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Thank you for inquiring about Warwick River Christian. At WRC we welcome families from all creeds, races, and national origins. We believe that children are a gift from God, and we are dedicated to providing each child with love, understanding and acceptance.

This packet provides you with general information regarding WRC, which is part of Warwick River Christian School, Inc.

Michelle Watrous - Director  
Ramonita Leon - Assistant Director

**"Your word is a lamp to my feet, and the light to my path."**

Psalm 119:105

REVISED January 2025

WRCS, Inc.  
Vision and Mission Statements

#### **Vision Statement**

Provide a safe, nurturing, Christ-centered environment in which children can grow and develop comprehensively.

#### **Our Mission**

The Mission of Warwick River Christian, with the support of member churches and patrons, is to provide a safe, nurturing, Christ-centered environment in which children can grow and develop including physical, mental, and spiritual areas. Our vision magnifies the value of each child and is modeled by our caring staff.

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757-877-2941 Fax: 757-877-6510  
[wrclc@warwickriver.org](mailto:wrclc@warwickriver.org)  
SCHOOL FUNDED IN 1942  
LEARNING CENTER OPENED 1989

Learning Center hours are 6:00 AM until 6:00 PM Monday-Friday. Preschool class time is from 8:30-12:30 for half day and 8:30-3:10 for all day. Kindergarten-2<sup>nd</sup> grade hours are 8:30-3:10.

Warwick River Christian provides structured learning and discovery activities in a loving, Christian atmosphere. Enrollment is open to the community. We offer:

- Year-round care
- Full-time, Part-time care for children 2 ½ to 5-year-old children.
- Before/After care for school age children.
- Hourly, daily and weekly rates for care.
- Traditional 4K preschool program, August-June (child 4 yrs by 9/30)
- Kindergarten-2<sup>nd</sup> grade program, August-June
- Christian approach to child development and learning
- Safe, nurturing environment
- Nutritious, healthy meals and snacks
- Summer Camp for school-aged children, which includes field trips
- Enrollment capacity for 255 children.
- First Aid and CPR certified Staff
- MAT certification for specific staff members

WRC operates under a commonwealth of Virginia exemption clause offered to childcare centers and preschools operated by religious organizations. We are governed by a governing board made up of representatives from two Newport News Mennonite churches; Warwick River Mennonite and Huntington Mennonite Church. As a religious exempt center, we are required to comply with all the applicable City of Newport News and State of Virginia fire, safety, and health standards. Documentation is submitted annually to the Virginia Department of Education (VDOE) to maintain our religious exemption status. Required in this

documentation is a Staff health Report form that all staff members are required to have completed annually by their physician. WRC is inspected twice a year by the Peninsula Health Department and annually by the Newport News Fire Department. We are also required to have our water checked for lead. Background checks are performed on all employees in accordance with VDOE requirements, to include fingerprinting.

WRC consists of a large two-story school building covered by a liability policy through Erie Insurance. The school building has two large stairways and an elevator. There are 9 classrooms (5 classrooms with bathrooms), and an office, a kitchen and two large bathrooms on the first floor. On the second floor, there are 8 classrooms and two large bathrooms. All classrooms have sinks for hand washing. Handwashing is required upon arriving and leaving, after using the restroom, before and after eating, and after playing outside or whenever needed. We have two playgrounds. The are used by our 2 ½ to 5-year-olds attending the learning center is completely fenced in.

Staff at WRC must be at least 16 years old. However, most of our staff members are over 21 years of age. Positions for 16-year-olds are limited. They always work with a senior staff member and are never left alone with the children. All staff members are required to complete 15 hours of ongoing child development training annually, as well as maintaining a First Aid/CPR certificate. At least one staff member certified in Medical Administration (MAT) and Daily Health Observation is on site during operating hours and in attendance on field trips.

## CLOSINGS

### Holidays

WRC closes for the following holidays either on that day or when observed:

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day & the Friday after, Christmas Eve and Christmas Day. We may also close before Christmas Eve and after Christmas. This determination is made annually and is based on patrons' needs and how Christmas falls on the calendar.

During Christmas Break and Spring Break, advanced sign-up is requested. Annual closure dates will change yearly.

### Weather Closings

In the event of inclement weather, WRC operates under different guidelines than local schools. We remain open when possible. The safety of our staff is also important to us and we do not want to place our staff members at risk by having them on the roads in hazardous conditions. Closings will be posted on our website ([warwickriver.org](http://warwickriver.org)) and public media.

### School Closings

When schools are closed for reasons other than the above holidays, children who attend the closed schools may attend WRC as needed. We do request that you inform us ahead of time of your need for childcare on those days so that we may staff accordingly.

## General Guidelines

### Personal Belongings

Please ensure that your child's name is on all items that are brought to WRC. That includes jackets/coats, backpacks, lunch boxes, water bottles, nap items, extra clothing, etc.

Electronics are not to be brought into the facility by your child. This includes any and all handheld device of any kind. We are not responsible for these items if they are brought in and they are lost, broken, or damaged.

### Visitation

Parents and guardians are welcome to visit. Prior notice is not required. Be aware that your visit may be a distraction for the children, and departure may cause emotional distress. If there is an issue or concern you would like to address, contact the Director to schedule an appointment.

### Child Safety

The State of Virginia requires all childcare workers to report incidences or situations where children are placed at risk.

- Be advised that if we suspect someone who is picking up a child is intoxicated or appears impaired, we will intervene. A staff member will offer to call someone else to pick up the child. If, however, the intoxicated/impaired driver persists in driving with the child, the vehicle information will be written down and the police contacted.
- Cases of suspected child abuse or neglect will be reported to Child Protective Services.
- Our staff is scheduled to ensure we are following the Virginia Department of Education teacher/child ratios. As children arrive, we ensure we have proper teacher coverage. We begin the morning by having all our earlier arrivals go to Pink 1. Once one class has reached the ratio, either 1:8 or 1:10) with one teacher, we either add an additional teacher, or we have a teacher "open" another classroom to start receiving children. This helps to staff the classrooms as the teachers arrive for their morning shifts. After most of the staff arrive by 9:00 A. M., we have the children either remain in the classroom they are in, or they go to their assigned classroom with their regular teacher.
- The before school staff receives students upstairs upon opening and student/teacher ratios are observed. As the buses arrive, students will go to

the bus loading area. All students are with a teacher until their bus arrives and they depart for school.

- This also occurs after 3:00 P.M. but in reverse. As the children depart in the afternoon, the attendance decreases, as do the staff. Once again, the children are divided into at least two classrooms with the appropriate staff. We adhere to all teacher/child ratios set forth by the State of Virginia.
- In the event of a teacher "calling out" due to illness, teachers will either be moved into different classrooms to ensure we are remaining in ratio. If teachers are not able to move, we will combine classrooms to ensure the safety of our children.

## HEALTH AND MEDICATION:

### Illness

It is inevitable that children will get sick, no matter where they are. In a childcare setting, the illness of one child can spread rapidly to other children and staff members. Parents can help us in our effort to keep all the children in our care healthy, by keeping your child home if he/she is not feeling well. If your child while at WRC, shows symptoms of being unwell, you will be called and asked to come immediately. Please respond promptly.

Guidelines for illness requiring exclusion from WRC until symptom free for 24 hours:

- Sore throat
- Diarrhea
- Vomiting
- Elevated body temperature over 99.5 degrees
- A contagious disease
- Conjunctivitis
- Severe coughing - child gets red or blue face

Also, keep your child home 24 hours after the first dose of a prescribed antibiotic.

If your child is sent home with an illness, he/she must be symptom free for 24 hours, with no medication that can mask an elevated body temperature before returning to WRC. It is imperative that we all work together to keep everyone healthy. We thank you for your cooperation. In the event that a child has been exposed to a communicable disease listed on the Virginia Department of Health communicable diseases reference chart, parents will be notified within 24 hours or next business day having been informed. Parents will be notified via email.

### Washing Hands

Hand washing is a very important component in the prevention of illnesses in groups of children. Children wash their hands:

- Before snacks and meals
- Each time they use the restroom
- After sneezing or blowing nose
- After any contact with body fluids
- After playing outside
- When deemed necessary
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## HEALTH AND MEDICATION POLICES:

### Medication and Medical Policies:

Staff members are CPR and First Aid trained. Selected staff members are Medication Administration Training certified to administer prescription and over-the-counter medications. At least one or more MAT certified staff members are on site during operating hours. A completed "Request for Medication" form is required for all medications. Any medication, whether, prescription or over-the-counter that needs to be taken longer than 10 days requires a doctor's signature on the "Request For Medication" form. Medications such as inhalers, nebulizers and Epi-pens also require a doctor's signature on the "Request for Medication" form. A copy of this form can be found online from our website. Also, you may pick up a copy from the WRC office.

All medicine should be in the original container. Prescription medicine must have the label from the pharmacy on the container. A parent or adult guardian must bring the medication to WRC and give it to a staff member. Children may not transport or have in their possession any medicine, either prescription or over-the-counter.

## PAYMENTS

### Fees

Charges begin when the child enters our learning center and end when a staff member signs out the child. Fees start as hourly charges and depending on attendance may max out at a daily and/or weekly rate. We do not pro-rate hours. The first hour is at the current hourly rate. There is no charge for the first 10 minutes of the next hour. However, 15 minutes into the next hour results in a two-hour charge. Discounts do apply for siblings residing in the same household.

### Statements and Payments

Statements are emailed to patrons weekly, usually on Mondays. Account balances are to be paid on Tuesday or Wednesday, each and every week, unless prior arrangements are made with the Director. Charges on the statements are always dated the Friday that the week ends on, regardless of what days your child attended that week. LC accounts must be kept current. If a balance exceeds more than two weeks, Childcare will not be provided until account is up to date. We accept cash, checks, debit and credit cards. A fee is added to all debit and credit card transactions. Online payments can be made through our website at [warwickriver.org](http://warwickriver.org). At the top right of the homepage there is "Pay Now" portal. Add a \$5.00 fee to all transactions over \$100.00 and no fee for transactions under \$100.00. This is a payment portal only and contains no information about your account. No credit card information is stored on our site.

### Return Check Fee

A fee of \$30.00 will be applied to your account if your bank returns your check.

### Late Payments

If there are circumstances regarding your account that we need to be aware of, please discuss them with the Director. Delinquent accounts are subject to termination of services.

## ATTENDANCE

### Morning Drop off

Our facility opens at 6:00 a.m. Children must be walked into the front office by their parent every day. A staff member will sign your child/children in on the daily roster and they will notify staff of the child's arrival.

### Afternoon Pick-up

All children must be picked up from the main office. Parents will need to enter the front office and a staff member will call the child to the office for dismissal. Only people listed on the registration form will be allowed to pick up children. Staff members will request identification if the person picking up a child is unknown to the staff member. If you need to have someone not listed on the registration form pick up your child, you must call the office and give us the name of who will be picking up. They need to be sure they have their ID for verification. A staff member will also sign out the children when they are picked up on the daily roster.

### Late Pick-ups

WRC closes at 6:00 p.m. Traffic and unforeseen emergencies happen. If you are going to be late, please call to let us know. Cases of repeatedly being late to pick up your child will be handled individually. A \$20.00 fee per occurrence may be applied.

### Enrollment/Attendance

WRC attempts to give all patrons the best rate possible, according to our fee schedule. Patrons are only charged when the WRC services are used. Charges begin when the child enters our care, either through parent drop-off, school dismissal or bus drop-off. Patrons are not charged for absences such as vacations or illness. However, after one month of no attendance and no communication from you, we will remove your child from the roster. You will have to re-register and pay the registration fee after that time if you need to resume services.

## FOOD

### Breakfast

The WRC does not provide breakfast. If you would like for your child to eat breakfast here, please supply us with breakfast items. Due to limited breakfast storage space please send only a regular size box of cereal or oatmeal and a small box of waffles or pancakes (if your child likes these items). WRC will supply 2% milk, butter, and syrup. We stop serving breakfast at 8:00 a.m.

### Meals and Snack

The WRC provides morning snack at 9:40 a.m., lunch at 12:00 p.m., and an afternoon snack at 3:10 to children in the Learning Center. Lunch items vary daily and include hot as well as cold food items. Lunch is NOT included in tuition for students in our 4-year-old preschool, Kindergarten-2<sup>nd</sup> grade classes. Parents also need to provide morning snacks. Those preschool students in attendance after school will receive a snack. Children of kindergarten age and up, attending during these times need to provide their own morning snack, lunch, and afternoon snack.

For children with food allergies or if you have dietary concerns, please address these issues with the Director. Depending on these allergies or concerns, the parent may be asked to bring in food for their child.

WRC strives to be a "nut free" environment, serving no nuts. However, we cannot guarantee that all our food is nut-free nor that other children will not have items containing nuts.

Prior approval is required before bringing in food items for birthdays or other celebrations. Please discuss this with the Director.

## TERMINATION POLICIES

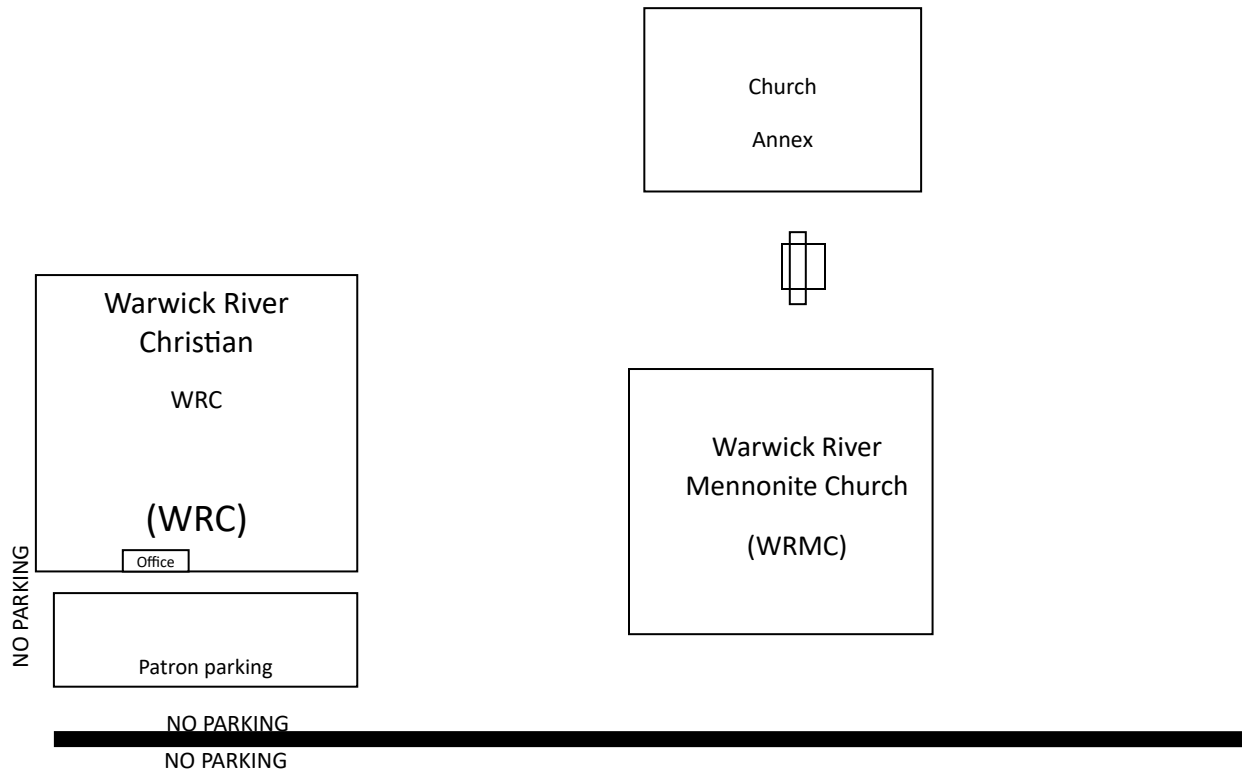
As a courtesy, we request two weeks' notice when you no longer need our services.

Unfortunately, there are times when a child will need to be removed from our program. This is something we truly do not want to do and will work diligently with the family to avoid. However, there are situations where this may happen such as, but not limited to:

We reserve the right to terminate a family based on these items:

- Delinquent accounts
- Children who disrupt the physical or emotional wellbeing of the other children.
- Children who are disrespectful or physically aggressive to staff members.
- Children who are physically aggressive toward other children.
- Parent/Guardian's inability to foster a respectful relationship between themselves and the program.

## WRC Parking Lot Guidelines



Warwick River Christian and Warwick River Mennonite Church share the same parking lot. To ensure the safety of all children and adults using the facilities on this campus the following guidelines apply.

- Enter the parking lot with caution, proceeding carefully and slowly. Be alert, no speeding.
- Maximum speed limit is 10 miles per hour.
- During the times you will be dropping off or picking up child(ren), many other children are also being dropped off or picked Up. Watch out for children.
- Do not pass or go around the buses that are dropping off or picking children up when their safety lights are flashing.
- Be courteous. Wait your turn, use turn signals and be a team player.
- Drivers remain responsible for traffic safety.

## WHAT MENNONITES BELIEVE

Warwick River Christian School, Inc is a ministry of two of the Mennonite churches in Newport News, Huntington, and Warwick River and is affiliated with the Virginia Mennonite Conference and the larger Mennonite Church USA. The school does not require students or their families to be members of any church. Christian teachings and values will be a vital part of their school experience.

As part of the Anabaptist movement during the Protestant Reformation, the Mennonite Church traces its beginnings to Zurich, Switzerland in 1525. The church was eventually nicknamed for Menno Simons, who left the Roman Catholic priesthood in 1536 and gave major leadership to the movement until his death in 1561. Major points of the Mennonite expression of Christianity may be summarized as follows:

- We believe in Jesus Christ as the Son of God, our personal Savior, and model for life. All other allegiances are secondary to this.
- We believe in the Trinity: God, the Father; God, the Son; and God, the Holy Spirit.
- We believe that reading and following the Bible is central to a Christian life.
- We believe we can have new life in Christ and forgiveness for sins.
- We practice "believer's baptism," a voluntary decision to join the church and commit oneself to a lifetime of following Jesus.
- We reach out to the whole world, regardless of racial or political differences.
- We belong to each other through caring, confronting, and supporting.
- We seek to live peacefully with all people in the world, following Christ's command to love enemies along with our family and friends, pursuing justice and mercy, and refusing violence against anyone.

Everyone is welcome to participate in our congregational fellowship, worship, and teaching, with invitation to the activities of:

Huntington Mennonite Church, 785 Harpersville Road, NN VA 23601 595-6889

Warwick River Mennonite Church, 250 Lucas Creek Road, NN VA 23602 874-0794