

Blacksburg Day Care & Child Development Center
www.blacksburgdaycare.com



Parent Handbook

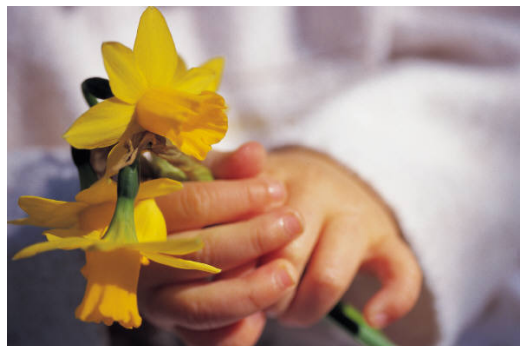
844 University City Blvd.
Blacksburg, VA 24060
540-951-8868
FAX: 540-951-8866
burgdaycare@gmail.com

Revised 10/28/08

Introduction

Blacksburg Day Care and Child Development Center is committed to serving the needs of families in our community, providing quality care and an enriching environment to the children enrolled at our center. The center has been in operation since 1993 and is owned by Bob and Barbara Pack. It is structured with an onsite management team, consisting of a Director and Assistant director, and Lead Teachers in each classroom. Teacher's Aides are on staff to provide care and support the Lead Teacher's in carrying out activities and daily care routines. The staff at BDC are educated, trained, and experienced in Early Childhood Education. All staff are required to have 16 hours of professional development each year. Staff are carefully interviewed and observed in a classroom before they are hired. Extensive background checks and orientation are done with each staff member, ensuring a safe and loving environment at BDC.

It is the goal of BDC to provide an enriching experience for every child that comes through our doors. We recognize that development among children is an individual process. To that end, our staff strives to meet the needs of every child by using a developmentally appropriate curriculum that emphasizes the social, physical, emotional, and cognitive areas of child development. We strongly encourage parent/staff communication, interaction, and involvement so that together we can create the best possible experience for each child.



Enrollment and Orientation

We realize that it is often difficult for children, as well as parents, to adjust to new surroundings. We want to make this adjustment as easy as possible. Before registration, we require that you and your child visit the center. At that time you will have the opportunity to meet the staff and teachers, to explore the facility, and to see how a day progresses at BDC. This will also give you time to take care of the details of registering your child. Please be aware that all of your child's enrollment information must be complete before your child can start. To further assist your child with the transition into care, here are a few suggestions:

- Talk to your child about his or her new “school” setting. Assure them that it will be a place to have fun as well as learn. Be positive and enthusiastic. Remind your child that you will always be there to take them home at the end of your workday.
- Please familiarize yourself with the Parent Handbook: read it carefully before your child's first day. We welcome your questions and comments
- Parents are encouraged to ask questions, visit and be an active part of your child's experience here at BDC.

Fees and Payments

At the time of enrollment, a registration fee and supply fee are due. Re-registration fees are then due every August. At yearly re-registration, each parent will be asked to view their child's records and initial that the information contained within is true and up to date, or change any appropriate information. A re-registration form will also need to be turned in at this time.

A current Tuition Rate Sheet is provided in your child's enrollment packet. Parents may choose to pay tuition on a monthly or a bi-monthly basis. Tuition is due on the 1st of each month for those paying monthly, or the 1st and the 15th for bi-monthly. If the 1st or 15th fall on a weekend, then tuition is due the Friday before the due date. A late fee of \$15 will be charged on all late tuition payments. A \$25 fee will be charged on all returned checks.

A child who is temporarily withdrawn from the center will forfeit his or her space unless full tuition is paid during the time of absence.

Children who are in the Schooler program, but are not in our Summer Program, must re-register and pay all fees by August for a space in the fall. A space will only be guaranteed when a holding fee of 2 weeks tuition is paid.

Registration for the Summer Program is on a first come, first serve basis. Sign up sheets will be posted a couple of months before school ends. Summer tuition and supply fees differ from that of the regular school year. Please see the Tuition Rate Sheet for current fees.

Hours of Operation

Blacksburg Day Care is open Monday through Friday at 7:00am and closes at 5:45pm, with exception of Nursery and Toddler rooms, which are open from 7:30am until 5:30pm. The center will be closed to observe the following holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following Friday

Christmas/ New Year Holiday Week

The center will also be closed one day in the spring and one day in the fall for staff development. We will provide you with one month's notice before these closings.

Please note there will be no deduction in tuition for these days or for other days we are forced to close due to snow and ice.

BDC honors the schedule of the Montgomery County School system in meeting the needs of our Schooler children. Care will be provided on all scheduled and unscheduled Early Release, Late Openings, and Full Day closings that BDC is open. Transportation will also be provided by BDC on these days.

Inclement Weather

BDC will do everything possible to keep our doors open during bad weather, but we will not put our staff at risk by asking them to come to work when the roads are dangerous. Our basic guideline is to close only if Virginia Tech closes. We will announce any emergency related closings and delays on WDBJ and WSLS (local television stations), parent email, and/or you may call the center for a recorded update.

Daily Schedule at BDC

Each classroom at BDC has their own unique schedule, helping to meet the needs of their age groups and developmental levels. However, many components of the daily schedule are the same for all classrooms. Children are offered a time(s) for freeplay where they are able to choose from a variety of developmentally appropriate activities on their own to explore. Staff is close by, interacting with the children and supporting their play. These activities include such things as manipulative play, dramatic play, science, art, math, gross motor, and sensory experiences. Each classroom also has a time for large group interaction, age appropriate in length. This is a time to gather and discuss topics, read books, sing songs, etc... This is an adult-led activity to help promote social and cognitive development. Meals

and Nap/Quiet time are a part of each classrooms routine, along with daily care such as pottying, hand washing, and tooth brushing.

Outdoor time is also a very important part of every child's day. The Virginia Department of Social Services requires one hour of outdoor activity for Toddlers through School age children each day. In compliance with this regulation, our children go outside daily, with the exception of extremely inclement weather. When the temperatures fall between 30 and 45 degrees, outside time will be limited to short periods of approximately 10 minutes. If your child is not well enough to participate in outdoor activities, he or she should not be at the center. Please remember to dress your child in seasonally appropriate clothing.

Drop Off and Pick Up Policies

An adult must accompany each child to his or her classroom. Children **MUST** be signed in and out daily. The center will release a child to someone other than the parent **ONLY** if that adult's name is on the authorized pick-up list or the parent fills out a pick up authorization form. All new pick up persons, even those on the authorized pick up list, must stop at the front desk on upon arrival at BDC. Identity will be verified by driver's license photo. We will photocopy their driver's license and have them sign the copy. Please make sure your pick up person knows we must see their license.

Late Pick

If for any reason a child is still at the center after 5:45pm (5:30 in Infant and Toddler Rooms), the parent will be assessed a \$1 a minute late fee per child. Late fees are payable directly to the staff person staying with your child(ren).

If any child is left at the center 30 minutes after closing with no contact from a parent or authorized pick-up person, the Department of Social Services will be called.

Parents Right of Admittance

Custodial parents are permitted to visit BDC at any time during operational hours to be a part of your child's daily life and share their day care experience.

Non- Custodial parents are allowed to visit their children at BDC- in agreement with the custodial parent and any court ordered agreement. Copies of any agreements must be in the child's file. Visitation is always under the supervision of BDC staff and in compliance with any agreement made.

Items to Bring from Home

Infants: Please supply disposable diapers, baby wipes, tissues, home prepared bottles, formula or breast milk and / or food labeled with child's name and date, a blanket, a sheet, one bed toy and a supply of seasonally appropriate emergency clothing. Please check cubbies daily for important notices, newsletters, etc. Linens will be laundered daily by BDC staff, and will be sent home on Friday's to be laundered and returned Monday morning.

Toddlers: Please supply disposable diapers, wipes, tissues, an emergency supply of seasonally appropriate clothing, a blanket and sheet for napping and a toothbrush. (Blankets and sheets are to be taken home and laundered on Friday and returned on Monday). Please remember to check cubbies daily for important notices.

Two's through Pre- K: Please supply a blanket and sheet, a supply of seasonally appropriate emergency clothing, a toothbrush and a swimsuit and towel (June- August). Please remember to check cubbies daily and take home all linens for laundering each Friday. Rooms will ask for wipes and tissues when needed.

Schoolers: Please bring boots, hats and mittens on snow days as we love to play in the snow. Remember to check baskets daily for important information.

Please make note that all items must be labeled! If inappropriate items are brought to school, they will be kept by the attending teacher and returned to parents.

Children's personal items left at BDC that are unlabeled will be placed in the Lost and Found box located near the entry area. Please check frequently for any lost items. Several times a year any unclaimed items will be donated to Goodwill.

Meals

Your child's nutritional needs are an important aspect of our program. We offer a healthy variety of foods that children enjoy and need. Meals and snacks are developed around USDA guidelines and mandated by the state of Virginia. We serve breakfast, lunch, and an afternoon snack. Meal components are as follows:

Breakfast: Grain or dairy, fruit, milk

Lunch: Protein, grain, vegetable, fruit, milk

Snack: Protein or grain or fruit/vegetable, water or juice

If your child has special needs and requires a special diet, steps will be taken to assure the child receives the food that s/he requires. Please speak to the Director regarding any questions or requests. We must have physician notification of allergy diet restrictions (You may be asked to provide supplement for certain dietary allergies or restrictions).

The center will provide a monthly lunch menu, which may be picked up from the "Parent" bulletin board or check our website. We also invite parents to contribute to meals on occasions such as picnics, birthdays and holidays. The following guidelines must be followed: food must be stored in containers with lids or cover with aluminum foil or plastic wrap (no wax paper) unless

the food is already stored in cans. If food is perishable, it will be placed in the refrigerator upon arrival.

During the school year, children in the Schooler program are to bring a bagged lunch for any full-day attendance (i.e. school closing, snow days, etc...)

Transportation

Safe transportation of the children is very important. Children will be supervised on all outings by the proper staff / child ratio. They will be transported by approved car/ bus/ van, seated and secured by seat belts or car seats. Proper vehicle ventilation will be maintained while riding, however, at no time will objects, hands or heads be allowed outside the vehicle. While participating on field trips, children must obey the rules of walking in lines with a partner, holding hands, etc. Any child who behaves inappropriately or in an unsafe manner while being transported may be asked not to participate on future outings. Only those staff members qualified to transport groups of children will be allowed to drive your child. We welcome volunteers who can assist us with outings. Each field trip will be announced before the scheduled date and it is expected that each child will have a signed permission slip in their file. The program at this center is coordinated to accommodate the needs of all children. However, in some cases, especially involving a child with special needs, alternative arrangements might be made. In the event of a field trip or an off premises event, the center may request parental assistance for that child. We encourage parents to volunteer their help by chaperoning. Parents may opt out of certain field trips with the understanding that every effort will be made to accommodate the child in another room. However, if we are at full enrollment or if lawful ratios would be compromised parents may have to make alternate arrangements. Each van is equipped with an emergency plan in case of accident or breakdown, and the staff is trained in emergency preparedness and the safety of the children in all situations is paramount.

Emergency Procedures

In the event of an emergency we will attempt to reach the parent/ guardian(s) at home and at work. If the parent/ guardian (s) are unreachable, Blacksburg Day Care will call the child's designated contact person. Arrangements must be made to pick children up within one hour in the event of weather related closing or evacuation type emergency. In the case of an actual evacuation, children and staff will be at the University Mall Commons until an authorized pick up person arrives or it is safe to re-enter our building. BDC children and staff participate in monthly fire drills and shelter in place drills 2x yearly. Depending upon the type of emergency- closing or evacuation- parents will be notified in any combination of the following: bulk parent email, phone call, television (WDBJ7 or WSLs) and/ or radio(99.1 or 92.3). Every effort will be made to contact parents or authorized pick up persons. Pick ups must be made within one hour of notification. The teachers are required to take all emergency information on all BDC sponsored activities.

Medication Policy

Only a designated staff member who has been trained in medication administration- these designated staff members are limited to Director, Assistant Director Program Director and all Lead Teachers- will be allowed to administer medication when it is necessary. An Authorization for Medication Form must be filled out for ALL medications (prescription or over the counter), ointments, and creams. For any medication needing to be administered for more than 10 days, the form must also be signed by a physician. All medications, ointments and creams must be in their original containers and labeled with the child's name, dosage and times to be given. All medicine is to be kept in a locked box either in the classroom or in the refrigerator. Each Authorization for medication form, unless signed by a physician, is valid for 10 working days. When the authorization is expired, the medication MUST go home with the parent. Long term medication forms are valid for 6 months. A new form must be completed every 6 months. Sunscreen and diaper rash cream are considered long term medications. An

Authorization Form must be filled out by the parent, but does not need to be signed by a physician. Sunscreen, diaper rash cream and insect repellent (as long as not a prescription) will be administered by any staff member.

We will make every effort to prevent children from exposure to an infectious or contagious disease. A daily health check will be given to each child as he/she arrives at the center. A child should not be brought to the center if he/she is sick.

A CHILD SHOULD NOT BE BROUGHT TO THE CENTER IF:

1. S/he has diarrhea, defined as watery or mucous, foul smelling stools.
2. S/he has an elevated temperature of 101.0 degrees F (auxiliary) or above.
3. S/he has any skin lesions or rashes of unknown origin. Child may not return until physician okays.
4. S/he has chills, sore throat and/ or vomiting.

A CHILD MAY RETURN TO THE CENTER WHEN S/HE HAS NOT HAD A FEVER FOR 24 HOURS WITHOUT MEDICATION.

If a child becomes sick while at the center, the parents will be notified and must come within one hour to pick up the child. Working parents who use the center should have alternate child care available to avoid possible work conflicts. If the child is inadvertently exposed to communicable disease, the parents will be notified in writing as to the suspected disease and probable date of exposure, the incubation period and symptoms, which may appear at the end of the incubation period. Parents must notify BDC within 24 hours of a communicable disease in the household. BDC will notify parents and appropriate agencies of any life threatening illness in the daycare.

After an absence of two weeks or more due to an illness, a note from your physician must be presented before the child returns to the center.

If a child has chicken pox, s/he may return to school after all blisters have developed scabs, usually 5- 7 days.

In the event of an accident requiring immediate attention, parents are asked to sign an emergency information form giving the permission for the necessary medical treatment. Every effort will be made to contact the parents immediately.

The center cannot use medication to reduce a child's fever. We ask that parents not administer fever reducing agents except in cases of teething or recent immunizations.

The center reserves the right to contact appropriate medical agency for advice should the need arise.

Parents will be telephoned and child will need attention if:

1. The child has a temperature of 101.0 degrees F. auxiliary; parents are required to come for the child.
2. The child has abnormal stools. Parents are required to come for the child if the child has 3 abnormal stools in one day. Please keep child home until bowel movements are normal for the child.
3. The child vomits. Parents are required to come for the child if the child vomits 2 times in one day.
4. The child has sever cold symptoms accompanied by persistent coughing, fever, exhibits lethargy or unusual behavior, sore throat, yellow or green mucous discharge from nose or mouth.
5. The child does not feel well enough to participate in the usual daily activities, including going outdoors on the playground.
6. If child has diagnosed ear infection physician note is required upon return to school.

Efforts will be made to isolate the sick child from other children until someone arrives to take the child home (within one hour of notification)

Please use the following illness chart as a guideline. Bringing a child with any of these symptoms to the center may cause other children to become ill. If all parents keep sick children at home, everybody's children will stay healthier.

If your child develops any of the following:

Then keep s/he home until:

Diarrhea

Symptoms disappear- normal bowel movements.

Severe Coughing

~ child gets red or blue in the face

Your physician decides that s/he return to the center without danger to himself or to the other children and staff.

~ child makes high pitched croupy or Whooping sound after s/ he coughs

Difficult or Rapid Breathing

~ very important in infants less than 6 mths.

Physician okays child returning to the center.

Yellow Skin or Eyes

~possible signs of Hepatitis

Physician okays child returning to the center

Pink Eye

~ tears, redness, irritation swelling
Mucous discharge

Treatment for 24 hrs

Sore Throat or Trouble Swallowing

Physician okays child returning to the center

Infected Skin Patches

~crusty or bright yellow coloring
~dry or gummy areas of the skin

Physician okays child returning to center

Unusually Dark, Teal Colored Urine

~gray or white stool, vomiting

Physician okay child returning to the center

Severe Itching of Body or Scalp (lice) Treatment for 24 hours
~severe scratching of the scalp Head check upon return

Discipline and Behavior

Please be assured that while your child is in attendance at the center every effort will be made by staff members to see that the experience is a positive one. One way of assuring positive outcome is by exhibiting respect for one's teachers, peers and self. We welcome your input. The following disciplinary guidelines will be applied:

1. Discipline shall be fair and consistent.
2. Discipline shall be assertive and emotionally sound.
3. Discipline shall be appropriate to the incidents and age of the child.
4. There shall be no physical punishment or disciplinary action given to the body such as, but not limited to: spanking, forcing child to assume an uncomfortable position, restraining to restrict movement through binding or tying, enclosing in a confined space, box or similar cubicle or using exercise as a form of punishment.
5. Children shall not be shaken at any time.
6. The center will neither force nor withhold food, neither force nor withhold naps, nor punish toiletry accidents in disciplining a child.
7. In case of consistent disruption by a child our center will resort to the parent's help in correcting the situation.
8. At no time will any child be allowed to physically harm or endanger the well being of another child.
9. Disciplinary action shall include positive reinforcement, role modeling, limited free time and/ or separation from the group.
10. "Sitting out" shall be limited to the age of the child (i.e. a three year old will sit out for three minutes).
11. Redirection is our preferred method of discipline

Conferences and Feedback

Parent/ Teacher conferences are scheduled to discuss child's progress and goals twice per year in May and October. Both teachers and parents may request conferences at other times if need arises. A combination of Carolina Assessments, written goals and observations, artwork samples and parent feedback are included in a portfolio assessment for every child.

Parents are also given the opportunity to be a part of our Parent Organization. One or two room parents are chosen from each classroom to act on behalf of their room. The Room Parents meet approximately once a month to discuss events, issues, and other items having to do with the center. More information and the names of our current Room Parents are in your child's enrollment pack..

Termination Policy

We require that you give BDC two weeks notice before withdrawing your child from the center. If for any reason we feel it is necessary to remove a child from the center, Blacksburg Day Care and Child Development Center will give parents the same two weeks notice. We do, however, reserve the right to immediately terminate the enrollment of a child who presents repeated discipline problems which entail inflicting injury (physical or emotional) on the other children or staff.

Suspected Abuse

STAFF POLICY: If abuse is suspected, each incident witnessed will be documented. After every incident, the lead teacher will notify the director or the Administrator, who will report to Social Services. BDC is criminally negligent if we know or suspect abuse is happening and we fail to report it.
PARENT POLICY: If you suspect abuse by one of our employees, immediately notify the Director or Administrator and BDC will take appropriate, immediate action.

You Can Help Us

- Be prompt and let us know each day if you will be late or absent. Quality childcare is costly. We are here to serve your needs.... Take advantage of your investment.
- Leave permission and instructions for giving medication (dosage, time, special limitations). Label container with child's name and dosage.
- Leave information on who to contact in case of an emergency: parent's work numbers and names and phone numbers of other persons can pick up your child. Update this information as needed.
- Keep a sick child at home.
- Make sure your child's immunizations are current. Please keep us updated!
- Discuss food allergies and restrictions with your child's teachers.
- Let us know your views on discipline.
- Tell us if something has happened that may affect your child emotionally (death in the family, separation of parents, a move, went to bed late, etc).
- Feel free to share information about special family customs/celebrations.
- Pay tuition on time to avoid late fees.
- Bring extra clothes for your child.
- Dress your child appropriately for the weather and for his/her special needs.
- Transport your child using proper safety restraints. If your child is under the age of eight, leave a car seat or booster seat for us to use on field trips.
- Take your child into the center and pick him/ her up. Allow a few minutes each day to discuss your child's progress with us.
- Check your child's cubby or basket daily for homebound messages.
- Children need a few minutes to help clean up their area at pick up time

- Go to teacher to sign out. Staff cannot leave designated supervision areas on playground.
- Pick up child/ren on time.

Licensing Information for Parents about Child Day Care Programs

The Commonwealth of Virginia help assure parents that child day programs assume responsibility for the supervision, protection and well being of a child for any part of a 24 hour day. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day care centers, family day homes, child daycare systems and family day systems. The state may also voluntarily register family home care not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment program and record keeping Criminal record checks and specific qualifications for staff and most volunteers working directly with the children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about the program which will be investigated if it has violated a standard.

Three types of licenses may be issued to the programs. Conditional license may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with standards. Operating without a license when required, constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each days violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you

Northern Virginia Regional Office
Office

320 Hospital Dr. Suite 23
Warrenton, VA 22186
540-347-9345

Abingdon Licensing

190 Patton St.
Abingdon, VA 24210
540-628-5171

Piedmont Regional Office
Commonwealth of Virginia Building
Building

210 Church St. , SW Suite 100
Roanoke, VA 24011-1779
23462-5496
540-857-7971

Eastern Regional Office
Pembroke Four Office

Suite 300
Virginia Beach, VA
1-804-473-2116

Central Regional Office

1604 Santa Rose Rd., Suite 130
Richmond, VA 23229-5008
1-804-662-9743