

EARLY CHILDHOOD PARENT HANDBOOK



Parks &
Recreation

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Handbook revised **August 2026**. We reserve the right to revise the information contained in this Parent Handbook at any time.

Site Locations



Bow Creek

3427 Club House Road, Virginia Beach, VA 23452

Program: 757-385-6281

Center: 757-385-5960

Kempsville

800 Monmouth Lane, Virginia Beach, VA 23464

Program: 757-385-6330

Center: 757-385-5970

CONTACT US

City of Virginia Beach

2154 Landstown Road, Virginia Beach, VA 23456

Virginia Beach Parks & Recreation Early
Childhood:

Main Phone: 757-385-0470

OSTEarlyChildhood@vbgov.com

Princess Anne

1400 Nimmo Parkway, Virginia Beach, VA 23456

Program: 757-385-5994

Center: 757-385-5950

Williams Farm

5252 Learning Circle, Virginia Beach, VA 23462

Program: 757-385-2986

Center: 757-385-2950

Hours and Days:

VB P&R Early Childhood Programs operate annually (September – August) and are open from 7:30 am – 6:00 pm, Monday through Friday. Core school day hours are from 8:30 am to 4:00 pm. Extended hours from 7:30 am to 6:00 pm are included at no additional charge.

Welcome!

Welcome to Our Early Childhood Programs! We are thrilled to have you join our community, where we pride ourselves on providing a safe, nurturing environment for your children to learn, develop, and thrive. Thank you for choosing our dedicated and professional team to care for your child!

This handbook is designed to give you valuable information about our Early Childhood Programs—what you can expect from us and what we expect from parents, guardians, and youth participants. Please take time to read and discuss this information with your child. If you have any questions, remember that communication is key, and our team is always here to support you.

We believe in providing safe, consistent, and predictable routines that nurture the growth and development of every child. Our approach values whole-child development through:

- Intentional instruction
- Play-based learning
- Quality experiences

Our highly qualified staff use developmentally appropriate practices to foster:

- Exploration of the environment
- Higher-level thinking
- Relationship building with peers

Our ultimate goal is to enrich each child's educational experience and encourage development with boundless possibilities, supporting students of all abilities.

Our Early Childhood program features

- **Qualified Staff:** Passionate professionals trained in early childhood education and youth development.
- **Safe & Supportive Environment:** Prioritizing safety and well-being for every child.
- **Developmentally Appropriate Activities:** Encouraging creativity, problem-solving, and social interaction.
- **Family Partnership:** Strong collaboration with families to support each child's unique needs.
- **Focus on Growth:** Activities that promote physical health, emotional resilience, and lifelong learning skills.

We look forward to partnering with you to make your child's experience impactful and memorable. Please:

- Use this handbook as a reference throughout the year.
- Keep open communication with our team members.
- Share any questions or concerns promptly—we're here to help!

Thank you for trusting us with the care of your child. We are confident they will love their time with us!

Michael Kirschman, Director Virginia Beach Parks & Recreation



Introduction

Vision:

To support local families through inclusive practices, meaningful partnerships and a commitment to equity. We strive to build the foundation for lifelong learning, confidence and personal growth for building a stronger community.

Mission:

Provide quality services, programming, and learning experiences that support the growth and development of our youth.

Our Approach:

Provide safe, consistent and predictable routines that support the growth and development of our youth. We value whole child development and provide opportunities of growth through intentional instruction, play based learning and quality experiences. Our highly qualified staff utilize developmentally appropriate practices to foster exploration of our environment, higher level thinking and relationship building with peers. Our highest goal is to enrich each child's educational experience and encourage development with boundless possibilities that enable development of students with all abilities.

In Virginia Beach Parks & Recreation Early Childhood Programs, we provide a safe, nurturing environment for your children to learn, develop, and thrive!

Children must meet program eligibility requirements in order to enroll and attend Early Childhood Programs [see Eligibility page 16].

Curriculum:

Our highly trained staff use the comprehensive, innovative Frog Street Curriculum to provide intentional instruction in key areas of development so your child can effectively continue on the path to kindergarten readiness in a safe environment.

Key components include:

- Language, Literacy, and Math Activities
- Daily Interactive Hands-on Exploration Activities
- Prereading and Listening Comprehension Development
- Moving and Learning Activities and Games to Support Physical Development Skills
- Integrated STEAM (Science, Technology, Engineering, Arts and Math) Activities to promote problem-solving
- Social Emotional Development using Conscious Discipline® that teaches your child how to solve problems, identify and manage their emotions and how to self-regulate





Programs

Preschool: 3 - 4 years

Your child will receive a quality education from qualified teaching professionals.

Our program uses the [Frog Street Curriculum](#) that allows our teachers to access research-based, quality lesson plans which were created to optimize child learning at their level of development.

Our curriculum balances intentional instruction with child-directed play. This setup provides comprehensive, integrated, thematic activities in all disciplines and domains. The teachers follow a strong daily schedule which creates less stress for the children as they quickly learn to predict what happens next, which makes the daily routine less scary.

The focus of the teachers in our Preschool program is to encourage strong social and emotional connections. We teach this through utilizing [Becky Bailey's Conscious Discipline](#), which is a social-emotional learning program that emphasizes connection, emotional regulation, and problem-solving. It is designed to help children and adults develop the skills needed to manage emotions, make thoughtful choices, and create a strong sense of community. We strive for healthy family partnerships and do so with daily communication about your child's day, weekly educational information about what they are learning, and bi-yearly Parent-Teacher Conferences that are completed after formal child assessments. We also work to create a community by hosting Family Nights three times a year in which the parents can get together and have quality learning experiences with their child, meet their child's classmates, and have a family-style dinner provided by us.

Pre-Kindergarten: 4 - 5 years

Our Pre-K Program also uses the Frog Street Curriculum and is an extension of the Preschool focus on social and emotional learning. Since the children in this classroom will be going to Kindergarten next year, the curriculum adds more rigorous activities into the lesson plans. The teachers implement hands-on, child-centered, engaging activities that allow the children to learn and grow based on their own curiosity with the guidance of the lesson plans.

Through these activities, the children will learn the basic concepts of math such as numbers and operations, shapes, patterns, measurement, and more. The Curriculum for both math and literacy is specifically designed to spend the year building on previously learned concepts. This layout, along with the research behind it, allows the children to learn in a way that is developmentally appropriate for their age and gives them the foundational skills to support the acquisition of higher-level skills. Frog Street lessons give instructions as to how to differentiate learning. This means that the teachers will give the children tools to understand the concept if it is too difficult and will also allow for challenging their learning if the children initially understand the lessons.

In addition to these amazing learning experiences, our tuition could include outside programs such as swim lessons and organized sports or physical activities to assist growing your child's abilities and confidence. We also have three Family Nights per year where you and your child can enjoy meeting other families in our school, engage in fun learning opportunities with your child, and finish the night with dinner on us!

Families & Communication

Parents are responsible for reviewing the pertinent contents of this Parent Handbook with your child and complying with its contents. Parents are required to follow the same expectations as those of participants. Failure to do so could result in a temporary suspension and/or expulsion from being a person authorized to drop off or pick up a child.

Open Invitation

We openly invite parents to visit and observe our programs by appointment. Please call the Early Childhood Team at the program number provided on page 4, Monday - Friday between the hours of 8am - 6pm to make an appointment.

We request that observation appointments are limited to less than 30 minutes so we can maintain a smooth transition of supervision between the parent and our program staff. Please note, if an individual is disruptive to the program, children or program staff, we reserve the right to ask the individual to leave or terminate their rights to visit, drop off and/or pick up children in the program. Please direct any concerns or questions regarding our activities and policies to our staff.

Legal Authorization

“Parent” means the biological or adoptive parent or legal guardian of a child enrolled in or in the process of being admitted to a center.

Both parents, regardless of whether the parent has physical custody, will be provided the same rights to have access unless a court order prohibiting such release or terminating parental rights is uploaded to your child’s ePACT record and determined sufficient by the Early Childhood Administration Staff.

Biological parents can only be listed as not authorized to pick-up if their parental rights have been terminated or a court order restricts their ability to be in contact with the child(ren) at issue.

Parents are responsible for uploading the most current Custody/Visitation Order from the Courts for anyone indicated as “legal guardian and/or acting caregiver” or a biological parent is indicated as NOT

Authorized to pick-up. Notarized Power of Attorney (Medical Power of Attorney is not acceptable for proof of guardianship) is acceptable for anyone indicated as “legal guardian and/or acting caregiver.”

Parks & Recreation does not determine or monitor visitation orders. Parents are responsible for abiding by their court orders. If the documentation submitted is not sufficient, the individual will not be able to perform parental transactions on your behalf and/or, non-custodial parent(s) shall be allowed to pick-up.

ePACT

A documentation and support network to help connect families and organizations like Virginia Beach Parks and Recreation Early Childhood Programs. Some of the benefits include:

Collect accurate, easy-to-read information like health records, emergency information check-in/out forms, and informed consent. All safely shared and seamlessly updated online.

Access records of all members, participants, and employees under our care and supervision.

Streamline information collection processes, create private, detailed reports for safe programming, and reduce the risks and liabilities involved with managing sensitive information.

During the enrollment process, you will receive an invitation via email to ePACT to complete our childcare-related forms, documents, consents, and waivers, and to upload any required documents.

Families & Communication

Participant Drop Off and Pick-Up Procedures

All participants must be signed in daily. Participants must be signed out by a parent/legal guardian or emergency contact indicated on your child's ePACT record. A valid picture ID is required to verify any person picking up a participant, daily. Please see Authorized Pick-Ups for a list of acceptable forms of ID.

Our Early Childhood Programs have designated doors for entrance at each recreation center and outdoor signage is posted with the site phone number to call. Make sure to call before coming to the door or drop off area to drop off or pick up your child.

Stranded Participants

Participants still at the program site after regular operating hours will be attended by 2 staff members. Attempts will be made to contact parents/guardians and emergency contacts when a participant has not been picked up by the close of the program. Thirty minutes after closing, local authorities may be contacted, and staff will follow the direction of those authorities. Late pick-up fees will be assessed for every 15-minutes you are late picking up your child, after 6:00pm.



Authorized Pick-Ups

All Early Childhood Programs participants may only be released to the adults (18 years and older), with a valid photo ID and indicated on each child's ePACT record. Sending a note is not acceptable; until your child's ePACT records are updated, staff are unable to release your child. We only accept the following forms of ID:

- Driver's License (not expired)
- Department of Motor Vehicles Issued Photo Identification Card (not expired)
- U.S. Military ID (not expired)
- U.S. Passport (not expired)
- City of Virginia Beach Employee ID Badge
- Virginia Beach City Public Schools Employee ID Badge

To make changes, please log in to ePACT and follow the steps below:

- From My Household, click your child's name.
- Under your child's organizations, click Virginia Beach Parks and Recreation: Early Childhood
- On the tab labeled Virginia Beach Parks and Recreation: Early Childhood, scroll to the Emergency Contacts Section, and click EDIT.
- Click Add Emergency Contact and complete all required fields with a red asterisk.
- Click SKIP E-MAIL and ensure the person's name matches their valid ID and they are at least 18 years old.
- Select Save and Back to Profile.

If you have multiple children, you will need to complete these steps for each one.

Daily Routine



Daily Routine / Schedule

The Daily Schedule will be provided to families during our annual Open House event. Alternately, program supervisors can provide a daily schedule at sites upon request. Our classrooms use a daily block schedule to provide children with consistent and structured learning time throughout the day. Key components of the daily schedule include the following:

Morning Block: free play/ center time and AM Snack

Academic Block: greeting circle, practice centers, small group and outdoor learning

Mealtime/Rest Block: lunch time, story time and rest/ quiet time

Afternoon Block: closing circle, free play/centers time, PM Snack and outdoor learning

Communication

We use various methods to make sure we are communicating with you. On a daily basis you will receive a warm welcome as you arrive and a goodbye greeting as you leave. You will also receive a weekly summary, via email from the classroom teachers, highlighting the activities completed or scheduled in the upcoming week. We will provide monthly snack calendars, newsletters and activity calendars. We make updates and announcements through each individual site FaceBook page and larger program announcements could be emailed and/or texted through ePACT. If individual communication needs to be made, that could come through phone calls, emails, in-person at pick-up or drop-off and scheduled parent meetings.

Newsletter

We provide a monthly newsletter that will provide information about important announcements, upcoming events, monthly themes for our curriculum, and parent involvement activities, just to name a few.

Families & Communication

Formal Child Assessments / Progress Reports

Children are assessed twice a year (Fall and Spring), to monitor developmental progress. Our assessments are aligned with Virginia's developmental milestones and focus on the following five developmental domains:

Social and Emotional Development – how children understand and manage their emotions, build relationships, and interact with others

Language and Communication – how children listen, understand, and express ideas through words, sounds, and gestures

Cognitive Development – how children think, explore, problem-solve, and learn new concepts

Physical Development and Motor Skills – how children develop large-muscle skills (such as running and jumping) and small-muscle skills (such as grasping and writing)

Approaches to Learning – how children show curiosity, focus, persistence, and creativity during learning experiences

We will hold parent/teacher conferences at the conclusion of each of these, to discuss the assessment and our classroom observations.

Parent Involvement

Throughout the year we will send home family engagement activities that will allow you to work with your child to create a project that is related to a lesson or theme in our curriculum. This will allow your child to show you what they have been doing while having fun together. We also host Family Fun Night events that bring us all together for learning, fun, food and entertainment. Health, Safety, and Discipline

Licensing Information

Our Preschool and PreK programs are licensed and regulated by the Virginia Department of Education, Office of Child Care Licensing.

Program Ratios

Our minimum staff to participant ratio is 1 staff to every 10 children.

Inclusion Support Services

All programs offered by Virginia Beach Parks & Recreation encourage participation by a diverse population, aim to meet the needs of those with varying abilities, and support diverse learning styles. When participants require additional support, Inclusion Specialists are available to assist participants by developing modification plans designed to help them meet Program Guidelines and provide other assistance as appropriate. Program and participant safety is our priority, however Inclusion Services do not provide 1:1 support staff.

To access this service, please complete the appropriate Inclusion, Accommodation, & Special Needs Request Form located at website link and email it to princlusionservices@vb.gov at least 2-4 weeks prior to the program start date. Once the request is received, an Inclusion Specialist will call you to obtain additional information and begin the process.

Please note that all participants are required to meet program guidelines with or without modifications. Children with or without disabilities may be referred for inclusion support to help promote their success in the program.

Health, Safety & Discipline



Medication

We have strict guidelines for approving medications your child may require while in our programs. Our Medication Consent Form(s) are required to be completed and uploaded to your child's ePACT record for each medication your child may require while in our programs. These forms will need to be submitted each school year. Please note that approval may take up to two weeks, depending on when your forms are submitted. Incomplete and/or outdated forms will delay the approval process.

Our medication manager will contact you with further instructions relating to the medication process once our Medication Forms are completed and uploaded to your child's ePACT record. Until this occurs, we are unable to accept medication(s) that have not been approved by the medication manager. If you have any questions regarding medications, please email ECMedication@vbgov.com

Sunscreen

We provide sunscreen for all of our program participants prior to going outside. Staff will use a 50 SPF Sunscreen Spray as they are not permitted to apply it directly (hands on) on your child. Please ensure you complete our sunscreen waivers and consents on your child's ePACT record. Please do not hesitate to speak with an Early Childhood staff member with any questions or concerns.

Insect Repellent

You may send your child with their own product. If it is a prescribed medicated product, you must complete and follow the written Medication Consent Form process. Please label the bottle with your child's name and check it in with a staff member. A record shall be kept that includes child's name, date of use, frequency of application, and any adverse reactions. Manufacturer's instructions for age, duration and dosage shall be followed. Staff are not permitted to apply insect repellent directly (hands on); the application process for insect repellent will be the same as the sunscreen application process.

Health, Safety & Discipline

Illness/Injury

For the protection of all participants and staff, please keep your child(ren) home if they are sick. A participant who becomes ill or has a temperature of 100 degrees or more while in the program will be separated from program participants but will remain within supervision of the staff. A parent will be notified and required to pick up their child within one hour of notification. Your child must be symptom free for 24 hours before returning to our program, without using fever-reducing medication.

To prevent the spread of any illness or disease a child will not be allowed to attend our program for the day if he/she has:

- A temperature over 100 degrees
- Recurrent vomiting or diarrhea
- A Communicable Disease (may need a doctor's note to return to program)

If your child is injured, basic first aid will be administered. If deemed necessary, a parent or guardian may be contacted immediately. In cases of emergency, 911 will be called, and the parent/guardian will be notified.

When children in the program have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, (Communicable Disease Chart) the parents will be notified in writing within 24 hours or the next business day of the program's being informed, unless forbidden by law, except for life-threatening diseases which must be reported to parents immediately. Parents will notify the program staff if your child or someone in the household comes down with a reportable communicable disease. Parents of other program participants may be notified. All names will remain confidential.

Emergency Operations Plan

An emergency operations plan has been developed and posted to help staff and participants be prepared for emergency situations. Our emergency operation plan includes the following components:

- Details the emergency actions to be taken in events that include evacuation, internal lockdown, external lockdown, and shelter-in-place.
- Program staff are trained in emergency operations at hire and annually.
- Program staff will complete practice drills throughout the school year.
- Parents are requested to keep their child's emergency contact information up to date.
- Parents should tune in to the local television or radio stations for news alerts.

In the event of an immediate area threat (i.e., bomb threat, fire, flood, or other major building problems) the participants and staff will leave the building and gather at a predetermined location within walking distance. If the issues require evacuation further than the predetermined location, we may have to transport participants in City Vehicles or City School buses.



Health, Safety & Discipline

Inclement Weather

Our programs may be forced to close due to severe weather conditions or unforeseen circumstances. Parents will be notified to pick up their child(ren) within the hour if the need arises due to inclement weather and/or facility closure. Discuss with your child the alternative arrangements you may have chosen for them.

All Early Childhood programs will follow the operating conditions of the recreation center facility during inclement weather. Inclement weather closings are announced on local radio stations and TV stations.

Radio stations including: WTAR (am 790), WXMM (FM 100.5), and WWDE (FM 101.3)

TV stations: WTKR- TV News Channel 3, WAVY-TV Channel 10, and WVEC-TV Channel 13

In addition, the Early Childhood staff will provide direct communication to registered participants via ePACT when able to do so.

Child Abuse and Neglect

All Early Childhood Programs staff and volunteers are mandated reporters and required to report any suspected child abuse or neglect per Code of Virginia, Chapter 15, §63.2-1509 to Child Protective Services.

Prohibited Items

Drugs, Alcohol, and Tobacco-Free Environment: The use of cigarettes, E-cigarettes, vapor devices, and chewing tobacco is not permitted. The possession and/or use of drugs (including marijuana or cannabis infused items) or alcohol is prohibited. These restrictions apply to all persons on school grounds, including our parking lot, as well as on field trips, outdoor activities, and in school vehicles.

Per state code weapons are prohibited in early childhood sections of the business during operational hours. (Article 7, Other Illegal Weapons. §18.2-308.1 Possession of firearm, stun weapon, or other weapon on school property prohibited; penalty.)

Compliance with Standards

Compliance with the standards set by Virginia Beach Parks & Recreation will enhance the safety and enjoyment of every participant. Failure to comply with the information outlined in this handbook or the falsification of the program requirements will result in loss of program privileges. Virginia Beach Parks & Recreation reserves the right:

To call the parent and request that the child be picked up within one hour of being notified.

To suspend your child for one, or more days for their failure to adhere to the established behavior guidelines.



Participant Expectations



Parents, guardians, participants, and staff members are required to follow all Behavior Guidelines, Policies, and Procedures in our Parent Handbook, to ensure the safety and well-being of all our participants, parents, guardians, visitors, and staff members.

Expectations of Parents

Parents/guardians and visitors are expected to treat the facility and property appropriately and with care as well as all Early Childhood Staff members whether at the site or on the phone with dignity and respect. Use of threats, sexual or offensive gestures, discrimination, sexually inappropriate behaviors, throwing of objects, physical assault, cursing and yelling will not be tolerated and are prohibited. Failure to meet this expectation may result in being asked to leave the program site, prohibited from returning in the future. As such, the individual would be unable to drop off or pick up participants from our program or possibly suspended from all Parks and Recreation Facilities and Programs.

- Parents/guardians are financially responsible for their own and/or child's actions when they:
- Damage and/or destroy any property, including but not limited to buildings, grounds, equipment, vehicles or belongings.
- Tamper with or pull the fire alarm without due cause.

Expectations of Participants

Expectations will also be posted so participants can refer to them. Expectations & consequences will be reviewed regularly.

Participants are expected to:

- All participants are expected to remain in the supervised program space with the group, unless they are both given permission and are attended by a staff member.
- Follow the rules associated with activities and program areas and ask a staff member for clarification if needed.
- Communicate and conduct themselves in an appropriate manner. Threatening words, tone of voice, gestures, foul language, sexually inappropriate behavior, teasing, bullying, throwing objects, elopement from program space, and physical contact will not be tolerated and are prohibited.
- Model and support a safe, fun and healthy environment.

Health, Safety & Discipline

Expectations of Staff

In order to promote your child's physical, intellectual, emotional and social well-being, and growth, staff will interact with them to provide needed help, comfort, support, and:

- Respect personal privacy, differences 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 is constructive in nature, age and staff appropriate, and is intended to redirect children toward appropriate behavior and to resolve conflicts. The following actions or threats are forbidden:

- Any form of physical punishment such as spanking, hitting, or shaking
- Forcing participants to assume an uncomfortable position
- Restriction of body movement through binding, tying, or confinement in a closed or small space
- Verbally abusive remarks such as belittling a participant, threats, or remarks about his/her family, cultural background, race, or religion
- Use of exercise
- Forcing, withholding, or substituting food
- Separation from the group so that the child is away from the hearing and vision of staff
- Giving authority/consent to allow a participant or other persons to punish another participant
- Enforcing a punishment at the request of a parent/guardian based on behavior at home
- Punishment by applying unpleasant or harmful substances
- Forcing participants to write repetitive sentences as a consequence
- Forcing or withholding quiet time, snacks, water, or bathroom privileges.

Bullying

Bullying- defined as unwanted aggressive or non-aggressive behavior, that involves the real, or perceived to be real, power or control of one participant(s) directed towards other participant(s) - will not be tolerated.

These actions include, but are not limited to threats, verbal and or physical attacks and the intentional exclusion of individual(s) from a group activity. Participants who display these types of behaviors will be considered for disciplinary action in accordance with our philosophy of progressive discipline.

Any behavior that is deemed aggressive or threatening will require immediate removal from the program/facility with the possibility of further consequences. Any unlawful behavior or activity will be reported to the appropriate legal authorities for further action.

Any inappropriate behavior can result in disciplinary action ranging from a warning, temporary suspension and/or expulsion from the program.

Elopement

Elopement -- defined as leaving the program space without permission -- will not be permitted. Due to the safety concerns elopement represents, participants who leave the program space without permission will be subject to disciplinary consequences.

Health, Safety & Discipline

Progressive Discipline

Program participants are encouraged to play, learn and grow in a supportive and inclusive environment. As such, the following behaviors are discouraged and may result in appropriate disciplinary responses:

- The use of profanity
- obscene language
- inappropriate gestures
- sexually inappropriate behavior
- teasing; bullying; throwing objects
- eloping from the program
- malicious physical contact

Please refer to the Expectations of Participants on page 12 for a full listing.

Depending on the behaviors indicated, Parks & Recreation staff reserve the right to issue the appropriate progressive step indicated below (Incidents involving threats may not follow the progressive discipline steps.).

The following summarizes the progressive steps Parks and Recreation will take in response to behavior issues:

Progressive Step 1- Verbal Warning

Parks and Recreation staff members will remind participants of our Early Childhood Programs about behavior expectations and verbally redirect participants who engage in minor inappropriate behaviors. This will include but not be limited to reiterating that participants are to maintain individual space and keep their hands, feet, etc. to themselves.

Progressive Step 2- Intervention

Referral to the optional “Calming Corner,” to assist with behavior management. The Calming Corner is a supervised quiet time/place, separated from an activity where staff may recommend or the participant self-refers when having difficulty managing emotions or displaying inappropriate behavior. It is carried out quietly and privately and should not be viewed as punitive, threatening or humiliating. This is used to allow the participant to calm down and then talk with the program staff about their feelings and needs. Other choices for stress relief may be given (ex. drawing, writing, fidget items, emotional support tools, etc.) Use of positive feedback and rewards are encouraged.

Progressive Step 3- Early Pick-Up

Will be required in situations where the participant is unable to manage their behavior despite verbal warning and intervention attempts; the misconduct is egregious; and/or participant requires attention beyond the capacity of our staff to provide. Program and participant safety are our priority, however Early Childhood, nor Inclusion Services, does not provide 1:1 support staff.

Progressive Step 4- Suspension for one or more days*

Suspensions may be imposed in situations where misconduct continues after lesser progressive steps have been imposed or resulting from an especially egregious act. This step may be repeated up to 2 additional times before moving to Progressive Step 5, depending upon the severity of the infraction.

Progressive Step 5- Intermediate-Term Suspension*

In the event that the aforementioned interventions are not successful, an Intermediate Term Suspension (more than 1-week or up to 1-month) may be imposed. This level of intervention is usually reserved when the behaviors are continued with no improvement or for the most severe situations.

Health, Safety & Discipline

Progressive Step 6- Long-Term Suspension*

In the event that the aforementioned interventions are not successful, a Long-Term Suspension (1-month or up to 6-months) may be imposed. This level of intervention is usually reserved when the behaviors are continued with no improvement or for the most severe situations.

Progressive Step 7- Indefinite Suspension*

In the event that the aforementioned interventions are not successful, an Indefinite Suspension (greater than 6 months) may be imposed. This level of intervention is usually reserved when the behaviors are continued with no improvement or for the most severe situations.

*Parks and Recreation does not prorate or refund fees in cases involving participant misconduct.

Behavior Support Tools: Parent Conferences

Step 3:

The Early Childhood Recreation Specialist will hold informal meetings with parents/guardians during Step 3 (Early Pick-Ups). These discussions are intended to address interventions that may be needed for improvement and may include a request to seek an observation from an Inclusion Specialist.

Step 4 - Step 6:

The Early Childhood Recreation Specialist will schedule a formal meeting with the parent(s)/guardians during Step 4 and Step 6 (Suspensions). It is important to note that participants will not be permitted to attend programs until this required meeting has occurred. This ensures that all parties are aligned on expectations and any necessary actions.

Additional Communication:

This policy does not prohibit parents and staff from having other general discussions, meetings, or conferences about a participant at any time.

WELCOME TO BARKS & REX'S PLAYGROUND

HERE'S YOUR GUIDE TO FUN!



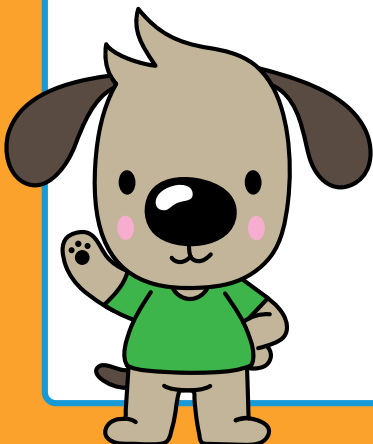
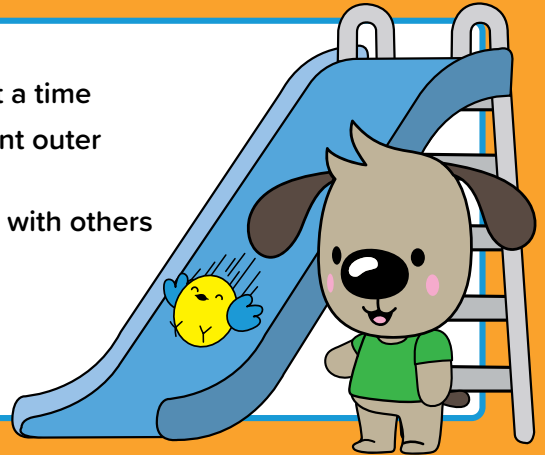
Safety First

- Wash your hands before entering
- Put your shoes, jewelry, loose clothing and anything you don't want to lose in the Sneaker Keeper
- Show off your socks! Please keep socks on at all times in the play area
- Use **Walking Feet** and **Inside Voices**
- No food, drinks and chewing gum



Play Fair

- Always slide feet first and one at a time
- Don't climb or hang on equipment outer netting
- Take turns; share the equipment with others
- Watch out for others around you



Be Kind

- Be a buddy, not a bully
- Use friendly words, avoid name-calling or teasing
- Keep hands, feet and objects to yourself; don't throw, push or shove
- Be respectful and listen to grown-ups



Enrollment and Financial Agreement



Eligibility

Children must meet the program age requirements and be fully potty trained to register and attend. Diapers and/or pull-ups are not permitted. Fully potty trained includes the ability to:

- Recognize and communicate the need to use the restroom
- Go without prompting and use the restroom unassisted (wiping, flushing, etc.)
- Undress and dress themselves (staff are only able to offer limited assistance i.e., snapping buttons)



Registration Overview

Pre-Registration for current participants typically opens mid to late February, for the upcoming school year. Open registration typically opens mid to late March. Participants must meet the minimum program requirements (3 years old by program start and fully potty trained) and prerequisites indicated in the Program Participant Guidelines. Registration is first-come, first-serve and does not roll-over.

Standard Registration (online) is available for a limited time at the start of each school year registration period. When standard registration ends, please complete the proper school year interest form on our website. Our EC Registration Team will contact you to begin the enrollment process if space is available. If space is not available, your child will be added to the waitlist and you will receive an email, showing enrollment to the waitlist.

Once a program fills a waiting list begins. If space becomes available, our EC Registration Team will contact you to begin the enrollment process. Waiting lists do not roll-over each program period. Your child will only be registered and able to attend our programs once their registration, payment, and ePACT records are considered complete. Until this occurs, your child is not registered and is unable to attend our programs.

Enrollment and Financial Agreement

How to Register

A parks and recreation account for each parent/guardian and child must be established. The following information is needed to create each account:

- First and Last Name
- Home Address
- Primary Phone Number
- Valid Email Address for each Parent/Guardian (cannot be the same for both)
- Date of Birth

Our online registration and payment site is: Sign in | Virginia Beach Parks & Recreation Online Registration

Initial Registration and Annual Re-Registration

To begin enrollment, a non-refundable and non-transferable registration fee, and/or deposit is required per child, per school year. Each following year, continuing children must pay an annual Re-registration fee with their completed Intent Form by March, in order to secure a spot in the program for the coming school year. Registration fees are non-refundable and non-transferable.

Registration Forms

Our required forms and documents are managed through ePACT. Invitations and/or reconfirmations are sent to the email address of the parent/legal guardian who initiated enrollment. To help you prepare, the following is required to complete program registration:

- All General, Medical, Allergy/Dietary, Family Information, Consents and Waivers completed.
- At least TWO emergency contacts other than a parent/legal guardian.
- Original Birth Certificate uploaded.
- Commonwealth of Virginia School Entrance Health Form uploaded.

All pages must be complete and signed by the parent/legal guardian and physician. Comprehensive Physical Examination (page 4) must be dated within one year for the Date of Assessment.

Documents from “My Chart” will not be sufficient.

Required Documents if anyone listed as a Legal Guardian, Caregiver, NOT-Authorized to Pick-Up or subject to a judicial or custody order is indicated.

Our Medication Consent and Consent and Release for the Administration of Epinephrine Injections Forms if your child requires medication to be administered while with us.

Enrollment and Financial Agreement

Fees and Payments

Our fees are based on the days we make service available. City Observed Holidays, School Closure dates indicated as well as Inclement Weather dates are already built into the fee structure. Fees are not prorated.

A Parks & Recreation Reduced Fee is applicable, at certain locations, if eligible, and must be renewed annually. We also accept subsidy at certain locations, where reduced fee applications are limited.

The school year session balances are due in full by the dates indicated on the program payment schedule to secure your child's space. If full payment is not received by the due date, a \$25 late payment fee will be assessed to your Early Childhood Programs session payment. Once the session begins, the full fee and late fee will need to be paid, prior to your child returning to the program. After one week of the session beginning, if the full payment and late fee have not been paid, your child will be removed from the program (that session and all future sessions). The non-refundable, non-transferrable registration fees are forfeited, and you may still be held responsible for the balance due on your account, for not properly withdrawing from the program. Automatic Payments can be established each school year by completing our AutoPay form and emailing it to ECRegistration@vbgov.com. Online payments can be made on your Parks & Recreation Account 24/7. Phone payments are accepted by calling the Registration Management office. Cash, Personal Check, Money Orders and Major Credit Cards are accepted in person at any Virginia Beach Recreation Center during their normal business hours.

Payments, Refunds and Cancellations

Requests submitted to ECRegistration@vbgov.com by the 15th of the month prior to the session beginning are eligible for 100% refund or session fees removed from account, minus any non-refundable fees.

Requests submitted, less than 7 days but prior to the start date, are eligible for 50% refund or session fees removed from account, minus any non-refundable fees. Requests submitted on or after the start date are not eligible for a refund and if a balance remains for that session, you are still responsible for that balance. Administrative, Late Pick-Up, Late Payment, Registration Fees and Deposits are non-refundable, non-transferrable fees. If you have extenuating circumstances, please provide that information in your request and we will submit it to our Coordinator for review.

Receipts and Tax Statements

Childcare spending reports for tax purposes are available however they are not automatically sent to you. You can view and print your receipts and tax statements by logging into your Parks & Recreation account with your e-mail address or complete the childcare spending report request form located on our website. This information will be provided to you once we have received and verified you are a person able to receive this information. The City of Virginia Beach's Tax ID/EIN is: 54-0722061

Enrollment and Financial Agreement

Late Pick-up Fees

We do understand that things come up, traffic can be challenging, and a late pick-up may occur, however, please understand our programs end at 6pm. We ask that you contact the site if you are running late, so we are able to help navigate that conversation with your child. You will be asked to sign our late pick-up form and a late pick-up fee of \$20 per child will be assessed for every 15 minutes, beginning at 6:00pm. The fees will be added to your account that evening and must be paid, prior to the next session beginning. Excessive late pick-ups (4 times) within one month may result in your child being removed from our programs.

Account Information / Customer Privacy Policy

We are committed to protecting the privacy and confidentiality of your personal information. We comply with all federal, state and local laws and regulations, as well as City of Virginia Beach policies regarding the collection, maintenance, dissemination and disposal of personal information. We don't sell or rent your personal information to someone else.

Account Modifications

Requests pertaining to your Parks & Recreation Account (program enrollments, waiting lists, payments, email address) must be submitted to ECRegistration@vbgov.com

Absentee Policy

If your child is going to be absent from or late arriving to the program, please call and notify the site so they are aware and can plan accordingly. If your child is attending another program and receives transportation to and/or from our program and will be absent, we must be notified, so staff can make appropriate arrangements. If no notification is received, a courtesy call will be made to ensure child has not been left unattended. If more than one instance occurs where a courtesy call must be placed, we reserve the right to revoke the privilege of providing staff to onboard or offload your child for purposes of another program.

For Subsidy participants, we will follow the Department of Social Services Subsidy program attendance policy.

We are not in the business of cancelling our affordable, quality programs. However, Virginia Beach Parks & Recreation does retain the right to cancel a program for any reasonable cause, and to deny registration or entry into a program when it deems necessary to assure public safety. Please note that each program must meet its minimum enrollment. Please register early and encourage your family and friends also to register their children for our safe, educational, and fun programs. If a program is cancelled, registrants will be contacted.

School Closures

Our Early Childhood Programs operate in accordance with the City's operating schedule. Please refer to the Early Childhood Payment Schedule for a complete listing of program closures. This information will be provided in a school calendar and payment schedule in your welcome email, at Open House, and upon request.

General Policies

Staff Qualifications

Your child's safety and welfare are of the utmost importance to us. All of our Early Childhood Programs staff must meet standards and attend trainings that are above the industry norm.

Early Childhood Educators must:

- Be 21 years old.
- Have 3 years of experience, or 48 semester hours of college credit and 6 months experience working with children.

Activity Center Assistant Leaders must:

- Be at least 18 years old.
- Possess a high school diploma or equivalent.
- Have experience in working with children, such as a teacher (or substitute), coach, childcare aide or provider.

Activity Center Aide must:

- Be at least 16 years old
- Some High School or GED
- Have at least 240 hours of related volunteer or work experience in youth related programs such as babysitting, camps, church groups, scouting, coaching, etc.

All staff must have a successful completion of the following background checks:

- FBI fingerprinting.
- State Criminal Record check.
- Central Registry Check (which identifies founded child abuse or neglect charges).
- FieldPrint (sex offender charges)
- Employees receive mandatory training which includes - but not limited to:
- First Aid/CPR and AED, child abuse and neglect mandated reporting, playground supervision and safety, youth development training, behavior support, introduction to inclusion, among a wide range of additional training classes.

Applicants are automatically disqualified for hire if they have ever been convicted of:

- Child abuse/neglect.
- Sexual offenses.
- Violent felonies (i.e., battery, rape, murder, manslaughter, abduction, robberies/carjackings involving unlawful force) or any misdemeanor involving violence within the past five (5) years.
- Felony drug distribution.

Photography and Publicity

Virginia Beach Parks & Recreation retains the right to photograph or videotape programs, participants, and volunteers for publicity purposes.

Dress Code

Participants should be dressed appropriately for current weather conditions. Tennis shoes or rubber, non-marking soled, closed-toed and closed-heeled shoes are required for participation. Please do not bring shoes with cleats or black soles, flip flops, sandals, skates or skate shoes, unless authorized. Participants should wear seasonally appropriate clothing to participate in a variety of daily activities. Appropriate clothing ensures that your child will be able to fully participate in every activity. Participants are discouraged from wearing any jewelry or accessories that may present a hazard to themselves or someone else. Any article of clothing or accessory which advertises alcohol, an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang related is forbidden.

General Policies

Snacks and Lunch

Our programs are not a peanut-free environment. Snacks or refreshments may contain traces of peanuts, tree nuts or processed in an environment where these items may be present. Please share any diagnosed food allergies your child may have with our program staff, and if applicable, please upload a copy of the Diagnosed Food Allergy Form on their ePACT record.

Each program has a designated time for snacks and lunch. A light morning and afternoon snack is provided. Parents will need to provide their child's lunch and drink daily. All items must be labeled in accordance with Licensing Standards. Refrigeration is available. Participants are prohibited from sharing or trading food/drink items with other participants unless they are siblings.

Birthday Celebration

If you are sending in food to celebrate your child's birthday, we require store brought items and it must have the ingredients listed.

Naptime

Our classroom schedules include a daily rest/quiet time ranging from one hour up to two hours depending on the participant's age. Your child may nap or engage in quiet activities after 30 minutes of resting on the cot.

What we provide:

- Cot labeled with your child's name
- Fitted cot sheet with a coversheet attached
- Quiet activities as a nap alternative

Preschool, naptime is from 1:00 to 3:00 pm.

Pre-K, naptime is from 1:00 to 2:00 pm or 1:30pm to 2:30pm, depending on the classroom/site.

Movie / Video Viewing

Under the MPLC's (Motion Picture Licensing Corporation) Umbrella License, staff may show movies and videos in our programs with parent permission (movies are rated G or PG with parental consent). Movies will be approved by a Recreation Specialist before each showing. The program staff will post names of movies/videos at least one week prior to showing. If you have concerns, please speak to program staff or contact the Recreation Specialist.

Swimming / Wading

Parents/guardians will be required to complete all swimming consent and waivers on their child's ePACT record, prior to their child swimming. The Early Childhood Program staff are required to accompany the children in the pool and maintain a presence on the pool deck. Please direct any questions or concerns to the program staff.

Personal Items

Participants should not bring personal items from home to use during program times unless authorized by staff. The City of Virginia Beach and/or its staff are not responsible for any financial or data lost, stolen, damaged, or lost items in the event that privately owned items are brought to the program. Devices brought are at the participants and parents own risk.

Outdoor Time

We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality or the possibility of thunderstorms. We reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. However, participants may be outdoors for a limited time doing non-strenuous activities. Decisions about special outdoor events are made on a case-by-case basis in conjunction with information from the National Oceanic and Atmospheric Administration's National Weather Service and media weather forecasts.