children should take turns using steps and climbing apparatus.
- No shoving or pushing on climbing apparatus.
- Children are to use designated climbing areas for climbing.
- No climbing on top of tunnel.
- No standing on rails.



- No jumping from steps.
- Children must remain within the Playground area.

Running Activities

- Care is to be taken to prevent collisions.

Parental Notification

Any time there is a serious accident or injury at the school, the parents will be notified immediately. If the injury is minor, parents will be notified at the end of each day.

Report of Missing Child

If a child is reported missing, the following procedure is to be followed:

- Take roll to ensure child is not present.
- Conduct a thorough search of the premises.
- Notify person in charge.
- Dial 911.
- Notify parents.

Emergency Situations

If a child is injured, the following procedure is to be followed:

- Evaluate the injury or emergency situation.
- If the injury is a minor one, administer first aid.
- For a *can't wait* injury, notify person in charge.
- Dial 911.
- Notify parents.



Natural Disaster

The following procedures are to be followed in the event of a natural disaster:

- Follow dismissal plan for emergency closings as outlined in the school-wide Crisis Management Plan.
- Notify parents through emergency closing procedures to pick up students at the center.
- Provide care for students until parents arrive.

Fire

Fire drills are conducted monthly. In case of fire drill or fire, students and staff should exit the building using the designated route noted on the classroom wall unless the passageway is blocked. Staff members should take with them their roll books and take roll once the center is evacuated. Hall doors and windows should be closed.

Child Abuse

Legal Responsibilities

1. Each worker is required by law to immediately report suspicion of child abuse. All such suspicions should be reported to the Director of the After-school Program.
2. The Head of School will report the suspicion of abuse to the Protective Services Unit of the Department of Social Services.



Available Resources

1. *Code of Virginia*
2. VCU – (Recognizing Child Abuse and Neglect)

Procedures for Reporting

The abused or neglected child is any child under 18 years of age whose guardian, parent, or other:

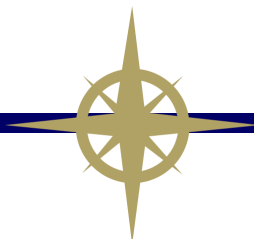
1. causes or threatens to cause a physical or mental injury.
2. neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care.
3. abandons the child.
4. fails to provide adequate supervision in relation to the child's age and developmental level.
5. commits or allows to be committed any illegal or sexual act upon a child including incest, rape, fondling, indecent exposure and prostitution, or allows a child to be used in any sexually explicit visual material.

Anyone may report suspected abuse or neglect; however, Section 63.2-1509 of the *Code of Virginia* requires that designated professionals who have contact with children immediately report suspicions. It is not necessary to prove the abuse or neglect has occurred.

Reports can be made by calling the local Social Services Department or the Child Abuse and Neglect Hotline at:

- | | |
|----------------|------------------|
| 1-800-552-7096 | In-state |
| 1-800-786-8536 | Out-of-state |
| 1-800-828-1120 | Hearing impaired |

Reports can be made anonymously. If the person reporting chooses to provide his or her name, it will not be released to the family who was reported, unless required by court order.



Persons reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the Code.

Certain licensees, employees, volunteers, and contract employees must obtain background clearances.

The law of the Commonwealth requires that school personnel report suspicions of child abuse to designated authorities. The Head of the School makes such reports. Teachers and staff workers with information or concerns about such a matter are asked to speak to the Head of the School in order that an official complaint can be made.



Transportation Guidelines

In the event of a field trip in ECE, the HRA guidelines and safety procedures will be followed per the Student Handbook.

Field Trips:

Planning

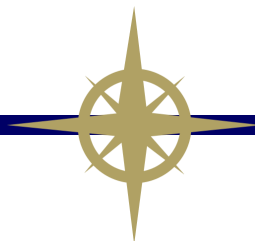
- Make sure the activity will fulfill your educational objectives. Whenever possible, involve parents.
- Complete the Field Trip form and submit it to the Lower School Office. You must include directions. Use MapQuest or a similar web map so that you have mileage information.
 - Lower School Administrative Assistant will check the date with the school calendar and notify the teacher of any conflicts. If there are no conflicts, the form will be forwarded to the receptionist for transportation arrangements.
 - Once transportation has been arranged, the receptionist will return the form to the Lower School Administrative Assistant to calculate the cost per student and submit the form for approval to the Lower School Division Head. Once approved, the teacher will receive a copy of the signed form.
 - Upon completion of Steps 1-4, the form will be given to the Lower School Administrative Assistant for placement on the School calendar.



- Arrange for chaperones well in advance. Check with the Division Head on availability of other faculty members as chaperones.
- Make sure your students are prepared for the activity. A signed permission form from the parent or guardian must be on file.
- Keep faculty and office personnel informed well in advance of the trip.
- Before you leave, a bus roster must be turned in to the School Office.

During the Trip

- Take attendance before the bus leaves and inform the appropriate office of any absentees.
- Take attendance before you leave the field trip site to ensure that no child is left behind.
- Emergency contact information and a first aid kit must accompany the teacher on all field trips.
- In case of accident or if time of arrival back at school changes, teachers must notify the school office immediately.
- If a child becomes ill on a field trip, the school is to be notified immediately. The school will call the child's parent and arrange for the child to be picked up. Never leave a sick or injured child alone.
- Students will wear field trip attire.
- Teachers should take a moment before the field trip to remind students that field trips are like being in outside classrooms. They are still in school and are expected to behave with decorum and respect. Teachers should remind students that they are ambassadors for HRA when they are on a field trip.



Confidentiality Statement

Our school stresses the importance of protecting the rights and privacy of children, their families, teachers, and staff. The practice of maintaining the confidentiality of verbal information and written records is a policy of our school. The identity of children and their families should be revealed only in cases of professional necessity such as in child abuse or neglect, developmental records, and special family circumstances.

Young children have not yet developed a sense of judgment about the difference between information that can be shared about their families and information which properly stays within the family. Very often children are the source of much gossip and much conversation about the private lives of their families. Teachers and caregivers unwittingly become the receivers of shared confidences both from children and their parents. It is our policy that children's and parents' confidences are not repeated to other teachers, friends, or families.

Hampton Roads Academy agrees to respect the confidentiality of verbal and written reports of children, families, and teachers within the classroom, ECE program, and in non-work environments.

Organizational Structure

Headmaster – Mr Jay Lasley

Director of Finance—Ms. Randi Helpinstill

Director of Ancillary Programs – Ms Shirley Tanguy

ECE Staff



Extended Care Job Descriptions

Position: Child Care Staff

Qualifications: Two-year degree in Childhood Education or related field preferred. Experience working with groups of children from preschool to fifth grade. The ability to relate well to children and adults (parents as well as other staff members) is required.

Responsibilities: Responsibilities include but are not limited to:

1. Supervising the children in a manner consistent with the philosophy and the goals of the school. This includes:
 - a. Treating each child with dignity and respect.
 - b. Planning activities which will encourage each child's growth, development, and creativity.
 - c. Recognizing and considering the individual needs of each child.
 - d. Helping children learn to be responsible, respect themselves, and others.
2. Being responsible for the arrangement, décor, and learning environment in the Extended Care rooms. Responsible for upkeep of educational materials, equipment, and games. Remove equipment needing repairs.
3. Being responsible for reporting to the Director any equipment repairs or replacements needed, maintenance needed in the room or elsewhere in the building or on the playground, and supplies that need to be reordered.
4. Seeking new ideas and materials for use in the program with the children or to share with other staff members.
5. Generally promoting a good rapport among staff members.
6. Attending all Extended Care staff meetings, training, and programs.



7. Maintaining the records that are required by the Extended Care program and adhering to the daily schedule and student/teacher ratio requirements.
8. Informing the Director of any behavior problems in the program particularly involving written reports to parents.
9. Maintaining strict confidentiality regarding children and their families.
10. Maintaining professional conduct and attitudes in working with parents, staff, school personnel, and visitors.

