

## **Public Disclosure Statement**

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The Statements below have been prepared and distributed to meet the requirements by law.

### **Exemption**

In compliance with the Code of Virginia, Section 63.2-1716, Blacksburg United Methodist Preschool is exempt from licensure and are classified as an "Exempt" child day center.

### **Description of Facilities**

Blacksburg United Methodist Preschool facilities are located within the Education Building of the Blacksburg United Methodist Church Campus at 111 Church St. SE, Blacksburg, VA 24060.

The Preschool utilizes four (4) classrooms on the first floor of the education wing as the primary classrooms for students. The Preschool also utilizes two (2) additional rooms for Centers and Music. The Education Building has a fire alarm system, smoke detectors, bathrooms, and in-classroom sinks. The Education Building is accessible via a code-locked door during preschool hours. The double doors which face Lee Street are always locked throughout the preschool day and may only be utilized at dismissal when students are with their parents. The 4–5-year-old classrooms capacity is 14 students each. The 3–4-year-old classrooms capacity is 11 students each.

All classrooms have marked fire exit plans.

There is currently one playground on the property for use by the preschool. Playground equipment includes swings, multiple slide structures, and climbing apparatus. There is also a separate area for a mud kitchen. A pavilion is also part of the playground area. The playground is located within a fenced area and two locked gates.

Kitchen facilities are located within the preschool. The kitchen consists of a refrigerator/freezer unit and a sink. Facilities are used by the preschool; however, we do not prepare or serve meals. A mid-morning snack is prepared and served daily. If students have allergies, parents provide a snack for their child. Tree nut and peanut allergies are assessed prior to the start of the school year. If these allergies are present, the school does not serve such items for snack.

## **Qualifications of Personnel**

### **Administrative Staff**

The Preschool Director has a bachelor's degree from an accredited institution of higher education.

The Director is responsible for the oversight of program administration including staff supervision, compliance with the Code of Virginia regarding the safe operation of the facility, and general care and wellbeing of the children enrolled in the program. The Director is supervised by the Preschool Board of Directors, the Director of Age Level Ministries, and the Staff Parish Relations Committee. The Director is responsible for keeping the Board and Director of Age Level Ministries informed of any issues regarding daily operations.

### **Classroom Teachers and Assistants**

Preschool classroom teachers are directly supervised by the Director and are responsible for daily supervision of children assigned to their care. Teachers are responsible for intake and dismissal of students. Classroom teachers must be at least 18 years of age and meet or exceed qualifications as established by the Preschool Board of Directors. Students are assigned to specific teachers for the period of enrollment and remain within the proper ratio.

Teachers are responsible for planning age and developmentally appropriate activities for students. Classroom aides work directly under the supervision of the classroom teacher.

A practicing physician certifies staff members to be free of any disability that would hinder appropriate care or supervision of children as required annually by the Code of Virginia. Each staff member has received a Criminal History Records Clearance based on fingerprint scans and a Search of the Central Registry for Child Abuse and Neglect clearance from Child Protective Services. Teachers residing outside of the Commonwealth of Virginia within five years of employment are required to have clearances from those states and a search of the Sex Offender Registry as well.

Staff members are certified in basic First Aid and Cardio-Pulmonary Resuscitation. Blacksburg United Methodist Preschool requires this certification upon expiration of certification. Staff have also been trained to recognize the signs of child abuse and neglect and are mandatory reporters of suspected abuse or neglect. Additionally, Blacksburg United Methodist Preschool staff must abide by youth protection policies set forth by Blacksburg United Methodist Church.

Staff members are required to take at least 16 hours of Continuing Education annually.

### **Enrollment Capacity**

The maximum number of children that the center will enroll will not exceed 61 at any time daily. This number was established in coordination with the Town of Blacksburg Fire Department and Virginia Department of Social Services.

### **Health and Safety**

Blacksburg United Methodist Preschool has developed an Emergency Medical Authorization Form that is required for all children participating in our ministries. This allows us to provide emergency medical care.

Blacksburg United Methodist Preschool has developed Public Safety and Fire Safety Plans as required by the Town of Blacksburg and encompasses procedures for emergencies ranging from fire, weather, natural, and man-made disasters.

In accordance with the Code of Virginia, the facilities receive annual Fire and Environmental Health inspections.

Fire drills are conducted monthly as required by the Fire Department.

Blacksburg United Methodist Preschool is required to exclude children from the program who are ill. When illness manifests during the day, children are isolated from the class. Children may not return to the program until they are symptom-free for 24 hours without the use of medications. Likewise, staff must also meet the same 24-hour mandate. Students are assessed by their teachers each morning for any signs of illness upon entry to the classroom.

### **Liability Insurance**

Blacksburg United Methodist Preschool is covered under the Blacksburg United Methodist Church insurance policy.