

# Covesville Child Development Center Family Handbook

2023-2024 School Year



[www.ccdcgofox.org](http://www.ccdcgofox.org)

434-245-9133

Monday through Friday

7:00 am to 5:00 pm

Revised June 2023

# Table Of Contents

<b>About Us</b>	<b>4</b>
History	4
Philosophy	4
What is the difference between Preschool and Daycare? Education vs. Supervision	4
Values Statement	5
Mission	5
Certification	5
Staff Qualifications	5
Child to Staff Ratios	5
Hours of Operation	6
Holidays and other Closing Dates	6
Definition of Family	6
Inclusion	6
Non-Discrimination	7
Admission and Enrollment	7
Confidentiality	7
Communication and Family Partnership	8
Family Activities	8
Open Door Policy	9
Publicity	9
<b>Curricula and Learning</b>	<b>9</b>
Learning Environment	9
Curricula and Assessment	10
What is Reggio Inspired?	10
Outings and Field Trips	10
Transitions	11
Electronic Media and Devices	11
Multiculturalism	12
Rest Time	12
Animal Friends	12
Toilet Learning	12
<b>Guidance</b>	<b>13</b>
General Procedures	13
Challenging Behaviors	13
Physical Restraint	14
Notification of Behavioral Issues	14

<b>Tuition and Fees</b>	<b>14</b>
Payment	14
Late Payment Fees	15
Returned Check Charges	15
Late Pick-Up Fees	16
Additional Fees	16
<b>Attendance and Withdrawal</b>	<b>17</b>
Absence	17
Withdrawal	17
Closing Due To Extreme Weather	17
Termination of the Agreement	18
<b>Arrivals and Departures</b>	<b>19</b>
General Procedures	19
Days of Attendance/Arrival Time	19
Cell Phone Usage	20
Authorized and Unauthorized Pick-Up	20
Family Behavior/Right To Refuse Student Release	20
<b>Personal Belongings</b>	<b>20</b>
What To Bring	20
Lost & Found	20
Toys From Home	21
<b>Nutrition</b>	<b>21</b>
Foods From Home	21
Food Prepared at School	21
Food Allergies	21
Meal Times	22
<b>Health</b>	<b>22</b>
Immunizations	22
Physicals	22
Illness	22
Communicable Diseases	24
Medications	24
Allergy Prevention	25
<b>Safety</b>	<b>25</b>
Respectful Behavior	25
Clothing	25
Extreme Weather and Outdoor Play	26
Injuries	26
Biting	26
Parking Lot Safety	26
Prohibited Substances	26

Dangerous Weapons	27
Child Custody	27
Suspected Child Abuse	27
<b>Emergencies</b>	<b>28</b>
Lost or Missing Student	28
Emergency Drills	28
Emergency Transportation	28
<b>School Policies</b>	<b>29</b>
<b>Board Of Directors</b>	<b>29</b>
<b>Family Handbook Quiz</b>	<b>30</b>
Topical Medication Form and Over the counter/Prescription Medication Form	31

## About Us

### History

Covesville Child Development Center (CCDC) was established in 2001 as a private non-profit corporation. Prior to 2001 the space used by CCDC was home to the local Migrant Workers Head Start Program. When that program closed, the extreme need for Early Childhood Education in this area was recognized. Pastor Marcy Orr was the driving force behind starting CCDC, and Yvonne Corry served as the First Director, First Pre-K Teacher and First Cook for many years. Our second Director, Donna Robinson, served as both the teacher for the 2-3 year old class and as Director for over 15 years. We are currently on our third Director, Katherine Cashatt, who is also a lead teacher for the youngest class. While we are housed in the education building of Cove Presbyterian Church, we are not affiliated with any religious denomination.

### Philosophy

As educators, we believe it is our role to create and promote a safe, loving, and respectful environment that children need to grow, develop, and thrive. We strive to build and nurture an environment that is fulfilling, enriching, and supportive of all possible learning and growing experiences.

### **What is the difference between Preschool and Daycare? Education vs. Supervision**

A preschool's main focus is education. Preschool programs are designed to prepare young students for a primary school environment while introducing them to basic concepts such as colors, shapes, and letters, to name a few. Preschool ages are primarily three to five years. Most preschools operate with fewer hours, and follow primary school schedules which observe all federal and state holidays, and close in the summer. The final major difference is the requirement of all teachers to undergo regular training to build experience in the field.

Daycare takes more of a supervisory approach, focusing solely on the basic needs of the children. A typical schedule for daycares is playtime, mealtime, nap time, and some afternoon activities. The ages of the children usually span from infant to five years of age. Some daycares do offer learning and enrichment opportunities, but it is not their primary focus. Daycares normally operate from 6:00 am to 6:00 pm, work around the parent's schedule, and are open year round with only a few holidays taken.

Here at Covesville Child Development Center we are a preschool with some of the benefits of a daycare. Our focus is to get students ready for primary school with the emphasis on providing them with social emotional skills for self-regulation, and an educational foundation to build on. We begin with basic concepts in our youngest class of sixteen months to three years, which sets the foundation for the Pre-Kindergarten class to scaffold on. For example: our youngest students learn to hold and draw with crayons. With practice in our Pre-Kindergarten classroom, this develops into the ability to write their name with a pencil. While CCDC operates from 7:00 am to 5:00 pm, we are open throughout the year, only closing for a few holidays. Our teachers are required, by state mandate, to participate in a minimum of sixteen hours of Early Childhood Development/ Early Childhood Education training every year.

## **Values Statement**

CCDC values and recognizes the individuality and uniqueness of each and every child. We seek to provide a stimulating learning environment that is safe, healthy, and free from discrimination.

## **Mission**

The mission of Covesville Child Development Center is to provide a warm and nurturing environment in which every child may learn and develop at their own pace.

## **Certification**

We are licensed by The Virginia Department Of Social Services, which has recently become part of The Virginia Department of Education.

Our Director holds the Restaurant Manager certification issued by the Virginia Department of Health.

Teachers participate in training with The Virginia Infant Toddler Network and The Virginia Infant Toddler Mental Health Specialists.

We are a pilot program for the Preschool Development Birth through Five program, and are a Virginia Quality Initiative participant.

## **Staff Qualifications**

Our teachers are hired in compliance with state requirements and qualifications.

Teachers are required to participate in an orientation program and ongoing professional development in Early Childhood Education. This professional development includes child growth and development, healthy and safe environments, developmentally appropriate practices, family relationships, cultural and individual diversity, guidance, and professionalism.

We strongly discourage families from entering into employment arrangements with our teachers (i.e. babysitting).

Any arrangement between families and our teachers outside of the program that we offer is a private matter, not connected with, sanctioned by or a reflection on Covesville Child Development Center.

## **Child to Staff Ratios**

Children are supervised at all times. All teachers receive scheduled breaks to reduce fatigue and help ensure alertness.

We currently operate with a maximum of 20 children per day and follow the state required class ratios. These ratios are as follows:

16 months to 2 years : 5 children and 1 teacher

2 years to 3.5 years: 8 children and 1 teacher

3.5 years to 6 years: 10 children and 1 teacher

Please note: ratios/building occupancy is subject to change due to communicable disease outbreak, global pandemic, or natural disaster.

### **Hours of Operation**

We are open Monday through Friday from 7:00 am to 5:00 pm.

We are open year round, except for holidays, special events, cleaning days, professional development days, or extreme weather.

### **Holidays and other Closing Dates**

We are scheduled to closed the following days:

- \*January 1st.
- \*Martin Luther King, Jr. Day
- \*President's Day (Deep Cleaning Day)
- \*March or April Professional Development Day (date will be noted on the School Calendar
- \*Good Friday
- \*Memorial Day
- \*the First week of July (includes Independence Day)
- \*August Cleaning day (date will be noted on the School Calendar)
- \*Labor Day
- \*The Wednesday before Thanksgiving Day, THanksgiving Day and the following Friday
- \*December 24th. through December 31st

\*Quarterly a Field Trip may be scheduled and result in a half day

*Special Events:* Occasionally special events will arise that will lead to either a half day or a full closure at the discretion of the Director. In the event that such an event occurs notice will be given as far in advance as possible. (for example, funeral or wedding being held on grounds by Cove Presbyterian, wedding/funeral of staff member or currently attending family, etc.)

### **Definition of Family**

In this handbook we refer to family as any parent, legal guardian, sponsor or anyone else who provides for the well-being and best interests of, and is responsible for, the children enrolled in our program.

### **Inclusion**

Covesville Child Development Center believes that students of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in school. We will make every reasonable accommodation to encourage full and active participation of all students in our program, based on their individual needs.

## **Non-Discrimination**

At Covesville Child Development Center equal opportunities are available for all students. Educational programs are designed to meet the varying needs of all students. We do not discriminate on considerations made unlawful by federal, state or local laws. This includes: race, color, religion, gender/gender expression, national origin, age, disability, or their family's political beliefs/marital status/sexual orientation/gender identity/military status.

## **Admission and Enrollment**

### Visiting Our School:

When families make an appointment to visit, we encourage them to bring their child(ren) with them. When possible, we introduce the family to all staff members and tour the appropriate classroom(s). Children have the opportunity to explore the classroom, cubby storage, participate in an activity, and visit the playground while teachers and their family observe them. During this observation time the family will have an opportunity to speak with teachers/the Director, and discuss the classroom environment and the learning goals of the classroom(s).

Based on the availability of classroom openings, our facility admits children between the ages of 16 months and 7 years.

### Admission Requirements

- \*Registration Form
- \*Enrollment Fee (\$50.00, non-refundable)
- \*Family Contract
- \*Most recent physical or Virginia School Entrance Health Form  
Please note: the physical/health form must be hand signed.  
Electronic/stamped signatures can not be accepted.
- \*Most recent documentation of immunizations
- \*Copy of Birth Certificate
- \*Developmental History
- \*Emergency Contact Card
- \*A visit to tour the school before the first day of attendance.  
Please Note: during a communicable disease outbreak/global pandemic/natural disaster all tours will be conducted either virtually or after students have left for the day.

All admission and enrollment forms must be fully completed and the enrollment fee paid prior to the first day of attendance.

Licensing regulations require that the Director of CCDC call law enforcement if a Birth Certificate or Proof of Birth is not provided prior to/at the time of enrollment.

## **Confidentiality**



Unless we receive written consent from a parent or legal guardian, information regarding any student will not be released with the exception of that which is required by our regulatory and partnering agencies. This includes information on those that are sick or involved in incidents. All records concerning students at our school are confidential.

## **Communication and Family Partnership**

### Daily Communication:

Verbal, written, Facebook Messenger, HiMama app or email notes from Teachers will keep you informed about your student's activities and experiences at school.

### Message Board:

The Message Board is located near the front entrance. Upcoming events, reminders, health notices, closing dates, and announcements will be posted here. In addition, some notes will be posted on the front door.

### Email/Text:

To send announcements, event invitations, general updates and for potential emergencies, CCDC needs the best form of communication to reach families. If email addresses, work numbers, or personal numbers change update them with us as soon as possible.

### Family Visits:

Family participation is strenuously encouraged. Visit the classrooms, come along on a field trip, or eat a meal with us.

### Conferences:

Family/Teacher conferences occur twice a year unless otherwise prohibited by unforeseen/extenuating circumstances. During these conferences we will discuss the student's strengths, likes and dislikes, and styles of learning. Families will be able to view the student's portfolio at this time as well. Teachers and Families will work together to set goals appropriate to the student's current level of growth and development. Families may request additional conferences regarding their student's progress at any time. CCDC strongly encourages families to communicate any concerns they may have to their teachers or to the Director. Conferences are preferred to be held in person, with all persons involved in the wellbeing of the student present. However, due to time constraints or health concerns virtual conferences can be scheduled.

## **Family Activities**

CCDC believes and acknowledges that each student's family is their first teacher. We encourage families to be involved in the program, visit classrooms, participate in events, and provide feedback on the program. There are a variety of ways in which families can participate in helping reach and enrich program goals.

### Family Events:

There are several events throughout the year that bring our entire learning community together, this includes:

- \*CCDC Anniversary Celebration and Annual Parent Meeting
- \*Winter Celebration
- \*Graduation

### Classroom Activities:

Enjoy and help a class with these special activities:

- \*Share a meal with the children
- \*Read to children

- \*Volunteer in a classroom
- \*Provide transportation for additional children on field trips
- \*Help with setting up before/cleaning up after special events, provide a side dish, drinks or decorations.
- \*Share your talents and passions with the class
- \*Serve on the Board of Directors

## **Open Door Policy**

Covesville Child Development Center is delighted to have families participate in our program. Families are welcome to visit the program any time during regular program hours.

Please note: During a communicable disease outbreak, global pandemic, or other similar crises, our policies on visitation/volunteers will be suspended for the health and safety of students and teachers.

‘Open Door Policy’ does not mean that the doors will be unlocked.

For the safety and protection of the students, external doors will be kept locked at all times. To ensure the safety of all students, please be sure to firmly shut doors when entering or exiting the building.

CCDC understands that there will be times when families need to share important, and private, information with teachers, and to that end will always work out a place and time for that to happen. Teachers do their best to speak with families daily, generally at pick-up time. If a situation requires a longer discussion, kindly arrange for an appointment, send an email, or request a virtual meeting.

## **Publicity**

Unless given written permission to do so, CCDC will not use images or names of children in any publicity. This includes flyers, advertisements, posters or other media designed to promote CCDC. This does not include pictures taken for educational purposes or photos used in the in-house school calendar.

# **Curricula and Learning**

## **Learning Environment**

CCDC provides a rich learning environment with curricula that are developmentally appropriate to the specific ages and needs in each classroom. One key feature of this is a flexible daily routine that allows students to advance at their own pace.

We strongly believe that learning happens through play. Learning and exploring go hand-in-hand and are extremely hands-on, especially for children from birth to five years of age. This learning is further facilitated through interest areas and our program is designed to enhance student’s development using this approach of combined play and exploration.

Through observation and documentation teachers work with each student to meet them where they are and help them grow in the areas of creativity, self-expression, self-help, decision making, problem solving, responsibility, independence and reasoning. Teachers encourage participation in exploring new and fascinating experiences to better work and play with others.

## **Curricula and Assessment**

Covesville Child Development Center uses a curriculum that is a combination of Reggio Inspired Teaching, Emergent Curriculum, Conscious Discipline, STEAM, Research Based Techniques and ECE Curriculum. As new research and student needs develop, our curriculum is designed to evolve with the times to meet those demands.

As part of this curriculum, teachers gather information about each student's developmental skills and evaluate their progress. After evaluation, modifications and adjustments are made in the classroom/throughout the school to better meet each student's needs. Teachers do their best to ensure each student receives as much individualised instruction as possible. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. Currently we use an app, HiMamma, to help not only with communications but also with documentation and portfolio organization.

For information on your student's day, please see copies of the classroom daily schedules, the HiMama app, or your teacher's primary method of communicating with you.

## **What is Reggio Inspired?**

A Reggio Inspired Philosophy of Teaching is based on the teaching style developed in Reggio Emilia, Italy. In the Village of Reggio Emilia, the entire community is a large part of the students' education, even to the point of creating new public spaces based on proper planning done by the students.

We've taken this philosophy and done our best to incorporate what we can into our methodology. Our students have their own unique way of learning, and are capable of doing amazing things. They require the ability to learn in groups and as individuals. Utilizing those observations and Reggio Inspired lesson planning allows us to evolve the curriculum and further enrich learning experiences. By shifting the focus to following the student's lead, it allows us to foster different areas of our students' growth, we are able to assess their interests and begin exploring and expanding on them as they develop and change.

## **Outings and Field Trips**

### **Walking Trips:**

Weather permitting, teachers conduct supervised walking trips around the neighborhood. Children are accompanied by at least two teachers, and are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package; specifically, in the Family Contract.

### **Field Trips Away From School:**

From time to time there will be supervised field trips away from school. These trips require an additional permission slip as well as an activity fee. All transportation to and from field trips must be provided by families. Teachers are not permitted to drive/teacher vehicles are not permitted to be used unless it is an emergency situation. The safety of all participants, teachers, students, and families, will be guarded in all activities our school promotes or participates in.

Proper restraint systems (seat belts/child safety seats) and the correct use of them are critically important during travel to/from the school as well as during field trips. In preparation for the field trip, please dress both yourself

and your student appropriately for the season and the weather. Sturdy walking shoes are a must. Open-toe sandals, flip-flops, crocks, and clogs are not appropriate for walking and make it difficult for students to participate safely.

Additionally, on a quarterly basis, field trips away from school may result in the school only being open for a half day. This decision is made at the discretion of the Director, and will be noted in the announcement of the field trip.

## **Transitions**

The transition into school for students should be a positive and exciting learning adventure. Teachers will work with families to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### **Transitioning Between Home and School:**

Prior to the first day of attendance, families will have the opportunity to tour the school, meet with other students in the class, meet the teachers, and communicate any anticipated concerns. To facilitate prompt, efficient and effective communication make sure the teacher and the Director both have the best possible communication methods to reach you.

### **Transitioning Between Classrooms:**

Students are transitioned to the next classroom based on developmental readiness, space availability, state licensing requirements, and age. Prior to the transition, current and future teachers will meet to plan an introductory period to the new classroom. The student will spend several days to several weeks visiting the new classroom before officially being transitioned to that class. During this introductory period teachers work with families to make any needed adjustments to the new classroom and to help the student learn the new routines.

### **Transitioning Between Schools:**

Starting with the Preschool Graduation, the teacher presents many activities and tools for students that will be attending Kindergarten. Some of these activities may include books about Kindergarten, a field trip to visit a local elementary school, arranging for a school bus to visit the school, or working on art projects designed to help process the transition. If your student is not going to Kindergarten specifically, or is just changing schools, the teacher will provide activities that reflect this and help them make that adjustment as smoothly as possible. Families will be provided with a copy of both the transition form, and the most recent assessment of the student before leaving our program.

### **Transfer of Records:**

Whether transitioning to the next classroom or to a new school, student records are transferred internally. If the student is transitioning to a new school please provide, in writing, instructions on where a copy of the transition form and the most recent assessment of the student should be sent.

## **Electronic Media and Devices**

Electronic media is limited to 20 minutes or less during the day. Videos, websites, and software are pre-screened to ensure both age appropriate and high-quality educational content. Teachers may be seen with tablets or other

devices throughout the day, this is to aid in collecting observations, documentation, communication and in spontaneous learning (researching and answering a question on the spot while the question is relevant).

Please note: Teachers take being with the students, interacting with them, and scaffolding learning opportunities very seriously. Quite often this means fewer photos, or fewer posts to the HiMama app, during the day while those interactions are happening.

### **Multiculturalism**

CCDC believes that multiculturalism is vital to all students because it sets social goals and promotes respect for all people, and the environment that we inhabit. Teachers utilize books, music, games, and a wide range of other Activities to aid in teaching students respect for our world and the diversity of life upon it.

Celebrations:

The school holiday policy encourages an enhanced understanding of, and respect for, the different cultures and beliefs of students, families, teachers, and our local community. Teachers develop plans and projects around these holidays, and use them to build on the student's own experiences. CCDC encourages families to share holiday traditions with the class whenever possible.

### **Rest Time**

Rest time/nap time happens after lunch, usually between 12:30 and 3:00 p.m. All students participate in this time for quiet and rest. Students are encouraged to sleep if needed, but are not required to do so. Students that are unable to sleep are provided with quiet activities or books during this time.

### **Animal Friends**

At CCDC we have animal friends that visit, some daily, and some less frequently. All animal friends are friendly, healthy, and immunized. If your family is interested in sharing your animal friend with the school, please speak with the Director to make arrangements.

### **Toilet Learning**

Research indicates that children can not successfully learn how to use the toilet until they are physically, psychologically and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet learning occurs only after children show signs of physical control or awareness of their bodily functions, and when they demonstrate an interest or curiosity in the process.

The most important factor in making the toilet learning experience successful and as low-stress as possible is the family/teacher partnership that supporting the student. We are committed to working with families to make sure that toilet learning is carried out in a manner that is consistent with the student's physical and emotional abilities and to address any concerns or questions that the family has.

### Best Ways To Help Your Student With Toilet Learning:

1. Practical clothing is a must for toilet learning. Clothing that can be pulled down quickly and easily by the student independently may help prevent a toilet accident. Please send loose fitting clothing, i.e. sweat pants or elastic type clothing, and send several full changes of clothes and spare shoes. The ability to pull down clothing helps the student feel successful and promotes self-esteem.
2. Teachers encourage the use of thick cotton training pants, underwear or, in some cases, nothing at all (commando), with the exception of during rest time. In our experience students that use pull-ups tend to behave as if they are still wearing a diaper and the success in toilet learning greatly diminishes.
3. During the initial toilet learning process teachers will take the student to the restroom every thirty minutes, until such time as the student can communicate to the teacher when they need to go themselves. If the family has been using a different amount of time between visits to the restroom at home, please tell the teacher so they may adjust the timing at school to match. As always, techniques and strategies are used and adjusted according to each student's needs.

## Guidance

### General Procedures

Covesville Child Development Center uses several tenets of Conscious Discipline to guide students and encourage them in appropriate and respectful behavior. Modeling respectful habits and words encourages students to be respectful of themselves/their property, other people/others property, and animals. Communicating consistent, clear rules, and involving students in conflict resolution promotes the development of self-discipline and responsibility. Problem solving, having input on rules, and practicing respectful behavior helps students better understand that they have choices and that their actions have consequences that they are responsible for. The following actions or threats will not be tolerated on school grounds, whether by teachers or families: physical punishment, striking a student, rough handling of a student, and verbal remarks which are demeaning or degrading. We maintain zero tolerance for bullying. If you have any concerns about this at any time, please contact the Director.

### Challenging Behaviors

Challenging behaviors, for the most part, are developmentally appropriate behaviors demonstrated by students that are not socially appropriate or desired behaviors. Students are guided to treat themselves and others with self control and kindness. When a student becomes verbally or physically aggressive, teachers intervene immediately to protect all students. Students that are experiencing challenging behavior are helped with problem solving scripts using appropriate interactions, teacher modeling and redirection. When discipline is necessary, it is clear, consistent and understandable to the student.

## **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when, to ensure a student's safety or that of others, that a teacher may restrain a student by holding them only for as long as it is necessary for the situation to become safe and controlled.

## **Notification of Behavioral Issues**

If a student's behavior or circumstance is of concern, communication with the family is the first step to understanding the student's individual needs and challenges. Teachers will work together with the family to evaluate these needs in the context of our program. If behavioral issues result in repeated property damage, fees for repair or replacement will apply.

On rare occasions a student's behavior may warrant the need to find a more suitable setting for the student's education. Examples of such situations include:

- \*A student appearing to be a danger to self or others
- \*Continued enrollment determined to be harmful/not in the best interest by medical, psychological or social services personnel.
- \*Undue burden on school resources for the student's accommodations for success and participation.

## **Tuition and Fees**

### **Payment**

Tuition Rates:

Starting Jan 1, 2022 CCDC moved to a flat rate system for tuition. Tuition will be based on days of attendance alone, regardless of the age of the student.

#### **Flat Rate for all students**

5 days \$250.00

4 days \$233.00

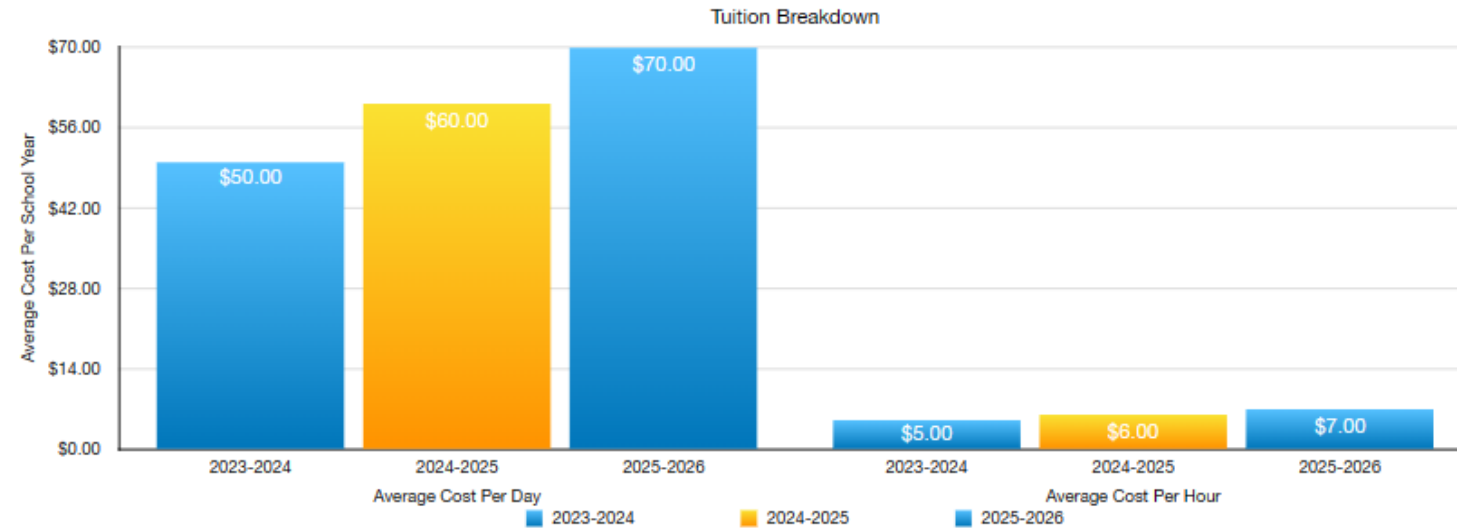
3 days \$209.00

Tuition is due weekly, bi-weekly or monthly, as stated in the Family Contract. There are no deductions for absences, holidays, special events or half days resulting from field trips. There are no deductions for closures due to inclement weather, power outages, early closings due to staff/student ratios, or any other situations beyond CCDC's control. Tuition payments are due each Friday prior to the week of service, and before attendance for part time students.

Tuition may be paid in cash or check in person, by a check mailed from a financial institution (personal bill pay) or via the online payment option through the HiMama app. Paying online using ACH is free of charge, however there is a \$5.00 service fee for each transaction when using a credit/debit card. This fee will be added to your tuition invoice. Please speak to the Director to learn more about payment schedules and payment options.

Covesville Child Development Center is a non-profit school and all tuition goes directly to program costs. Tuition is figured annually and covers employee pay, benefits, insurance, rent, and food. Other operating expenses are met by fundraising. CCDC is happy to work with families applying for assistance from United Way, Social Services, or other services. Any family whose tuition payment is chronically late will be asked to leave. The Board of Directors periodically reviews tuition rates and makes tuition rate increases as necessary.

In May of 2023 The CCDC Board of Directors voted in favor of adopting an incremental rate schedule to both keep up with rising cost of supplies while staying in line with the Virginia Minimum Wage increases, and maintain best possible value for families. The following chart displays the average cost, based on full time enrollment, for a student to attend per day/per hour.



**Late Payment Fees**

We recognize that there are events that may prevent the payment of tuition on time. If such an event happens, contact the Director as soon as possible to arrange a payment plan. Late payments can pose serious problems for our program. Therefore, we have put in place procedures to reduce their impact. If payment is not received on or before the day it is due, the account is considered overdue. A \$10.00 late fee will be added to each overdue account, the late fee will accrue every week until the account is paid in full, regardless of continued enrollment or attendance. Accounts that remain overdue for five business days will be reviewed, may be suspended, and the student discharged from the program. Suspended accounts may be sent to a collection agency and/or a Warrant in Debt will be sought through the account holder’s local district court at any time. The account holder will be responsible for all overdue tuition, all late fees that have accrued, and any additional costs incurred during the reconciliation process.

**Returned Check Charges**

The account holder is responsible for any returned check fees that CCDC receives. These fees, and the returned check, are to be repaid to CCDC as soon as the Director notifies the account holder of such an occurrence.



Accounts that repeatedly experience returned checks will be restricted to cash, money order, or online payment options.

### **Late Pick-Up Fees**

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees will begin accruing starting at 5:00 pm.

Late Pick-Up Fees also apply after one hour to students that are required to leave either for illness or emergency school closure

Late fees are to be paid to the teachers that waited with your student, not to CCDC.

Late Fee Schedule:

\$2.00 per minute for the first 20 minutes

\$10.00 per minute thereafter.

### **Additional Fees**

Annual Enrollment Fee:

A \$50.00 enrollment fee is due at or before the first day of attendance. This is an annual fee and it is due every year at the time of the renewal of Family Contracts and updated Family Handbook Quizzes.

Advanced Tuition Payment:

A fee equal to one week of tuition is due within the first thirty days of enrollment/first day of attendance. This fee may be paid in one lump sum or in payments. This fee will be credited to the account during the last week of attendance unless the two week notice of Intent to Withdraw is properly submitted.

Withdrawal:

If a student is suddenly withdrawn from school without a two week written notice of Intent to Withdraw, then a fee in the amount of those two weeks will be applied to the account. Families that withdraw and later re-enroll will be charged the standard enrollment fee.

Property Damage:

The family is responsible for any property damage caused by the student. The family will be charged for repair or replacement at CCDC's discretion.

Special Activity Fees:

Families are responsible for any fees connected with special activities. This includes field trips, participation in visiting educational activities, and school pictures. These fees are due prior to the activity.

No Credits or Make Up Days:

Credits or make-up days will not be given for non-attendance due to illness or inclement weather. Those factors are taken into account when determining tuition rates, and are not refundable.

# Attendance and Withdrawal

## Absence

If a student is going to be absent or arrive after 9:00 am, the family must notify the school. The teachers will be concerned, for both the family and the student, if there is no notification and the student does not arrive as scheduled. If the family has scheduled an absence that needs to end before the scheduled return date, they must notify CCDC by e-mail in a timely manner (i.e. at least 24 hours in advance) or the student will not be eligible for an early return.

Ways To Notify CCDC Of An Absence Or Request An Early Return:

Phone: 434-245-9133

E-mail: [hello@ccdcgofox.org](mailto:hello@ccdcgofox.org)

Other: The HiMama app's communications function can be used to contact CCDC/ your student's teachers.

## Withdrawal

A written notice of intent to withdraw is required by CCDC when a student is being withdrawn. This notice must be submitted two weeks in advance of the withdrawal date or additional fees will be applied to the account. The notice of Intent to Withdraw may be submitted via e-mail, mailed to the school or handed directly to the Director. Verbal notice will not be accepted.

## Closing Due To Extreme Weather

Our staff understands that our decision to open, close, or delay school opening during inclement weather often disrupts family schedules. We also understand that our students are best served – academically, emotionally, and socially – by keeping their normal routine. We strive to balance these needs with our top priority: the safety of our students and staff. The process is complex and takes many factors into consideration.

### **HOW DO WE MAKE OUR DECISION?**

The Director makes the decision to open or close the Center for inclement weather or weather emergencies based on a careful analysis of all relevant factors, including:

- Maintaining the required teacher to student ratio
- Information on road conditions
- The current and forecasted weather
- Announced plans for closures and delays by school systems and local governments, including those of Nelson and Albemarle Counties
- Building conditions (such as whether our building's electricity, water, and/or heat service is, or likely to be, disrupted)

## **WHEN IS THE DECISION MADE?**

As often as possible, decisions to delay or close will be made by 8pm the evening before to allow parents time to arrange schedules and have alternate care established for their student(s).

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power/water, etc.) prevent CCDC from opening on time or at all, notification to families will be announced on CCDC's voicemail, the HiMama app, nbc29.com, personal emails, and text messages to parents.

If it becomes necessary to close early, families will be contacted as soon as possible. If CCDC is unable to reach your family for any reason, we will begin calling the emergency contacts listed for your student. Once contact and notification has been made, it is the responsibility of your family to arrange for the early pick-up of your student. If pick-up is delayed, staff will remain with your student until pick-up arrives. We are committed to the safety of our staff and students, so we emphasize the importance of pick-up as soon as possible.

## **Termination of the Agreement**

Covesville Child Development Center reserves the right to immediately require families to seek other educational arrangements.

Should CCDC determine that a student/family has not adjusted to the program: the family will be contacted and a conference arranged to discuss possible solutions. In the event that CCDC, in its sole discretion, determines that the student's/family's needs cannot be served well by CCDC, the student shall be disenrolled. The family will be provided with a documented history of CCDC's attempts to address and resolve the student's/family's needs/concerns/issues. If such disenrollment occurs, the Family Contract will be terminated, and all prepaid tuition will be proportionally refunded, beginning with the month following disenrollment.

In the event that CCDC determines that the student's behavior poses a threat to themselves/other students/teachers, and developmentally appropriate measures to promote self-discipline have proven unsuccessful, the family will be contacted and shall remove the student from CCDC for the remainder of the day. Repeated requests for removal due to behavior issues could result in the disenrollment of the student. In the event that CCDC, in its sole discretion, determines that the student's behavior requires disenrollment, the family will be provided with a documented history of CCDC's attempts to deal with the problem, and with a notice date of disenrollment. If disenrollment occurs, the Family Contract will be terminated, and all prepaid tuition will be proportionally refunded, beginning with the month following disenrollment.

If potentially harmful items such as lighters/knives/illegal drugs are brought to school, the family will be called and the student removed for a specified period of time.

# Arrivals and Departures

## General Procedures

Covesville Child Development Center opens at 7:00 am. Students will not be admitted before opening or when only one teacher is present.

Temperature checks are performed on all students, both upon arrival and before they depart for the day. Any student arriving with a temperature of 100.0 °F or higher will not be permitted entrance for the next 24 hours. Any student that leaves with a temperature of 100.0 °F or higher will not be permitted to attend school for the next 24 hours.

Students are required to be accompanied into and out of the building by an adult family member.

Students are required to be signed in and out by an adult family member.

Everyone entering the building must wash hands before leaving the entrance area or touching anything.

The date, time of arrival/departure, temperature at arrival/departure and the full name of the adult responsible for dropping off/picking up the student must be filled out daily. (*Nicknames or titles are not valid.*)

\*During a communicable disease outbreak or pandemic an alternative attendance sheet will be used, and the teachers will sign students in and out.

Covesville Child Development Center closes at 5:00 pm.

If a student has not been picked up by 6:00 pm. and the school has not been able to contact either the family or any emergency contacts that have been listed, CCDC will call the local Child Protective Services agency.

Provisions will be made to have teachers stay with the student as long as possible, and emergency contacts will be called in the order listed.

## Days of Attendance/Arrival Time

The general school-wide daily schedule is as follows:

7:00-9:00 am --- Arrival, Group Activities, Clean-up

8:00-8:30 am --- Breakfast

8:30-11:30 am -- Individual Class Activities, Outdoor Activities, etc.

11:30-12:30 pm - Lunch

12:30-1:00 pm -- Clean-up, Transition Activities

1:00-3:00 pm --- Rest Time

3:00-5:00 pm --- Snack, Departure, Group Activities

Please note that the bulk of individual class instruction time is between the hours of 8:30 and 11:30 am.

To ensure that all students benefit the most from the program, and to limit disruptions, arrival after 10:00 am is not permitted. Exceptions may be made at the Director's discretion, with prior notice.

## **Cell Phone Usage**

Drop-off and pick-up times are the primary windows of opportunity for families and teachers to achieve face-to-face communication. In order to make the best use of these opportunities, as well as being attentive to your student and aware of others, we ask that families NOT use cell phones while at CCDC.

## **Authorized and Unauthorized Pick-Up**

Students will only be released to authorized adult family members or persons listed as emergency contacts. Any person picking-up a student is required to show a picture ID as verification before the student will be released to them. Students will not be released without prior written authorization. If a family requests that someone not on the list pick-up a student, CCDC must receive a written request/authorization in advance. The written request must include the full name of the person temporarily authorized to pick-up the student.

## **Family Behavior/Right To Refuse Student Release**

Covesville Child Development Center may refuse to release a student if there is reasonable cause to suspect that any person picking-up a student is under the influence of drugs/alcohol, or is physically/emotionally impaired in any way that may endanger the student. To protect the student the school may request that another adult listed as an emergency contact pick-up the student, or the school may call the police to prevent potential harm. Recurring situations may result in the removal of the student from the program.

## **Personal Belongings**

### **What To Bring**

- \*At least one complete change of clothing, including shoes. More if the student is currently engaged in Toilet Learning. Clothing must be seasonally appropriate.
- \*Enough disposable diapers and wipes to last at least a week and a half.
- \*A crib sheet and blanket, these are sent home weekly for laundering.
- \*The items on the school supply list for your classroom.

CCDC is not responsible for lost, misplaced or damaged items.

All items brought from home are required to be labeled with the student's name.

Each student is assigned a cubby space for personal items and storage of spare clothing. Make sure to check this cubby space daily for items that need to be taken home.

### **Lost & Found**

The Lost and Found basket is located to the left of the front door, on top of the cubbies. The Singles Line for Missing Socks is also located to the left of the door.

## **Toys From Home**

Toy guns, swords, knives, other weapons, or any toy in which the weapon can not be removed are not permitted at CCDC. All such toys will be retained by the teacher and returned to the family as soon as possible. Electronic toys are not permitted at CCDC, except at the teacher's discretion for Show-and-Share.

\*During a communicable disease outbreak or global pandemic no toys/books/extra belongings will be permitted. In an effort to minimize transmission vectors only bedding and spare clothing/diapers will be allowed into the school/classroom.

## **Nutrition**

### **Foods From Home**

Food brought from home is permitted under the following conditions:

\*A student has a food allergy or other special diet that requires food be provided by the family. All foods must be labeled with the student's name, date, and type of food. All perishable foods must be stored in the refrigerator or in an insulated bag with sealed ice bricks. Leftover food will be discarded unless it does not require refrigeration or is in an unopened commercially-wrapped package.

\*Baked goods may be made at home if they are fully cooked, do not require refrigeration, and were made with freshly purchased ingredients. A list of all ingredients is required, and there must be enough for all students.

\*Perishable food to be shared with other students must be store bought, and in the original package.

Students will not be permitted to share food provided by the family unless the food is intended for sharing with all students.

### **Food Prepared at School**

Food prepared at or for the school will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### **Food Allergies**

Food allergies can be life threatening. CCDC must be notified in writing if a student has a food allergy, and if there are changes to the diagnosis/severity of that allergy. Each student with a food allergy is required by Licensing to have an action plan for emergency care completed by the family physician on file. A list of all allergies is posted and accessible to the teachers and anyone working in the kitchen.

## **Meal Times**

During meals teachers sit at the table with the students, and discussion is encouraged. This time is used to reinforce and model good table manners, respect for others and taking turns. Teachers that are first-aid trained for choking are present at all meals.

All students are encouraged to self-feed to the extent of their own skills, and are encouraged, not forced, to try a variety of foods.

- \* Round, firm foods that pose a choking hazard are not permitted. These foods include: whole hotdogs, whole grapes/grape tomatoes, clumps of raisins or other dried fruit, peanuts, popcorn, thickly spread peanut butter, and hard candy. If these foods are served, they are prepared and served in such a way as to prevent choking.

## **Health**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Our state regulations regarding attendance of students who are not immunized due to religious or medical reasons are followed. Students that are not immunized are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

### **Physicals**

A copy of the student's physical is required before the first day of attendance at CCDC. Regulations require that these forms are hand-signed by a health professional. The family is responsible for assuring that the student's physical is kept up-to-date, and that a copy is provided for inclusion in the student's school records.

### **Illness**

Covesville Child Development Center understands that it is difficult for families to leave or miss work, but to protect other students/staff, sick students are not permitted to attend.

**CCDC will refuse entrance to any student that appears ill.**

**Families will be called and asked to retrieve their student if their symptoms prevent their student from participating in the school program.**

Students that begin to exhibit symptoms of illness will be kept as comfortable as possible and will be excluded from all activities until they have been retrieved by the family.

If a family fails to retrieve their student within an hour of being notified that their student is not fit for attendance this will count against their continued participation in the program. In the event that this happens three times due to illness the lack of compliance will be grounds for termination of contract and dismissal of the student from the program.

Families will be called and asked to retrieve their student if they exhibit any of the following symptoms:

- Fever: (100 °F or higher under the arm or using a forehead thermometer)
- Diarrhea: stools with blood/mucus, uncontrolled/unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting: green or bloody and/or if the student has vomited two or more times in the previous 24 hours.
- Mouth sores (including those caused by drooling)
- Rash with fever
- Pink or red conjunctiva with white/yellow/green eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep Throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis/Whooping Cough, until after 5 days of antibiotics.
- Hepatitis A, until one week after immune globulin has been administered.
- COVID-19, until after 5 day quarantine period has elapsed [Or best practice as specified by the VDH and the CDC]

This is not an all-inclusive list. It is updated as necessary throughout the year.

Students who have been ill may return when:

- They are free of fever, vomiting and diarrhea without medication for 24 hours.
  - They have been treated with the prescribed antibiotic for 24 hours.
  - They are able to participate comfortably in all usual activities.
  - They are free of open, oozing skin conditions, and non-teething related drooling.
- 
- Students may return with a signed physician's note, stating that the condition is not contagious, as long as symptoms can be safely managed, any of the involved areas can be covered by a bandage without seepage or drainage through the bandage, and the student can participate fully in all normal activities.



## **Communicable Diseases**

When a student or teacher has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. CCDC will notify families about exposure so students can receive preventative treatments. If your student is a (suspected) carrier, notify the Director through either phone or email as soon as possible. In the event of the Director's absence, notify your student's teacher.

Included among the reportable illness are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- H1N1 Virus
- Haemophilus Influenza (invasive)
- Measles (including suspected cases)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspected cases)
- Rabies (human only)
- Rubella Congenital and Non-Congenital (including suspected cases)
- Tetanus (including suspected cases)
- Any cluster/outbreak of illness

## **Medications**

Two or more teachers have met the criteria for the safe administration of medications as required by licensing standards.

State regulations require that all medications, prescribed or over-the-counter, must be in the original container, and cannot be expired. The medication must be labeled with the student's name, the name of the medication, the dosage amount, times to be given, and the date to return to the family.

All medications must have a completed, signed, and dated medication administration authorization form completed before medication can be accepted or administered. You can find a copy of the relevant forms in the appendix located at the end of this handbook.

\*Non-prescription topical ointments (diaper cream/sunscreen/insect repellent/etc.) require a medication authorization signed by a parent or guardian. This form must be updated every six months.

\*Prescription/Non-Prescription medications that CCDC is to administer for longer than 10 days require both the signature of a parent/guardian and a physician on the medication authorization form. Long-term Non-Prescription medications also require a written order from a physician.

\*If a student has a medical condition that requires standing medication releases, please speak with the Director to ensure all needs are properly acknowledged and met.

All medications are required to be directly handed to a teacher, along with the completed authorization form.

Medications/lotions/chemical sanitizers are not to be left in the student's cubby/bag or with the student to administer/use on their own.

All medications are stored in a locked cabinet and all prescription medications are kept in a lockable storage container in that cabinet. Records of medication administration are maintained and kept in this area as well. Each student is required to have separate and individually labeled medication/forms. Family members cannot share forms/medication.

### **Allergy Prevention**

If your student has a diagnosed allergy, food/environmental/etc., a detailed action plan is required before the first day of attendance.

The action plan must include what the allergy/allergen is, what are the symptoms of exposure, the students reactions, what treatments are required, and the phone/address of the student's physician.

A complete list of allergies is posted/accessible to every teacher that works with the involved students.

## **Safety**

### **Respectful Behavior**

All students and families will be treated with respect and dignity. In return, CCDC expects the same from all of our families and students. Hostile or aggressive behavior will not be tolerated. If this occurs, either in person, over the phone or via electronic communications, CCDC reserves the right to ask that the offender control their behavior or that they remove themselves/their student from the program.

### **Clothing**

Covesville Child Development Center engages in active movement as part of learning. Students should dress in practical clothing that allows for freedom of movement, and is appropriate for the weather. Due to the nature of sand/mulch/dirt it is strongly advised that any student wearing a dress/skirt also wear shorts underneath, regardless of dress/skirt length. It has been observed that sand/mulch/dirt tend to get into underwear and will irritate sensitive areas.

Open-toed sandals/flip-flops/crocs/clogs/shoes with heels higher than  $\frac{3}{4}$  of an inch are not permitted at CCDC. These types of footwear are not conducive to the active style of learning that CCDC promotes, and make participation in some activities hazardous.

Closed-toe sandals are permitted, unless the student complains of mulch/objects being lodged in the shoes. In that event a change of footwear will be required.

Drawstrings/belts/shoes that are too loose or fall off easily can cause serious strangulation/trip/fall hazards. All drawstrings and belts are strenuously encouraged to be removed from student's clothing, and footwear should fit securely. Articles of clothing or footwear that prove hazardous will be removed by teachers and will not be permitted to return to school.

## **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than 90 °F. or less than °F. Additionally, outdoor play will be canceled if there is lightning/hail/freezing rain or other extreme weather. We monitor the air quality throughout the day and follow Air Quality and Outdoor Guidance for Schools provided by the EPA and the Virginia DEQ at [Air Quality and Outdoor Activity Guidance for Schools, EPA-456/F-14-003, August 2014 \(airnow.gov\)](#) Air quality for the area can be checked using Airnow.gov Following the guidelines outdoor play will be monitored, and if needed, shortened if the rating reaches 85, and canceled if the air quality reaches or exceeds 115.

## **Injuries**

CCDC takes the safety of all students/families/teachers seriously. Daily safety inspections are completed both inside the classrooms and outside on the playground. Each classroom is equipped with a first aid kit that meets state requirements. In the event of a minor injury (scraped knee/cut lip/bruises/etc.) first aid will be administered by a teacher trained in first-aid. Families will receive an incident report at the end of the day outlining the incident, any treatment and actions to be taken. If the injury produces any type of swelling or requires medical attention, the family will be contacted immediately. In the event of a serious medical emergency, the student will be taken to the hospital immediately by ambulance while CCDC contacts the family.

## **Biting**

Biting is a normal stage of development that is common among students 5 years of age and under, especially for those that lack verbal skills. It is something most will try at least once.

When biting happens, teachers will first care for and help the student that was bitten, then help the biter to learn more appropriate responses and behavior. The focus is not on punishment for biting, but on effective behaviors that address the specific reasons for biting.

Notes will be written to the families of both students and teachers will work with families to keep them informed and develop strategies to enable change.

## **Parking Lot Safety**

For the safety of students and others, extreme caution needs to be exercised by everyone entering and exiting the parking lot. The maximum speed in the parking lot is 5 mph. Even with reminding, students can and will dart in front of cars. Be alert for students coming from any direction while driving in the parking lot!

Students are required to be escorted to and from the building by an adult family member. Students are encouraged to say their goodbyes while still in the building/on the playground as a further way of reducing possible incidents. Do not allow/encourage students to run in the parking lot/driveway.

## **Prohibited Substances**

The use of alcohol, illegal drugs or tobacco products (including chewing tobacco) is prohibited on school grounds. Possession of illegal substances or unauthorized toxic substances is prohibited. Any adult who appears

to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Spitting, whether tobacco products or otherwise, into the playground mulch is prohibited.

### **Dangerous Weapons**

Covesville Child Development Center defines a dangerous weapon as a gun/knife/razor/any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, students, teachers, and guests (other than on-duty law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that involve an individual with a weapon on the premises refusing to leave, the police will be called and the individual will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. CCDC is legally bound to respect the wishes of the parent/guardian with legal custody, based on a certified copy of the most recent court order/active restraining order/court-ordered visitation schedule. CCDC does not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### **Suspected Child Abuse**

CCDC, and the teachers employed by CCDC, are mandated reporters. We are required, by law, to report all observations of child abuse or child neglect to the appropriate state authority. If there is reasonable cause to believe or suspect that a student is suffering from/in danger of abuse or neglect, CCDC has to report it, no matter where the abuse might have occurred. The Child Protective Service or similar agency, will determine appropriate action and may investigate. It then becomes the role of that agency to determine if the report is substantiated and to work with the family to ensure that the student's needs are met. Covesville Child Development Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### **Parent concerns or accusations**

Concerns that are expressed by parents will be documented by the staff or Board member to whom they are communicated. Staff and Board members will convey the documented concerns to the Director in a timely fashion of not more than 3 business days. Once informed of the concerns, the Director will use their professional judgment to determine the appropriate degree of Board and/or staff involvement in response to the parent(s) regarding the concerns.

In the event that a family expresses a concern sufficient to stop their student's attendance, the staff or Board member who receives the concern will document it in writing and communicate this immediately to the Director. A parent must have a face-to-face conversation with the Director and another staff or Board member before the student will be permitted to return to school.

In the event of an accusation from a parent regarding a teacher, the Director and a Board member will be responsible for handling the response. In the event of an accusation towards the Director, the Lead teacher for the student's class and the full Board will be responsible for handling the response.

In any and all cases, documentation of concerns, accusations, and their resolution will be maintained in the student's file.

## **Emergencies**

### **Lost or Missing Student**

In the unlikely event that a student becomes lost or separated from a group, all available teachers will search for the student. If the student is not located within 10 minutes, the family and the police will be notified.

### **Emergency Drills**

As part of CCDC's emergency preparedness plans, and in accordance with licensing standards, we practice several different types of emergency drills. Students are talked with before and after such drills to help them learn why they are practicing them, and to help reduce any uncertainty that may be experienced while participating.

On a monthly basis all classrooms participate in a fire drill, and practice the fire evacuation plan. The school is equipped with fire/carbon monoxide alarms, fire extinguishers, and our evacuation plan is reviewed periodically to ensure it is as efficient and direct as possible.

Twice a year all classrooms participate in a shelter-in-place drill. This is practice in case of tornados or other such emergencies.

Once a year all classrooms participate in a lockdown drill. This drill is in case of suspicious persons. This drill has been put together with input from the Albemarle County Sheriff's Office.

### **Emergency Transportation**

In the event that a student needs to be transported due to a medical emergency, and the need for transportation is essential, an ambulance will be called. A proper escort will accompany, and remain, with the student, until a family member or emergency contact arrives. CCDC will contact the family/authorized contacts after EMS is on the way.

In case evacuation from school grounds is necessary, CCDC will evacuate to Red Hill School (3889 Red Hill School Road, North Garden Va. 22959, 434-293-5332) If this is impractical, the evacuation site becomes Rockfish Elementary School (200 Chapel Hollow Rd. Afton, Va. 22920 434-361-1791)

Once at the evacuation site, CCDC will contact all families by phone if possible, and by text/email/messenger if needed. Emergency information will be posted to WVIR-TV/NBC 29, local radio stations and the HiMama app as necessary/possible.

Although CCDC is a firm believer in car seats, their proper use and installation, we recognize that there are relative risks. In the event of a disaster (tornado/hazardous material spill/etc.) the relative risk of riding in a car without a car seat is far lower than that of remaining at the school. In such an instance staff will transport students in staff vehicles to safety. Permission for such emergency transport is included in the Family Contract, and is granted by signing said contract.

## **School Policies**

Policies are reviewed on an at least quarterly basis and updated as needed. Updates in policies are provided to families as they are made. Policies not included in this handbook are available for review upon request to the Director.

## **Board Of Directors**

Current CCDC Board of Directors:

Ashley Deskins, Chairperson of the Board  
Walter Mehring  
Ryan Mehring  
Irma Mahone  
Kristel Riddervold  
Petheree Nissley

Advisers to the Board:

Katherine Cashatt  
Casey Burns  
Gary Charles

## Family Handbook Quiz

Complete the quiz, sign, date and return to CCDC prior to enrollment.

1a: Is there a policy addressing Toilet Learning? \_\_\_\_\_

1b: What pages can this policy be found on? \_\_\_\_\_

2a: Are there policies about Tuition, Late Payments and Credits? \_\_\_\_\_

2b: What pages can these policies be found on? \_\_\_\_\_

2c: Are credits offered for sick days/inclement weather/holidays? \_\_\_\_\_

3a: Is there a policy addressing closing due to extreme weather? \_\_\_\_\_

3b: What pages can this policy be found on? \_\_\_\_\_

4a: Are there policies about Drop-off/Pick-up times? \_\_\_\_\_

4b: What pages can these policies be found on? \_\_\_\_\_

5a: Are there policies addressing Illness/when students may return to school after being ill? \_\_\_\_\_

5b: What pages can these policies be found on? \_\_\_\_\_

6a: Are there policies addressing the administration of medications, the forms required, and the proper transfer of medications from home to school? \_\_\_\_\_

6b: What pages can these policies be found on? \_\_\_\_\_

7a: Is there a policy regarding clothing/footwear and safety? \_\_\_\_\_

7b: What pages can this policy be found on? \_\_\_\_\_

8a: Are there policies on what to bring to school/how much/and the labeling of ALL personal belongings? \_\_\_\_\_

8b: What pages can these policies be found on? \_\_\_\_\_

9a: Regarding absence or late arrival- What are the 2 ways to contact the school? \_\_\_\_\_

9b: Regarding late arrival- How late is too late to arrive for a student to benefit from the program? \_\_\_\_\_

I have received the Covesville Child Development Center Family Handbook. I have reviewed the handbook and completed the Handbook Quiz. I acknowledge that it is my responsibility to familiarize myself with, and understand the Family Handbook. It is my responsibility to ask CCDC management for clarification of any policy/procedure contained in the handbook that I do not understand.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Topical Medication Form and Over the counter/Prescription Medication Form**



VIRGINIA DEPARTMENT OF  
**SOCIAL SERVICES**

**Authorization Form for  
Non-prescription Over-the-Counter Skin Products  
Licensed Child Day Centers  
VDSS Division of Licensing Programs Model Form**

**INSTRUCTIONS:**

This form must be completed by the parent/guardian to authorize the use of:

- Sunscreen
- Diaper ointment or cream
- Insect repellent

\_\_\_\_\_ has my permission to apply the non-prescription  
(Name of Provider)  
over-the-counter (OTC) skin product listed below to my child, \_\_\_\_\_.  
(Child's name)

Product Name: \_\_\_\_\_

Known Adverse Reactions (if any): \_\_\_\_\_

- All OTC products must:
  - Be in the original container and, if provided by the parent, labeled with the child's name
  - Be used according to manufacturer's recommendation and instructions for application
  - Not be used beyond the expiration date of the product
- Sunscreen:
  - Must have a minimum sunburn protection factor (SPF) of 15
  - Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs programs
  - Children nine yrs. and older may self administer sunscreen if supervised
- Diaper ointment/cream and Insect repellents:
  - Shall be kept inaccessible to children
  - Record of use shall be kept that includes child's name, date, frequency of application, and any adverse reactions

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_  
(Start date) (End date)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Medication Authorization Form

For Prescription and Non-prescription Medications

VDSS Division of Licensing Programs Model Form



### INSTRUCTIONS:

- **Section A** must be completed by the parent/guardian for **ALL** medication authorizations.
- **Section A and Section B** must be completed for any **long-term medication authorizations** (those lasting longer than 10 working days).

#### Section A: To be completed by parent/guardian

Medication authorization for: \_\_\_\_\_  
(Child's name)

\_\_\_\_\_ has my permission to administer the following medication:  
(Name of Child Care Provider)

Medication name: \_\_\_\_\_

Dosage and times to be administered: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_  
(Start date) (End date)

Parent's or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section B: to be completed by child's physician

I, \_\_\_\_\_ certify that it is medically necessary for the medication(s) listed  
(Name of Physician)

below to be administered to: \_\_\_\_\_ for a duration that exceeds 10 work days.  
(Child's name)

Medication(s): \_\_\_\_\_

Dosage and Times to be administered: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_  
(Start date) (End date)

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_