

Chancellor ChildCare Policy & Procedures

2025-2026

*Striving to foster a safe and welcoming child care environment, rooted
in the Gospel of Jesus Christ for the families in our community.*

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I. Program Policies & Procedures

Our mission is to provide a safe and nurturing, gospel-centered child care program for the families in our community. The Gospel of Jesus Christ is the foundation of all we do. We believe all children are fearfully and wonderfully made in the image of God.

(Psalms 139:14, Genesis 1:27)

Below outlines the essential policies and procedures that guide our child care program, ensuring the well-being of every child entrusted to our care.

Program Details

Director: Head of Chancellor ChildCare

Provider: Any age group leader as well as the person caring for staff children

Aide: Assistant to provider

- **Chancellor ChildCare is a religiously exempt child care facility functioning under Virginia Code § [22.1-289.031](#). We will reapply annually to maintain our religiously exempt status.**
- Chancellor ChildCare is for children ages 3, 4, and 5 years old.
- Chancellor ChildCare will run on Tuesdays and Thursdays from 9am to 12pm.
- We will have a max of 10 children per room with one lead provider in each room, following the state's child care ratio requirements.
- In addition, we will have two aides to rotate and assist providers and children throughout the morning.
- There will be a provider to care for the children of the lead providers and aides that are not enrolled in the program due to their age. Staff will sign consent of their children to be cared for by our provider.

Program Dates and Rates

- Our program will begin in September of 2025 and end in May of 2026.
- We will follow the Spotsylvania County Public School's calendar after our start date. We will follow all closures, holidays, student holidays or delays for SCPS.
- Chancellor ChildCare has a weekly rate of \$60
 - We will offer a discounted monthly rate of \$230
- Families will enroll their child for the entire duration of the program, which runs from September 2025 through May 2026

Requirements for Enrollment

- All children must be potty trained. If they are not, we cannot enroll them in our program.
- Children should be able to effectively communicate with others.
- All parents must complete the Chancellor ChildCare enrollment form in its entirety, including the child waiver form and all required documents.
- Children must have a physical completed by their pediatrician as well as the required immunization records form completed.
- Children without a physical and the required immunizations will not be able to register for Chancellor ChildCare.

Daily Procedures:

Drop-Off

- All children must be transported to and from Chancellor ChildCare by their parent/guardian, who must have a valid state driver's license.
- Students will be dropped off by their parents/guardians during the designated drop off time, 9:00-9:15.
- All students must be walked safely inside the building through the side door and checked in at the children's wing.
- After check in, parents will access the children's wing through the secured door and drop off their child at their classroom door.
- NO children should be left in the vehicle unattended during drop off or pick up.

Pick-Up

- Pick-up will begin at 12:00 pm and will go until 12:15 pm
- All children must be picked up by 12:15 or a \$1 late fee will be applied for every minute until the child is picked up.
- Parents/Guardians will pick-up their child by accessing the children's wing through the secured door and wait at the classroom door for their child.
- One child at a time will be released from the room to their parent/guardian.

Visitor Pick-Up/Drop-Off

- If a child is being picked up or dropped off by someone other than their parent/guardian, they must be on the approved drop-off/pick-up list and must show their state-issued ID.
- If an individual is not on the approved pick-up list, the primary parent/guardian must notify the director through a note or phone call, granting permission to the individual to pick-up their child. The individual must present their state-issued ID for verification.

Daily Tasks

- Children will bring their own nut free snack in a labelled lunch box and a labelled water bottle. Children should only bring water with them.
- If a child forgets a snack, we will provide a prepackaged, nut free snack and water for the child.
- No other bags or items will be allowed in the building.
- On the first day of the child care program, parents/guardians should bring a change of clothes for their child in a ziploc bag. These clothes will stay at the church in case an incident occurs, requiring them to change. The bag should include: A shirt, pants, underwear and socks.
- These items will be stored in the Chancellor ChildCare cabinet and will be locked. Only Chancellor ChildCare staff members will have access to these items.

Daily Routine

- Everyday we will follow the same predictable schedule
- Although we won't adhere to a strict curriculum, students will participate in age-appropriate activities designed to keep them engaged throughout the morning
- A tentative daily schedule is presented in the following chart

Daily Schedule	
9:00-9:15	Drop-off
9:15-9:30	Morning circle time
9:30-9:50	Craft/activity (craft, game, sensory activity)
9:50-10:00	Story time
10:00-10:15	Song & dance
10:15-10:30	Playtime (play & clean-up)
10:30-10:50	Snack time (eat & clean-up)
10:50-11:10	Brain break & bathroom break
11:10-11:45	Outdoor play or Inside game & free play
11:45-12:00	Closing circle & clean up
12:00-12:15	Pick-up

Guidance & Negative Behavior

Our primary goal is to set-up appropriate boundaries and expectations for the children to best avoid inappropriate or negative behavior, providing each child with a safe, caring environment.

However, if a child is struggling with negative behavior, a provider or aide will use effective communication to positively redirect their behavior and guide them towards self-correction.

Techniques

- Using positive language for redirection and to encourage the correct behavior (e.g., “Remember to use our inside voice”, “Let’s use kind words when speaking to one another”)
- Non-verbal cues such as clapping or hand raising.
- Encouraging grace and forgiveness if conflict arises between children
- Allowing children to “take a break” if they are doing something to physically harm themselves or others.

When to Contact a Parent

- If a child has displayed continued negative behavior and all other methods of correction have been exhausted, a parent/guardian will be notified to help encourage positive behavior.
- If a child has physically harmed another child or a staff member, their parent/guardian will be notified immediately.
- If a child is inconsolable, their parent/guardian will be called to pick-up their child.

All efforts to correct behavior will be approached with the understanding that we are neither disciplinarians nor parents. At no point will

Our aim is to care for each child in the most gracious and safe manner possible.

Unacceptable behavior: Behavior that is beyond typical negative behavior a toddler may display and requires strategic behavioral interventions

- Verbal or physical aggression
- On-going/continual hitting, kicking or throwing items
- Biting
- Bullying
- Continued defiance of staff

Behavioral Interventions

- If a child is struggling with continual negative behavior that is impacting other students or the everyday routine, the staff will work alongside their parents/guardians to help correct the behavior.
 - Interventions may include: Positive reinforcement, modeling behavior, redirection, time-outs, or check-ins
- If the behavior does not improve and continues to be a disruption, the director and necessary staff members will meet with the child's parent/guardian to discuss dismissal from the program.

Parent/Guardian Communication

As childcare staff, we believe that open and Godly communication with parents is essential for fostering a supportive environment for children.

- Communication with families may take place through verbal or written methods.
- We will use a child care phone app to post things such as updates, reminders, pictures, etc. for parents/guardians.
 - Personal information will not be posted on the public feed in the app
 - Parents/guardians must sign consent for photos to be taken and posted
 - The photos will only be posted on the app or social media pages pertaining to Chancellor ChildCare
- If there is an urgent or important matter, parents may be contacted via phone call.

Parent/Provider/Child Conflict

- If there is a conflict between a parent, provider, or child the Director should be notified to assist in mediating the matter.
- The following steps will be taken:
 1. Both sides will share their concerns privately with the director
 2. The central issue(s) will be clarified
 3. A meeting will be scheduled with the individuals involved to resolve the issue. The director will be present and if needed, Chancellor Baptist Church's head Pastor.
- At Chancellor ChildCare we will strive for peace, grace and forgiveness when issues arise as written in Hebrews 12: 14-15.

Inclusivity and Non-Discrimination

We believe that every child deserves a nurturing and welcoming environment, regardless of their background, abilities or culture. Our commitment to inclusion and accessibility is rooted in our faith in The Lord, which guides us to treat every individual with respect and dignity.

- We are proud to have employees who speak multiple languages, allowing us to communicate effectively with families from various backgrounds.
- We strive to accommodate the diverse needs of every child, regardless of disabilities or differences.
- We understand that each child's needs are unique. If, after our best efforts, we determine that our program may not be the best fit for your child's specific requirements, we will gladly assist you in finding a more suitable program that aligns with their needs.

Parent/Child Waiver, Liability & Insurance

- All parents/guardians will sign a waiver form when enrolling their child in the program. The waiver will include things such as:
 - Statement of faith
 - Informed consent of potential risks
 - Release of liability
 - Legal compliance of religiously exempt child care programs
 - Photography consent
- Chancellor ChildCare will fall under Chancellor Baptist Church's insurance policy for liability

II. Chancellor ChildCare Staff Requirements & Expectations

All providers and aides must adhere to the following requirements and expectations while employed at Chancellor Childcare

Requirements for Childcare Providers and Aides

Personal Qualifications

- All employees at Chancellor ChildCare must be followers of Jesus and exemplify a Christ-like life.
- They should show effective communication skills to interact appropriately with children, parents, and staff.
- Have the ability to work collaboratively with the other childcare providers, aides, and church staff.
- Show compassion, patience, and kindness towards children and families.

Experience

- Previous experience working with children ages 3-5 children (e.g., Teaching, previous childcare program, Sunday school/children's church, VBS, etc)
 - Our childcare provider for our staff's children should have experience working with a wide age range of children, from babies to possibly middle school aged kids.

Professional Qualifications & Expectations

- Adherence to **all** of Chancellor ChildCare's policies and procedures.
- All staff of Chancellor ChildCare will be responsible for the care and well-being of the children in the program.
- Understanding of the church's mission and values.
- Ability to be flexible if a change occurs throughout the morning, semester or year.
- Capable of handling various challenges that may arise in a childcare setting.
- In the case of a provider being absent, an aide will step in to fill that position.

Background Checks

- Completion of a clean criminal background check through an outside agency.

Education and Training

All staff are required to complete these training sessions and implement them as needed. Some trainings may be repeated annually for certification or refreshment purposes.

- Minimum educational qualifications (e.g., high school diploma or equivalent)
- CPR and First Aid Certified
- Child Abuse & Neglect/Mandated Reporter Training
- Daily Health Screening Training
- Any new or additional training/certification required by the state or the Chancellor ChildCare Director must also be completed.

Mandated Reporting

- All staff at Chancellor ChildCare are aware of their status as a mandated reporter. A failure to report can be considered a criminal offense and potentially subject to civil liability.
- If there is evidence of abuse/neglect a report will be made, and the appropriate government agencies must respond and investigate reports of abuse/neglect of a child.
- Chancellor ChildCare will fully cooperate with the governmental agencies, and in no way attempt to interfere in or obstruct such agencies or their investigations.

Health Requirements

- Each employee must get a physical and have the staff health report completed by a licensed physician confirming that they are in good health to effectively provide care for children.
 - This must be completed every year, prior to our start date

Confidentiality

- Parents will sign a confidentiality form stating their rights to privacy for their child in relation to things such as: their child's name, date of birth and other personal information, pictures being taken and posted, medical records, etc.
- All staff members must keep sensitive or personal information involving families and children confidential.

Physical Contact

Our policy on appropriate and inappropriate physical contact follows Chancellor Baptist Church's existing children and youth policy.

Inappropriate Displays of Affection

- Any form of sexual contact or contact perceived as stimulating
- Intimate kissing
- Massages
- Lying down or sleeping beside a minor
- Showing affection in isolated/inappropriate areas such as closets, restricted or private rooms.
- Comments that relate to physique or body development
- Inappropriate or lengthy embraces

Appropriate Displays of Affection

Use of appropriate physical contact in a public setting to show support, encouragement and healthy affection toward children who are receptive to this form of emotional expression is acceptable. However, all staff must exercise good judgment and never force any physical contact on a child.

Examples of appropriate displays of affection may include:

- Holding hands during prayers or when a person is upset
- Hand-shakes
- High-fives, hand slaps and fist bumps
- Verbal praise
- Arms around shoulders
- Pats on the shoulder/back

III. Health & Safety

*At Chancellor Childcare, the safety of the children is our top priority.
To ensure continued health & safety, we will have an annual health and fire inspection.*

Child Supervision

- Children will be supervised at all times by a provider, and or an aide to ensure their safety throughout the morning.
- We will maintain the appropriate staff to child ratio per state guidelines.
- While playing outside on the playground all posted rules will be followed. Each group will always be supervised by their provider and an aide, when available.

Health & Hygiene

- Staff must wash their hands thoroughly after using the restroom, following the posted guidelines in the restrooms.
- Children should be able to use the restroom independently and wash their hands afterwards.
- Any toys or classroom items that have been contaminated by germs should be cleaned and sanitized.
- Children who appear to be sick should be examined by their children's provider to determine if their parent/guardian should be contacted for early pick-up.
- We will keep a well-stocked first aid kit that is easily accessible at all times.

Illness and Medicine

- Staff should use their daily health screening training to identify if a child is sick and needs to return home. Examples of an illness that requires the child to be sent home are as follows, but not limited to: fever of 100.4 or greater, vomiting or diarrhea, excessive and ongoing cough due to a cold or virus.
- If a child is experiencing any of the symptoms above before drop-off, or other contagious illnesses such as: Strep Throat, Hand Foot and Mouth, the Flu or Covid-19, they should remain home until they are symptom free for 24 hours.

Allergies and EpiPens

- Staff members will work alongside the parents/guardians of children who have severe allergies.
- At least one staff member will be trained on when and how to use an EpiPen.
- If a child has an EpiPen for an allergy, if there is a reaction that requires their EpiPen, a trained staff member will administer the medication to the child. After administering the medication, their parents will be notified and 911 will be called.

Incident Reporting

- If an accident occurs that requires first aid, the staff member who witnessed the incident and cared for the child will file a report for our records. Parents/guardians of the children involved will be contacted and notified.
- At pick up the parents/guardian will receive the incident report to read over and sign. A copy will be made to keep on record.
- If a serious injury, which can be defined as injuries that significantly impact a person's physical health, functionality, or quality of life, occurs, an official report will be filed with the Virginia Superintendent of Education.
- At pick up the parents/guardian will receive the incident report to read over and sign. A copy will be made to keep on record.

Security

- The doors to the children's wing, front and back, will remain locked at all times.
- No one other than Chancellor ChildCare staff, parents and CBC staff will have access to the children's wing during our hours of operation.
- In addition, all exterior doors will be locked and secured during our operating hours.

IV. Emergencies & Inclement Weather

An emergency can be defined as a serious, unexpected and dangerous event that requires immediate action.

Medical Emergencies

- Ensure each child has emergency contact information and that it is easily accessible.
- All Chancellor ChildCare staff are required to be CPR and first aid certified.

Response Plan

1. Assess and determine the severity of the emergency
2. Call 911 immediately, if necessary
3. Administer first aid as trained or CPR if required

In the Event of a Fire

- Providers and additional staff will quickly and quietly line the children up at the door and walk them to the nearest and safest exit.
- Our provider caring for our staff's children will guide children aged 2 and older to the nearest and safest exit. If there are multiple children under the age of 2, the cribs in the nursery will be used to safely transport them to the closest exit.
- After everyone has safely exited the building, 911 will be called by a staff member.

In the Event of an Intruder

- The doors to the children's wing will be checked for security by the Director or an Aide.
- Children will be quickly placed in the nearest room, with their Provider. The doors will remain locked, barricaded and lights turned off.
- A staff member should call 911 as soon as possible.
- Children and staff should remain behind the locked and secured doors until the Spotsylvania Sheriff's Office has cleared the building of the threat and it is safe to resume normal activity.

Inclement Weather and Closures

In the case of inclement weather we will follow Spotsylvania County Public Schools closure and delays.

Delays & Closures

- If Spotsylvania County Public Schools are closed for weather, holidays or student holidays, we will also be closed.
- If there is a 2 hour delay, we will delay childcare by 1 hour to allow for safe travel.
- Any other emergency circumstances that would require closure will be communicated via our child care app and, or sent through a text message via your child's provider. Reasons for closure may include but are not limited to: power outage, severe storms, or natural disasters.

Emergency Weather Procedures

- In the case of a tornado, children will be taken down to the lower level and safely placed in a room with no windows while in the tucked "turtle" position. We will remain there until it is safe to return upstairs. Afterwards, parents will be contacted to assure their child's safety. Child care will resume or may end early, depending on the impact.
- In the case of an earthquake, children and staff will go under their tables and cover their heads for protection, until it is safe to exit the building. Afterwards, parents will be contacted to assure their child's safety. Child care will resume or may end early, depending on the impact.