



Before and After-School PARENT HANDBOOK

Parent Handbook

Revised 11/7/22

WELCOME

PURPOSE, MISSION, & PHILOSOPHY

Our purpose is to provide quality before and after school child care for children from 0 to 12 years of age. We serve the residents of the County of Culpeper in each elementary school and the Galbreath Marshall building.

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 various clubs, art/crafts, music activities, various sport programs, homework club, and many more hands-on activities.

Hours of operation

We are open from 6:30a.m.-8:00a.m. then from dismissal of school until 6:30 pm. Monday through Friday at our elementary schools and preschool and from 7am-5pm at the Kid Central Wolford (Early Head Start) location.. 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, Kid Central 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 103.1 fm by 6:00a.m and you can call the main office number 540-829-2124. The following codes will be announced **Code A open at 8:00 am to 4:30pm. and code B 8:00 until 6:30**

Kid Central Chain of Command

Lisa Peacock - Executive Director, Dept. Human Services
Dorenda Pullen - Director of Child & Adolescent Programs, Dept. Human Services
Rachel Palmer - Program Manager, Kid Central
Monica Rutherford - Fiscal Coordinator
Angie Starks - Staffing Coordinator
Team Leader
Group Leader
Support Staff

Admission and Registration Procedures

Families must complete an online 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. Upon registration, parent/guardian must show proof of child's identity and age. We can accept certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, Copy of placement agreement or other proof of child's identity from a child placing agency (foster care or adoption agency) record from a public school in VA.

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 existing our facility. Be sure to park in the spaces provided, and not in the fire lane. Watch for moving vehicles and children walking or 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.
- At our After school locations, Kid Central assumes responsibility for the children in to our care when they are delivered to us by the child's classroom teacher, collected from their classroom by our staff or (at the Middle School sites), when they arrive to us at the commencement of the Kid Central Dismissal Announcement. Kid Central staff will sign the children into our care immediately as they arrive.

Late Child Policy

- If a child is not collected by the time we close, the staff will contact the parents by phone to notify them their child is still at childcare and that a late fee is now being charged. Two staff members will stay with the child until the parents arrive.
- If the parents cannot be reached, the staff will contact the emergency contacts provided by the parents at enrollment. Two staff members will stay with the child until the parents or emergency contact arrives.

- If no one can be reached, staff will notify the Program Manager of the late child and that no one can be reached to collect the child. Two staff will stay on site with the child for an hour and will make every effort during this hour to contact the parents and/or emergency contacts. If no contact can be made with the parents or emergency contacts in that hour, Department of Social Services will be contacted.

- **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
10. Homework time/Review

Discipline

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

- Setting fair limits
- Establishing positive rules
- Redirection of behavior
- 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. Please note that, behaviors that might injure the child, another child or staff person may result in physical restraint when verbal directions to stop are ignored. If necessary, a child may be physically removed from the immediate situation

where such behaviors occurred or were threatened. It is our mandated obligation to keep everyone safe. Our center staff is trained in protective restraints. Any questions or training guidelines may be reviewed with program management.

Food Policy

USDA Nondiscrimination Statement:

"All meals including snacks 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. All Meals, including snacks, served during operations will meet Standard 8 VAC20-780-560. Age appropriate nutritional requirements of the CACFP will apply.

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

Any child that has a medical condition that may require the possible administration of rescue medications **MUST** have all necessary paperwork and the medication on hand at Kid Central **BEFORE** the child's first day of attending. Examples of medical conditions that may require the possible administration of rescue medication are, but not limited to, asthma, seizures, and allergic reactions.

The following guidelines must be followed in order to administer prescription medication during Kid Central Program hours.

- **Medication must have the child's name, name of prescription, dosage, time intervals and duration of administration.**
- **Medication must not exceed the expiration date.**
- **Medication must be in the original container. You may request a "School Bottle" for medication from your pharmacist that can be kept at Kid Central.**
- **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.**
- **Medication that requires ongoing use will need the physician's signature on the medication authorization form.**

(ex: asthma medication, Ritalin, seizure medication)

- Temporary medications must be updated every 10 days with parent and physician's signature. **(ex: antibiotics)**

Kid Central may administer Sunscreen & Insect repellent, as well as diaper rash cream when in original containers, signed parental consent, and approved by the Team Leader as an all clear to administer under MAT Guidelines. Medications cannot be sent in with your child—they must be brought in by a parent. 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 100.4 degrees taken by mouth) **MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURN**
2. Diarrhea (Two loose stools in a row)
3. Vomiting (within 24 hours of the time the child would leave for school)

If your child is sick, please call the Kid Central 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
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.

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 Kid Central Staff related to child's physical condition. (For example, if your child did not sleep well because she was coughing all night, let Daycare know.)

Mandated Reporting of Child Abuse and Neglect

Any Employee or Volunteer of Kid Central must comply and be trained to adhere to Virginia Law 63.2-1509 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."

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.
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.

Transportation Policy

In accordance with 8 VAC20-780-580, Program may transport throughout the program year. Trips may include various planned field trips to Recreational facilities, library, etc and are learning opportunities for our children. We will always require a permission form. This permission form will inform parents of the Field Trips. Parent permission will always be secured before the scheduled activity takes place. Parents are given the opportunity to withdraw their child from the field trip (in that event, child care may not be available for the day).

Please understand that, by signing your Parent Handbook Contract you are giving permission for your child to attend all Field Trips with Kid Central. We will still notify you of each Field Trip, and you will have an opportunity at that time to request that your child not attend that particular Field Trip.

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.

Emergency Preparedness

Kid Central has an Emergency Preparedness Plan specific to each location. The Emergency Preparedness Plan can be found on the Parent Board at each location or a copy provided to parents upon request from the office.

In the event of an emergency and/or if children need to be moved to a safe location, Kid Central will communicate with parents via phone, social media (Kid Central Facebook page), local radio-WJMA, local television stations and through local emergency services (if necessary) to notify parents where their children can be picked up. We will also leave this information (if safe to do so) in the form of a written sign, at the location we evacuated.

Kid Central will assure that the children receive the same level of consistent care with familiar staff during an emergency and/or evacuation and that Kid Central procedures will be maintained during this transition.

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. 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.

Visits to Kid Central by Parent/ Guardian

Per Virginia Code § 63.2-1813, custodial parents and guardians are permitted to visit Kid Central any time their child is in our care.

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.

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.

Lost or stolen Property

Kid Central/Culpeper Child Care will not be responsible for lost or stolen items and we do not recommend children bring items of value such as electronics or toys to child care.

Daily Schedule

A daily schedule will be followed at each site and will be posted on the parent board. The schedule will include time for activities, homework (if applicable), indoor and outdoor gross motor play, meal/ snack times, personal care routines, rest time if applicable and arrival/dismissal. Children will be grouped by age with younger children separated from older children whenever possible. Kid Central will strive to provide each grouping of children with consistent care from familiar caregivers each day.

Kid Central
Parent Handbook Contract

I, _____
(Parent/Guardian), parent of

Child's or Children's Names

Have received a copy of Kid Central's Parent Handbook.

I understand that I am responsible for reading and following the rules, policies, and procedures outlined in this handbook.

I also understand that my failure to follow these rules, policies, and procedures may affect my child's participation in the Central Program.

Parent Signature

Date

Kid Central Staff Signature

Date

