

 

 

Handbook 20224- 2025

Reaching Our Community's Kids

Staff

**Director: Chris Blackburn**

Lead Teachers:

Diana Martin 4 year olds

Ashley Brewster 3 & 4 year olds

Assistant Teacher:

Sheree Turman

Our Beliefs About Persons

We believe that each person has infinite worth because he is a child of God, a unique human being.

We believe that children are dependable and trustworthy with an innate need to grow and become.

We believe that a positive self-image is essential to the full development of the person.

We believe that self-concept influences both behavior and learning.

We believe that a child learns to accept himself and others by being accepted and learns to love by being loved.

We believe that a child develops trust by the consistent caring response to his needs by the adults in his environment.

We believe that joy, delight, wonder curiosity, love of learning, sense of humor, and creativity are “divine rights” of childhood which, if carefully nurtured, will carry over to the adult.

-Reprinted with permission of Park Road Baptist Church, Charlotte, North Carolina

Tuition/Fees

It is important to the successful operation of the center that you keep your payments up-to-date. Tuition payments are due by Friday of each week. Any account that is more than two weeks behind in payments will have service suspended until the account is paid up to date or a waiver is signed by Pastor Chris Blackburn. A **two-week written notice** is required if it is necessary to withdraw a student for any reason during the school year. Please give official written notice of withdrawal to the teacher.

**You are paying for your child’s spot at R.O.C.K. Club, not the time used. You are allowed one vacation week if you are enrolled after April 1st of each year. You are allowed two vacation weeks if you are enrolled before April 1st of each year.**

Please make payments in **checks or money orders only,** payable to **R.O.C.K CLUB.** Credit card payments are accepted daily in the main office. We encourage families to sign up for Tuition Express, which deducts payments weekly (or bi-weekly) from a debit or credit card. A $20.00 fee will be assessed for returned checks.

Tuition

$105.00 per week

**Fees for families with multiple enrollment:**

First child Full fee

Second child (or more) $10.00 discount per week

We do not desire to exclude any student from the learning experience offered at **R.O.C.K. CLUB** because of financial need. We believe that the learning environment we offer will enhance the development of all as citizens of a Christian and earthly community. We offer tuition assistance. Applications are available from the preschool.

There is a $35.00 annual registration fee for each application. For families with more than one student enrolling at a given time the fee is $35.00 per family.

**Forms of Communication**

We believe communication is vital between our teachers and families. For this reason, we communicate in various ways. In order to communicate successfully, we must always have your current contact information on file. If your information should change during the school year, please provide your child’s teacher with the updated contact information. Listed below are the main forms of communication we use with our families:

-Phone call

-Email

-Director/teacher notes

-Classroom newsletters

-Snack calendar

-Facebook page

**\*\*All parents/guardians are required to sign up on the Remind App. Instructions will be provided at Open House for the App.**

**Insurance**

**R.O.C.K. CLUB** is covered by commercial liability insurance with Church Mutual Insurance. We also have accidental injury insurance, which provides for medical benefits if a student is injured while at or participating in activities sponsored by the center.

**Organizational Structure**

**R.O.C.K. CLUB** is governed by the Compassion Radford Church Early. The Board of Elders at Compassion Radford oversee the annual budget R.O.C.K. Club and meet three times per year to review that budget, policy and procedure and other issues that may need to be addressed during the school year and during our summer program.

**Requirements for Licenser**

**R.O.C.K. CLUB** licensed as Religiously Exempt by the Commonwealth of Virginia. Under this agreement we are required to inform you that the facility was built prior to 1978. We are obligated to inform you that a complete asbestos inspection was completed by a certified inspector. The results of this inspection showed that the building contained asbestos. A certified asbestos abatement contractor removed all materials that were contaminated.

**Facilities**

**R.O.C.K. CLUB** is located at 1820 Second St. Radford, Virginia. The building’s main entrance is located on Ingles Street, just above Second Street. The building is one of three on the Compassion Radford campus. The building is accessible for those who have limited mobility at the right side of the building. Classrooms are located on the second floor of the center. The grounds surrounding the building allow ample opportunity for physical activity. Each year the facility is inspected by appropriate agencies and departments to ensure maximum safety for all who enter the center. R.O.C.K. CLUB does not discriminate on the basis of race, color, religion, national origin, sex, childbirth or related medical conditions, or disability in the hiring of staff or the admission of students.

**Entrance Requirements**

To be eligible, children enrolled must be 3 years olds for the pre-kindergarten class and 4 years old for the transitional kindergarten class by September 30th of the year enrolling. **All children MUST be toilet trained for enrollment in the center. The use of Pull-Ups is NOT considered toilet trained.**

We consider all applicants equally; our limiting factor is the size of the class. The building inspector and licensing agency state that capacity for this facility is thirty-six (32) students on our upper level. We have instituted the following priority system:

**-Children of active members of Compassion Church Radford**

**-Children who are currently enrolled in the preschool program**

**-Other children, by date of inquiry**

It is understood that all children are accepted on a trial basis. If in the estimation of **R.O.C.K. CLUB** staff a child is unable to adjust to the school environment, the child may be withdrawn from the center.

R.O.C.K. CLUB will attempt to honor all requests for specific teachers or classroom placement; however, there may be circumstances which prevent all requests from being honored. The final placement of children will be at the discretion of the director.

**School Schedule**

A calendar of operations is provided to the parents at the beginning of each school year. In the event of inclement weather, the center will adhere to the closing policy established by Radford City School System. These closings are announced on local radio and TV stations, as well as our Facebook page.

We typically do not close due to inclement weather, but may open late due to the availability and safety of our employees being able to arrive and clear the entrance to R.O.C.K. Club

**Our scheduled hours of operation**

Monday through Friday **6:00 am – 6:00 pm**

Persons responsible for the delivery and pick-up of **R.O.C.K. CLUB** students should arrange for prompt arrival. **The center will not admit students in the building before 6:00 in the morning.** You are asked to escort students to the building and pick them up in a similar manner. Make sure that the teacher is aware of your presence in the classroom.

All pre-school students are encouraged to arrive **NO LATER** than 8:30 am as we transition from early morning “free play” and breakfast to classroom time. Classroom time begins at 8:30 and goes until 3:00. The remainder of the afternoon until closing will have various activities for your child to enjoy.

It is extremely important that students are picked-up on time. The center allows a **15-minute grace** period in the afternoon for pick-up. Every effort will be made to contact the parent or emergency contact person so that the child can be picked-up. If no one can be reached, other means may have to be taken to ensure the safety of the child. For anyone arriving after 6:00 pm we will assess a $1.00/minute late pick-up fee.

**Classroom Observation and Visitation**

Parents are welcome to observe and visit the center and programs at any time. It is helpful in our planning if we know of your visit as this will be less disruptive to other students. We suggest that you postpone your visit for a few weeks after the enrollment in the center. This will allow the student to become at home in the new surroundings. We encourage conferences with the classroom teacher to discuss student progress in our program as the need arises. We will offer two opportunities for you to explore the progress of your child during the school year.

**Child Abuse/Neglect**

By law, we are required to report any suspected child abuse and neglect within twenty-four (24) hours of becoming aware. The teacher will report to the Director, and the director will do the reporting to appropriate officials. The staff of the center will work in conjunction with law enforcement and social service agencies to ensure the well being and safety of the child. Any incidents of abuse or neglect will become part of the student’s permanent record.

**Snacks**

The center will provide healthy and nutritious foods for all children enrolled on a daily basis. During the school year you are welcome to bring special treats to celebrate birthdays and holidays. If you wish to celebrate your child’s birthday at school, you are welcome to provide drinks and snacks (cookies, cupcakes, special napkins, etc.). Please inform the teacher at least five (5) days before the event. Please check with teacher about food allergies.

**Discipline**

As defined by licensing, discipline is timely. There is no physical punishment at **R.O.C.K. CLUB**. Discipline is based on positive reinforcement, redirection of behavior, and helping the student learn acceptable means of problem solving. Means such as “time out” will be used to address most behavior problems. In the event that a child is having serious behavioral problems and redirection and “time out” are proving to be ineffective, the following steps will be taken: 1) A conference with both teachers and parent(s) will be called by the Director to determine the cause of the problem. A plan, which is agreeable to all, will be developed to deal with the situation. 2) A second conference will be called if significant improvement is not seen after an agreed upon time. A decision will be made to determine if professional help is warranted. 3) If there is not marked improvement in behavior after second conference, a 2-week notice of termination of enrollment will be given; then the parents will be asked to withdrawal the child from school.

**Abusive language will not be tolerated!** In the event of an extreme behavior problem, a child will be dismissed immediately. We believe that adults should be models of good behavior for children. A child can be dismissed from enrollment based upon the actions of their parents. If a parent has difficulty following the policies outlined in this handbook, has difficulty maintaining positive interaction with staff, children or other R.O.C.K. CLUB families, or becomes disruptive or abusive, the child will be withdrawn from R.O.C.K. CLUB.

**Health Requirements/Medication Policy**

Co-operation in helping prevent the spread of communicable diseases is of great importance. For the protection of your child and that of others we **require** age-appropriate immunizations. A health form will be provided which your physician must fill out. This form is due by the first day of class. We will accept the health forms used by the public schools. Please notify the center of **any** allergies that the student may have.

**Parents are asked to keep the student at home if they exhibit any of these symptoms:**

Sore Throat Nausea Earache

Running Nose Inflamed Eyes Skin Rashes

Discharging Ear Coughing Enlarged Glands

Vomiting (within 24 hrs.) Fever (100 degrees or higher) Diarrhea (within the last 24 hrs.)

It is advisable to keep students at home until they are free of these symptoms for 24 hours. **If the student is going to be absent from school, please contact the center on the day of the absence.** We are not equipped to care for sick children. Parents will be notified immediately in the event that your child becomes ill during the school day. You are requested to make arrangements for the child to be taken home. Every effort will be made to make the student comfortable until the responsible person arrives.

**If your child is diagnosed with a contagious disease contact the center at once so that others can be notified of the possible exposure.**

Please inform us if your child is taking medication that may alter or effect performance in the classroom or behavior. **Medication will be administered by trained school personnel only if your child has a long-term medical condition or needs emergency medication (example-inhaler or Epi pen). Written instruction and authorization by the child’s physician are required.** If your child should need a short-term medication during the day, please make arrangements with the center’s staff to allow someone (you or your designee) to come during the day for this purpose. If your child should need sunscreen or insect repellent, these need to be applied at home before the child arrives at school. R.O.C.K. CLUB staff will notify parents immediately if a child has an adverse reaction to a medication.

**Parental Involvement**

All students enjoy sharing their learning and growing experiences. We encourage you to participate fully at all levels of development. Daily interactions with your child will show a genuine interest in his or her activities.

Regular attendance in the learning environment is extremely important. We encourage you to establish a schedule of positive attendance. This learning and growing is the beginning of a successful educational adventure. Let’s work together to ensure the best experiences possible for our students.

Additionally, you may have “special skills” that you might share with our students. These skills will make the learning more exciting and meaningful. Even if you think you have nothing to offer, remember that not talent is too small at **R.O.C.K. CLUB**. Let the teacher know of your willingness to serve.

**Clothing and Personal Belongings**

Children will be children! All clothing worn to **R.O.C.K. CLUB** should allow the child to play and explore without fear of “messing up” or “getting dirty” their clothing. We suggest items that are washable and most of all comfortable. Tennis shoes or laced shoes are recommended for playground and the gym. All personal belongings and outerwear (coats, hats, gloves, boots) should be clearly marked with the student’s name. Accidents will happen! **Please send an extra pair of underpants, socks, shirts, and pants in the event that your child has an accident.** At open house you will be given a large Ziploc bag labeled with your child’s name that will be used to hold their clothes. They may or may not be used, but if the need arises, children prefer their own clothing.

**To ensure safety, we ask that \*NO TOYS\* be brought from home.** This includes electronic devices and cell phones. The center has sufficient materials for all students who are enrolled in the program.

R.O.C.K. CLUB strives to maintain a safe environment for children at all times. Please do not all your child to bring or store any of the following items in their cubby or in pockets:

-Hand sanitizers

-Medications (oral, topical, inhaled or injectable)

-Sunscreens or insect repellant

-Chapstick or lip balms

-Cosmetics or perfumes

**Messages**

**All messages to R.O.C.K. CLUB must be in writing.** Verbal messages from students will *not* be accepted. You may send a note to school, call by phone, send a message through the Remind App, email, or Facebook messenger.

**Transportation**

No transportation will be provided by the center except in the cases of planned field trips. For the safety of all, students are to be let off and picked up at the front door of the building. Please bring student into the building and pick them up in the same manner. There is ample parking in the parking lot across the street.

Students will not be allowed to leave with anyone except a parent, car pool drivers, or persons designated to call for them. **Parent(s) are required to identify to school personnel person(s) with whom their child may be released.** This includes someone in case of an illness or emergency. **At the time of enrollment parent(s) must provide a listing of all person(s) with whom your child has permission to be released.** Persons making the pick-up must provide valid photographic identification when picking up the center students. Under no circumstances will a child be released to someone not previously identified in this manner to school personnel. **ABSOLUTELY NO EXCEPTIONS!**

**Field Trips**

Learning occurs not only in the classroom but in the world at large. From time to time the classroom teacher may wish to expand learning into the community and surrounding area. You will be asked to sign a **Permission to Travel Slip** for such adventures. Please let the teachers know if you would be willing to assist on one of these trips or know places of interest for our students. **No student will be allowed to travel without this form. No exceptions will be allowed because of insurance coverage.**

**Mission and Philosophy Statement**

Our mission at **R.O.C.K. CLUB** is to promote learning through the implementation of a total experience within a spiritual environment.

We believe that all persons can grow in a nurturing, caring, and safe environment that respects individual differences, the acceptance of others and each other’s uniqueness. Our mission is to be faithful to God by reaching out through our church to our community and beyond. We believe that this family exists to supplement the work begun at home and fosters a love of neighbor and God. We have been entrusted to supplement and complement the formation of Christian values that begin in the home.

We believe that the curriculum and programs offered at **R.O.C.K. CLUB** are designed to be sufficiently flexible and varied so as to provide the experiences necessary to achieve these ends. As a fully licensed early learning center we offer programs and services to ensure the emotional, intellectual, physical and social development needs of those we seek to serve.

We believe that **R.O.C.K. CLUB** provides high quality experiences and programming. Our varied history, united purpose and clear calling have provided for a comprehensive approach to human growth and development.

**Print/Electronic Media**

From time to time, pictures may be taken of children in the classroom, playground or field trips. These photos are used for craft purposes or are taken to share with parents/caregivers. On occasion, pictures may be taken to use in print, online or social media. Parents/caregivers have the right to opt their child out of photos by submitting a request to do so in writing.

Parents/guardians may also receive communication from Compassion Church Radford on a periodic basis. The intent of these mailings is to keep you informed of additional ways Compassion Church Radford would like to strengthen you as a parent/caregiver, and encourage your child. You may opt out of these communications at any time.

**Licensing Information for Parents About Child Day Programs**

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which upon conviction can be punishable by a fine of up to $100 or imprisonment of up to 12 months or both for each day's violation. If you would like additional information about the licensing of programs or would like to register a complaint, please contact:

Department of Social Services

Western Regional Office 190 Patton Street

Abingdon, Virginia 24210

(276) 676-5490