

# CULPEPER COUNTY CHILD CARE

## PARENT HANDBOOK



# *WELCOME*

## PURPOSE, MISSION, & PHILOSOPHY

Our purpose is to provide quality child care for children from 18 months to 12 years of age. We serve the residents of the County of Culpeper and the surrounding counties.

Our mission is to provide a developmentally appropriate environment in which to nurture our children. As a state licensed facility, we strive to meet the standards written in regulations and provide a safe, healthy environment in which our children can grow physically, socially emotionally and cognitively.

Our philosophy is for our children to be happy, healthy, and safe while in our care. The children will enjoy age appropriate activities such as painting, water play, sand play, music, stories, athletics and other hands-on activities.

## Hours of operation

We are open from 6:30a.m. to 6:30p.m., Monday through Friday. We are closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after and Christmas and the day after. We close early on New Year's Eve and Christmas Eve.

During inclement weather, Culpeper County Child Care will make every effort to open. However, we will close or delay opening if weather is unsafe for staff and families of our center to drive. Announcements will be made on radio station C103.1 by 6:00a.m.

## Admission and Registration Procedures

Families must complete a registration packet for each attending child, as well as provide a completed physical and immunization record. The appropriate registration fee must accompany this packet before children are admitted to the program. Each family will be provided with a Parent Handbook, which must be signed by the custodial parent or guardian. A copy of custody papers must be provided in cases where one parent is not permitted to pick up a child.

## Removal of a child from the program

Children may be removed from the program for the following reasons:

1. Account accrued over \$100.00 and or 30 days past due
2. Three repetitive violations of the Code of Conduct or one major violation, such as physical contact with another child or staff resulting in injury.

## Arrival and Departure of Children

- An adult must escort children when entering and exiting our facility. **Be sure to park in the spaces provided, and not in the fire lane.** Watch for moving vehicles and children playing while in the parking area.
- Children must be signed in and out at arrival and departure by an approved adult 18 years or older. All new or unfamiliar faces will be asked to provide a valid picture ID, such as a driver's license, when picking up a child. Children will not be released to an adult that has not been previously approved by the parent or legal guardian. Custody papers must be provided to prevent a non-custodial, unauthorized parent from picking up a child.
- Children who are picked up after 6:30 pm will be charged a \$1.00 per minute, per child, late fee for the first 15 minutes and \$5.00 per minute for every minute thereafter. Exceptions may be made in extreme situations, but must be approved at the discretion of the Director.

## **Program Activities**

As stated in Licensing Regulation 6.3, children's daily activities shall include, but not limited to:

1. Art activities
2. Rhythm, movement, and music
3. Language and communications experience
4. Sensory experiences and exploration of the environment
5. Construction
6. Social living
7. Water and sand play
8. Small motor activities
9. Large motor activities

All families are welcome to visit our center at any time throughout the day.

## **Discipline**

Our Discipline policy follows the guidelines set by licensing standards. Techniques in guiding the behavior of our children are as follows:

1. Setting fair limits
2. Establishing positive rules
3. Redirection of behavior
4. Time out

Our center will not practice or threaten any discipline, which is physical in nature, and will not force, threaten or withhold food, drink, or nap.

## **Food Policy**

### **USDA Nondiscrimination Statement:**

"All meals served to children under the Child and Adult Care Food Program is served at no separate charge regardless of race, color, sex, handicap, or national origin. There is no discrimination in admissions policy, meal service, or the use of facilities.

## **USDA Complaint Procedures:**

Any complaints of discrimination should be submitted in writing within 180 days of the incident to the Secretary of Agriculture, Washington, DC 20250.

## **Medication**

If a child needs prescription medication given at school, the following guidelines must be followed. Parent/Guardian must bring the medicine to school and give it to the teacher. A medication authorization form must be completed and signed. The medication must have the name of the prescription on the container, the dosage, time intervals and duration of administration. The medication must be in the original container. You may request a "school bottle" of medication from your pharmacist that can be left at daycare. Children who are put on an antibiotic for an infection should be on the prescribed antibiotic for at least 24 hours before returning to school in order to prevent the spread of infection. We greatly appreciate your cooperation in following these guidelines.

## **Sick Policy**

Please send your child to daycare everyday unless she/he has the following symptoms:

1. Fever (More than 101 degrees taken by mouth)
2. Diarrhea (Two loose stools in a row)
3. Vomiting (within 24 hours of the time the child would leave for school)
4. Nose mucous changing from clear to green

If your child is sick, please call the Daycare office and notify staff. The following is a list of common infectious illnesses that usually require a visit to the physician:

1. Hepatitis
2. Impetigo
3. Scabies
4. Whooping Cough

## **Sick Policy (continued)**

5. Strep Throat
6. Measles
7. Mumps
8. Ringworm
9. Pinworm
10. Conjunctivitis "Pink Eye"

When the physician sees your child, ask for a note stating when the child is able to return to school. Send this note to school with your child on the first day back.

Chicken Pox and Lice do require that you inform the school but they can be treated at home. Chicken Pox and Lice do require a physician's note when the child returns to school.

The Daycare Staff may refer your child to a physician if there is a situation that is not discussed above but that may still be a health concern (such as an unusual rash).

Please relay any information to Daycare Staff related to child's physical condition. (For example, if Suzie did not sleep well because she was coughing all night, let Daycare know.)

### **Mandated Reporting of Child Abuse and Neglect**

Virginia Law 63.1-248.3 states that, "...any teacher or other person employed in a public or private school... who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately." [to the local Department of Welfare] Virginia Law further states, "...failure to do so shall result in a fine."

School Board Regulation 777-1 states that abuse or neglect may be suspected if the parent or person responsible for the child has:

1. Attempted or threatened to kill the child.
2. Inflicted or threatened to inflict a serious bodily injury.

## **Mandated Reporting of Child Abuse and Neglect (continued)**

3. Deprived the child of proper medical care or of the basic necessities of life.
4. Abandoned the child.
5. Committed or allowed to be committed, sexual acts on the child.
6. Emotionally abused the child.

## **Fire Safety & Evacuation Procedures**

Each month each center is required to conduct an emergency evacuation drill with staff and children. Some centers have fire drills when children are just learning the procedure. A record of the dates of these drills must be maintained at the center.

Emergency evacuation procedures must be posted in a location where the staff and children can easily see them. The Fire Marshall will check for proper location, exit routes and signs.

Procedures for the safe evacuation of the building must be discussed with staff members before they start work with the children. All staff members will be trained in the use of fire extinguishers.

## **Procedures for Handling Accusations Against Staff**

It is the policy of CCCC to investigate quickly and completely any accusations by children, staff, or guest that a staff member has violated any policies or has inappropriately dealt with any children.

Whenever an accusation is made, the person receiving the accusation will take the initial statement and pass it on to the Daycare Director. The person making the statement will be requested, if capable, to make a statement in writing. The accusation, true or false, will be written on an Incident Report Form and become part of the child's permanent file.

## **Procedures for Handling Accusations Against Staff (continued)**

If the accusation is one of abuse, or one that puts the child in any danger, the child will be protected and the Director will be notified immediately. Any staff accused of child abuse or violating any policy that puts a child in immediate danger will be placed on paid administrative leave pending the outcome of the investigation. All accusations will be reported to all necessary persons and places required by law.

## **Severe Injury Policy**

It is the policy of CCCC that if any daycare student, staff, or guest should be followed. These include:

1. Survey the scene.
2. Check for responsiveness.
3. Do a primary survey of the person's condition.
4. Notify Emergency Medical Services (911)
5. Apply First-Aide
6. Stay with victim until EMS arrives, or transport to EMS if necessary.
7. Notify Administrator in charge that will in turn notify parent or legal guardian immediately.

## **Playground Safety**

It is policy that CCCC employees check playground equipment and play areas daily for any potential safety hazards and litter. Test will be performed on play areas with variety of weather conditions. (Ex. Hot weather test for metal areas that could cause burns; Wet weather test for slippery areas that could cause falls.)

The playground will be supervised at all times when children are playing.

## **Report All Changes**

You are required to notify the office of any changes in address or telephone number immediately. For emergency situations, it is essential that we have current information on every event.

## **Authorized Persons**

At enrollment, you provided us with the names of persons authorized to pick up your child. No one else will be allowed to pick up your child unless you come into the office, call at least 24 hours in advance, or add them to your list of authorized persons.

Children who are brought into the center must be accompanied into the classroom and signed in by an authorized person. All classrooms keep to a regular schedule and late drop-offs are disruptive to classroom routines. We appreciate your cooperation with this effort.

## **Clothing**

Children will be participating in many gross motor activities, such as running, jumping, climbing, etc. Tennis Shoes are recommended; please avoid sending children in sandals, clogs or western boots, as these shoes could present a safety hazard.