

Seaford Early School Handbook 2024-2025

1311 Seaford Road, Seaford, VA 23696 | 757-898-5384

Seaford Early School admits students of any race, color and national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

Welcome

We are delighted that you are interested in our preschool program. Our students are special to us. We want their first experiences with school to be a positive foundation on which to build. It is our goal at Seaford Early School to provide a safe learning atmosphere within a Christian environment. We strive to meet the needs of each child physically, socially, academically, and spiritually.

Adjusting to Preschool

Children usually adjust quickly to the new environment. Teachers will comfort and engage the child in classroom activities. Usually this will resolve the child's anxiety. If not, we will contact the parent.

Arrival & Dismissal

Children will be dropped off/picked up from the car line each day. Teachers will accompany each child from/to each vehicle. *Please stay in the car line and do not drive around others for safety purposes.* Parent permission is required before a child can be released to anyone not listed on the pick-up authorization form (*photo identification is required*). In the event of an emergency, telephone the preschool director or church office.

Children Will:

- Learn to play with and respect others, share, use good manners.
- Learn and play in large and small groups and in centers.
- Practice gross motor skills such as running, hopping, climbing, swinging.
- Practice fine motor skills such as writing, puzzles, play-doh, legos.
- Participate in singing each day.
- Be taught letters and numbers through crafts, games and activity pages.
- Be taught weather, calendar skills, colors and shapes.

- Pray and learn about the love, promises, miracles and gifts of God, Jesus, and Holy Spirit.
- Have chapel time once a week with a church pastor.
- Have library time once a week.
- Have extended music time once a week with the preschool director.

Clothing and Possessions

Children should wear comfortable clothing. We go outside whenever possible, so please dress your child accordingly. We ask that each child keeps a change of seasonal clothes and undergarments in a marked Ziploc bag in his/her backpack. Please do not let your child bring toys from home unless it is for a show-and-tell.

Discipline

Our staff will model and expect respectful behavior. We promote appropriate behavior with positive reinforcement and praise. Privileges may be restricted and, if necessary, a time-out will be used if behavior becomes disruptive. If disruptive behavior continues, we will contact a parent. If a behavior is too detrimental to our learning environment and/or presents a safety hazard, dismissal may be necessary. Please notify us of any crisis or change at home which could affect your child's behavior. This will help the teacher better meet your child's needs. All information will remain confidential.

Special Education

Our staff is not trained to meet the needs of special education children.

Enrollment Capacities & Requirements

Seaford Early School was issued a conditional permit for the enrollment of a maximum of 53 children. Our program is open to fully potty-trained children ages 3 and 4 by September 30.

Fully potty-trained includes:

- No pull-ups
- Clothing that the child can pull up/down
- The child being able to take care of his/her personal needs independently (for example, getting on and off the toilet and wiping)

The preschool application, required forms and fees are due immediately and are non-refundable. Applications will be accepted beginning in February of each year. We limit enrollment numbers in each classroom at our discretion.

Health and Safety

In order for the welfare of children in our care to be maintained, the following health guidelines are followed at Seaford Early School. Children with any type of infectious illness need to stay home. An infectious illness is defined as any of the following symptoms within the last 24 hours:

- Fever
- Diarrhea or nausea/vomiting
- Head lice (children should remain home until they have been treated and are free of all evidence of head lice and nits)
- Burns
- Persistent cough or sore throat
- Discolored nasal discharge
- Any skin or eye infection
- Symptoms of childhood disease: Chicken pox, strep throat, flu, Covid, RSV, etc.
- Any communicable disease: An infectious disease transmissible by direct contact with an infected individual.

After a physician has determined a child is no longer contagious, especially having been on prescribed medications/antibiotics for at least 24 hours, and the child is feeling well he/she may return to preschool.

If there is any known or suspected contagious disease exposure and/or any symptoms regardless of test results, please immediately notify the preschool teachers.

If a child becomes ill while at preschool, the parent will be notified. Teachers may not administer any medications. They also may not apply ointment, creams, and/or balms on any child. Parents should inform the teacher of any allergies or special conditions a child may have.

Our teachers will make every effort to help children observe good health practices. We will support good toileting habits and hand washing afterwards. We will teach use of tissues for wiping noses, throwing them away, and washing hands afterwards. Your child will be taught how to use the playground equipment safely and how to use safe behavior within the building.

Health Requirements for Staff

Our staff must be certified annually by a practicing physician to be free from any

disability which would prevent them from caring for your children. Documentation is on file.

Inclement Weather

In the event of inclement weather, Seaford Early School will post on Facebook about closures. Seaford Early School does not “make up days” due to inclement weather.

Insurance

Seaford Early School is covered by liability insurance. In addition our preschool has established and implemented procedures for:

- Hand washing by staff and children before eating and after toileting.
- Appropriate supervision of all children during the school day.
- Health evaluation and exclusion of any child who appears ill or to have a contagious condition.
- Ensuring that staff is able to recognize the signs of child abuse and neglect and are knowledgeable of their responsibility to report suspected cases of child abuse and neglect.
- Ensuring that a person trained in child CPR is present at the preschool whenever children are present.
- *Criminal Records Check* and *Sex Offender & Crimes Against Minors Registry* records are up-to-date for each staff member.

Late Pick-Up

The school day ends at 12:15 in the afternoon. If your child is not picked up by 12:30 p.m., a late fee will be charged at the rate of **\$8.00** per 15 minutes.

Licensing Criteria

The Code of Virginia, Section 63.1 – 196.3, allows daycare 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. The statements included in this handbook have been prepared and distributed to meet the requirements of the exemption law. If you have any questions or comments, contact Dee Dee Wiggins at 757-876-0016.

Messages

The teacher cannot accept verbal messages from the children. Parents must write a note, speak to, telephone or text the teacher messages.

Physical Facilities

Seaford Early School is located at 1311 Seaford Road in Seaford, Virginia. Our preschool utilizes Seaford Baptist Church Family Life Center classrooms, the Family Life Center and/or Multi-Purpose Room 1. Our playground area is fenced in for child safety.

School Calendar and Holidays

We create our school calendar. For a list of special events and days the preschool is closed, please refer to the preschool calendar, monthly newsletter, and/or Facebook posts. During the 2024-2025 preschool year, Thanksgiving break will be November 25-December 1 and Christmas break will be December 18-January 5).

School Hours

The preschool day is from 9:15 a.m. to 12:15 p.m., Monday through Thursday. Teachers will greet and welcome children from the car line beginning at 9:10 a.m.

Snacks/Lunch

A mid-morning snack time is scheduled on your child's school day. Nutritious foods are recommended. Foods are not to be shared with classmates. Any foods not eaten will be left in the lunchbox.

Birthdays

Birthdays are celebrated at school. Please see your child's teacher to learn the specific arrangements as each of the classes celebrates in its own way. Please do not send in gifts. Should you wish to invite your child's preschool friends to a private party, please do not ask the teacher to deliver invitations unless the whole class is invited.

Staff Qualifications

Each teacher and assistant should be a Christian and experienced in working with young children. All teachers are required to have a Bachelor's Degree. In lieu of a degree, a high school diploma is required for each assistant.

Transportation

The preschool does not provide transportation anywhere or at any time during the school year.

Tuition

Tuition is determined for the entire year (\$1,845) and then divided by the nine

months that preschool is in session (\$205/month). Therefore, regardless of the number of weeks per month, the monthly tuition payment remains constant. Tuition will not be prorated for student absences, holiday breaks, inclement weather, and/or emergency closings.

Tuition checks should be made payable to **Seaford Early School** (not SES) and are due the first of each month. Any tuition not paid by the 5th of the month will be considered late and a **\$20.00** late fee will be added. For a child to continue at the preschool, tuition and late fee must be paid by the end of the month.

*Please note, for any return check there is a **\$30.00** return fee, plus the bank fee.

Visitation and Conferences

You are welcome to observe your child's class. Please contact the teacher to arrange a mutually acceptable date and time. If you wish to schedule a conference with the 3-year-old teacher, please contact her. Parent-teacher conferences will be scheduled in January to discuss mid-year evaluations of the students in the 4-year-olds class.

Withdrawal

It is expected that a child will attend preschool for the entire school year. When a child must be withdrawn, such as a family move, written notice must be given to the preschool director 30 days prior to withdrawing your child.