

**DEEP CREEK  
COUNTRY DAY SCHOOL**

**PARENT  
INFORMATION  
HANDBOOK**



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## LICENCING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS

THE COMMONWEALTH OF VIRGINIA HELPS ASSURE PARENTS THAT CHILD DAY PROGRAMS THAT ASSUME RESPONSIBILITY FOR THE SUPERVISION, PROTECTION, AND WELL-BEING OF A CHILD FOR ANY PART OF A 24 HOUR DAY ARE SAFE, 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 EXCEPTIONS TO LICENSURE, LICENSED PROGRAMS INCLUDE CHILD DAY CENTERS, FAMILY DAY HOMES, CHILD DAY CENTER SYSTEMS, AND FAMILY DAY SYSTEMS. THE STATE MAY ALSO VOLUNTARILY REGISTER FAMILY DAY HOMES 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 RECORDS CHECKS AND SPECIFIC QUALIFICATIONS FOR STAFF AND MOST VOLUNTEERS WORKING DIRECTLY WITH 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 A PROGRAM WHICH WILL BE INVESTIGATED IF IT VIOLATES A STANDARD.

THREE TYPES OF LICENSES MAY BE ISSUED TO PROGRAMS. CONDITIONAL LICENSES 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 THE STANDARDS. OPERATING WITHOUT A LICENSE WHEN REQUIRED CONSTITUTES A MISDEMEANOR WHICH, UPON CONVICTION, CAN BE PUNISHABLE BY A FINE OF UP TO \$100.00 OR IMPRISONMENT OF UP TO 12 MONTHS OR BOTH FOR EACH DAY'S 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 SERVICE CLOSEST TO YOU.

EASTERN REGIONAL OFFICE  
PEMBROKE OFFICE PARK  
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## **1. INTRODUCTION**

A. PHILOSOPHY AND PURPOSE: THE DEEP CREEK COUNTRY DAY SCHOOL IS A STATE LICENSED CHILD CARE CENTER WHICH SERVES CHILDREN RANGING IN AGE FROM INFANT THROUGH TWELVE YEARS OF AGE. THE PURPOSE OF OUR SCHOOL IS TO PROVIDE HIGH QUALITY CHILD CARE SERVICES. THE PROGRAM IS DESIGNED TO MEET THE PHYSICAL, SOCIAL, EMOTIONAL AND INTELLECTUAL NEEDS OF THE CHILDREN BY PROVIDING A LOVING AND NURTURING STAFF, AGE-APPROPRIATE DEVELOPMENTAL ACTIVITIES, A BRIGHT, CHEERFUL ENVIRONMENT, AND HOT NUTRITIOUS MEALS. STAFF MEMBERS WITH PROFESSIONAL TRAINING IN EARLY CHILDHOOD EDUCATION SUPERVISE AND IMPLEMENT THE EDUCATIONAL CURRICULUM. EACH CHILD IS AN INDIVIDUAL AND THE INDIVIDUAL NEED OF EACH CHILD IS ADDRESSED.

THE CHILD CARE OPTION AVAILABLE TO FAMILIES INCLUDE FULL-TIME CARE, PART-TIME CARE, (IF SPACE IS AVAILABLE) HALF-DAY PRE-SCHOOL CLASSES, BEFORE AND AFTER KINDERGARTEN CARE, AND BEFORE AND AFTER SCHOOL CARE. THE PROGRAM IS OPEN TO ALL CHILDREN REGARDLESS OF RACE, CREED, COLOR, RELIGION OR CULTURAL BACKGROUND.

B. QUALITY STANDARDS: DEEP CREEK COUNTRY DAY SCHOOL IS STATE LICENSED BY THE VIRGINIA DEPT. OF SOCIAL SERVICES TO CARE FOR 100 CHILDREN. THE SCHOOL RECEIVES PERIODIC INSPECTIONS; BOTH ANNOUNCED AND UNANNOUNCED, BY THE STATE CHILD CARE LICENSING SPECIALIST, THE CHESAPEAKE FIRE DEPT. AND THE CHESAPEAKE HEALTH DEPT. THE DEEP CREEK COUNTRY DAY SCHOOL'S OPERATING POLICIES ARE A COMBINATION OF THE COMMONWEALTH OF VIRGINIA STATE LICENSING REGULATIONS FOR CHILD CARE CENTERS AND THE NATIONAL ACCREDITATION CRITERIA OF THE NATIONAL ACADEMY OF EARLY CHILDHOOD PROGRAMS.

ACKNOWLEDGMENT IS GIVEN TO THE AUTHORS OF THE REFERENCED DOCUMENTS, WHICH WERE USED IN DEVELOPING THE OPERATING POLICIES OF OUR SCHOOL. THE COMBINATION OF POLICIES IS INTENDED TO CONSOLIDATE THE CHILD CARE MANAGEMENT TECHNIQUES AND CHARACTERISTICS OF THE MOST SUCCESSFUL AND HIGHEST QUALITY PROGRAM. COPIES OF THE STATE LICENSING REGULATIONS AND THE NATIONAL ACCREDITATION CRITERIA ARE AVAILABLE FOR REVIEW BY PARENTS AT THE FRONT DESK. THE DEEP CREEK COUNTRY DAY SCHOOL POLICIES ARE SUBJECT TO CHANGE WITH TWO WEEKS WRITTEN NOTICE TO PARENTS. CHANGES SHOULD BE EXPECTED WHEN STATE LICENSING OR NATION ACCREDITATION REQUIREMENTS ARE MODIFIED.

C. STAFF QUALIFICATIONS: THE STAFF OF DEEP CREEK COUNTRY DAY SCHOOL IS WELL TRAINED IN EARLY CHILDHOOD EDUCATION. STAFF MUST BE AT LEAST 18 YEARS OF AGE WITH A HIGH SCHOOL DIPLOMA OR G.E.D.

TEACHERS ARE REQUIRED TO HAVE THE FOLLOWING QUALIFICATIONS OR THE EQUIVALENT IN EDUCATION AND EXPERIENCE:

1. AN ENDORSEMENT OR BACHELORS DEGREE IN EARLY CHILDHOOD EDUCATION OR A RELATED FIELD OR,
2. ASSOCIATES DEGREE IN EARLY CHILDHOOD EDUCATION OR RELATED FIELD OR
3. CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA) PLUS ONE YEAR'S EXPERIENCE IN CHILD GROUP CARE OR,

4. TWO YEARS OF AGE-APPROPRIATE EXPERIENCE PLUS A MINIMUM OF 20 HOURS OF TRAINING IN DEVELOPMENTALLY-APPROPRIATE PRACTICES FOR CHILDREN OF PRESCHOOL AGE OR YOUNGER.

ASSISTANT TEACHERS AND INFANT/TODDLER CARE GIVERS ARE REQUIRED TO HAVE THE FOLLOWING QUALIFICATIONS OR THE EQUIVALENT IN EDUCATION AND TRAINING:

1. A CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA) OR,
2. ENROLLMENT IN AN ASSOCIATES DEGREE PROGRAM IN EARLY CHILDHOOD EDUCATION OR,
3. ENROLLMENT IN A CDA TRAINING PROGRAM OR ANOTHER COMPARABLE CHILD CARE GIVER TRAINING PROGRAM OR,
4. ONE YEAR AGE-APPROPRIATE PROGRAMMATIC EXPERIENCE IN THE GROUP CARE OF CHILDREN AND IN A STAFF TRAINING PLAN OF AT LEAST 12 HOURS.

DIRECTORS, ASSISTANT DIRECTORS AND ADMINISTRATOR ARE REQUIRED TO HAVE THE FOLLOWING QUALIFICATIONS:

1. AN ENDORSEMENT OR BACHELORS DEGREE IN EARLY CHILDHOOD EDUCATION OR RELATED FIELD OR,
2. ASSOCIATE DEGREE PLUS TWO YEARS EXPERIENCE IN EARLY CHILDHOOD EDUCATION OR RELATED FIELD OR,
3. CHILD DEVELOPMENT CREDENTIAL AND TWO YEAR'S EXPERIENCE IN THE GROUP CARE OF CHILDREN AND ONE YEAR OF EXPERIENCE TO BE IN STAFF SUPERVISORY CAPACITY.

D. VOLUNTEER PERSONNEL SHALL MEET THE QUALIFICATIONS FOR THE APPLICABLE POSITION IN WHICH THEY ARE VOLUNTEERING.

E. ORGANIZATIONAL CHART: SEE APPENDIX

F. STAFF TRAINING PROGRAM: ALL STAFF MEMBERS RECEIVE TRAINING IN FIRST AID AND IN CARDIOPULMONARY RESUSCITATION (CPR). EACH STAFF MEMBER RECEIVES ORIENTATION TRAINING ON THE OPERATING PROCEDURES OF THE SCHOOL, ATTENDS REGULAR STAFF MEETING, AND RECEIVES AT LEAST 12 HOURS OF ADDITIONAL TRAINING PER YEAR IN EARLY CHILDHOOD EDUCATION THROUGH WORKSHOPS AND PROFESSIONAL CONFERENCES.

G. PATRON SATISFACTION: THE ADMINISTRATOR/DIRECTOR IS RESPONSIBLE FOR THE OVERALL MANAGEMENT AND OPERATION OF THE SCHOOL. OUR ADMINISTRATIVE STAFF AND TEACHING STAFF STRIVE TO PROVIDE EXCEPTIONAL CARE FOR YOUNG CHILDREN AND WE OFFER AN "OPEN DOOR" TO PARENTS FOR THE DISCUSSION OF ANY CONCERNS OR PROBLEMS. WHEN ARRIVING OR DEPARTING, PARENTS SHOULD LIMIT CONVERSATION WITH TEACHERS TO A MINIMUM. TEACHERS MUST OBSERVE CHILDREN AT ALL TIMES; THEREFORE, TELEPHONE CONVERSATIONS REQUESTING TEACHERS TO LEAVE THE CLASSROOM ARE NOT ENCOURAGED. FOR THIS REASON, PARENTS ARE ENCOURAGED TO MAKE AN APPOINTMENT IN ADVANCE WITH TEACHERS TO DISCUSS CONCERNS OR PROBLEMS. ADMINISTRATIVE STAFF IS AVAILABLE AT ANY TIME.

IF PARENTS ARE NOT SATISFIED WITH THE RESOLUTION OF A CONCERN OR PROBLEM BY A STAFF MEMBER, THE PARENT SHOULD BRING THE CONCERN DIRECTLY TO THE

ADMINISTRATION STAFF. PROBLEMS AND CONCERNS WILL BE DEALT WITH PROMPTLY. PARENT CONFERENCES WITH ADMINISTRATION MAY BE SCHEDULED BY REQUEST OF THE PARENT OR STAFF MEMBER.

H. HOURS OF OPERATION: THE PROGRAM IS OPEN FROM 6:00 A.M. UNTIL 6:00 P.M. MONDAY THROUGH FRIDAY. THE CENTER IS OPEN 12 HOURS PER DAY. PARENTS ARE ENCOURAGED TO LIMIT THEIR CHILD'S TIME AT THE CENTER TO APPROXIMATELY 10 HOURS PER DAY ON A REGULAR BASIS. PARENT' S WORK SCHEDULE CAN OCCASIONALLY REQUIRE A 12 HOUR WORK DAY. A 12 HOUR DAY FOR A CHILD CAN BE EXTREMELY EXHAUSTING. PARENTS ARE INVITED TO DISCUSS ANY CONCERNS ABOUT EXTENDED HOURS WITH US AT ANY TIME.

I. HOLIDAYS: THE SCHOOL IS CLOSED ON SIX NATIONAL HOLIDAYS AND ONE IN-SERVICE WORK DAY. NEW YEAR'S DAY, MEMORIAL DAY, JULY 4TH, FRIDAY BEFORE LABOR DAY (IN-SERVICE WORK DAY), LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY. THE CENTER WILL CLOSE AT 12:00 P.M. ON CHRISTMAS AND NEW YEAR'S EVE.

IF CHRISTMAS, NEW YEARS OR JULY 4TH FALL ON A SATURDAY, THE CENTER WILL BE CLOSED ON FRIDAY. IF ONE OF THESE THREE HOLIDAYS FALLS ON A SUNDAY, THE CENTER WILL BE CLOSED ON MONDAY.

THERE WILL BE NO REDUCTION IN FEE OR REFUNDS WHEN THE SCHOOL IS CLOSED FOR HOLIDAYS.

J. INCLEMENT WEATHER CLOSING: THE SCHOOL WILL BE CLOSED FOR SERIOUS WEATHER CONDITION, OR MAY REQUIRE LATE OPENING OR EARLY CLOSING WHEN THE SAFETY OF THE CHILDREN, STAFF OR PARENTS IS JEOPARDIZED. ANNOUNCEMENTS WILL BE MADE ON LOCAL RADIO STATIONS OR PARENTS WILL BE CALLED.

K. FACILITY AND GROUNDS: THE DEEP CREEK COUNTRY DAY SCHOOL IS LOCATED ON APPROXIMATELY TWO ACRES OF LAND IN A QUIET RESIDENTIAL NEIGHBORHOOD. THE FACILITY HAS A CAPACITY FOR 100 CHILDREN, IS AIR CONDITIONED AND HAS A SPACIOUS FLOOR PLAN WITH, CATHEDRAL CEILINGS AND LARGE OBSERVATION WINDOWS INTO THE CLASSROOMS. THE BUILDING IS CLEANED DAILY BY A JANITORIAL SERVICE AND THE GROUNDS ARE MAINTAINED BY A PROFESSIONAL GROUNDS MAINTENANCE SERVICE. STRICT COMPLIANCE WITH ENVIRONMENTAL HEALTH AND SANITATION REGULATIONS IS A HIGH PRIORITY OF THE ADMINISTRATOR.

L. SMOKING SHALL BE PROHIBITED INSIDE AND OUTSIDE THE SCHOOL IN THE PRESENCE OF CHILDREN.

## **2. ADMISSION PROCEDURES**

A. ELIGIBILITY: THE PROGRAM IS OPEN TO CHILDREN RANGING IN AGE FROM 8 MONTHS TO TWELVE YEARS PRIORITY ENROLLMENT IS GIVEN TO CHILDREN ENROLLING ON A FULL-TIME BASIS. A WAITING LIST IS MAINTAINED WHEN A CLASSROOM IS AT FULL CAPACITY, AND PARENTS ARE CONTACTED WHEN A SUITABLE OPENING ARISES FOR THEIR CHILD. CHILDREN WITH SPECIAL MEDICAL OR DEVELOPMENTAL NEEDS MAY BE ENROLLED FOLLOWING SCREENING PROCEDURES AND A DETERMINATION BY THE ADMINISTRATOR THAT THE PROGRAM CAN ADEQUATELY MEET THE NEEDS OF THE CHILD.

SCREENING PROCEDURES INCLUDE DISCUSSIONS AND RECOMMENDATIONS FROM THE CHILD'S PHYSICIAN, PARENTS, THERAPIST, AND OTHER PERSONS INVOLVED IN THE CARE OF THE CHILD.

B. AMERICAN DISABILITY ACT: A COPY OF THE AMERICAN DISABILITY ACT MAY BE REVIEWED AT THE REQUEST OF THE PARENT.

C. ORIENTATION FOR PARENTS AND CHILDREN: PRIOR TO THE CHILD'S ADMISSION, THERE WILL BE A PERSONAL INTERVIEW AT THE CENTER WITH THE ADMINISTRATOR OR DIRECTOR, THE STAFF, THE PARENT AND THE CHILD. THE PARENT WILL RECEIVE A TOUR OF THE SCHOOL AND WILL RECEIVE AN ORIENTATION CONCERNING THE SCHOOL'S OPERATION POLICIES. THE PURPOSE OF THE INTERVIEW IS TO ALLOW THE PARENT AND THE STAFF TO SHARE INFORMATION ABOUT THE CHILD AND THE FAMILY'S CHILD CARE NEEDS, AND TO COME TO A JOINT DECISION ABOUT THE SUITABILITY OF THE CHILD'S ENROLLMENT. DURING THE INTERVIEW, THE PARENT SHOULD INFORM THE STAFF ABOUT ANY SPECIAL MEDICAL, DEVELOPMENTAL OR EDUCATIONAL NEEDS OF THE CHILD.

IF THE CHILD IS NOT PRESENT FOR THE INITIAL INTERVIEW, THEN THE CHILD SHOULD BE BROUGHT IN FOR OBSERVATION BEFORE THE ENROLLMENT DETERMINATION IS MADE. ONCE THE DECISION TO ADMIT THE CHILD HAS BEEN MADE, PARENTS ARE ENCOURAGED TO BRING THEIR CHILD INTO SCHOOL FOR AT LEAST ONE ADDITIONAL SHORT VISIT IN THE CLASSROOM BEFORE THE CHILD IS ADMITTED FOR AN ENTIRE DAY. SEVERAL SHORT VISITS MAY BE ADVISED IF THE CHILD HAS NEVER BEEN IN A GROUP SETTING OR IF THE CHILD APPEARS TO BE ANXIOUS ABOUT SEPARATING FROM THE PARENTS.

PARENTS ARE WELCOME TO STAY WITH THEIR CHILD DURING THESE VISITS OR THEY MAY ALLOW THE CHILD TO VISIT ALONE. A CURRENT IMMUNIZATION RECORD AND AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT MUST BE GIVEN IF THE CHILD IS TO REMAIN IN THE SCHOOL FOR A VISIT WITHOUT THE PARENT. THERE WILL BE NO CHARGE FOR TWO THREE-HOUR VISITS BY NEW CHILDREN. ADDITIONAL VISITS BY CHILDREN WITHOUT THEIR PARENTS WILL REQUIRE AN HOURLY CHILD CARE FEE.

D. REGISTRATION: PARENTS MUST COMPLETE THE REGISTRATION FORMS WHICH PROVIDE PARENT CONTACT INFORMATION, EMERGENCY CONTACTS, AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, AND OTHER REQUIRED INFORMATION. PARENTS WILL SIGN AN ENROLLMENT AGREEMENT WHICH DEFINES THE COST OF THE CHILD CARE SERVICES AND A PARENT AGREEMENT WHICH DEFINES THE PARENT'S RESPONSIBILITIES. **IF CURRENT INFORMATION ON FILE IS CHANGED. PARENTS MUST GIVE CHANGES IN WRITING IMMEDIATELY TO THE ADMINISTRATOR.**

A NON-REFUNDABLE REGISTRATION FEE IS CHARGED ANNUALLY IN SEPTEMBER PER CHILD TO RESERVE THE CHILD'S ENROLLMENT SPACE. A CHILD ENROLLING AFTER APRIL 30 WILL PAY ONE-HALF OF THE REGISTRATION FEE. THE REGISTRATION FEE HELPS TO COVER THE COST OF A SPECIAL ACCIDENT INSURANCE POLICY WHICH IS CARRIED ON EACH CHILD PARTICIPATING IN THE PROGRAM.

E. HEALTH REQUIREMENTS: PRIOR TO ADMISSION, PARENTS MUST FURNISH DOCUMENTATION OF ALL AGE-APPROPRIATE IMMUNIZATIONS PRESCRIBED IN STATE LICENSING REGULATIONS. EACH CHILD MUST HAVE A PHYSICAL EXAMINATION BY OR UNDER THE DIRECTION OF A PHYSICIAN, PRIOR TO ADMISSION OR WITHIN 30 DAYS AFTER ADMISSION. UPDATES OF IMMUNISATIONS ARE REQUIRED EVERY SIX MONTHS FOR CHILDREN UNDER THE AGE OF 2. PARENTS ARE REQUIRED TO BRING A COPY OF THE IMMUNIZATION RECORD AFTER EACH DOCTOR'S VISIT.

F. SCHOOL DRESS; PARENTS ARE ENCOURAGED TO DRESS THE CHILD APPROPRIATELY, CONSIDERING THE WEATHER FOR THE DAY. DRESS SHOULD OFFER THE CHILD FREEDOM TO PERFORM ALL ACTIVITIES FREELY. SHOES WITH TIES OR BUCKLES OR STRAPS AND SOCKS ARE REQUIRED FOR THE SAFETY OF THE CHILD DAILY. LONG DRESSES



ARE PROHIBITED AS WELL AS "JELLY SHOES" AND THONGS.

SOME AREAS OF EARLY CHILDHOOD DEVELOPMENT REQUIRE THE CHILD TO PARTICIPATE IN ACTIVITIES WHICH INVOLVE THE USE OF MATERIALS THAT ARE "MESSY". FOR THIS REASON, EXPENSIVE CLOTHING IS NOT RECOMMENDED. THE PARENTS SHOULD UNDERSTAND THAT FREEDOM OF PLAY AND PARTICIPATION IN ALL PROJECTS IS IMPORTANT FOR THE GROWTH AND DEVELOPMENT OF THE CHILD.

IF NECESSARY, DUE TO A CHILD'S DOCTOR'S APPOINTMENT OR OTHER IMPORTANT OBLIGATIONS IMMEDIATELY AFTER SCHOOL, THE PARENT MAY SEND CLOTHES FOR THE CHILD AND REQUEST THAT THE CHILD BE CLEANED AND CLOTHES CHANGED. THE PARENT MUST ALSO CONSIDER THE TIME INVOLVED IN THIS PROCEDURE AND REQUEST THIS ONLY IF NO OTHER OPTION IS AVAILABLE.

G. ARRIVAL AND DEPARTURE: PARENTS ARE REQUIRED TO SIGN THEIR CHILDREN IN UPON ARRIVAL AND THEN SIGN THEM OUT UPON DEPARTURE. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR CHILDREN WHO ARE NOT SIGNED IN AND APPROPRIATELY TURNED OVER TO THE SUPERVISION OF A STAFF MEMBER IN THE CHILD'S CLASSROOM OR ON THE PLAYGROUND.

PARENTS SHOULD SAY GOOD-BYE TO THEIR CHILD IN THE CLASSROOM OR ON THE PLAYGROUND. FOR SECURITY REASONS, CHILDREN ARE NOT ALLOWED TO FOLLOW THEIR PARENT BACK TO THE FRONT DOOR OR THE BUILDING AND THEN GO TO THEIR CLASSROOM UNSUPERVISED.

THE PARENT MUST PROVIDE THE SCHOOL WITH A TELEPHONE NUMBER OR BEEPER NUMBER WHERE THEY CAN BE REACHED AT ALL TIMES. THIS ALLOWS THE SCHOOL TO REACH THE PARENT IMMEDIATELY IN CASE OF AN EMERGENCY.

IF THE PARENT HAS AN APPOINTMENT OR MEETING, AND THE SCHOOL DOES NOT HAVE THIS INFORMATION, A TELEPHONE NUMBER AND LOCATION WHERE THE PARENT CAN BE REACHED SHOULD BE GIVEN UPON ARRIVAL.

**IF THIS INFORMATION CHANGES, IT IS THE PARENT'S RESPONSIBILITY TO GIVE WRITTEN NOTICE OF THE CHANGE IMMEDIATELY.**

WHEN DEPARTING, PARENTS SHOULD MAKE SURE THAT THE SUPERVISING STAFF MEMBER IN THE CHILD'S CLASSROOM IS AWARE THEY ARE PICKING UP THEIR CHILD. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN AFTER THEY HAVE REMOVED THE CHILD FROM THE STAFF MEMBER'S SUPERVISION. CHILDREN SHOULD NOT BE ALLOWED TO RUN FREELY THROUGH THE BUILDING OR GO UNATTENDED INTO THE PARKING LOT.

H. PARKING LOT SUPERVISION: THE PARKING LOT IS EXTREMELY BUSY DURING ARRIVAL AND DEPARTURE TIMES. CHILDREN MUST ALWAYS BE ACCOMPANIED BY AN ADULT WHEN THEY LEAVE THE BUILDING AND ENTER THE PARKING LOT. PARENTS SHOULD NOT LEAVE SLEEPING INFANTS ALONE IN THE CAR OR LEAVE YOUNG CHILDREN UNATTENDED IN THE CAR OR PARKING LOT WHILE THE PARENTS ARE IN THE BUILDING.

I. RELEASE OF CHILDREN TO OTHERS: THE SCHOOL WILL RELEASE A CHILD ONLY TO THE CHILD'S PARENTS UNLESS THE SCHOOL HAS WRITTEN PERMISSION TO RELEASE THE CHILD TO OTHERS. PARENTS MUST GIVE WRITTEN PERMISSION ON THE CHILD'S REGISTRATION FORM FOR OTHER ADULTS TO PICK UP THE CHILD. THE INFORMATION MAY BE CHANGED OR 'UPDATED THROUGHOUT THE YEAR BY FILLING OUT A CHANGE OF

INFORMATION CARD. PARENTS ARE REQUESTED TO NOTIFY THE SCHOOL IN ADVANCE WHEN SOMEONE ELSE WILL BE PICKING UP THE CHILD. SIBLINGS SENT TO PICK UP A CHILD FROM SCHOOL SHOULD BE AT LEAST 16 YEARS OLD. PARENTS MUST GIVE WRITTEN PERMISSION FOR THE CHILD TO BE ALLOWED TO WALK HOME WITH A 16 YEAR OLD SIBLING.

INFANTS AND TODDLERS - BOTH PARENTS AND OTHER AUTHORIZED PERSONS PICKING UP THE CHILD SHOULD COME IN AND MEET THE STAFF.

THE ADULT AUTHORIZED TO PICK UP THE CHILD SHOULD REPORT TO THE FRONT DESK. THE STAFF WILL REQUIRE A PICTURED IDENTIFICATION CARD BEFORE RELEASING THE CHILD.

PARENTS ARE ENCOURAGED TO SHARE PERTINENT INFORMATION WITH THE STAFF REGARDING PARENTAL CUSTODY OF CHILDREN WHOSE PARENTS ARE SEPARATED OR DIVORCED. CUSTODY PAPERS WILL BE REQUIRED WHEN THE SCHOOL IS ASKED BY ONE PARENT TO DENY THE OTHER PARENT ACCESS TO THE CHILD. FOR SECURITY PURPOSES AND FOR THE SAFETY OF THE CHILD, THIS ISSUE IS TAKEN VERY SERIOUSLY AND HANDLED WITH EXTREME CAUTION. THE POLICE WILL BE CALLED IF A HOSTILE SITUATION ERUPTS IN THE SCHOOL OR ON SCHOOL GROUNDS BETWEEN PARENTS OR IF AN UNAUTHORIZED ADULT ATTEMPTS TO PICK UP A CHILD.

J. RELEASE OF CHILDREN TO INTOXICATED ADULTS: ADULTS WHO APPEAR TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS AND WHO ATTEMPT TO PICK UP CHILDREN FROM DEEP CREEK COUNTRY DAY SCHOOL WILL BE CONFRONTED BY STAFF MEMBERS CONCERNED ABOUT THE SAFETY OF THE CHILDREN. STAFF MEMBERS WILL ENCOURAGE THE ADULT NOT TO OPERATE A VEHICLE WHILE INTOXICATED, AND WILL OFFER TO HELP MAKE ALTERNATIVE TRANSPORTATION ARRANGEMENTS. IF THE ADULT INSISTS UPON DRIVING WHILE INTOXICATED OR UNDER THE INFLUENCE OF DRUGS, THE POLICE WILL BE CALLED TO INTERCEPT THE DRIVER AND THE ADULT COULD POSSIBLE FACE CHILD ENDANGERMENT CHARGES.

K. ABSENCES: PARENTS ARE REQUESTED TO INFORM THE SCHOOL WHEN A CHILD IS ABSENT. IF A CHILD IS ABSENT DUE TO ILLNESS, THEN THE STAFF CAN OBSERVE THE OTHER CHILDREN FOR SIMILAR SYMPTOMS AND INFORM THE OTHER PARENTS OF THEIR CHILD'S POSSIBLE EXPOSURE TO A CONTAGIOUS ILLNESS.

IF A CHILD IS ABSENT FIVE (5) CONSECUTIVE DAYS DUE TO ILLNESS, WITH A DOCTOR'S NOTE, ONE WEEK'S TUITION CREDIT WILL BE ALLOWED FOR SICK LEAVE ONLY PER YEAR.

L. VACATION: TWO WEEK'S VACATION IS ALLOWED WITH FULL TUITION CREDIT AFTER 12 MONTH'S ENROLLMENT. WRITTEN NOTICE IS REQUIRED ONE (1) FULL WEEK PRIOR TO THE SCHEDULED VACATION. PRE-PRINTED NOTICES ARE AVAILABLE AT THE FRONT DESK FOR THE CONVENIENCE OF PARENTS. PLEASE ASK FOR A VACATION FORM, COMPLETE, AND TURN INTO EITHER THE DIRECTOR OR ADMINISTRATOR. THE REQUIRED WRITTEN NOTICE MUST BE ON FILE IN ORDER TO RECEIVE TUITION CREDIT.

M. WHAT TO BRING FROM HOME: PARENTS ARE RESPONSIBLE FOR PROVIDING THE FOLLOWING ITEMS FOR THEIR CHILD:

A. INFANT ROOM

1. THREE COMPLETE CHANGES OF LABELED CLOTHES
2. DAILY SUPPLY OF 8 DIAPERS
3. DAILY SUPPLY OF LABELED DIAPERING ITEMS (DIAPER WIPES, POWER, CREAMS OR OINTMENTS OR SPECIALTY ITEMS USED FOR THE CHILD)

4. DAILY SUPPLY OF BABY FORMULA IN READY-TO-FEED, LABELED, PLASTIC BOTTLES
5. DAILY SUPPLY OF BABY FOOD
6. SPECIAL BLANKET OR TOY TO SLEEP WITH (IF NEEDED)

B. TODDLER ROOM

1. THREE COMPLETE CHANGES OF LABELED CLOTHES
2. DAILY SUPPLY OF 8 DIAPERS
3. DAILY SUPPLY OF LABELED DIAPERING ITEMS (DIAPER WIPES, POWDER, CREAMS OR OINTMENTS, OTHER SPECIALTY ITEMS USED FOR THE CHILD)
4. SPECIAL BLANKET OR TOY TO SLEEP WITH (IF NEEDED)

C. TWO YEAR OLD CHILDREN

1. TWO COMPLETE CHANGES OF LABELED CLOTHES
2. DAILY SUPPLY OF 6 DIAPERS IF CHILD IS NOT TOILET TRAINED
3. DAILY SUPPLY OF LABELED DIAPERING ITEMS IF CHILD IS NOT TOILET TRAINED. (DIAPER WIPES, POWDER, CREAMS OR OINTMENTS OR ANYTHING THE PARENT WANT USED ON THE CHILD)
4. DAILY SUPPLY OF 6 CLOTH TRAINING PANTS AND 6 RUBBER PANTS, OR 6 DISPOSABLE PULL-UP PANTS IF CHILD IS BEING TOILET TRAINED.
5. SPECIAL BLANKET OR TOY TO SLEEP WITH (IF NEEDED)

AS A CONVENIENCE, PARENTS ARE ENCOURAGED TO BRING A SUPPLY OF DIAPERS, WIPES, AND BABY FOOD THAT CAN BE STORED AND USED FOR THE CHILD.

PARENTS WILL BE ADVISED WHEN SUPPLY IS LOW AND THEY WILL BE EXPECTED TO REPLENISH THE SUPPLIES.

D. THREE TO FIVE YEAR OLD CHILDREN

1. ONE COMPLETE CHANGE OF LABELED CLOTHES
2. SPECIAL BLANKET OR TOY TO SLEEP WITH (IF NEEDED)

N. STORAGE OF CHILDREN'S BELONGINGS: EACH CHILD IS PROVIDED WITH AN INDIVIDUAL, CUBBIE OR BASKET FOR HIS OR HER BELONGINGS. PARENTS SHOULD CHECK THEIR CHILD'S CUBBIE OR BASKET ON A DAILY BASIS, AND REPLENISH THEIR SUPPLIES AS NEEDED. ALL ITEMS, INCLUDING ART WORK, BLANKETS AND TOYS SHOULD BE TAKEN HOME ON FRIDAYS SO THE CUBBIES AND THE BASKETS CAN BE WASHED. CHILDREN'S NAP TIME BLANKETS SHOULD BE WASHED AT HOME ON A WEEKLY BASIS OR MORE OFTEN IF NECESSARY.

O. TOYS FROM HOME:

A. INFANT

PARENTS OF INFANTS ARE INVITED TO BRING SPECIAL BLANKETS, OR THE CHILD'S SPECIAL SOFT TOY FROM HOME FOR THEIR CHILD'S CRIB. THE SCHOOL WILL PROVIDE THESE ITEMS, BUT PARENTS ARE WELCOME TO BRING THEM FROM HOME IF THEY SO CHOOSE.

B. TODDLERS - 5 YEAR OLD CHILDREN

THE SCHOOL PROVIDES TOYS AND EQUIPMENT FOR THE DEVELOPMENTAL NEEDS OF THE CHILDREN. PARENTS ARE ASKED TO KEEP CHILDREN'S PERSONAL TOYS AT HOME UNLESS THE CHILD NEEDS THE TOY TO SLEEP WITH OR UNLESS THE TOY WILL CONTRIBUTE TO THE EDUCATIONAL CURRICULUM. IF A CHILD DOES BRING A TOY FROM HOME, IT SHOULD BE RELATED TO THE WEEKLY THEME OF THE CLASS CURRICULUM AND BE AN ASSET TO ONE OF THE LEARNING CENTERS. THE CHILD MUST BE WILLING TO SHARE THE TOY WITH THE OTHER

CHILDREN. THE TOY SHOULD BE GIVEN TO THE TEACHER UPON ARRIVAL FOR SAFE KEEPING. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR TOYS FROM HOME THAT GET LOST OR BROKEN. WAR TOYS OR TOYS THAT PROMOTE VIOLENT BEHAVIOR ARE NOT ALLOWED AT SCHOOL.

**P. VIDEOS FROM HOME:**

PARENTS ARE INVITED TO SHARE AGE-APPROPRIATE VIDEOS WITH THE SCHOOL TO SHOW DURING WEEKLY MATINEE MOVIE TIMES. THE VIDEOS MUST BE CAREFULLY SCREENED FOR YOUNG CHILDREN AND FOR REDEEMING EDUCATIONAL OR RECREATIONAL QUALITIES. PARENTS ARE REQUESTED TO SHARE VIDEOS WHICH FOSTER POSITIVE HUMAN RELATIONS, ENCOURAGE POSITIVE SELF-ESTEEM, OR ARE EDUCATIONAL IN NATURE. ANIMATED CARTOONS ARE ACCEPTABLE AS LONG AS THE MESSAGE IS PRESENTED IN A NONVIOLENT NATURE AND TEACHES PRACTICAL LIFE LESSONS. SCIENCE DOCUMENTARIES ABOUT ANIMALS AND NATURE, CHILDREN'S MUSICALS AND EARLY CHILDHOOD EDUCATION CONCEPTS ARE ALL ACCEPTABLE.

**3. FEES**

THE FEE SCHEDULE IS INCLUDED IN THE CHILD'S ENROLLMENT PACKET. FEES ARE SUBJECT TO CHANGE UPON WRITTEN NOTICE 15 DAYS IN ADVANCE.

**A. PAYMENT OF TUITION FEES:** TUITION PAYMENTS ARE DUE IN ADVANCE. PAYMENTS SHOULD BE MADE ON FRIDAY PRECEDING THE WEEK OF CHILD CARE. PAYMENTS MADE AFTER CLOSING TIME ON TUESDAY WILL BE CONSIDERED LATE AND WILL BE ASSESSED A LATE FINE OF \$5.00.

CHECKS SHOULD BE MADE PAYABLE TO DEEP CREEK COUNTRY DAY SCHOOL OR "DCCDS". PARENTS SHOULD WRITE THE CHILD'S NAME AND THE TUITION WEEK BEING PAID FOR AT THE BOTTOM OF THE CHECK TO INSURE PROPER CREDIT OF YOUR PAYMENT.

CASH PAYMENTS ARE NOT ENCOURAGED FOR SECURITY REASONS, BUT WILL BE ACCEPTED. RECEIPTS WILL BE ISSUED FOR ALL CASH PAYMENTS, AND CAN BE REQUESTED FOR PAYMENTS MADE BY CHECK.

**B. ANNUAL REGISTRATION FEE:** AN ANNUAL REGISTRATION FEE PER CHILD IS CHARGED EACH SEPTEMBER AT THE BEGINNING OF THE SCHOOL YEAR. THE REGISTRATION FEE IS PRO-RATED FOR FAMILIES WHO ENROLL THEIR CHILD AFTER APRIL 30TH. FAMILIES WHO ENROLL AFTER AUGUST 1 ARE NOT CHARGED A REGISTRATION FEE UNTIL THE BEGINNING OF THE SCHOOL YEAR ON SEPTEMBER 1. THE REGISTRATION FEE IS NONREFUNDABLE.

**4. PROGRAM OPTIONS**

**A. FULL-TIME ENROLLMENT**  
MONDAY THROUGH FRIDAY (FOUR OR FIVE DAYS)  
INCLUDES BREAKFAST, LUNCH AND AFTERNOON SNACK.  
A 10% SIBLING DISCOUNT FOR A SECOND CHILD IS ALLOWED

**B. PART-TIME ENROLLMENT<sup>T</sup>**  
MONDAY THROUGH FRIDAY (TWO OR THREE DAYS PER WEEK) INCLUDES  
BREAKFAST, LUNCH AND AFTERNOON SNACK. NO SIBLING DISCOUNTS.

**C. AGE GROUPS**  
INFANTS

TODDLERS  
TWO YEAR OLD  
THREE YEAR OLD  
FOUR/FIVE YEAR OLD

PARENTS MAY ENROLL THEIR CHILD ON A PERMANENT PART-TIME BASIS FOR TWO OR THREE DAYS PER WEEK. THE PARENTS MUST SELECT A SET SCHEDULE OF DAYS FOR ATTENDANCE OF THEIR CHILD AND THESE DAYS MAY NOT VARY. FOR SOME PARENTS WHOSE WORK SCHEDULE CHANGES EACH WEEK, FULL-TIME ENROLLMENT MAY BE MORE SUITABLE TO ASSURE THAT ALL FIVE DAYS OF CHILD CARE ARE RESERVED WHENEVER THE PARENT MUST WORK. PARENTS MAY CONVERT TO FULL-TIME ENROLLMENT ON A SPACE AVAILABLE BASIS. PART-TIME CHILDREN MAY LOSE THEIR SPACE IF FULL-TIME ENROLLMENT IS REQUESTED FOR ANOTHER CHILD.

THE REGISTRATION FEE MUST BE PAID UPON ENROLLMENT. THE TUITION FOR THE CONTRACTED DAYS IS DUE EACH WEEK REGARDLESS OF THE NUMBER OF DAYS THE CHILD ATTENDS, THERE WILL BE NO REDUCTION IN FEES WHEN THE SCHOOL IS CLOSED FOR FEDERAL HOLIDAYS OR INCLEMENT WEATHER. EACH FAMILY IS ENTITLED TO TWO (2) VACATION WEEKS AT NO COST WHEN THE CHILD DOES ATTEND AFTER ONE YEAR. TWO WEEKS WRITTEN NOTICE IS REQUIRED PRIOR TO WITHDRAWAL OR TWO WEEKS OF TUITION WILL BE CHARGED.

D. PART-TIME MORNING PROGRAM: THE DEEP CREEK COUNTRY DAY SCHOOL OFFERS A PART-DAY PRESCHOOL PROGRAM FOR CHILDREN THREE TO FIVE YEARS OLD, WHO ARE NOT OLD ENOUGH OR DEVELOPMENTALLY READY FOR PUBLIC KINDERGARTEN. THE MORNING PRESCHOOL EDUCATIONAL CURRICULUM IS IDENTICAL TO THE CURRICULUM OFFERED IN THE MORNINGS TO THE CHILDREN ENROLLED ON A PART-TIME BASIS, THE PROGRAM IS IMPLEMENTED BY TRAINED EARLY CHILDHOOD PROFESSIONALS.

THE PRESCHOOL OPERATES ON THE PUBLIC SCHOOL CALENDAR. THE PRESCHOOL IS CLOSED ON THE SAME FEDERAL HOLIDAYS AND FOR THE SAME VACATION WEEKS IN DECEMBER AND APRIL THAT THE PUBLIC SCHOOLS ARE CLOSED, ALSO TEACHER WORK DAYS. THE PRESCHOOL CLASS MEETS FROM 8:30 AM - 11:00 AM MONDAY THROUGH FRIDAY. PARENTS CAN CHOOSE TO SEND THEIR CHILD TWO, THREE OR FIVE DAYS.

THE PRESCHOOL WILL ALSO FOLLOW THE INCLEMENT WEATHER CLOSING SCHEDULE OF DEEP CREEK ELEMENTARY SCHOOL, WITH ONE EXCEPTION. IF THE PUBLIC SCHOOL IS CLOSED, THEN THE PRESCHOOL WILL BE CLOSED. IF THE PUBLIC SCHOOL OPENS ONE HOUR LATE, THEN THE PRESCHOOL WILL OPEN ONE HOUR LATE. IF, HOWEVER, THE PUBLIC SCHOOL OPENS TWO HOURS LATE, THEN THE PRESCHOOL WILL BE CLOSED FOR THAT DAY.

TRANSPORTATION CAN BE ARRANGED IN SOME CASES IF THE CHILD'S HOME IS ON THE VAN ROUTE TO OR FROM THE PUBLIC SCHOOLS. A VAN TRANSPORTATION FEE OF \$2.00 PER TRIP IS CHARGED.

DAYS PER WEEK TWO DAYS  
(TUESDAY AND THURSDAY)

THREE DAYS  
(MONDAY, WEDNESDAY & FRIDAY)

FIVE DAYS  
(MONDAY - FRIDAY)

FEE SCHEDULE - PAYMENTS ARE DUE IN ADVANCE. PAYMENT SHOULD BE MADE ON FRIDAY PRECEDING THE WEEK OF CHILD CARE. PAYMENTS MADE AFTER CLOSING TIME ON TUESDAY WILL BE CONSIDERED LATE AND WILL BE ASSESSED A LATE FINE OF \$5.00.

E. BEFORE AND AFTER KINDERGARTEN ENROLLMENT: THIS PROGRAM PROVIDES A WORKABLE SOLUTION FOR PARENTS DURING THE KINDERGARTEN YEAR WHEN CHILD-CARE SCHEDULES ARE INTERRUPTED IN THE MIDDLE OF THE DAY. THE DCCDS PROVIDES CARE MONDAY THROUGH FRIDAY BOTH BEFORE AND AFTER KINDERGARTEN, INCLUDING BREAKFAST LUNCH AND AFTERNOON SNACK. AN ADDITIONAL CHARGE WILL BE MADE IF VAN TRANSPORTATION IS NEEDED TO AND FROM SCHOOL WITHIN THE DEEP CREEK AREA.

IF THE SCHOOL VAN IS TEMPORARILY OUT OF SERVICE, OR IF LESS THAN FOUR CHILDREN NEED TRANSPORTATION TO A SPECIFIC DESTINATION, THEN A STAFF CAR COVERED BY THE SCHOOL'S INSURANCE POLICY MAY BE USED TO TRANSPORT THE CHILDREN INSTEAD OF THE VAN.

WHEN THE PUBLIC SCHOOL IS CLOSED FOR TEACHER WORK DAYS, INCLEMENT WEATHER, CHRISTMAS AND SPRING BREAKS, AND HOLIDAYS THAT ARE NOT HONORED BY DCCDS, THE CHILDREN WILL REMAIN AT DCCDS AT AN ADDITIONAL CHARGE.

F. OCCASIONAL DAILY OR HOURLY CARE (EMERGENCY ONLY):  
MONDAY THROUGH FRIDAY  
SPACE AVAILABLE BASIS 6:00 AM TO 6:00 PM  
UP TO 10 HOURS OF CARE PER DAY  
NO SIBLING DISCOUNTS

DAILY AND HOURLY CARE BY RESERVATION IS AVAILABLE TO PARENTS FOR OCCASIONAL CHILD-CARE NEEDS IF SPACE IS AVAILABLE IF A FAMILY USES THE SERVICE MORE THAN THREE (3) TIMES PER SCHOOL YEAR, THEY WILL BE CHARGED THE ANNUAL REGISTRATION FEE. PARENTS MUST PROVIDE REGISTRATION INFORMATION, DOCUMENTATION OF THE CHILD'S CURRENT IMMUNIZATION AND SIGN AN EMERGENCY MEDICAL TREATMENT AUTHORIZATION BEFORE LEAVING THE CHILD.

DAILY CARE IS AVAILABLE FOR FOUR TO TEN HOURS OF CARE PER DAY FOR INFANTS, TODDLERS AND CHILDREN THREE TO FIVE YEARS OLD. MEALS ARE INCLUDED. RESERVATIONS ARE RECOMMENDED AT LEAST 24 HOURS IN ADVANCE, AND WILL BE ACCEPTED ON A SPACE AVAILABLE BASIS. PAYMENT IS DUE IN ADVANCE. NO SIBLING DISCOUNTS APPLY.

HOURLY CARE IS AVAILABLE FOR UP TO FOUR HOURS PER DAY. MEALS WHICH ARE SERVED TO THE CHILD ARE CHARGED SEPARATELY FOR BREAKFAST, LUNCH, AND SNACK. A MINIMUM OF THREE HOURS OF CARE MUST BE RESERVED AND PAID FOR IN ADVANCE. ADDITIONAL FEES FOR CARE WILL BE CALCULATED IN 30 MINUTE INCREMENTS. ONCE THE CHILD HAS BEEN PROVIDED FOUR HOURS OF CARE, THE RATE AUTOMATICALLY CONVERTS TO A DAILY RATE AND AN ADDITIONAL MEAL FEE IS NOT CHARGED. NO SIBLING DISCOUNTS APPLY.

THE CHILD'S HEALTH STATUS MUST BE CONSISTENT WITH THE SCHOOL'S HEALTH CRITERIA BEFORE ADMISSION WILL BE ALLOWED.: THE PARENTS SHOULD INFORM THE STAFF OF ANY SYMPTOMS OF CONTAGIOUS ILLNESSES WHICH THE CHILD MAY HAVE HAD IN THE 24 HOURS

BEFORE ADMITTANCE, AND ANY EXPOSURE TO A CONTAGIOUS ILLNESS WHICH THE CHILD MAY HAVE HAD IN THE TWO WEEKS PRIOR TO ADMISSION.

G. PENALTY FEES

1. LATE PAYMENT FEES

TUITION IS DUE IN ADVANCE ON FRIDAY, PRECEDING THE WEEK OF CHILD CARE. TUITION PAID AFTER CLOSING TIME ON TUESDAY WILL BE CONSIDERED LATE AND A LATE FINE OF \$5.00 WILL BE CHARGED. THE \$5.00 FEE SHOULD BE ADDED TO THE TOTAL AMOUNT WHEN THE TUITION IS PAID AND IT SHOULD BE NOTED ON THE BOTTOM OF THE CHECK.

PARENTS WHO HAD MADE SPECIAL ARRANGEMENTS DURING THE PREVIOUS SCHOOL YEAR TO PAY TUITION LATE, EITHER BY THE MONTH OR ON THEIR PAYDAY CYCLE, WILL NEED TO MODIFY THEIR PAYMENT ARRANGEMENTS TO CONFORM TO THE SCHOOL'S PAYMENT POLICY. THIS POLICY MUST BE STRICTLY ENFORCED TO COVER THE SCHOOL'S OPERATING EXPENSES.

2. LATE PICK-UP FEE

THE DCCDS CLOSES AT 6:00 PM DAILY. PARENTS WHO ARRIVE AFTER CLOSING TIME WILL BE CHARGED A LATE PICK-UP FEE OF \$5.00 FOR ANY PART OF THE FIRST HALF HOUR AFTER 6:00 PM, AND \$10.00 FOR ANY PART OF THE SECOND HALF HOUR AFTER 6:00 PM.

PARENTS SHOULD PLAN TO ARRIVE A FEW MINUTES BEFORE CLOSING TIME TO ALLOW THEMSELVES SUFFICIENT TIME TO GATHER THEIR CHILD'S BELONGINGS AND TO RECEIVE A DAILY REPORT FROM THEIR CHILD'S CARE-GIVER. PARENTS WHO KNOW THAT THEY WILL BE LATE SHOULD ATTEMPT TO CALL THE SCHOOL TO DISCUSS ALTERNATIVE CHILD CARE ARRANGEMENTS FOR THEIR CHILD UNTIL THEIR ARRIVAL. THE POLICE WILL BE CALLED IF A CHILD IS NOT PICKED UP BY 7:00 PM AND IF THE PARENT HAS NOT CALLED THE SCHOOL TO DISCUSS THE PROBLEM. REPEATED LATE PICK-UP OF A CHILD MAY BE GROUNDS FOR A CHILD'S WITHDRAWAL FROM THE SCHOOL.

PARENTS SHOULD TRY TO ARRIVE BY CLOSING TIME TO ALLOW THE STAFF MEMBERS TO GET OFF DUTY ON THEIR SCHEDULED TIME OF 6:00 PM. MANY OF THE STAFF MEMBERS ARE COLLEGE STUDENTS WHO MUST GET TO EVENING CLASSES OR THEY ARE PARENTS THEMSELVES WITH EVENING FAMILY OBLIGATIONS.

3. RETURNED CHECK CHARGE

IF A CHECK IS RETURNED FROM THE BANK FOR ANY REASON, A \$25.00 RETURNED CHECK FEE WILL BE CHARGED. THE TUITION AND THE RETURNED CHECK FEE MUST BE PAID IN CASH WITHIN 24 HOURS OF NOTIFICATION. THE DCCDS RESERVES THE RIGHT TO REQUIRE CASH PAYMENTS FOR TUITION IF MORE THAN TWO (2) CHECKS ARE RETURNED ON ANY ACCOUNT.

H. SUPPLY FEES: THE DCCDS WILL PROVIDE AN EMERGENCY SUPPLY OF DIAPERS, BABY FORMULA AND BABY FOOD IN THE EVENT A CHILD'S SUPPLY RUNS OUT DURING THE DAY. PARENTS WILL BE CHARGED A FEE OF \$1.00 PER DIAPER, BOTTLE, OR BOWL OF BABY FOOD OR CEREAL TO COVER THE COST OF THE SUPPLIES. IF A CHILD IS EATING A VARIETY OF BABY FOODS AND REQUIRES THAT SEVERAL JARS OF BABY FOOD BE OPENED, THE COST WILL BE \$2.00 PER MEAL. PARENTS CAN ADD THE SUPPLY FEES TO THE WEEK'S TUITION PAYMENT OR PAY SEPARATELY FOR THE SUPPLIES WHEN NOTIFIED OF THE CHARGES.

I. PARENT MEAL FEES: PARENTS AND GRANDPARENTS ARE INVITED TO JOIN THEIR CHILD FOR MEALS WHEN THEIR WORK SCHEDULES ALLOW. MENUS ARE POSTED IN THE FRONT LOBBY AND IN EACH CLASSROOM. PARENTS SHOULD CALL IN ADVANCE, IF POSSIBLE, TO INFORM THE STAFF THAT THE PARENT WILL BE JOINING THE CHILD. IN

DOING SO, THE FOOD SERVICE MANAGER WILL BE NOTIFIED TO PREPARE ADDITIONAL PORTIONS OF FOOD FOR THE GUEST AND THE CHILD WILL BE INFORMED TO WAIT FOR THEIR GUEST TO ARRIVE BEFORE BEGINNING T R R MEAL.

J. PROMOTIONS AND FEE CHANGES: WHEN A CHILD IS PROMOTED TO A NEW CLASSROOM, THE TUITION RATE MAY CHANGE TO A LOWER WEEKLY FEE. A FEW WEEKS BEFORE A CHILD IS PROMOTED, THE CHILD WILL BE ALLOWED TO VISIT THE NEW CLASSROOM FOR SHORT PERIODS OF TIME TO BECOME ADJUSTED TO THE NEW GROUP OF CHILDREN AND THE NEW TEACHERS, ONCE THE CHILD IS PLACED IN THE NEW CLASS PERMANENTLY, THE PARENTS WILL BE INFORMED THAT THE NEW TUITION RATE WILL APPLY.

K. FINANCIAL ASSISTANCE FOR CHILD CARE TUITION PAYMENTS; PARENTS WHO MEET INCOME ELIGIBILITY GUIDELINES MAY QUALIFY FOR A SPECIAL CHILD CARE TUITION ASSISTANCE PROGRAM OFFERED THROUGH THE PLANNING COUNCIL, A UNITED WAY AGENCY, LOCATED IN DOWNTOWN NORFOLK NEAR WATERSIDE. THE PROGRAM IS OFFERED ON A FIRST COME - FIRST SERVE BASIS, AND CAN PAY FOR MOST OF THE FAMILY'S CHILD CARE TUITION EXPENSED. PARENTS INTERESTED IN MORE INFORMATION ABOUT ELIGIBILITY REQUIREMENTS SHOULD CALL THE PLANNING COUNCIL AND ASK FOR INFORMATION ON THE CHILD CARE ELIGIBILITY PROGRAM, VIRGINIA STATE DEPARTMENT OF SOCIAL SERVICES ALSO OFFERS A CHILD-CARE TUITION ASSISTANCE PROGRAM FOR THOSE QUALIFYING UNDER STATE GUIDELINES.

L. BARTERING OF BUSINESS SERVICES FOR CHILD CARE TUITION CREDITS: THE DCCDS REQUIRES THE SERVICES OF NUMEROUS MERCHANTS, TRADES PEOPLE SERVICE COMPANIES IN PROVIDING CHILD CARE SERVICES TO THE COMMUNITY, PARENTS WHO WOULD CONSIDER BARTERING THEIR SKILLS OR SERVICES IN EXCHANGE FOR CHILD CARE TUITION CREDITS SHOULD SPEAK TO THE ADMINISTRATIVE STAFF.

M. CHILD CARE TUITION CREDITS FOR ENROLLMENT REFERRALS: PARENTS ARE ENCOURAGED TO SHARE THE GOOD NEWS ABOUT THE DEEP CREEK COUNTRY DAY SCHOOL WITH THEIR FRIENDS, NEIGHBORS, AND BUSINESS COLLEAGUES. IF A FAMILY ENROLLS THEIR CHILD BASED ON THE REFERRAL OF A DCCDS PARENT, THE REFERRING PARENT WILL RECEIVE A TUITION CREDIT EQUIVALENT TO ONE WEEK'S TUITION OF THE NEWLY ENROLLED CHILD. THE TUITION CREDIT WILL BE POSTED TO THE REFERRING PARENT'S ACCOUNT AFTER THE NEW CHILD HAS BEEN REGISTERED AND ENROLLED FOR FOUR (4) WEEKS. PLEASE WRITE A NOTE GIVING THE NAME OF THE NEW CHILD, HOW THE CHILD WAS REFERRED, SIGN YOUR NAME AND GIVE TO THE DIRECTOR OR ADMINISTRATOR IN ORDER TO RECEIVE PROPER CREDIT.

PARENTS OF ENROLLED CHILDREN MAY INVITE PROSPECTIVE PARENTS TO TOUR THE SCHOOL AND ALLOW THEIR CHILD TO VISIT FOR UP TO 2 1/2 HOURS. THE CHILD'S VISIT IS COMPLIMENTARY AND THERE IS NO CHARGE FOR THE CARE. THE COMPLIMENTARY VISITS SHOULD BE SCHEDULED BETWEEN 8:30 AND 11:00 AM DURING THE MORNING CURRICULUM PERIOD. APPOINTMENTS FOR THE PARENT ORIENTATION TOUR ARE RECOMMENDED. IF THE PARENT CHOOSES TO ALLOW THE CHILD TO VISIT THE SCHOOL AND THE PARENT PLANS TO LEAVE THE FACILITY, THEN RESERVATIONS FOR THE CHILD CARE VISIT ARE REQUIRED. THE PARENTS MUST PROVIDE AN UP-TO-DATE IMMUNIZATION RECORD AND AUTHORIZE EMERGENCY MEDICAL TREATMENT FOR THE CHILD.

N. TAX REPORTING OF CHILD CARE PAYMENTS: IT IS THE PARENTS' RESPONSIBILITY TO MAINTAIN ACCURATE RECORDS OF THE CHILD CARE PAYMENTS MADE TO DCCDS, FOR TAX REPORTING PURPOSES. THE TAX ID NUMBER FOR DCCDS IS 20-2346857, IF NECESSARY



FOR TAX REPORTING, A SUMMARY OF CHILD CARE TUITION PAYMENTS CAN BE OBTAINED FROM THE ADMINISTRATION. A YEARLY STATEMENT OF TUITION PAID WILL BE PROVIDED AT YEAR END.

## **5. WITHDRAWAL PROCEDURES**

A. WITHDRAWAL NOTIFICATION: TWO WEEKS WRITTEN NOTIFICATION FROM THE PARENTS IS REQUIRED PRIOR TO WITHDRAWAL OF A CHILD ENROLLED ON A FULL-TIME OR PART-TIME BASIS. IF TWO WEEKS NOTICE IS NOT GIVEN, THEN THE PARENT MUST PAY THE EQUIVALENT OF TWO WEEKS ADDITIONAL TUITION AT THE TIME OF WITHDRAWAL.

B. TERMINATION OF TOE ENROLLMENT AGREEMENT: THE ENROLLMENT AGREEMENT MAY BE TERMINATED BY THE SCHOOL ADMINISTRATION IF ONE OR MORE THE FOLLOWING OCCUR:

1. THE SCHOOL RECEIVES A LETTER FROM THE CHILD'S PHYSICIAN STATING THAT THE CHILD IS SERIOUSLY ILL AND THAT THE CHILD'S CONTINUED ENROLLMENT IS IMPOSSIBLE OR INADVISABLE.

2. THE PARENTS OR GUARDIANS ALLOW THEIR ACCOUNT TO BECOME DELINQUENT.

3. FAILURE OF THE PARENTS OR GUARDIANS TO HONOR THE OBLIGATIONS LISTED IN THE PARENT AGREEMENT, FAILURE TO COMPLY WITH THE OPERATING POLICIES OF THE SCHOOL OR FAILURE TO COOPERATE WITH THE SCHOOL IN THE IMPLEMENTATION OF THE OPERATING POLICIES.

4. THE SCHOOL DETERMINES IN ITS SOLE AND UNFETTERED DISCRETION THAT IT IS UNABLE TO MEET THE NEEDS OF THE CHILD.

5. THE SCHOOL DETERMINES IN ITS SOLE AND UNFETTERED DISCRETION IT IS NOT IN THE BEST INTEREST OF THE SCHOOL OR THE OTHER CHILDREN ENROLLED TO CONTINUE ENROLLMENT BECAUSE:

5.1. THE CHILD'S BEHAVIORAL PROBLEMS ARE SUCH THAT THE SAFETY OR WELL-BEING OF THE OTHER CHILDREN MAY BE THREATENED, AND

5.2 PARENT CONFERENCE HAS BEEN HELD AND A BEHAVIOR MODIFICATION PLAN WAS NOT SUCCESSFUL.

C. TUITION REFUNDS: PARENTS WHO HAVE PAID SEVERAL WEEKS IN ADVANCE AND WHO GIVE THE REQUIRED TWO WEEKS WITHDRAWAL NOTIFICATION WILL RECEIVE A REFUND OF ANY UNUSED TUITION PAYMENT MADE TO THE SCHOOL. IF A CHILD'S ENROLLMENT IS TO BE TERMINATED AT THE REQUEST OF THE SCHOOL ADMINISTRATION, PARENTS WILL BE GIVEN A TWO WEEKS WRITTEN NOTICE OF TERMINATION. A REFUND OF ANY UNUSED TUITION WILL BE MADE TO THE PARENT.

IF, HOWEVER, THE CHILD'S CONTINUED ENROLLMENT PRESENTS A SERIOUS THREAT TO THE HEALTH OR SAFETY OF THE OTHER CHILDREN, OR IF THE PARENT'S BEHAVIOR PRESENTS A PROBLEM, THEN IMMEDIATE WITHDRAWAL OF THE CHILD MAY BE REQUIRED AND A PRO-RATED PORTION OF ANY UNUSED TUITION WILL BE REFUNDED TO THE PARENT.

## **6. EDUCATIONAL CURRICULUM**

A. PROGRAM GOALS

1. PROVIDE AN AGE-APPROPRIATE EARLY CHILDHOOD CURRICULUM WHICH STRENGTHENS EACH CHILD'S DEVELOPMENTAL AREAS OF REASONING, FINE MOTOR, GROSS MOTOR, LANGUAGE, VISUAL PERCEPTION, SOCIAL AND SELF-HELP SKILLS.

2. PROVIDE A LEARNING CENTER ENVIRONMENT THAT IS BRIGHT, CHEERFUL AND CLEAN, AND ONE THAT PROVIDES A WIDE VARIETY OF MATERIALS AND EQUIPMENT FOR EXPERIMENTAL HANDS-ON LEARNING.

3. PROVIDE A SAFE, SECURE ENVIRONMENT WHERE CHILDREN CAN EXPERIENCE TRUST IN THEIR CAREGIVERS, THEIR PEERS AND THEIR SURROUNDINGS.

4. NURTURE EACH CHILD'S POSITIVE SELF-ESTEEM AND SELF-CONCEPT.

5. DEVELOP POSITIVE COMMUNICATION CHANNELS WITH PARENTS FOR EXCHANGING VALUABLE INFORMATION ABOUT EACH CHILD'S DAY AND THEIR DEVELOPMENTAL PROGRESS THROUGHOUT THE SCHOOL YEAR.

B. AGE GROUPING AND STAFF: CHILD RATIOS

<u>CLASSROOM</u>	<u>AGE RANGE</u>	<u>STAFF-CHILD RATIO</u>	<u>CAPACITY</u>
INFANT	8 MOS -16 MOS	1:4	2:8
TODDLER	16 MOS - 24 MOS	1:5	2:10
2 YEARS	24 MOS - 35 MOS	1:8	2:16
3 YEARS	36 MOS - 44 MOS	1:10	2:20
4 YEARS	48 MOS - 60 MOS	1:10	2:20
SCHOOL AGE		-	
5 YEARS		1:18	2:36
6 YEARS & UP		1:18	2:36

THERE AR ADDITIONAL STAFF AVAILABLE TO ASSIST IN ANY CLASSROOM. SHOULD A SITUATION REQUIRES THE PRESENCE OF ANOTHER STAFF PERSON FOR THE CARE OF THE CHILDREN.

C. CLASSROOM ROUTINES: EACH CLASSROOM FOLLOWS A DAILY SCHEDULE WHICH IS POSTED IN THE FRONT LOBBY AND IN EACH CLASSROOM. THE SCHEDULES ARE DEVELOPED TO MEET THE SPECIFIC PHYSICAL, MENTAL, SOCIAL AND NUTRITIONAL NEEDS OF THE CHILDREN IN A SPECIFIC CLASSROOM. THE DAILY SCHEDULES OFFER A BALANCE OF INDOOR AND OUTDOOR TIME, AND PROVIDE BOTH QUIET AND ACTIVE CURRICULUM ACTIVITIES. CHILDREN HAVE OPPORTUNITIES TO PLAY INDIVIDUALLY, INTERACT IN SMALL GROUPS, AND PARTICIPATE IN LARGE GROUP ACTIVITIES. DURING INDEPENDENT FREE PLAY TIMES, CHILDREN MAY SELECT THEIR OWN ACTIVITIES. DURING STRUCTURED GROUP TIMES, THE TEACHER INITIATES OR SELECTS THE ACTIVITIES POE THE CHILDREN.

TEACHERS PREPARE LESSON PLANS IN ADVANCE. A SUMMARY OF THE LESSON PLANS ARE PROVIDED TO THE PARENTS AT THE BEGINNING OF EACH PERIOD. THE LESSON PLANS ARE POSTED IN THE LOBBY AND IN THE CLASSROOM. IF PARENTS ARE INTERESTED IN ACTIVITIES CONDUCTED WITH THE CHILDREN, THEY MAY ASE TO SEE THE TEACHER'S DETAILED LESSON PLANS.

D. CURRICULUM RESOURCES

1. INFANT AND TODDLERS: A WIDE VARIETY OF INFANT AND-TODDLER CURRICULUM BOOKS ARE USED TO PLAN ACTIVITIES. INFANT AND TODDLER CARE-GIVERS WILL DEVELOP APPROPRIATE ACTIVITIES FOR THE CHILDREN BY COMBINING RESOURCES TO ASSIST THE BABY WITH THEIR, DEVELOPMENTAL SKILLS.

2. PRESCHOOL: THE CURRICULUM FOR THE 2-5 YEAR OLD CLASSROOMS IS TAKEN FROM MANY RESOURCE BOOKS, AND BOOKS ARE AVAILABLE FOR REVIEW. A STRUCTURED CURRICULUM IS PLANNED BASED ON THE SCHOOL CALENDAR OF NINE MONTHS. CURRICULUM BOOKS ARE CHANGED YEARLY TO PROVIDE NEW AND INTERESTING THEMES FOR CHILDREN. WEEKLY UNITS OF STUDY BASED ON A THEME, CONSISTING OF ACTIVITIES, FOR CHILDREN TO LEARN THE PROCESS IS MORE IMPORTANT THAN THE PRODUCT; CHILDREN LEARN BY EXPERIMENTING. CHILDREN NEED TO BE ENCOURAGED TO CREATE. A WEEKLY LESSON PLAN FOR REVIEW IS AVAILABLE IN EACH ROOM.

E. LEARNING CENTERS AND CLASSROOM EQUIPMENT: THE CLASSROOMS ARE DESIGNED ARRANGED TO PROVIDE ADEQUATE SPACE FOR CHILDREN TO MOVE FREELY THROUGHOUT THE CLASSROOM, TO HAVE CLEAR ACCESS TO FIRE EXITS, AND TO BE EASILY SUPERVISED BY STAFF MEMBERS. THE INFANT AND TODDLER CLASSES ARE ARRANGED TO PROVIDE ADEQUATE SPACE FOR SLEEPING, EATING, CRAWLING, WALKING, CLIMBING, SWINGING AND FLOOR PLAY. ADJUST ROCKING CHAIRS ARE AVAILABLE FOR PARENTS AND STAFF TO CUDDLE AND TO HOLD CHILDREN WHEN FEEDING THEM BOTTLES AND WHEN PUTTING THE CHILDREN TO SLEEP, AND JUST TO LOVE THE CLASSROOMS FOR CHILDREN 2-5 YEARS OLD ARE ARRANGED INTO LEARNING CENTERS. THIS OFFERS A WIDE VARIETY OF SMALL GROUP DEVELOPMENTAL ACTIVITIES. ROOM ARRANGEMENTS ARE DESIGNED TO ENHANCE CLASSROOM MANAGEMENT BY REDUCING RUNNING AND OTHER OUTDOOR BEHAVIORS, AND BY CREATING SMALL AREAS FOR 3-4 CHILDREN TO WORK TOGETHER IN SMALL GROUPS AND ALSO TO WORK INDEPENDENTLY. THE LEARNING CENTERS INCLUDE AREAS FOR ART, LIBRARY AND LANGUAGE ARTS, BLOCKS, DRAMATIC PLAY, FINE MOTOR MANIPULATIVES, NATURE AND SCIENCE, SENSORIAL ACTIVITIES, (I.E., WATER PLAY), REASONING, PRE-MATH, GROSS MOTOR LARGE MUSCLE ACTIVITIES, CARPENTRY AND SCIENCE. ACCESS TO THE MATERIALS IN THESE CLASSROOMS ARE FOR EXPERIMENTATION AND HANDS-ON LEARNING. DONATIONS OF APPROPRIATE TOYS IN GOOD REPAIR BY PARENTS AND COMMUNITY MEMBERS ARE WELCOME AND APPRECIATED.

F. DEVELOPMENTAL PLACEMENTS AND PROMOTIONS: THE CHILDREN ARE ASSIGNED TO A SPECIFIC CLASSROOM BASED ON BOTH THEIR CHRONOLOGICAL AGE AND THEIR DEVELOPMENTAL SKILLS LEVEL. CHILDREN MAY BE PROMOTED BEFORE THEIR BIRTHDAY OR THEY MAY REMAIN IN A CLASSROOM BEYOND THEIR BIRTHDAY DEPENDING ON THEIR SOCIAL MATURITY LEVEL, THEIR TOILET TRAINING STATUS, OR THEIR DEVELOPMENTAL SKILLS. THE OBSERVATIONS OF BOTH THE PARENTS AND THE TEACHING STAFF ARE USED IN DETERMINING THE APPROPRIATE INITIAL PLACEMENT OF A CHILD AND SUBSEQUENT PROMOTIONS.

PARENTS WILL BE NOTIFIED SEVERAL WEEKS PRIOR TO A CHILD'S PROMOTION TO A NEW CLASSROOM. THE CHILD WILL BE ALLOWED TO VISIT THE NEW CLASSROOM FOR SHORT PERIODS OF TIME TO BECOME COMFORTABLE AND WELL ADJUSTED BEFORE THE PERMANENT TRANSITION IS MADE. ONCE THE CHILD IS PLACED IN A NEW CLASSROOM ON A FULL-TIME BASIS, THE NEW TUITION RATE, IF APPLICABLE, WOULD BECOME EFFECTIVE. AFTER A TRIAL PERIOD, A CHILD CAN BE MOVED BACK TO A YOUNGER AGE CLASSROOM IF THE PROMOTION PROVES TO BE UNSUITABLE.

G. DEVELOPMENT SCREENING: EACH CHILD WILL RECEIVE A

DEVELOPMENTAL ASSESSMENT TWICE PER YEAR. THE CAROLINA DEVELOPMENTAL PROFILES DEVELOPED BY DAVID LILIES, GLORIA HARBIN AND BETH BOURLAND AT THE FRANK PORTER GRAHAM CHILD DEVELOPMENT CENTER AT THE UNIVERSITY OF NORTH CAROLINA WILL BE USED TO I SCREEN CHILDREN RANGING IN AGE FROM 6 WEEKS TO FIVE YEARS. THE SCHEDULING OF THE SCREENINGS WILL BE IN THE FALL AND IN THE SPRING, PRIOR TO THE PARENT CONFERENCES.

THE PURPOSE OF THE ASSESSMENT IS TO IDENTIFY THE SKILLS WHICH THE CHILD HAS ALREADY ACQUIRED MID TO IDENTIFY THOSE SKILLS WHICH THE CHILD WOULD BE EXPECTED TO ACQUIRE DURING UPCOMING MONTHS IN THE PROGRAM. THIS INFORMATION ENABLES THE TEACHER TO PLAN INDIVIDUALIZED ACTIVITY LESSONS WHICH SPECIFICALLY ADDRESSES THE NEEDED SKILLS.

IF A PROBLEM OR DEVELOPMENTAL DELAY IS IDENTIFIED,THE PARENT WILL BE NOTIFIED. APPROPRIATE REFERRALS WILL BE MADE TO THE PARENT FOR FOLLOW-UP TESTING OR SPECIAL SERVICES AVAILABLE

H. ENROLLMENT OF CHILDREN WITH SPECIAL NEEDS: CHILDREN WITH SPECIAL NEEDS MAY BE MAIN-STREAMED INTO THE PROGRAM AS LONG AS THE STAFF CAN ADEQUATELY MEET THE NEEDS OF THAT CHILD AS WELL AS THE NEEDS OP THE OTHER CHILDREN IN THE CLASSROOM. COOPERATIVE EFFORTS BETWEEN THE PARENT, SCHOOL, AND COMMUNITY AGENCIES ARE POSSIBLE TO ALLOW THE ENROLLMENT OF CHILDREN WITH A WIDE VARIETY OF DISABILITIES. ENROLLMENT OF SPECIAL CHILDREN REQUIRES THE CONCURRENCE OF THE ADMINISTRATOR, THE CHILD'S PROSPECTIVE TEACHER, THE CHILD'S PHYSICIAN,. AND THE CHILD'S PARENTS. PARENTS WILL BE REQUIRED TO PROVIDE ADDITIONAL MEDICAL INFORMATION ABOUT THEIR CHILD FROM THE PHYSICIAN AND ANY THERAPISTS WORKING WITH THE CHILD.

STAFF MEMBERS ARE WILLING TO WORK CLOSELY WITH THE PHYSICIAN AND THERAPISTS TO RECEIVE SPECIAL TRAINING ON CARING FOR THE CHILD. THERAPISTS ARE ALLOWED TO COME TO THE SCHOOL FOR CLASSROOM OBSERVATIONS OR ON-SITE THERAPY. IF THE CHILD REQUIRES A SIGNIFICANT AMOUNT OF INDIVIDUAL SUPERVISION, THE TUITION FEE WILL BE INCREASED TO COVER COSTS OF ADDITIONAL STAFF MEMBERS OR EQUIPMENT NECESSARY IN THE CLASSROOM. THE PLACEMENT OF THE CHILD IN K CLASSROOM WITH A LOWER STAFF TO CHILD RATIO MAY BE RECOMMENDED AS A WORKABLE SOLUTION.

I. PARENT CONFERENCES: FORMAL PARENT CONFERENCES ARE SCHEDULED TWICE EACH SCHOOL YEAR AFTER THE DEVELOPMENTAL SCREENINGS ARE COMPLETED. ADDITIONAL CONFERENCES MAY BE REQUESTED BY EITHER THE PARENT OR THE TEACHER AS NEEDED.

J. DAILY REPORTS: PARENTS OF CHILDREN BETWEEN THE AGES OF 6 WEEKS AND 3 YEARS OP AGE RECEIVE DAILY WRITTEN REPORTS. THE REPORTS ARE FILED IN THE CHILDREN'S CLASSROOM MAIL BOX. WRITTEN REPORTS FROM THE PARENTS TO THE STAFF ARE REQUIRED TO PASS ON PERTINENT DAILY INFORMATION WHICH MAY AFFECT THE CHILD'S HEALTH OR EMOTIONAL STATUS.

K. FIELD TRIPS AND TRANSPORTATION POLICIES: PRESCHOOL CHILDREN RANGING IN AGE FROM 3-5 YEARS OLD WILL HAVE OPPORTUNITIES TO GO ON FIELD TRIPS TO LOCAL SITES OF INTEREST THROUGHOUT THE YEAR. TRANSPORTATION IS PROVIDED IN THE SCHOOL'S 15 PASSENGER VAN OR IN THE STAFF MEMBERS' CARS WHICH ARE COVERED BY THE SCHOOL'S LIABILITY INSURANCE. SEAT BELTS MUST BE WORN BY ALL PASSENGERS.

PARENTS WHO PREFER THAT THEIR CHILD RIDE IN A CAR SEAT ARE WELCOMED TO PROVIDE THE CAR SEAT ON THE DAY OF THE FIELD TRIP. A STAFF PERSON TRAINED IN C.P.R. AND FIRST AID WILL GO ON ALL FIELD TRIPS.

THE CHILDREN WILL BE COVERED BY THE SCHOOL'S SPECIAL ACCIDENT POLICY AND LIABILITY INSURANCE WHEN BEING TRANSPORTED OR WHEN PARTICIPATING IN SCHOOL ACTIVITIES AWAY FROM THE SCHOOL. PARENTS WILL BE ASKED FOR A FIELD TRIP AUTHORIZATION EACH TIME THERE IS A SCHEDULED FIELD TRIP WHICH REQUIRES TRANSPORTATION. PARENTS ARE WELCOMED ON THE FIELD TRIPS. ADDITIONAL STAFF MEMBERS ARE SCHEDULED TO ACCOMPANY THE CHILDREN ON FIELD TRIPS TO PROVIDE ADEQUATE AND QUALIFIED SUPERVISION. NUMEROUS SAFETY PRECAUTIONS ARE TAKEN TO MONITOR THE CHILDREN'S WHEREABOUTS AT ALL TIMES AND TO KEEP THE CHILDREN TOGETHER IN A GROUP. ALL CHILDREN USE THE WOMEN'S REST ROOM WHILE ON THE FIELD TRIPS UNLESS MALE STAFF MEMBERS OR PARENTS ACCOMPANY THE CHILDREN.

THE CHILDREN ENJOY WALKING FIELD TRIPS AROUND THE SCHOOL GROUNDS AND THE SURROUNDING NEIGHBORHOOD ON BEAUTIFUL DAYS. THE SCHOOL HAS A SPECIAL BABY BUGGY FOR SIX CHILDREN WHICH IS USED TO PROVIDE DAILY OUTINGS FOR INFANTS, TODDLERS AND TWO YEAR OLD CHILDREN. PARENTS MAY GIVE A BLANKET AUTHORIZATION FOR THESE WALKING FIELD TRIPS AT THE TIME OF ENROL.

## **7. DISCIPLINE AND CHILD GUIDANCE**

A. GOALS: THE GOAL OF THE DISCIPLINE TECHNIQUES USED AT THE DCCDS IS TO TEACH CHILDREN SELF-CONTROL AND TO HELP THE CHILDREN TAKE RESPONSIBILITY FOR THEIR ACTIONS. THE TECHNIQUES ARE POSITIVE AND NON-PUNITIVE, AND ARE DESIGNED TO PROMOTE A CHILD'S POSITIVE SELF-CONCEPT AND TO BUILD SELF-CONFIDENCE.

B. ACCEPTABLE DISCIPLINE TECHNIQUES: THE TECHNIQUES AUTHORIZED BY THE STATE LICENSING REGULATIONS AND INCORPORATED INTO THE DCCDS POLICIES INCLUDE:

1. USING LIMITS THAT ARE CLEAR, FAIR, CONSISTENTLY APPLIED, AND APPROPRIATE AND UNDERSTANDABLE TO THE CHILDREN TO WHOM THEY APPLY;
2. PROVIDING CHILDREN WITH REASONS FOR LIMITS AND PATIENTLY ENFORCING THEM;
3. ACCEPTING AGE-APPROPRIATE BEHAVIOR AND EXPECTING BEHAVIOR THAT IS ON THE CHILD'S DEVELOPMENTAL LEVEL;
4. RE-DIRECTING CHILDREN TO ACCEPTABLE OR APPROPRIATE ACTIVITIES AND BEHAVIOR;
5. HELP CHILDREN USE WORDS TO EXPRESS THEIR FEELINGS AND FRUSTRATIONS AND TO RESOLVE CONFLICTS BY GIVING POSITIVE VERBAL DIRECTION;
6. ARRANGING EQUIPMENT IN A WAY THAT PROMOTES DESIRABLE BEHAVIOR."

IN ACCORDANCE WITH THE NATIONAL ACCREDITATION CRITERIA, STAFF MEMBERS WILL ALSO:

7. ATTEMPT TO ANTICIPATE AND ELIMINATE POTENTIAL PROBLEMS ;
8. USE POSITIVE REINFORCEMENT AND ENCOURAGEMENT RATHER THAN COMPETITION, COMPARISON OR CRITICISM."

BEHAVIOR PROBLEMS WILL BE DEALT WITH PROMPTLY BY STAFF MEMBERS. PARENTS WILL BE INFORMED OF THE DISCIPLINE TECHNIQUES USED WITH THEIR CHILD, AND WILL BE ASKED FOR THEIR SUGGESTIONS ABOUT TECHNIQUES THEY FEEL WOULD BE BEST

SUCCESSFUL. PARENTAL COOPERATION WITH THE TEACHERS IN CONSISTENTLY IMPLEMENTING THE TECHNIQUES AT HOME WILL GREATLY INCREASE THE EFFECTIVENESS OF THE BEHAVIOR AT SCHOOL.

C. UNACCEPTABLE DISCIPLINE TECHNIQUES; TECHNIQUES CONSIDERED UNACCEPTABLE BY THE STATE LICENSING REGULATIONS' AND UNAUTHORIZED FOR USE AT THE DCCDS INCLUDE:

1. PHYSICAL PUNISHMENT OR DISCIPLINARY ACTION ADMINISTERED TO THE BODY SUCH AS, BUT NOT LIMITED TO, SPANKING, FORCING A CHILD TO ASSUME AN UNCOMFORTABLE POSITION (I.E. STANDING ON ONE FOOT, KEEPING ARMS RAISED ABOVE OR HORIZONTAL TO THE RESTRAINING OR RESTRICTING MOVEMENT THROUGH BINDING OR TYPING, ISOLATING A CHILD) IN A CONFINED SPACE, BOX OR A SIMILAR CUBICLE, OR USING EXERCISE AS PUNISHMENT)
2. SHAKING CHILDREN AT ANY TIME;
3. FORCING OR WITHHOLD MEALS OR SNACKS, OR NAPS;
4. PUNISHING CHILDREN FOR TOILETING ACCIDENTS;
5. VERBALLY ABUSING CHILDREN BY MAKING THREATS OR BELITTLING REMARKS ABOUT ANY CHILD OR THE CHILD'S FAMILY;
6. CONFINING A CHILD IN AN AREA THAT THE CHILD CANNOT OPEN OR CAUSE FRIGHT TO THE CHILD."

ALL STAFF MEMBERS HAVE RECEIVED TRAINING IN ACCEPTABLE AND UNACCEPTABLE DISCIPLINE METHODS, AND AGREED TO ADHERE TO THESE POLICIES. NON-COMPLIANCE WITH THE POLICIES BY THE STAFF CAN BE GROUNDS FOR DISCIPLINARY ACTION, IMMEDIATE DISMISSAL, OR CHARGES OF CHILD ABUSE. ANY OBSERVATION BY STAFF MEMBERS OR PARENTS OF NON-COMPLIANCE WITH THE DISCIPLINE POLICIES SHOULD BE REPORTED IMMEDIATELY TO THE ADMINISTRATION FOR CORRECTIVE ACTION AND APPROPRIATE REFERRAL TO SOCIAL SERVICES IF WARRANTED.

IN ACCORDANCE WITH STATE LICENSING REGULATIONS, PARENTS ARE ALSO REQUIRED TO COMPLY WITH THESE DISCIPLINE POLICIES WHILE ON SCHOOL GROUNDS.

D. CHILD ABUSE PREVENTION, DETECTION AND REPORTING PROCEDURES: AT THE DCCDS, THE STAFF ARE COMMITTED TO PROVIDING A SAFE, WELL-SUPERVISED ENVIRONMENT FOR THE CHILDREN. IN ACCORDANCE WITH THE STATE LAW, THE DCCDS STAFF ARE REQUIRED TO REPORT SUSPECTED CASES OF CHILD ABUSE OR NEGLECT TO CHILD PROTECTIVE SERVICES. EACH STAFF MEMBER RECEIVES TRAINING IN DETECTING AND REPORTING CHILD ABUSE OR NEGLECT DURING THEIR ORIENTATION TRAINING. NUMEROUS PRECAUTIONS ARE TAKEN TO INSURE THAT THE ENVIRONMENT IS SAFE AND THAT PARENTS CAN TRUST THE STAFF MEMBERS WHO CARE FOR THEIR CHILDREN. ALL STAFF MEMBERS AND VOLUNTEERS MUST RECEIVE A TB TEST, A CRIMINAL RECORDS CHECK BY THE VIRGINIA STATE POLICE, THEY MUST PROVIDE AT LEAST THREE LETTERS OF RECOMMENDATION, AND THEIR COLLEGE TRANSCRIPTS, WORKSHOP CERTIFICATES AND COURSES THEY HAVE COMPLETED. THEY MUST ALSO SUCCESSFULLY COMPLETE AN INTERVIEW WITH THE ADMINISTRATOR.

IF A CHILD IS ADMITTED TO THE CENTER WITH SUSPICIOUS INJURIES OR IF A CHILD REPORTS SUSPICIOUS ACTIVITIES TO THE STAFF, THE STAFF MUST DOCUMENT THE INCIDENT AND REPORT IT IMMEDIATELY TO THE ADMINISTRATOR. THE ADMINISTRATOR WILL THEN FOLLOW REPORTING PROCEDURES TO INFORM CHILD PROTECTIVE SERVICES AND/OR THE POLICE OF THE INCIDENT. THESE PROCEDURES ALSO APPLY TO ANY OBSERVATIONS OF INAPPROPRIATE BEHAVIOR BETWEEN A CHILD AND AN ADULT WHILE IN THE FACILITY OR ON SCHOOL GROUNDS. FACILITY MODIFICATIONS TO PREVENT CHILD ABUSE INCLUDE:

OBSERVATION WINDOWS INTO EACH CLASSROOM, CLASSROOMS THAT ARE NOT DARKENED AT NAP-TIME, AND CHILDREN'S REST ROOMS THAT ALLOW EASY SUPERVISION BY ADULTS. VISITORS AND DELIVERY PERSONNEL ARE REQUIRED TO SIGN-IN AND SIGN-OUT AT THE FRONT DESK. VISITORS MUST BE ACCOMPANIED BY A STAFF PERSON WHILE IN THE BUILDING.

E. MANAGEMENT OF PROBLEM BEHAVIORS: YOUNG CHILDREN WHO ARE NON-VERBAL OR WHO DO NOT HAVE SUFFICIENT COMMUNICATION SKILLS TO EXPRESS THEIR FEELINGS EFFECTIVELY WILL SOMETIMES USE AGGRESSION TO EXPRESS THEIR FEELINGS TOWARDS THEIR PEERS.; AGGRESSIVE BEHAVIORS SUCH AS BITING, HITTING, KICKING, PUSHING OR PINCHING ARE SOMETIMES EXHIBITED IN A GROUP SETTING. THESE BEHAVIORS ARE CHARACTERISTIC OF YOUNG CHILDREN WHO ARE STILL VERY EGOCENTRIC AND WHO REACT IMPULSIVELY WITHOUT THINKING ABOUT THE CONSEQUENCES. WITH TIME, PATIENCE, AND LOVING ROLE MODELS, THESE BEHAVIORS USUALLY DISAPPEAR AND ARE REPLACED BY MORE SOCIALLY ACCEPTABLE METHODS OF PROBLEM RESOLUTION. THOUGH THESE BEHAVIORS MAY BE VERY NATURAL FOR YOUNG CHILDREN, SUCH BEHAVIOR MUST BE CONTROLLED FOR THE SAFETY OF ALL CHILDREN ENROLLED AT THE DCCDS.

THE DCCDS STAFF WILL WORK CLOSELY WITH THE CHILDREN TO ENCOURAGE POSITIVE INTERACTIVE BEHAVIORS. IF, HOWEVER, A CHILD BEGINS TO EXHIBIT AN UNMANAGEABLE OR UNCONTROLLABLE BEHAVIOR WHICH THREATENS THE SAFETY OR WELL-BEING OF THE OTHER CHILDREN, THE PARENTS WILL BE NOTIFIED AND BEHAVIOR MODIFICATION PLAN WILL BE DEVELOPED. FORMAL PARENT CONFERENCES MAY BE REQUIRED DURING THE TIME PERIOD OF THE CHILD'S UNMANAGEABLE BEHAVIOR. PARENTAL COOPERATION AND CONSISTENCY ARE ESSENTIAL TO A SUCCESSFUL RESOLUTION OF THE PROBLEM.

IF THE NEGATIVE BEHAVIOR IS NOT EXTINGUISHED IN A REASONABLE PERIOD OF TIME THE CHILD MAY BE REQUIRED TO SPEND A WEEK AT HOME AWAY FROM THE SITUATION. IN EXPLORING THE REASONS OR MOTIVATIONS FOR THE NEGATIVE BEHAVIOR, MANY FACTORS WILL BE EVALUATED IN ADDITION TO THE CHILD'S BEHAVIOR. THESE FACTORS WILL INCLUDE THE TEACHER'S CLASSROOM MANAGEMENT, THE CLASSROOM ARRANGEMENT, THE DAILY SCHEDULE, THE DEVELOPMENTAL APPROPRIATENESS OF THE PLANNED ACTIVITIES, AND THE BEHAVIORS OF THE OTHER CHILDREN WHICH MAY BE PROVOKING OR CONTRIBUTING TO THE CHILD'S NEGATIVE BEHAVIOR. REFERRAL TO A PEDIATRICIAN, A CHILD PSYCHOLOGIST, SOCIAL WORKER OR A SPECIAL EDUCATION EXPERT MAY BE RECOMMENDED AS PART OF THE SOLUTION. WITHDRAWAL OF A CHILD WILL BE MADE ONLY IN VERY RARE CIRCUMSTANCES AND ONLY WHEN NO OTHER SOLUTION SEEMS VIABLE.

F. WITHDRAWAL FOR PROBLEM BEHAVIORS: AFTER ALL OTHER SOLUTIONS HAVE BEEN EXHAUSTED OR HAVE BEEN UNSUCCESSFUL, WITHDRAWAL OF A CHILD MAY BE REQUIRED. WITHDRAWAL MAY BE REQUIRED FOR A SPECIFIC TIME PERIOD OR PERMANENT WITHDRAWAL MAY BE REQUIRED. TWO WEEKS WRITTEN NOTIFICATION OF THE WITHDRAWAL TERMS WILL BE GIVEN TO THE PARENTS IN MOST CIRCUMSTANCES. IF, HOWEVER, THE CONTINUED ENROLLMENT OF THE CHILD SIGNIFICANTLY THREATENS THE SAFETY OR WELL-BEING OF THE OTHER CHILDREN, IMMEDIATE WITHDRAWAL MAY BE REQUIRED.

G. MANAGEMENT OF BITING BEHAVIORS: FORMS OF AGGRESSION CANNOT BE TOLERATED AT A SCHOOL, BITING IS ESPECIALLY SERIOUS AND MUST BE EXTINGUISHED IMMEDIATELY. A BITE IS CONSIDERED SERIOUS IF TEETH IMPRINTS ARE LEFT ON THE VICTIM'S SKIN AFTER THE BITE OR IF THE SKIN IS BROKEN. FIRST AID WHICH WILL BE GIVEN

TO THE BITE VICTIM INCLUDE WASHING THE AREA OF THE BITE WITH SOAP AND WATER, THE APPLICATION OF ICE, AND THE APPLICATION OF A BAND-AID, IF NECESSARY, IF THE BITE BREAKS THE SKIN, THE VICTIM'S PARENTS WILL BE ENCOURAGED TO CONSULT THEIR PHYSICIAN.

WHEN ONE CHILD BITES ANOTHER CHILD, THE BITING CHILD IS IMMEDIATELY REMOVED FROM THE SITUATION AND FIRMLY TOLD, "NO BITING!, BITING HURTS!" AFTER PROVIDING FIRST AID TO THE VICTIM, THE STAFF WILL NOTIFY PARENTS OF THE BITE BY TELEPHONE AND PREPARE WRITTEN INCIDENT REPORTS. PARENTS WILL BE REFERRED TO DCCDS PARENT HANDBOOK FOR THE POLICIES REGARDING THE CONTROL OF BITING BEHAVIORS AND THE POSSIBLE WITHDRAWAL OF A CHILD FOR THE CONTINUED DEMONSTRATION OF BITING BEHAVIORS. A PARENT CONFERENCE MAY BE REQUESTED BY THE PARENT, TEACHER OR DIRECTOR TO DISCUSS THE PROBLEM AND POSSIBLE STRATEGIES

STAFF MEMBERS WILL BE TRAINED IN A VARIETY OF TECHNIQUES TO EXTINGUISH THE BEHAVIOR. CLOSE SUPERVISION OF THE BITING CHILD AND THE VICTIMS WILL BE PROVIDED. THE USE OF A CRIB OR HIGH CHAIR MAY BE AUTHORIZED FOR VERY SHORT PERIODS OF TIME TO SEPARATE THE BITING CHILD FROM THE OTHER CHILDREN WHEN THE TEACHER IS UNABLE TO GIVE THE BITING CHILD CLOSE SUPERVISION (I.E. WHILE THE TEACHER IS CHANGING ANOTHER CHILD'S DIAPER OR GIVING ANOTHER CHILD A BOTTLE). IF A CHILD IS PLACED IN A CRIB OR HIGH CHAIR FOR A SHORT PERIOD OF TIME, IT IS DONE FOR THE SAFETY OF THE OTHER CHILDREN. THE CHILD WILL BE PROVIDED WITH AGE-APPROPRIATE TOYS AND WILL BE ENTERTAINED DURING THE SEPARATION TIME. THIS WILL ONLY BE DONE IF A CHILD HAS BITTEN OTHER CHILDREN REPEATEDLY.

## **8. FIRST AID AND EMERGENCY MEDICAL TREATMENT**

A. MINOR INJURIES: ALL DCCDS STAFF ARE REQUIRED TO TAKE FIRST AID TRAINING AND BE CERTIFIED IN INFANT AND CHILD CPR. AT LEAST ONE PERSON MUST BE IN THE FACILITY AT ALL TIMES WHO HAS CURRENT CERTIFICATION IN FIRST AID AND CPR.

THE PARENTS WILL BE NOTIFIED OF ANY INJURIES THAT REQUIRE FIRST AID. WHEN THE INJURY IS VERY MINOR, THE PARENTS WILL BE NOTIFIED AT THE END OF THE DAY. WHEN THE INJURY IS OF A MORE SERIOUS NATURE, THE PARENTS WILL BE NOTIFIED AT THE TIME OF THE INCIDENT. THE PARENTS WILL BE GIVEN AN OPPORTUNITY TO PROVIDE INSTRUCTIONS FOR THE CARE OF THE CHILD, TO DETERMINE IF AN EVALUATION BY A PHYSICIAN IS INDICATED, OR TO COME AND OBSERVE THE CHILD THEMSELVES.

B. EMERGENCY MEDICAL TREATMENT: ALL PARENTS MUST PROVIDE AUTHORIZATION FOR THEIR CHILD TO RECEIVE EMERGENCY MEDICAL TREATMENT OR THE CHILD WILL NOT BE ADMITTED FOR CARE. IN THE EVENT OF A SERIOUS OR LIFE-THREATENING INJURY, FIRST AID WILL BE ADMINISTERED TO STABILIZE THE CHILD, EMERGENCY MEDICAL CARE WILL BE SUMMONED, AND THE STAFF WILL ATTEMPT TO CONTACT THE PARENTS OR THE EMERGENCY CONTACT LISTED ON THE CHILD'S REGISTRATION FORM. REPEATED EFFORTS WILL BE MADE TO REACH THE PARENTS FOR INSTRUCTIONS FOR THE CHILD'S CARE, BUT THE STAFF WILL HAVE AUTHORIZATION TO OBTAIN EMERGENCY MEDICAL TREATMENT FOR THE CHILD IF THE PARENTS CANNOT BE REACHED.

CONDITIONS WHICH REQUIRE IMMEDIATE MEDICAL ATTENTION INCLUDE, BUT ARE NOT LIMITED TO:

1. CONVULSIONS



2. MARKED DIFFICULTY BREATHING
3. UNCONSCIOUSNESS
4. LACERATION, EITHER SIGNIFICANT IN SIZE OR BLEEDING
5. INJURY TO AN EXTREMITY WITH OBVIOUS DEFORMITY
6. HEAD TRAUMA ASSOCIATED WITH VOMITING OR ALTERED CONSCIOUSNESS°

C. SPECIAL ACCIDENT POLICY: THE DCCDS CARRIES A SPECIAL ACCIDENT POLICY RECOMMENDED THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN WHICH COVERS THE COST OF MEDICAL CARE FOR INJURIES SUSTAINED BY THE CHILDREN WHILE PARTICIPATING IN DCCDS ACTIVITIES. THIS POLICY DOES NOT COVER ACUTE ILLNESSES WHICH ARE NOT THE RESULT OF AN INJURY.

## **9. NUTRITION PROGRAM**

THE FOOD SERVICE PROGRAM AT THE DCCDS OFFERS WELL BALANCED NUTRITIONAL MEALS AND SNACKS TO ENROLLED CHILDREN AND TO THE PARENTS WHO CHOOSE TO JOIN THEIR CHILD FOR MEALS. FAMILY STYLE DINING SERVICE IS USED AND CHILDREN ARE ENCOURAGED TO USE SOCIALLY ACCEPTABLE TABLE MANNERS.

A. MENU PLANNING AND POSTING: THE MENUS COMPLY WITH THE STATE LICENSING REGULATIONS AND THE USDA CHILD CARE FOOD PROGRAM. MENUS ARE POSTED IN THE FRONT LOBBY, THE KITCHEN, AND IN EACH CLASSROOM. CULTURAL AND ETHNIC DIVERSITY ARE REFLECTED IN THE MENUS AND THE CHILDREN ARE EXPOSED TO A VARIETY OF FOODS. FRESH FRUITS AND VEGETABLES ARE SERVED FREQUENTLY, AND MANY RECIPES ARE MADE °FROM SCRATCH°. PARENTS ARE INVITED TO PROVIDE THE FOOD SERVICE MANAGER WITH RECIPES WHICH THEIR CHILD ESPECIALLY ENJOYS FOR INCLUSION IN FUTURE MENUS. ANY MENU SUBSTITUTIONS ARE NOTED ON THE MENUS POSTED IN THE FRONT LOBBY. TWELVE WEEKS OF CYCLE MENUS ARE USED, BUT THEY ARE MODIFIED WHEN SEASONAL FRUITS AND VEGETABLES ARE AVAILABLE OR WHEN NEW RECIPES ARE INTRODUCED. CHILDREN ARE ENCOURAGED TO TASTE ALL FOOD PREPARED, AND PORTIONS ARE CONTROLLED BY THE CHILD'S NEEDS.

B. MEAL BLESSINGS: THE CHILDREN ARE INVITED TO PARTICIPATE IN A SHORT, NON-DENOMINATIONAL BLESSING BEFORE EACH MEAL. CHILDREN WHO CHOOSE TO NOT PARTICIPATE MAY SIT QUIETLY DURING THE BLESSING.

C. MEAL TIMES: CHILDREN ENROLLED ON A FULL-DAY BASIS ARE SERVED BREAKFAST SNACK AT 7:00/8:00 A.M, LUNCH AT 11:00/11:30 AM AND AN AFTERNOON SNACK BETWEEN 2:00 AND 3:00 PM.

PARENTS WHO WISH FOR THEIR CHILD TO PARTICIPATE IN A MEAL SHOULD BRING THEIR CHILD TO SCHOOL BEFORE THE SERVING TIME OF THE MEAL. TO PROVIDE A COST EFFECTIVE AND EFFICIENT FOOD SERVICE PROGRAM, THE COOK WILL PREPARE ENOUGH FOOD FOR THE NUMBER OF CHILDREN WHO ARE REGULARLY PRESENT DURING THE THIRTY MINUTES BEFORE THE MEAL. IT WILL BE ASSUMED THA<sup>T</sup> CHILDREN WHO ARRIVE MORE THAN FIVE MINUTES AFTER THE SERVING OF THE MEAL HAVE EATEN AT HOME. THESE CHILDREN WILL BE ALLOWED TO PLAY QUIETLY UNTIL THE OTHER CHILDREN FINISH THEIR MEAL. IF THE CHILD HAS NOT EATEN, THE PARENT SHOULD INFORM THE STAFF SO THAT THE CHILD CAN BE FED. HOWEVER, CUT-OFF TIME FOR BREAKFAST FOR KINDERGARTEN STUDENTS IS 7:30 AM. MEALS WILL NOT BE SERVED AFTER THE CUT-OFF TIME.

D. INFANT NUTRITION PROGRAM: PARENTS OF INFANTS WILL BE ASKED TO COMPLETE A FEEDING QUESTIONNAIRE TO DESIGNATE THE SPECIFIC FOODS WHICH THE

CHILD'S PHYSICIAN HAS AUTHORIZED FOR THEIR CHILD. PARENTS SHOULD REGULARLY UPDATE THEIR CHILD'S FOOD LIST AS NEW FOODS ARE AUTHORIZED.

INFANTS WHO ARE NOT YET EATING TABLE FOOD WILL BE FED INFANT FORMULA AND BABY FOOD PROVIDED BY THE PARENTS. INFANT FORMULA SHOULD BE PROVIDED IN PLASTIC, LABELED BOTTLED, IN A "READY TO FED" FORM. AN UNOPENED LABELED CAN OF INFANT FORMULA POWDER MAY BE STORED AT THE CENTER AS AN EMERGENCY OR BACKUP SUPPLY FOR THE CHILD. AS A PRECAUTION AGAINST FOOD SPOILAGE OR CONTAMINATION, PARENTS ARE REQUESTED TO BRING IN BABY FOOD ONLY IN UNOPENED CANS OR UNOPENED BOXES. PARENTS MAY BRING HOME-MADE BABY FOOD FROM HOME, BUT STRICT COMPLIANCE WITH FOOD DATING REQUIREMENTS AND REFRIGERATION MUST BE ADHERED TO BY THE PARENT AS WELL AS THE STAFF.

PARENTS SHOULD INTRODUCE NEW FOODS TO THEIR CHILD AT HOME AND ON THE WEEKEND. THESE "FIRST TASTE" FOOD INTRODUCTIONS AT HOME WILL ALLOW THE PARENT AN OPPORTUNITY TO OBSERVE THEIR CHILD FOR FOOD ALLERGIES OR ANY OTHER REACTIONS BEFORE THE FOOD IS SERVED BY A CARE-GIVER. CHILDREN WILL BE TRANSITIONED TO TABLE FOOD WHEN INSTRUCTED TO DO SO BY THE PARENTS.

#### E RESTRICTED DIETS

1. MEDICALLY RESTRICTED DIETS: RESTRICTED OR MODIFIED DIETS MAY BE PROVIDED IN SOME CASES FOR MEDICAL REASONS ONLY WHEN PRESCRIBED BY THE CHILD'S PHYSICIAN. THE PHYSICIAN WILL BE ASKED TO IDENTIFY THE RESTRICTED FOODS, THE EFFECT OF THE FOODS ON THE CHILD, SYMPTOMS INDICATING A SERIOUS REACTION AND ANY FIRST AID WHICH MAY BE REQUIRED IF THE CHILD DOES CONSUME THE FOOD. THE DIRECTOR WILL DETERMINE IF THE REQUESTED DIET CAN BE ACCOMMODATED OR IF THE CHILD'S PARENTS WILL NEED TO PROVIDE THE CHILD'S OWN FOOD. THERE WILL BE NO REDUCTION IN TUITION FEES IF A CHILD CANNOT EAT THE FOOD PREPARED AT SCHOOL.

2. RESTRICTED DIETS BASED ON RELIGIOUS BELIEFS: PARENTS MAY REQUEST A RESTRICTED OR MODIFIED DIET BASED ON RELIGIOUS REASONS. THE DIRECTOR WILL DETERMINE IF THE REQUESTS FOR SPECIAL FOODS ARE WITHIN REASON AND IF THE REQUIRED PREPARATION TIME IS REASONABLE. PARENTS MAY BE ALLOWED TO BRING THEIR CHILD'S FOOD IN A READY-TO-EAT FORM IF THE SCHOOL CANNOT ACCOMMODATE THE SPECIAL REQUESTS. THERE WILL BE NO REDUCTION IN TUITION FEES IF THE CHILD CANNOT EAT THE FOOD PREPARED BY THE SCHOOL.

F. FOOD FROM HOME FOR CHILDREN 2-5 YEARS OF AGE: PARENTS ARE REQUESTED NOT TO BRING FOOD FROM HOME INTO THE CLASSROOMS UNLESS A CHILD IS ON A RESTRICTED DIET FOR MEDICAL OR RELIGIOUS REASONS. CHILDREN SHOULD FINISH FOOD FROM HOME IN THE CAR OR IN THE FRONT LOBBY. PARENTS MAY LEAVE A CHILD IN THE FRONT LOBBY ONLY IF A STAFF MEMBER IS ON DUTY AT THE DESK AND STAFF MEMBER IS FREE TO SUPERVISE THE CHILD UNTIL THEY FINISH EATING.

G. CELEBRATIONS AND BIRTHDAYS: PARENTS ARE INVITED TO CELEBRATE THEIR CHILD'S BIRTHDAY WITH THE CHILD'S CLASSMATES AFTER THE AFTERNOON NAP. GRANDPARENTS OR SIBLINGS ARE WELCOME TO ATTEND. A NUTRITIONAL SNACK MUST ALSO BE SERVED IN ADDITION TO CAKE OR CUPCAKES. PARENTS SHOULD INFORM THE TEACHER OF ALL FOODS TO BE BROUGHT IN FOR THE CHILD'S PARTY.

BIRTHDAY CAKES OR CUPCAKES SHOULD BE PURCHASED FROM A BAKERY TO INSURE THAT THE FOOD WAS PREPARED UNDER ENVIRONMENTAL CONDITIONS IN ACCORDANCE WITH THE HEALTH DEPARTMENT. PARENTS ARE RESPONSIBLE FOR PROVIDING ALL DECORATIONS, FOOD, BEVERAGES OTHER THAN MILK, AND ANY PARTY FAVORS OR HATS.

THE SCHOOL CAN PROVIDE WHITE CUPS, PLATES OR NAPKINS. MILK WILL BE SERVED IF REQUESTED. REFRESHMENTS WHICH REQUIRE REFRIGERATION SHOULD BE TAKEN TO THE KITCHEN UPON ARRIVAL FOR STORAGE IN THE REFRIGERATOR UNTIL THE PARTY.

PARENTS SHOULD SHOW THE CHILD'S TEACHER ANY PARTY FAVORS WHICH ARE TO BE DISTRIBUTED FOR A SAFETY CHECK. IF THE FAVORS DO NOT APPEAR SAFE OR SUITABLE FOR THE AGE OF THE CHILDREN WHO WILL RECEIVE THEM, THE TEACHER WILL ASK THE PARENT NOT TO DISTRIBUTE THE FAVORS. ANY SCHEDULED ENTERTAINMENT OR SPECIAL EVENTS SHOULD ALSO BE DISCUSSED WITH THE TEACHER IN ADVANCE. PARENTAL ASSISTANCE WITH THE PARTY CLEANUP IS REQUESTED AND APPRECIATED.

PARENTS ARE ENCOURAGED NOT TO BRING CANDY, GUM OR FOODS THAT WOULD INVITE THE CHILD TO REFUSE THEIR NUTRITIONAL SNACK

#### **10. COMMUNICABLE ILLNESS POLICIES**

STRICT HEALTH POLICIES ARE IMPLEMENTED TO PREVENT AND CONTROL THE SPREAD OF COMMUNICABLE ILLNESS AMONG THE CHILDREN. THESE POLICIES SHOULD REDUCE A CHILD'S EXPOSURE TO COMMUNICABLE ILLNESSES DURING CONTAGIOUS STAGES, AND THEREFORE SHOULD REDUCE THE FREQUENCY OF ILLNESS EXPERIENCED BY ALL OF THE CHILDREN. CHILDREN WILL BE SENT HOME OR NOT ADMITTED FOR CARE WHEN SPECIFIC SYMPTOMS ARE PRESENT. THE POLICIES ALSO APPLY TO STAFF MEMBERS, AND THEY WILL BE RELIEVED FROM WORKING WITH THE CHILDREN IF THEY DEMONSTRATE SYMPTOMS OF CONTAGIOUS ILLNESS. THE COMMUNICABLE DISEASE REFERENCE CHART FOR SCHOOL PERSONNEL FROM THE VIRGINIA DEPARTMENT OF HEALTH IS USED AS A REFERENCE, AND IS POSTED IN THE FRONT LOBBY. THE DCCDS HAS A PEDIATRIC CONSULTANT WHO ADVISES THE SCHOOL ADMINISTRATION ON ANY ADDITIONAL PREVENTIVE MEASURES RECOMMENDED FOR SPECIFIC ILLNESSES.

A. DAILY HEALTH SCREENINGS: STAFF MEMBERS RECEIVE TRAINING FROM A REGISTERED NURSE OR PEDIATRICIAN ON PROPER HEALTH SCREENING PROCEDURES FOR YOUNG CHILDREN. ALL CHILDREN WILL BE VISUALLY SCREENED BY THEIR TEACHERS AND CARE-GIVERS FOR SIGNS OF ILLNESS. EACH MORNING, PARENTS SHOULD INFORM THE STAFF OF ANY SYMPTOMS WHICH THE CHILD HAS EXHIBITED DURING THE PREVIOUS 24 HOURS. STAFF MEMBERS WILL BE UNABLE TO AUTHORIZE THE ADMITTANCE OF CHILDREN WHOSE HEALTH DOES NOT COMPLY WITH THE SCHOOL'S POLICIES.

B. DAILY REPORTS FROM PARENTS: PARENTS SHOULD ALSO INFORM THE STAFF OF ANY MEDICATIONS GIVEN TO THE CHILD LESS THAN 12 HOURS PRIOR TO ATTENDANCE BECAUSE MEDICATIONS SUCH AS TYLENOL OR ASPIRIN CAN REDUCE FEVER AND MASK THE SYMPTOMS OF AN ILLNESS, A CHILD CANNOT RETURN TO THE PROGRAM UNTIL THEIR FEVER HAS BEEN GONE FOR 24 HOURS WITHOUT FEVER SUPPRESSANT MEDICATION.

PARENTS SHOULD ALSO INFORM THE STAFF OF ANY KNOWN EXPOSURE WHICH THE CHILD HAS HAD TO A COMMUNICABLE ILLNESS DURING THE PREVIOUS TWO WEEKS. THIS INFORMATION WILL ALLOW THE STAFF TO MONITOR THE CHILD FOR ADDITIONAL SYMPTOMS. WHEN A DIAGNOSIS OF A COMMUNICABLE DISEASE IS MADE OF ONE OF MORE CHILDREN IN THE PROGRAM, THE EXPOSED CHILDREN WILL BE WATCHED FOR SYMPTOMS AND THE PARENTS OF THE EXPOSED CHILDREN WILL BE NOTIFIED OF THE EXPOSURE. THE SCHOOL'S PEDIATRIC CONSULTANT WILL ADVISE APPROPRIATE PREVENTIVE MEASURES TO BE TAKEN TO PREVENT OR CONTROL THE SPREAD OF THE ILLNESS IN THE SCHOOL.

C. ISOLATION OF SICK CHILDREN: PARENTS WILL BE INFORMED TO PICK UP THEIR

CHILD IMMEDIATELY IF THE CHILD DEVELOPS SYMPTOMS OF A CONTAGIOUS ILLNESS OR IF THE CHILD IS NOT FEELING WELL ENOUGH TO PARTICIPATE IN THE PROGRAM. PARENTS ARE EXPECTED TO PICK THEIR CHILD UP WITHIN THE HOUR OF NOTIFICATION OR TO ARRANGE FOR ANOTHER ADULT TO PICK UP THE CHILD. THE CHILD WILL BE ISOLATED FROM THE OTHER CHILDREN UNTIL THE PARENT ARRIVES. CHILDREN SHOULD NOT BE READMITTED UNTIL THE CHILD'S HEALTH IS CONSISTENT WITH THE ILLNESS CRITERIA REQUIREMENTS FOR RETURNING TO THE PROGRAM.

D. ILLNESS CRITERIA FOR DENIAL OF SERVICES: CHILDREN MAY BE DENIED ADMISSION BASED ON, BUT NOT LIMITED TO, THE FOLLOWING SYMPTOMS UNLESS PHYSICIAN INSTRUCTIONS OTHERWISE.

1. **TEMPERATURE** OF 100 DEGREES FAHRENHEIT.
2. **IMPETIGO** - RED OOZING EROSION CAPPED WITH A GOLDEN YELLOW CRUST THAT APPEARS "STUCK ON".
3. **SCABIES** - CRUSTED WAVY RIDGES AND TUNNELS IN THE WEBS OF THE FINGERS, HANDS WRIST, AND TRUNK.
4. **RINGWORM** - FLAT, SPREADING, RING-SHAPED LESIONS.
5. **CHICKEN POX** - CROPS OF SMALL BLISTERS ON A RED BASE THAT BECOME CLOUDY AND CRUSTED IN 2 TO 4 DAYS.
6. **HEAD LICE** - NITS (WHITE DOTS) ATTACHED TO THE HAIR SHAFTS.
7. **CULTURE-PROVER STREP THROAT** THAT HAS NOT BEEN UNDER TREATMENT FOR 24-48 HOURS WITH FOUR TO EIGHT DOSES OF ANTIBIOTICS.
8. **CONJUNCTIVITIS** - (PINK EYE) RED, WATERY EYES WITH A THICK YELLOW DISCHARGE.
9. **FIFTH DISEASE** - MILD ILLNESS WITHOUT FEVER. RASH CHARACTERIZED BY A VIVID REDDENING OF THE SKIN ESPECIALLY OF THE FACE WHICH FADES AND RECURS; CLASSICALLY, DESCRIBED AS A "SLAPPED CHEEK APPEARANCE."
10. **GERMAN MEASLES** - MILD SYMPTOMS; SLIGHT FEVER, RASH OF VARIABLE CHARACTER LASTING ABOUT 3 DAYS; ENLARGED HEAD AND NECK LYMPH GLANDS COMMON. JOINT PAIN MAY OCCUR ESPECIALLY IN OLDER CHILDREN AND ADULTS.
11. **HEPATITIS A** - FEVER, LOSS OF APPETITE, NAUSEA, ABDOMINAL DISCOMFORT AND WEAKNESS FOLLOWED BY JAUNDICE. MANY UNRECOGNIZED MILD CASES WITHOUT JAUNDICE OCCUR, ESPECIALLY IN CHILDREN.
12. **HUMAN IMMUNODEFICIENCY VIRUS INFECTION (HIV)** - A BROAD RANGE OF DISEASE MANIFESTATIONS AFFECTING MULTIPLE ORGAN SYSTEMS. MANY CHILDREN REMAIN ASYMPTOMATIC.
13. **SCARLET FEVER** - FEVER, SORE THROAT, EXUDATIVE TONSILLITIS OR PHARYNGITIS. RASH APPEARS MOST OFTEN ON NECK, CHEST, AND SKIN FOLDS OF ARMS, ELBOWS, GROIN AND INNER ASPECT OF THIGHS.
14. **WHOOPING COUGH (PERTUSSIS)** -CATARRHAL STAGE BEGINS WITH UPPER RESPIRATORY SYMPTOMS AND INCREASINGLY IRRITATING COUGH. THE PAROXYSMAL STAGE USUALLY FOLLOWS WITHIN 1 TO 2 WEEKS, AND LASTS 1 TO 2 MONTHS. PAROXYSMAL STAGE IS CHARACTERIZED BY REPEATED EPISODES OF VIOLENT COUGH BROKEN BY A HIGH-PITCHED INSPIRATORY WHOOP. OLDER CHILDREN MAY NOT HAVE WHOOP. CONVALESCENCE MAY REQUIRE MANY WEEKS.
15. **PERSISTENT DIARRHEA** (MORE THAN 24 HOURS) - A NOTICEABLE OR SUDDEN INCREASE IN THE NUMBER OF STOOLS, A REDUCTION IN THE STOOL CONSISTENCY WITH AN INCREASE IN THE FLUID CONTENT, AND A TENDENCY FOR THE STOOLS TO BE GREENISH IN COLOR OR WATERY. PARENTS WILL BE NOTIFIED IF A CHILD HAS THREE ABNORMAL STOOLS IN ONE DAY, AND THE PARENT WILL BE REQUIRED TO PICK THE CHILD UP IMMEDIATELY IF THE CHILD HAS A THIRD ABNORMAL STOOL IN ONE DAY.

INFANTS RANGING IN AGE FROM 6 WEEKS TO 12 MONTHS OF AGE MAY BE ALLOWED TO

REMAIN AT THE CENTER FOLLOWING THREE ABNORMAL STOOLS IF THERE ARE NO OTHER SYMPTOMS OF GASTROENTERITIS OR VIRAL DIARRHEA. THESE SYMPTOMS INCLUDE FEVER, VOMITING, IRRITABILITY, DEHYDRATION OR LETHARGY. THIS EXCEPTION IS MADE BECAUSE VERY YOUNG INFANTS FREQUENTLY EXHIBIT SYMPTOMS OF DIARRHEA WHEN ADJUSTING TO DIETARY CHANGES IN FORMULA OR FOOD, WHEN ON MEDICATION, OR WHEN TEETHING. THE INFANT'S CONDITION MUST NOT CAUSE A SANITATION PROBLEM OR CAUSE THE STAFF TO NEGLECT THE CARE OF THE OTHER CHILDREN IN THEIR CARE OF THE CHILD IS TO REMAIN IN THE CLASSROOMS.

16. **PERSISTENT VOMITING** - THE PARENT WILL BE NOTIFIED IF THE CHILD EXPELS THE CONTENTS OF HIS OR HER STOMACH. THE PARENTS WILL BE REQUIRED TO PICK THE CHILD UP IF THE CHILD VOMITS A SECOND TIME DURING THE DAY.
17. **PINWORM** - INTESTINAL ROUND WORM. SMALL, WHITE, THREADLIKE WORMS MAY BE OBSERVED AROUND THE RECTUM OR IN THE CHILD'S STOOL. CHILD MAY ITCH IN THE ANAL, AREA OR WAKE UP CRYING FROM SLEEP COMPLAINING OF ITCHING AROUND THE RECTUM.
18. **UNEXPLAINED OR UNUSUAL SKIN RASHES, SKIN ERUPTIONS, OR DISCHARGES** -CHILD SHOULD BE SEEN BY A PHYSICIAN AND A NOTE EXPLAINING THE DIAGNOSIS AND STATING THE CHILD IS NOT CONTAGIOUS AND CAN RETURN TO SCHOOL.
19. **SEVERE COLD SYMPTOMS** ACCOMPANIED BY PERSISTENT COUGHING, FEVER, SORE THROAT, OR HEAVY YELLOW OR GREEN MUCOUS DISCHARGE FROM THE NOSE OR MOUTH.
20. A CHILD WHO DOES NOT FEEL WELL ENOUGH TO PARTICIPATE IN THE USUAL DAILY ACTIVITIES, INCLUDING GOING OUTSIDE ON THE PLAYGROUND.
21. A. CHILD WHO NEEDS MORE INDIVIDUAL ATTENTION THAN THE STAFF CAN GIVE WITHOUT NEGLECTING THE OTHER CHILDREN IN THEIR CARE.

E. READMISSION FOLLOWING ILLNESS: CHILDREN MAY BE READMITTED AFTER AN ILLNESS ONLY WHEN THEIR PRESENCE WILL NOT PLACE THE HEALTH OF THE OTHER CHILDREN AT RISK. THEY MAY BE READMITTED WHEN THE PARENT PROVIDES A WRITTEN STATEMENT FROM THE CHILD'S PHYSICIAN STATING THAT, THE CHILD IS NO LONGER CONTAGIOUS. A TELEPHONE CALL FROM THE PHYSICIAN'S OFFICE CONFIRMING THE CHILD'S HEALTH STATUS WILL BE SUFFICIENT IF THE PARENT DOES NOT GET A WRITTEN STATEMENT.

## 9. ADMINISTRATION OF MEDICATION

DCCDS ENCOURAGES PARENTS AND THEIR CHILD'S PHYSICIAN TO SCHEDULE MEDICATION ADMINISTRATION SO THAT THE CHILD CAN RECEIVE THEIR MEDICINE AT HOME, ADMINISTERED BY THEIR OWN PARENTS.

DCCDS STAFF WILL NOT ADMINISTER REGULAR PRESCRIPTION OR OVER-THE-COUNTER MEDICINE. WE WILL ONLY ADMINISTER EMERGENCY MEDICATION, SUCH AS ATHEMA MEDICINE.

PARENTS SHOULD MEET WITH CENTER DIRECTOR AND THE CHILD'S TEACHER TO DISCUSS THE CHILD'S POSSIBLE EMERGENCY CONDITION AND TO COMPLETE MEDICATION FORMS. COMPLETED FORMS AND THE MEDICATION SHOULD BE GIVEN TO THE CHILD'S TEACHER UPON ARRIVAL. PARENTS SHOULD REVIEW THE INSTRUCTIONS ORALLY WITH THE CHILD'S TEACHER TO VERIFY THE STAFF MEMBER'S UNDERSTANDING OF THE INSTRUCTIONS.

MEDICATION FORMS ARE AVAILABLE AT THE FRONT DESK AND IN EACH CLASSROOM.

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED WITH NO EXCEPTIONS:

1. ALL MEDICATION SHALL BE CLEARLY MARKED WITH THE CHILD'S NAME, THE NAME OF THE MEDICATION, THE DOSAGE AMOUNT TO BE GIVEN IN CASE OF EMERGENCY.
2. ALL MEDICATION IS TO BE IN THE ORIGINAL CONTAINER WITH THE PRESCRIPTION LABEL OR DIRECTION LABEL ATTACHED. MEDICATION PRESCRIBED FOR ANY OTHER PERSON WILL NOT BE GIVEN TO THE CHILD,
3. MEDICATION BEARING A DATE OF 30 DAYS PRIOR TO THE REQUEST FOR DCCDS TO ADMINISTER WILL NOT BE GIVEN TO THE CHILD. PARENTS ARE TO CHECK ALL MEDICATION EXPIRATIONS BEFORE BEING BROUGHT INTO THE SCHOOL TO BE GIVEN TO THE CHILD.
4. STORAGE OF MEDICATION: ALL MEDICATION MUST BE CURRENT AND STORED IN THE ORIGINAL CONTAINER. PRESCRIPTION MEDICATION MUST HAVE A LABEL AFFIXED BY THE PHARMACY OR PHYSICIAN'S OFFICE WHICH STATES THE CHILD'S NAME, THE PHYSICIAN'S NAME, THE NAME OF THE MEDICATION, THE PRESCRIPTION NUMBER, THE DOSAGE AMOUNT AND TIME.

MEDICATIONS REQUIRING REFRIGERATION WILL BE STORED IN REFRIGERATORS INACCESSIBLE TO CHILDREN. INFANT AND TODDLER MEDICATION WILL BE STORED IN THE INFANT ROOM REFRIGERATOR IN A DRAWER MARKED "MEDICATION". MEDICATION FOR CHILDREN RANGING IN AGE FROM 2 - 5 YEARS OLD WILL BE STORED IN THE KITCHEN REFRIGERATOR IN A LOCKED BOX LABELED "MEDICATION". MEDICATIONS WHICH DO NOT REQUIRE REFRIGERATION WILL BE STORED OUT OF THE REACH OF CHILDREN IN THE INFANT ROOM AND IN THE FRONT OFFICE IN A LOCKED BOX. DOCUMENTATION OF MEDICATION ADMINISTRATION: STAFF MEMBERS WILL DOCUMENT THE TIME AND DOSAGE OF ALL MEDICATION GIVEN TO A CHILD AND WILL SPECIFY THE NAME OF THE STAFF WHO ADMINISTERED THE MEDICATION. ALL FORMS WILL BE FILED FOR FUTURE REFERENCES.

## 10. PARENT PARTICIPATION

A. PARENT VOLUNTEERS: PARENTS ARE "WELCOMED" AT ALL TIMES IN THE CLASSROOMS. VISITS MAY BE UNANNOUNCED OR SCHEDULED WITH THE TEACHER IN ADVANCE. OBSERVATION BY A PARENT OF THEIR CHILD IN THE CLASSROOM CAN BE FUN FOR BOTH THE PARENT AND THE CHILD. WHEN PARENTS COME TO VISIT, THEY ARE WELCOME TO PARTICIPATE IN THE EDUCATIONAL CURRICULUM WITH THEIR CHILD OR STRICTLY OBSERVE THE CLASSROOM WITHOUT INTERACTING WITH THE CHILDREN. PARENTS ARE INVITED TO VOLUNTEER THEIR TIME AS FIELD TRIP CHAPERONS, (STIPULATIONS IN EFFECT) PARTY HELPERS, GUEST SPEAKERS, VCR REPAIRMEN, HANDY MAN, OR TO SHARE THEIR TIME AND TALENTS WITH THE CHILDREN IN A VARIETY OF OTHER WAYS.

B. PARENT/TEACHER MEETINGS: PARENTS AND TEACHERS GATHER TOGETHER FOR A POT-LUCK DINNER AND A STIMULATING DISCUSSION OF PARENTING AND EARLY CHILDHOOD EDUCATION TOPICS, OR JUST A GET TOGETHER FOR AN INTERESTING AND HELPFUL HOUR. FREE CHILD CARE IS AVAILABLE FOR ENROLLED CHILDREN AND THEIR SIBLINGS. RESERVATIONS FOR CHILD CARE CAN BE MADE AT THE FRONT DESK THE WEEK PRIOR TO THE POT LUCK DINNER. POT-LUCK DINNER WILL START AT 7:00 P.M. WITH THE DISCUSSION GROUP FOLLOWING.

C. PARENT PROGRAM EVALUATIONS: PARENTS MAY BE ASKED TO EVALUATE THE QUALITY OF THE CARE THEIR CHILDREN RECEIVE AT DEEP CREEK COUNTRY DAY SCHOOL. PARENTS WILL ALSO BE INVITED TO OFFER SUGGESTIONS FOR MAKING THE PROGRAM BETTER AND MORE RESPONSIVE TO THE NEEDS OF THE ENROLLED FAMILIES.