



"Learning Through Excellence"

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Parent Handbook

This handbook contains the policies and procedures of Beulah Duke Learning Academy. All parents and guardians are responsible for reading and understanding the information in this handbook.

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Welcome

On behalf of the administration and staff of Beulah Duke Learning Academy, we would like to welcome you and your family to our program.

We are committed to providing a safe, nurturing, and high-quality learning environment where children can grow academically, socially, emotionally, and spiritually.

Please read this handbook carefully. The policies and procedures in this handbook are designed to ensure a safe, happy, and well-rounded environment for every child in our care.

We maintain an open-door policy and encourage parents to communicate with staff at any time. The most effective way to support children's growth is through a strong partnership between families and teachers.

We look forward to working together to provide the best possible experience for your child.

Philosophy and Vision

Motto: *"Learning Through Excellence"*

We will never lose sight of the reasons for our programs. Our children are our most precious gifts, and they are our future. We will provide a safe, healthy, caring, and loving environment. The Beulah Duke Academy pledges:

- To provide an environment to introduce Christian Values.
- To assist in developing Self- Esteem and a Positive Self- Image
- To provide a variety of experiences through Learning by Discovery
- To facilitate Growth in Language Development
- To provide opportunities for Developing Social Interaction
- To Recognize and Support each child's individual talents and interest.
- To communicate Teamwork
- To provide understanding for today's Multi- Cultural World
- To provide a Loving and Caring Environment
- To always make our Parents feel Welcome.
- To make sure our Children have fun.

Play-Based Learning Approach

At Beulah Duke Learning Academy, we believe children learn best through play. Play allows children to explore, discover, and develop skills in all areas of learning.

Children participate in free play, guided play, and teacher-directed activities. These experiences support social-emotional, physical, language, and cognitive development.

Teachers plan hands-on activities that encourage creativity, curiosity, and problem-solving.

Our curriculum supports:

- Independence
- Language development
- Physical development
- Social skills
- Creative expression
- Problem solving
- Respect for others
- Christian values

Program Description

The Beulah Duke Learning Academy combines well- designed and goal-oriented curriculum with teacher's knowledge of children to guide instruction. Children are provided with the opportunity to explore, examine, discover, and enhance thinking and problem-solving skills. Our curriculum is based on a Christian and Creative Development Program. This is initiated through the following:

- Learning to be Independent
- Learning About Jesus
- Building Self Esteem
- Expressing Thoughts and Ideas
- Enhancing Coordination
- Learning New Ideas
- Enhancing Physical Growth and Development
- Developing an Interest in Books, People and Things
- Learning to Share
- Learning to Respect Each Other
- Learning to Be a Good Citizen
- Learning to Work Together and Independently
- Being a Team Player
- Have Fun

The program uses developmentally appropriate practices and approved curriculum resources to support learning in all developmental domains.

Child Assessment and Development

Our program uses observation-based assessments to monitor each child's development and learning. Teachers observe children during daily activities and use this information to guide lesson planning and individualized instruction.

The program participates in Virginia state assessment and quality initiatives, including VALLSS and VKRP, through the VAConnects system. These tools help educators monitor children's development, plan instruction, and improve program quality. Assessment results are used to support individual learning goals and strengthen teaching practices.

Assessment information is also used to improve our program and teaching practices. Families are encouraged to participate in this process through conferences, communication, and sharing information about their child's development at home.

Families are encouraged to share information about their child's development and participate in conferences to support learning goals.

Assessment information is used to plan activities that support each child's individual needs.

Enrollment and Admissions

The Beulah Duke Learning Academy is a ministry of Chesapeake Christian Center. We accept children ages six weeks through twelve years of age. Prior to admission an appointment must be made for an interview and orientation with the director. During the interview process parents will learn about the academy's policies and procedures. A Parent Handbook will be provided, admission can be delayed due to incomplete enrollments forms.

We do not discriminate against race, religion, sex, nationality, or ethnic origin. All children are covered by Liability and Accident Insurance provided by Beulah Duke Learning Academy.

Required Documentation for Enrollment:

- Completed Enrollment Packet:
- Proof of Birth:
- School Health Entry Form
- Update Immunization Record, which includes a statement (typed or handwritten with from a medical authority, stating that the child is adequately immunized.

*An affidavit to the center on the form entitled "Certification of Religious Exemption" stating that administration of immunizing agents conflicts with the parent's or child's religious tenets or practices, or physician or local health department states on a MCH213B or MCH213C or other Department of Health approved form that one or more of the required immunizations may be detrimental to the child's health.

Withdrawal Policy

All children are initially enrolled on a two- week trial basis. During this time, both children and staff can adjust to each other. Parents are free to withdraw with a two –week written notice. Failure to comply will result with pending fees.

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Daily Procedures

Personal Belongings

Each child is assigned a labeled space for personal items. Parents must provide a full change of clothing, including:

- Shirt
- Pants
- Underwear
- Socks
- Diapers or pull-ups (if applicable)

All items should be clearly labeled. The center is not responsible for lost items.

Nap Time

Children participate in a daily rest period after lunch.

Children are not forced to sleep. If a child is awake after 30 minutes, quiet activities such as books or puzzles will be provided.

Clothing

Children should be dressed appropriately for active play and weather conditions.

For safety reasons, the following items are discouraged:

- Jewelry
- Hair beads

The following are not permitted:

- Flip flops
- Open-toe sandals
- Clothing with inappropriate graphics

Arrivals and Departures

Children must arrive no later than 9:00 AM each day.

Parents are required to sign children in and out daily.

Late Arrival Policy:

Children may arrive late no more than twice per month, with prior notice.

Authorized Pick-Up:

Only individuals listed on the child's enrollment form may pick up the child. Identification is required.

Absences:

Parents must notify the center if a child will be absent or picked up early.

Late Pick-Up:

The center closes at 5:30 PM. A late fee of \$35 will be charged for late pick-up.

First Day Transition

To eliminate some of the apprehensions that will occur on your child's first day, we strongly suggest that your child visit the center during the enrollment process. The first day is very important, and we will try to do everything possible to make it successful for you and your child.

Upon entering the center, sign your child in on the sign/in/out/sheet. Please know the sooner you leave the better it will be for him/her and you. Staff is alert and able to handle first day jitters. We encourage you to call the center and check on child later that day.

Please begin to talk to your child the night before and the morning of entering to get him/her excited about the new school and all the new friends they will have to play with. This step can help he/she have a smooth first day.

Parent Communication

We have an open-door policy. The key to a successful program is communication between the parent, teacher, and the director. The director is always available for concerns, comments. If you have questions, please direct them to the director unless it involves classroom activities. It is important that you relate happenings at home that might affect their behavior. Children are more sensitive than we realize, and their behavior is an indicator of something in their lives.

Parent Teacher Conferences will be held in: December, March, and June. You will be able to discuss your child's development during this time. If a conference is needed before the scheduled time, you will be notified prior.

We ask the parent to evaluate the program. This enables us to address areas of concerns. Ways parents can help:

- Volunteer to read stories.
- Chaperon on field trips
- Share culture information or special events
- Lunch with your child
- Show interest in child's work.
- Maintain open dialogue with the staff.
- Share new information regarding your child's life, interest, etc.
- Assist with special events.

Family Engagement and Participation

Beulah Duke Learning Academy values ongoing communication and feedback from families. Families are encouraged to share suggestions, ask questions, and express concerns at any time through conversations with staff, written communication, or scheduled meetings.

The program may also provide opportunities such as surveys or feedback forms to continuously improve family partnerships and program quality.

Families may provide feedback through conversations, written communication, surveys, or meetings with staff.

Families may also submit concerns or suggestions in writing or request a meeting with administration at any time.

Physical Activity

We at the Beulah Duke Learning Academy are committed to our children's health. We recognize the importance of staff as a positive role model for children as they learn to live healthy lives. To promote lifelong health physical traits our program will:

- Role- model positive behaviors by being physically active and respond positively to each child.
- Encourage all children to try new physical activities and respond positively when they do.
- Facilitate positive conversations with the children.
- Provide fun, engaging physical activities.

School Age Children will be allowed (30) minutes of physical activity daily. If they are here all day, it will be (60) minutes. If your child has any physical problems, please inform us at the time of entrance.

Outside Policy

Children will be provided outside play time base on weather conditions daily. Please dress your child according to the weather. Jackets/ Sweaters will be needed for Fall and spring seasons.

Outdoor play is provided daily unless weather conditions make it unsafe.

Health and Safety

Your child's physical safety is of great importance to us. Every precaution will be taken to ensure your child's safety. Parents are requested to keep your child home if he is sick or have any symptoms that might indicate a contagious disease, such as fever, skin eruptions, constant hacking cough, vomiting, diarrhea, running nose, Covid19 symptoms, or evidence of extreme fatigue. A doctor's note will be required before your child can return to the center.

If your child/children become ill while at school, we will contact you at once. **We will allow you one hour to pick/up your sick child**. In the event of an elevated temperature (100.4) constitute a high temperature, the child will not be able to return for **48 hours** fever free without medication.

Example: if a child has a high fever on Monday, they cannot return until Wednesday, providing the child is fever free. The center reserves the right to request a doctor's note upon returning.

If case of an extreme accidental injury, every attempt will be made to contact you at once. However, if we cannot reach you, we call 911 for medical services. Please keep us informed of any changes in work, home, emergency contacts. The center will be notified if your child will be out for 2 days.

Children may return when symptoms have improved and they are able to participate in normal activities.

The program follows safety recall notices from the Consumer Product Safety Commission and removes unsafe equipment when necessary.

Active Supervision

Staff provide active supervision at all times to ensure the safety of children. This includes positioning themselves to see and hear all children, continuously scanning the environment, and anticipating potential risks.

Supervision is adjusted based on age groups to ensure that infants, toddlers, preschoolers, and school-age children are always properly monitored and supported.

Staff maintain sight and sound supervision at all times indoors, outdoors, and during all routines.

Medication Policy

BELUAH Duke Academy will not administer medication at this time. We do encourage you to administer all medications at home prior to your child attending our care.

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Discipline Policy

The Beulah Duke Learning Academy has devised policies for behavioral; limits and discipline to promote consistency throughout the classrooms. The goal of our program is to emphasize respect for self, others, their work, and materials. The agency will not tolerate threats, harassment, aggressive or violent behavior, illegal actions, bullying, profanity, or any other forms of inappropriate behavior. The purpose of discipline is to teach self –control with an emphasis on future appropriate behavior.

The Learning Academy operates under the following:

- No corporal punishment, including spanking, will be used.
- No child will be subjected to severe punishment or verbal abuse.
- No child will be denied food, toileting, or rest privileges as punishment.
- No harsh or profane language or implied threats are allowed.
- No child will be punished or humiliated for soiling, wetting, or not using the toilet.

Despite preventive measures, inappropriate behavior sometimes occurs. When this happens, the rules are consistently and calmly enforced and consequences such as time out are given.

We are commitment to provide a safe environment for the children and staff. We will not tolerate any threats, harassment, aggressive or violent, illegal actions, bullying, profanity, or any other forms of inappropriate behavior.

If your child exhibits aggressive behavior toward another child documentation will be noted on a behavior documentation form. If negative behavior continues, suspension will follow or termination depending on the individual situation.

Suspension and expulsion are only used as a last resort after other support strategies have been tried.

Positive behavior guidance strategies are used to help children learn appropriate behavior.

Parent Grievance Procedure

The academy will give fair and prompt consideration to grievances and complaints involving an alleged violation of agency policy.

We do not anticipate there being any difficulties, but if a disagreement should occur, the following procedures will be followed:

- The parent should follow the center's line of authority: Classroom – Teacher – Director meets to report the concern and or resolve the conflict.
- If satisfactory agreement or resolution cannot be made at this level, the parent has the right to discuss the problem with the CEO by telephone or letter. Visits will be scheduled by appointment.
- The parent has a right to a statement, in writing of the CEO and Program's Director's decision, with an explanation of the basis for the action taken. The immediacy of the response will be based on the circumstances.
- The CEO's decision is final.

Community Resources for Families

We are committed to supporting families beyond the classroom.

Available resources include:

Food Assistance

Foodbank of Southeastern Virginia

(757) 627-6599

Housing Assistance

Chesapeake Redevelopment and Housing Authority

(757) 523-0401

Health Services

Chesapeake Health Department

(757) 382-8600

Library Services

Chesapeake Public Library

(757) 410-7100

Housing and Family Support

ForKids

1001 Poindexter Street, Chesapeake, VA 23324

(757) 622-6400

Families may contact the center for additional support and referrals.

Emergency Closing / Inclement Weather

Every effort will be made to keep our center open as much as possible during Inclement Weather Condition. The safety of our Children, Parents and Staff are the upmost importance to us.

We do not want anyone to be involve in an accident/incident due to hazardous road condition. We will monitor the weather and make an evaluation from the resources available to us. Please contact the center at 5:30am for opening and closing information.

If the center decides to open on time or a later time transportation will not be provided to and from schools. It will be the parent's responsible to provide transportation to and from school.

NO TUTION CREDIT IS GIVEN FOR SCHEDULED HOLIDAYS, SICKNESS, OR INCLEMENT WEATHER CLOSING

Fee Payment Schedule

Program fees are due one week in ADVANCE of services. Weekly fees are due on Fridays for the upcoming week. Payments can be made weekly, bi-weekly, or monthly by cash, check, money order or credit cards. A late fee of \$35.00 will be assessed to your account on Monday morning at 9am if the payment is not paid at the end of Monday evening.

Weekly fees are charged by ENROLLMENT, not ATTENDANCE. Parents and Guardians are required to provide the center with a two-week written notice before terminating services. Failure to comply will result in a two-week service charge to your account. Beulah Duke Learning Academy will explore any measures necessary to collect amounts owe for services rendered after your child has been terminated. This may include establishing a payment plan, turning your account over to a collection agency and some cases court procedures. There is a \$35.00 fee for returned checks. All returned checks must be paid in cash within 24 hours to prevent suspension or termination of services.

Emergency Response Plan

The agency has an Emergency Response Plan in place. Every effort will be made to ensure the safety of the children in our care.

In the event the center needs to evacuate we may not be able to contact parents immediately. We will make every effort to contact you, but it may not be possible depending on the emergency.

Again, it is very important that we always have correct and updated numbers on file. Children will relocate to the following locations:

THE BERKLEY RECREATION CENTER

HORACE B. DOWNING LIBRARY

SHELTER IN PLACE

A DESIGNATED AREA IN THE BUILDING WILL BE ASSIGNED TO RELOCATE IN CASE WE ARE UNABLE TO LEAVE THE BUILDING FOR A PERIOD OF TIME.

Meals

Beulah Duke Learning Academy provides the following meals daily.

Breakfast

Lunch

Snack

Breakfast is served at 8:30 am daily. If you want your child to eat breakfast, they should be here no later than 8:45 am. Breakfast is over at 9:00 am daily. Children are in their classroom at that time.

Confidentiality Policy

Beulah Duke Learning Academy respects the privacy of all children and families. All personal information and records are kept confidential and will only be shared with authorized individuals as required by law or with parental consent.

Staff are trained to maintain confidentiality and handle all information with professionalism and care.

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Licensing and Reporting Requirements

The Virginia Child Abuse and Neglect Act of 1975 mandates all staff to report any suspected cases of child abuse to the Department of Social Services. All reports are made in confidence and with the upmost discretion.

Virginia Department of Social Services

Eastern Regional Office

Pembroke IV, Suite 300

Virginia Beach, Virginia 23462

For more information about the Virginia Department of Social Services or the Division of Licensing Programs, visit:

Website www.dss.virginia.gov

Parent Acknowledgement

I acknowledge that I have received, read, and understand the Beulah Duke Learning Academy Parent Handbook.

Parent Name: _____

Parent Signature: _____

Date: _____