



# SDA Parent Handbook

2024 - 2025

[www.sonsanddaughtersacademy.org](http://www.sonsanddaughtersacademy.org)

# **Sons + Daughters Academy**

*A non-profit ministry*

*Mailing Address:* **240 Shenandoah St., Woodstock, VA 22664**

*Hours of Operation:* **6:30 A.M. – 6 P.M.**

Call: 540-459-4100

Fax: 540-459-4101

enddivorce@gmail.com

Director: 540-848-6845

Sons + Daughters Academy is a Christian daycare center that also serves as a ministry. We are regulated by the VA Dept. of Education (VDOE). SDA is a nonpublic, private daycare center that holds religious exempt licensure through the VDOE.

The objective and purpose at SDA is each child's physical and spiritual well-being. While providing care for physical needs, biblical principles are used to establish a good foundation in their young lives. The mission of this daycare is to facilitate and nurture the spirit and mind of each young person that walks through our doors by teaching them about the love of God and for others. Our teachers have a heavy burden of setting an example for each child, which will nurture that child's character, heart, and mind throughout their time here at SDA.

<b>SDA Calendar</b>	<b>1</b>
<b>Orientation</b>	<b>2</b>
- Health Records	<b>2</b>
<b>Daily Attendance</b>	<b>3</b>
- Arrival	<b>3</b>
- Dismissal	<b>3</b>
<b>General Information</b>	<b>4</b>
- Absences	<b>4</b>
- Address or Phone Number Change	<b>4</b>
- Cell Phone Usage	<b>4</b>
- Biting	<b>5</b>
- Communicable Diseases	<b>5</b>
- Illness	<b>6</b>
- Illness ( <i>Cont.</i> )	<b>7</b>
- Dress Code	<b>8</b>
- Emergency Notification Messages	<b>8</b>
- Meals	<b>8</b>
- Nursing Mother's	<b>9</b>
- Potty Training	<b>9</b>
- Safety	<b>9</b>
- Supplies/Supply Fee	<b>10</b>
<b>Financial Information</b>	<b>11</b>
- Tuition + Withdrawals	<b>11</b>
- Payment Schedule	<b>11</b>
- Withdrawals	<b>12</b>
- Right To Refuse A Child + Mandated Reporters	<b>12</b>
- Family Handbook Acknowledgment	<b>13</b>

# 2024 Calendar

## ***January***

1 - New Year's Day (*CLOSED*)

## ***March***

29 - Good Friday (*CLOSED*)

## ***May***

27 - Memorial Day (*CLOSED*)

## ***July***

4 - Independence Day (*CLOSED*)

## ***August***

12 - First Day of New School Year (**WE ARE OPEN THIS DAY**)

## ***September***

2 - Labor Day (*CLOSED*)

## ***November***

28 + 29 - Thanksgiving Holiday (*CLOSED*) ***December***

24-26 - Christmas Holiday (*CLOSED*)

31 - New Years Eve (*CLOSED*)

***Please remember these holidays are considered paid holidays***

## Orientation

An email will be sent to parents regarding each child's class, room location, and other pertinent information. It is vital that parents read all information given and verify completion before the child attends SDA. Supplies and clothing (**see p. 10**) will need to be brought on the first day of attendance.

### Health Records

VA law requires all children attending SDA have an up-to-date Certificate of Immunization on file in the office. Children 2yrs and under will need an updated copy of shot records sent to our office every 6 mos. CHILDREN ARE NOT REQUIRED TO RECEIVE SHOTS EVERY 6MOS, but a faxed copy needs to be received every 6 mos. This is a state regulation. A reminder will be sent out to you once that time comes. Our fax number is 540-459-4101. Your Dr. office can fax the form over to us.

Immunizations received out-of-state are NOT acceptable.

~ Immunizations can be taken care of through your physician or local health department .

~ Expiring immunization form reminders will be sent as the next set of shots come due. ***Plan to turn in an updated immunization form two weeks prior to the expiration date.***

It will be necessary to bring your child's health reports as stated above to the office. ***No child may be admitted to SDA until this is completed as required by law.***

## Daily Attendance

### Arrival

We open at 6:30 A.M. Parents should bring each child to his/her classroom. Please remember that drop off is no later than **9a.m.** unless you have a doctor's appoint. Doctor' notes will be required. No drop offs after **9a.m.** will be accepted unless otherwise approved.

Children will be signed in each day by their teacher. Parents of infants should briefly list specific instructions, as well as the last time your child ate, at time of drop off or record information in the activities section or messages in the Procare app.

It is best for the parent not to come in and out of their child's classroom during your child's day. When the parent comes in and out of the classroom, it makes the period of adjustment more difficult for both the child and the teacher. Assistants are assigned in each classroom to help lead teachers and meet ratios throughout the year.

### Dismissal

Children should be picked up on time each day. SDA closes at 6 P.M. .There will be a \$15 late fee if your child is not picked up on time. The fee will increase by \$10 if the child is not picked up by 6:15 P.M. Based on VA law, anyone other than a child's legal guardian must have written authorization to take that child from SDA. Please make sure you message your teacher through the Procare app if someone else will be picking up your child. Identification will be required of those picking up children other than the parents.



## **General Information**

### **Absences**

When a child is absent, SDA should be notified through the Procure app. Please notify SDA through the Procure app if your child is going to be absent or if your child is absent because of a communicable disease. Please remember that if your child is absent for any reason, you are still required to pay tuition. Your tuition holds your child's spot. Upon pickup, once you enter our facility, you then assume responsibility of your child. If your child gets off the bus at our facility, we will assume responsibility of your child once your child enters our facility.

### **Address or Phone Number Change**

Anytime an address or phone number (home or work) is changed, please notify SDA.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

## **General Information Cont.**

### **Biting**

If your child bites a staff member or another child two times within the time they have been dropped off, your child will need to be picked up for the day. If it continues day after day, your child could be terminated from our program. Our goal is to keep the children safe. If we continue to allow children to get bit, we are not keeping them safe.

### **Communicable Diseases**

SDA desires to maintain a healthy and safe daycare environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person to another person.

The teacher who reasonably suspects that a child is ill shall immediately notify the director. Any child with a communicable disease for which an immunization is not available shall be excluded from the program until their doctor has given them permission to return.

If the nature of the disease and circumstances warrant, SDA may require and physical exam of the child to verify the diagnosis of the disease. SDA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within our program. (see list on next page)



# Illness

*Covid-19*  
*Hemorrhagic Fevers Hepatitis*  
*Histoplasmosis*  
*Human Immunodeficiency*  
*Virus (HIV)*  
*Legionnaires' Disease Leptospirosis Lymphogranuloma Venereum Malaria*  
*Measles (rubeola)*  
*Meningitis*  
*Meningococcal Disease Mumps*  
*Paralytic Shellfish Poisoning Pertussis*  
*Pesticide Poisoning*  
*Pink Eye*  
*Plague*  
*Poliomyelitis*  
*Psittacosis*  
*Rabies*  
*Relapsing Fever Ringworm*  
*Rocky Mt . Spotted Fever*  
*(R . Rickettsia)*  
*Rubella including congenital Salmonellosis*  
*Scabies*  
*Schistosomiasis*  
*Shigellosis*  
*Smallpox*  
*Syphilis*  
*Tetanus*  
*Toxoplasmosis acute Trichinosis*  
*Tuberculosis*  
*Tularemia*  
*Typhoid Fever*  
*Typhus*  
*Vibrio Cholera*  
*Vibrio Infections*  
*Yellow Fever*

## Illness Cont.

For the welfare of your child and others at SDA, all children who are sick must be kept at home. When the child is well enough to participate in a normal day, please make sure you bring a doctors note saying your child is well enough to return. If you have other children attending SDA, those children will need to be kept home as well. This will help keep the spread of germs to a minimum. If the sick child is cared for by a sitter, the siblings may attend the SDA. Should your child require an oral medication, you will need to make plans to come and give it throughout the day. SDA is not permitted to administer medicine at any time. The following list of childhood diseases is a guideline for when your child may return to SDA.

- *chicken pox/hand, foot, and mouth—after all lesions are crusted*
- *diarrhea—when stool is firm*
- *fevers—must be fever-free 24 hours (children are considered to have a fever at 100.5)*
- *lice—after medicated shampoo and no nits are present*
- *impetigo—after all lesions are crusted or covered with a bandage*
- *measles—5th day after rash appears*
- *pinkeye—on medication 24 hours and without redness or discharge*
- *pinworm—after a dose of medication*
- *rashes (unknown origin)—when rash has disappeared*
- *respiratory syncytial virus (RSV)—when cough and runny nose has stopped—usually 5 to 7 days*
- *ringworm—after medication for 24 hours; then area covered at day care until gone*
- *roseola—fever free for 24 hrs.*
- *rotavirus—after diarrhea stops*
- *rubella—fifth day after rash first appears*
- *scabies—24 hours after treatment and with written permission from physician*
- *strep throat—after medication for 24 hours*
- *thrush—after medication for 24 hours or doctor's note to return.*

## Dress Code

If children attend in beach style flip flops or strapless shoes, please make sure you bring an extra pair of shoes for the playground to prevent any injuries while playing. Children **MUST** attend school with shoes and must attend with a coat during winter months.

## Emergency Notification Messages

SDA utilizes Procure as our method to get ahold of the parents in the event of an emergency. Please make sure you have the ProCare app downloaded on your phone and notifications set up in your settings in the event you need to be reached for an emergency. If we cannot reach you through Procure, we will contact the phone numbers listed on your enrollment forms. If we are unsuccessful in our efforts to reach you, we will reach out to your emergency contacts listed on your enrollment forms. In the event of bad weather, snow or other emergency weather conditions, we will notify you through the Procure app.

## Meals

We do not provide meals. Your child must have eaten breakfast by **8:30am**. If your child comes in after 8:30am, no breakfast will be served. Lunch is served at different times for each class. Please see your child's class schedule. **ALL ITEMS IN YOUR CHILD'S LUNCH BOX MUST BE LABELED WITH THEIR NAMES. THIS IS A STATE REGULATIONS AND IS SET IN PLACE DUE TO ALLERGIES.** Snacks are served at different times for each classroom. Please see your child's class schedule.

## **Nursing Mothers**

We are a breast feeding friendly center. A private area within the infant room is provided for mothers who wish to nurse their babies. Please inform the infant teachers if you plan to come to SDA and nurse your infant.

## **Potty Training**

Potty training generally begins at 2 yrs old. Unfortunately, we cannot accommodate an earlier potty training regimen. Consistency at SDA and at home will help your child achieve success more quickly. Encourage your child to become independent in caring for themselves in the restroom. Pull-Ups should be worn at this time and are required during potty training. Your child may wear regular underwear after going two weeks without an accident. Children must be potty trained and in regular underwear to go to the four-year-old class.

## **Safety**

When entering or exiting the building, please make sure that doors close behind you. Our doors are locked to ensure the safety of your children, and cannot be accessed without a code. Please do not allow other people you do not know into the building. When you fill out your child's enrollment form, you will be able to list anyone you would like to have permission to pick up your child. Verbal confirmation to the teacher of the day for those listed as authorized pickups in Procure is necessary to be able to help us know that you have given that person permission that day to pick up your child. When someone other than you comes to pick up your child, an SDA worker will ask to see an ID at pick up. Please make sure whomever picks up your child has the code for entry, and is aware of the SDA procedures. It is also recommended to make sure that the person knows where your child's classroom is. If you would like someone not listed on the enrollment form to pick your child up, you will need to give written permission to your child's teacher through the Procure app, on the day that person will be picking up your child.

## Supplies

The following supplies are to be provided by the parents:

### Birth-2 yrs old

- Disposable diapers, wipes, and diaper cream
- (if needed), one bottle per feeding plus one extra, 2 sleep sacks, 2 pack-n-play sheets (**for infants 12mos. and younger**), two changes of clothing (including socks)

### Toddlers 2 + 3 yrs old

- Pull-Ups, 2 changes of clothing (including socks)

### K3-K4

2 Changes of underwear + Clothing (including socks)

All personal items, including bottles and food, must be clearly marked with your child's name. All bottles need to be marked with the date they were brought in. Notification will be given when supplies are running low. Please be sure all supplies are on hand so that the best possible care can be given to your child. If supplies are not at SDA when requested, you will be asked to fill the need before returning.

Infant sheets will be washed every week, unless soiled sooner.

### Supply Fee

A \$110 enrollment fee is charged each year and will be used for supplies for your child throughout the year. Supplies include, but aren't limited to; workbooks for learning, snacks, tissues, wet wipes. This fee will be billed in February each year to ensure we are prepared for the upcoming year. There is also a \$20 fee for a nap mat for children ages 1yr-5yrs.

## Financial Information

### Tuition + Withdrawals

The full time tuition rate is \$210 per week per child. The part time daily rate (if available) is \$55 per day. The enrollment fee is \$120 per family and is due annually. The enrollment fee + first 2 weeks tuition is due at the time of enrollment and will be credited to your account for the first 2 week of care. **THESE FEES ARE NON REFUNDABLE.**

~ If you have agreed to pay weekly, payment is due every Friday and is late if received after 6 P.M. If payment is received after 6P.M. on Friday a late fee of \$25 will be charged to your account.

~ If you have agreed to pay bi-weekly, payment is due every other Friday and is late if received after 6 P.M.

If you have agreed to pay monthly, payment is due the last Friday of the month and is late if received after 6 P.M.

### Payment Schedule

Prior to each payment date, each parent will receive an email notification that his/her invoice is ready to view. Payments can be made on the Procare app, via ACH withdrawal (**a \$1 fee will be charged**) or by using Venmo (**SDAcademy**), Cashapp (**\$SandDAcademy**), or Zelle (**540-848-6845**). If mailing payment, include account number on check and send to

**Sons + Daughters Academy 240 Shenandoah St. Woodstock, VA 22664**

A late fee of \$25 will be charged on any account that has not paid by 6 P.M. on Friday. An added late fee of \$25 will be charged on any account that has not made their payment by the 10th of the month. Children will not be allowed to attend SDA if payments are not made by the 10th. Children enrolled one day or more of any period will owe the full tuition.

**There is a \$25 charge for all checks returned** to us by your bank for any reason. If two checks are returned, the account is on a cash basis.

We are unable to accept postdated checks. **All prices are subject to change.**



## Financial Information Cont.

### **Withdrawals**

Prior to withdrawing your child from SDA, please remember that a 2 week written notice is **required**. If you choose to remove your child from our program and do not bring your child for the remaining 2 weeks, please remember that payment is still due for the remaining 2 weeks. Sons + Daughters Academy reserves the right to terminate care effective immediately if policies are not followed. Sons + Daughters Academy always makes this a last resort and will always send reminders regarding our policies procedures.

**PLEASE NOTE THAT ENROLLMENT FEES + FIRST 2 WEEKS TUITION ARE NON REFUNDABLE.**

### **Right To Refuse A Child + Mandated Reporter**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and release contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from our program. Please note that any staff member located at our facility is a mandated reporter and has the right to contact the proper authorities if they suspect any neglect or child abuse.

## Family Handbook Acknowledgement

I, \_\_\_\_\_, agree to the terms + conditions presented to me in the 2024/2025 SDA Parent Handbook. I understand this handbook can be updated at the discretion of the director at SDA at any time during my attendance here. I understand that these policies and procedures have been established for the safety and welfare of all children in the care of SDA. I understand it is my responsibility to familiarize myself the Family Handbook and to ask center management for clarification of any policies, procedures, or information contained in the SDA Parent Handbook that I do not understand. I understand and agree to all the terms within this handbook and also to the payment terms and conditions, included, but not limited to the withdrawal requirements.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Director Signature Date