

Miss Alyson's Daycare: C T Smith
7278 Ladysmith Rd
Ruther Glen, VA 22546



Miss Alyson's Daycare

Family Handbook

Phone: 804-448-8610
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missalysonsdaycare@gmail.com



Welcome

Welcome to Miss Alyson's Daycare Center- CT Smith! We are excited to introduce you and your child to our center. We are a Christian based center and we strive to create a positive environment and experience for your child. We are dedicated to creating a fun and exciting learning experience for your child by encouraging your child to explore the environment around them through free play and directed activities.

Our Mission

To provide each child with a positive and nurturing environment that will foster intellectual, social, emotional, and physical development.

Hours of Operation

C T Smith Center operating hours are from 6:00 am to 6:30 pm on Monday through Friday.

Line of Authority and Center Contact Information

Our center is owned by Alyson Beverly, she can be reached at (804) 448-5838 or (804) 366-4421. The center Director is Julie Moore with Sarah Beverly and Joy Crist as Assistant Directors. You can reach the administrators via email at missalysonsdaycare@gmail.com. You can reach the administrators and other staff members at (804) 448-8610. Miss Alyson's Daycare Center is licensed by the Virginia Department of Social Services; therefore the center meets the requirements for a "Licensed Child Care Facility". For more information regarding licensing of a daycare facility please contact the Virginia Department of Social Services licensing office (804) 662-9743.

Tuition, Rates, and Payment Information

CT Smith provides care for children ages 3 years to 12 years 11 months. There is a one-time registration fee of \$50.00 that you pay when you register your child. Payments are due on the child's first day of attendance each week. Tuition rates are calculated based on long-term status and do not change weekly based on attendance. Tuition rates are not prorated; weekly tuition rates remain the same for weeks that include days when the center is closed. Enrollment in a full time program guarantees your child's daily place in the classroom. There is a 15% Sibling discount offered off the tuition of additional children enrolled in a full time program only. Drop-in Program openings depend upon the current availability day-to-day. Please choose the program that best meets your

needs. If you need to change your child's enrollment program you may do so by providing written notice 2 weeks in advance. The center currently offers the following programs Full time and Drop in for each age level:

Preschool Programs for 3 year olds and for 4 year olds. Preschool classes run for the full day. A half-day option is also available (approx. 8:30 am – 1:00 pm) for those who want preschool circle time, play time, and lunch but leave before naptime.

| <i>Preschool Tuition</i> | Full Time | Drop In |
|--------------------------|-------------------|--------------|
| Full Day Preschool | \$130.00 per week | \$30 per day |
| Half Day Preschool | \$70.00 per week | \$15 per day |

School Age Programs for children up to 12 years and 11 months. These programs run before and after school, all day on teacher work days, school holidays, as well as full day programs for summertime and school breaks. Our school aged program schedule follows the Caroline County Public School Academic Calendar (See CCPS website at <http://www.ccps.us/> for more information on the school's schedule).

| <i>School Aged Tuition</i> | Full Time | Drop In |
|--|----------------|---------------|
| Before & After School Care | \$85.00 weekly | \$25.00 daily |
| Before School Care | \$45.00 weekly | \$10.00 daily |
| After School Care | \$65.00 weekly | \$15.00 daily |
| Holiday Breaks and Summer Camp - Full Days | \$130 weekly | \$30 daily |

***There is an additional fee for snow days, 2 hour school delay, or half day. The fee will depend on what payment program you are already enrolled in.** Additional \$10 is charged for weekly tuition when the week includes a scheduled day off from school. Additional \$5 is charged for weekly tuition when the week includes a half day off from school. (Please remember to pack your child's lunch on days when the child will be in care during lunch time.)

If you have other childcare needs please discuss other available options with the centers' Director.

There are no tuition discounts given for weeks that include a holiday when the Center will be closed. Your child will receive one week's vacation week (that is equal to the program that they are currently enrolled) per year after 6 months of enrollment. You are responsible for your child's tuition EACH week, if payment is not received by the close of the business day Friday your child's enrollment eligibility may be terminated. Please discuss any questions with an administrator.

Full Time Program enrollment guarantees your child a spot in the classroom. The Drop in Program is for those who plan to come and drop in as needed or plan to come less

than 5 days a week. Switching back and forth from Drop in to Full time without prior approval is not allowed. For instance, if you are enrolled in the full time program @ \$130.00 per week you are to pay that amount whether your child comes 5 days or 2 days that week, this also means if you are in the Drop in program @\$30 per day you are to pay \$30 per day whether your child comes 5 days or 2 days. If you are enrolled in the Drop In Program please call one day prior to attending to make sure we are able to accommodate and will have enough staff present.

Other fees: A late payment fee of \$10.00 will be applied if the tuition is not paid on the child's first day of attendance each week. A late fee of \$1.00 per minute will be charge after 6:35 pm. for late pickup. A \$25.00 service charge will be added for checks returned for insufficient funds. After one check is returned due to insufficient funds all payments must be made by cash or money orders. All checks are to be made payable "Miss Alyson's LLC" (tax number is available upon request).

Holidays

Our center will be closed to observe the following holidays: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Friday following Thanksgiving, Christmas Eve, Christmas Day, and New Years Day. Regular weekly tuition payments are due on the first day your child is in care for weeks that include a holiday or on the first day returning to care after the holiday.

Weather Policy

If Caroline County Public Schools (CCPS) are open with a 2 hr delay the Center will open on time at 6:00 am. If CCPS has closed due to bad weather our hours of operation will be limited to 8 am- 5 pm. This is to help ensure that all families and employees make it in safely.

Termination Policy & Program

The center reserves the right to terminate the enrollment of any child. If you choose to re-enroll your child after care has been terminated at the center's discretion then re-enrollment fees will apply.

If you wish to withdraw your child from our center we require a two week written notice. If you would like to switch your child to a different program you must complete a Request for Program Variance Form and submit it to the Director. Please note that you may submit the request at any time but it may take up to three days to process this request and the approval for program changes depends on program availability. If you have concerns about our center, a member of the staff, or your child's care please contact the center Director.

Arrival and Departure of Children

You must accompany your child inside the center and sign them in using the electronic tablet. You must then take him/her to his/her classroom or designated arrival area. To ensure the safety of your child it is important that you witness your child being greeted or acknowledged by a staff member so that they are aware your child is now in the center's care. Please note that vehicle engines must be turned off when the driver leaves the vehicle. Children must not be left unattended in a vehicle while you are dropping another child off at his/her classroom. Additionally, if keys are left in an unattended vehicle this presents a significant safety hazard to everyone. Please turn off your vehicle and take your keys with you when you exit your vehicle. Accompany your child to and from the center mindful of the driveway, parking lot, and other vehicles.

Children will only be released to the individuals listed on the child's registration form. Individuals who are not recognized as the child's parent or guardian will be required to show a picture ID as verification. Please inform your pick-up person of our policy. In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement on file, we are unable to prevent the release of your child to a parent. Custodial parents have the right to be admitted to the child care center any time that their child is in care (required by 63.2-1813 of the Code of Virginia).

If your child is regularly scheduled to arrive from another program or school and is going to be absent please contact our center in advance. If your child is scheduled to arrive from another program or school and does not, the parent/guardian will be notified to confirm that the child is scheduled to arrive at the center and the program will be notified as well.

If you are going to be late picking up your child you are expected to notify the center as soon as possible (late pick-up fees apply). If you have not contacted the center by 6:45 the staff will contact the emergency contacts listed on your child's registration form to arrange care for your child. Provisions will be made for someone to stay with your child as long as possible, but if after 7:30 PM we have not been able to reach you or a person listed as an Emergency Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Emergency Situations

Miss Alyson's Daycare Center has developed plans to ensure the safety of the children in the event of a fire, natural disaster, intruder, and other events that may pose a threat to the safety of the children. These plans were developed to outline the responsibilities of staff and ensure facility readiness, with respect to an emergency evacuation and shelter-in-place. A copy of the Emergency Plan is on file and available for review; if you would like to review the Center's emergency plan, please contact an administrator. The center will conduct monthly evacuation drills to help the children to prepare for an emergency. Semi-annual shelter-in-place drills are also conducted.

If it becomes necessary to close the center or change the hours of operation we will contact you by phone. If it becomes necessary to relocate the children in our care due to a natural disaster, inclement weather, loss of power, etc. we will call the parents to pass along the necessary information. If we are unable to reach the child's parent(s) we will call the emergency contacts listed on your child's registration form. The center will contact the Department of Social Services and the Police Department in the event of relocation. A note will be left on the door of the center to provide parents with information regarding relocation in case of phone line disruption.

Personal Belongings

Please do not allow your child to bring toys from home unless they are participating in show and tell or the items are necessary for another classroom activity. The daycare is not responsible for items brought from home.

Preschool children will need the following items to keep in his/her cubby:

- A complete change of clothes including socks and underwear

- A crib sheet and a blanket to be used as a cover sheet.

Please note that these items **MUST** be labeled with your child's name. In order to help maintain a healthy classroom environment sheets and blankets used at naptime will be sent home weekly to be washed. Return these items with your child each week after cleaning. Clothing should be weather appropriate, and we will swap out extra clothing during fall and spring.

Meals & Snacks

The center adheres to the nutritional standards of the U.S. Department of Agriculture Child Care Food Program. Please note that the center may supplement or restrict your child's food that has been brought from home in order to meet the requirements established by USDA. Food brought by one parent for a specific child will not be shared with another child unless the food is intended to be shared, such as a birthday cake or food for a party. If you would like to bring in treats for your child's class they must be unopened, store bought, and in the original packaging that includes the ingredients list.

If your child is enrolled in the preschool program, you are required to pack all meals and snacks for your child. All lunchboxes and bags need to be labeled with your child's name. Any food items must be labeled with your child's name and the date. The center has 3 scheduled snack times as well as a scheduled lunch (see preschool schedule). Also, if your child's food requires utensils please send child safe utensils for your child to use.

The center will provide an afternoon snack for the school age children. The snack menu will be posted on the information board near the entryway. When school is closed lunches must be brought from home and should contain already prepared foods that your child can eat without heating or cooking.

Supplies

Preschool children should bring a pack of tissues and wipes to the center every two weeks. School aged children should bring a pack of tissues as needed for their classroom. We will also have a supply wish list that will be published in our monthly newsletter. Donations of gently used toys, books, and play equipment are appreciated.

Daily Schedule

Your child's daily schedule will be posted in your child's classroom. The schedule will be followed to the best of the teacher's ability but may be adjusted based on the needs of the children. The children will participate in many activities throughout the day which will include both free play and guided activities. The children will have outdoor time daily as long as the weather permits. The children's daily schedule is structured enough to be predictable for the children, but flexible enough to adapt when necessary. School age children will be provided with quiet time each day to work on homework or reading.

School age Schedule

Before School Schedule

6:00-7:00 Quiet Time/Movie Time

7:00-7:30 Bathroom Break/Morning Snack (brought from home)

7:30-8:10 Center Choice

8:10-8:20 Clean Up/Dismissal

After School Schedule

3:45-4:00 Arrival and Bathroom/Water Break

4:00-4:15 Snack time provided by Center

4:15-5:00 Homework/Reading time

5:00-6:00 Center Choice/Outdoor Play

6:00-6:30 Combine/Movie Time

Preschool Daily Schedule

6:30-8:30 Arrival and Free Choice of Centers

8:30-8:45 Clean up and Potty Break
8:45-9:00 Morning Snack (Brought by Child)
9:00-9:30 Circle Time, Calendar, Songs
9:30-10:00 Centers (Sensory, science, construction, etc.)
10:00-10:15 Table Activity/Centers
10:15-10:45 Outdoor Time
10:45-11:00 Table Activity/Centers
11:00-11:45 Centers (Art. Music, dramatic play)
11:45-12:00 Cleanup & Potty Break
12:00-12:30 Lunch Time (brought by child)
12:30-12:45 Clean Up & Potty Break
12:45-2:30 Rest Time
2:30-3:00 Clean Up, Potty Break & Quiet Activities
3:00-3:15 Snack (brought by child)
3:15-3:45 Outside Play
3:45-4:15 Planned Activities
4:15-4:30 Clean Up & Potty Break
4:30-5:15 Free Choice of Centers
5:15-5:30 Clean Up
5:30-6:30 Movie/Prepare to Leave

Outdoor Play/Activities

The children will have outdoor time daily as long as the weather permits. If the weather does not permit then we will have Motion and Movement time inside. Please ensure your child has weather appropriate attire every day.

Electronics

There is to be absolutely no photographing, video recording, or voice recording of children in the Center's care by other children, visitors, or family members. Please respect all our families' privacy by treating any and all information confidentially. Unless specifically instructed by a center staff person, children are not to be using electronic devices (including but not limited to mobile phones, gaming systems, music players, and tablets). If you need to reach your child please call the center at 804-448-8610 or contact an administrator directly. Children who utilize technology and electronic devices under special guidelines for universal access shall be allowed to maintain use of specified devices (except photography and video or voice recording as stated above).

Health Requirements

All required health statements and forms must be submitted prior to your child's first day of attendance. You must provide the center with a School Entrance Health Form completed and signed by a health care professional. Alternative documentation must be completed and signed by your child's doctor or a health department representative and must include a physical exam stating your child is in good health and records stating

that your child has received the immunizations required by the State Board of Health. (Parents must provide updated immunization records once every six months for children under age 2). Your child must be adequately immunized prior to admission and must receive additional immunizations as required by state law unless you provide proper documentation of medical or religious exemption.

A period of conditional enrollment allows a child to attend contingent upon the child having received at least one dose of each of the required vaccines and submitting, prior to the child's first day in care, a plan from a physician or local health department to complete the required vaccines within 90 days (180 days if more than two doses of the hepatitis B vaccine is required).

A grace period of 90 days to allow the parent or guardian time to obtain documentation of the required immunizations is extended to children who do not have a fixed, regular, and adequate nighttime residence as described by the Virginia Department of Social Services. Contact an administrator if you believe this applies to your child and you do not have documentation that of your child's age-appropriate immunizations.

Documentation of immunizations is waived only when:

1. A parent submits a signed affidavit stating that the administration of immunizing agents conflicts with the parent's or child's religious tenets or practices using the form entitled "Certification of Religious Exemption;" or
2. A physician of local health department states on a Department of Health approved form that one or more of the required immunizations may be detrimental to the child's health.

Illness, Injury, & Emergency Medical Agreements

Before the Child's first day, the center must have a signed agreement giving the center authorization to provide emergency medical care if an emergency occurs and the parent/guardian cannot be located immediately. If the parent/guardian does not sign the emergency medical authorization form they must provide the center with written objection to the provision of such care based on religious or other grounds.

Parents/Guardians are expected to inform the center within 24 hours or the next business day after your child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Our center requires all staff to hold current certification in First Aid and CPR.

To prevent the spread of disease in accordance with state standards of care a child shall not be admitted or allowed to attend the center for the day if any of the following apply:

- A temperature over 101 F;
- Recurrent vomiting or diarrhea; or
- Symptoms of a communicable disease.

School age children will not be sent to school if they meet any of the above criterion or meet the exclusion policy in place with Caroline County Public Schools.

If your child becomes ill in our care we will have our trained staff person assess the child's condition. If you are notified by the center's personnel to pick up your child due to illness it is expected that you make necessary arrangements to do so as soon as possible. After signs or symptoms of illness are noticed the child shall remain in a designated quiet area until leaving the center. **Your child may not return to our center until he/she is symptom and fever free for 24 hours without medication. The center has the right to request a note from a physician before the child may return to care.**

The center staff will notify you by the end of the day of any known injuries that occurred while the child is in the center's care. In the case of a serious injury or emergent condition requiring emergency services, staff will call 911 and you will be notified immediately. A written record will be kept of serious and minor injuries describing the circumstances and nature injury as well as details of the care administered.

Head Lice

Head lice are a common, ongoing problem among school children. We follow the "No live lice policy" in place for CCPS. Head Lice are spread most commonly by close person-to-person contact. Please remind your child not to share combs, hats, brushes, ribbons, or other hair items with others.

- Presence of lice or eggs in not a reflection of a person's or a facility's state of cleanliness.
- Dogs, cats and other pets do not play a role in the transmission of human lice.
- Lice move by crawling; they cannot hop or fly.

Please check your child's hair periodically for white specks attached to the hair shaft (usually near the skin or root of the hair) – lice eggs are affixed firmly to the hair and will not be easily removed. Both over the counter and prescription medication treatments are available. If you are notified by the center's personnel to pick up your child due to live lice infestation it is expected that you make necessary arrangements to do so as soon as possible.

Actions we will take if a child in the center has lice or eggs:

- Parents of any child found to have live lice or eggs will be notified same day in person or by phone.

- Any child who has live lice will be sent home as soon as arrangements can be made and may not return to care until treated and no live lice are present.
- Child may remain in care if eggs are observed but no live lice are present.
- A written notice will be posted at the check-in desk (where the time clock is) within 24 hours or on the next business day notifying parents that a case of head lice has been confirmed in the center.
- We will check the heads of all the children sharing the classroom with the confirmed case of head lice.

Actions you must take if your child has live head lice or eggs are present:

- Notify the Center within 24 hours of confirming the presence of lice or eggs.
- Consult your pharmacist or pediatrician for advice on treatment and prevention of re-infestation.
- Take the recommended actions following medical professional's advice.
- Child may return or remain in care if no live lice are present.
- If the infestation persists beyond the initial full-course treatment, a note from a physician stating that adequate treatment measures are being followed may be required in order for your child to return to or remain in care at the center.

For more information regarding identification, prevention, transmission, and treatment of human head lice CDC's website: www.cdc.gov/parasites/lice/head/index.html

Allergies

If your student has an allergy or food intolerance you must submit written documentation to the center. This includes an Action Plan to follow in case of exposure or other incident as well as Medication Permission Form for any over the counter or prescription medication to be administered. This form must also be signed by your child's doctor for any prescription medication. We respect your privacy and maintain confidentiality of personal information; however, a list will be posted of all children's allergies, sensitivities, and dietary restrictions in such way that is immediately accessible to staff. While preparing food the staff will not cross contaminate with any other foods to ensure safety. Children are not permitted to share food with each. As previously stated, if you would like to bring in treats for your child's class they must be unopened, store bought, and in the original packaging that includes the ingredients list. There will be a designated area where students with allergies may sit to avoid cross contamination. Center staff will notify you immediately of any confirmed or suspected allergic reactions, and the ingestion or contact with prohibited food even if a reaction did not occur.

Medication

Care givers trained in Medication Administration (MATS) will administer over the counter and prescription medication only after the proper authorization forms have been completed. You must complete and sign a Medication Permission Form for any over the counter or prescription medication to be administered while your child is in the

Center's care. For prescription medication to be administered, this form must also be signed by your child's physician. All medication should be in the original container or packaging, and it must be labeled with the child's name. The manufacturer's instructions as well as the prescription label must be included as staff must adhere to the instructions on the packaging.

Application of Topical Skin Products

Parents may bring in non-prescription topical skin products (sunscreen, diaper ointment, insect repellent, and lotion) for staff to apply to their child as needed or requested by the center. The parent or guardian must fill out a permission form if a center staff member is to apply the skin product. Please note the center does not provide these products for the children. You must bring the product in the original container or packaging and it must be labeled with the child's name. The manufacturer's instructions must be included and staff must adhere to the instructions on the packaging.

Discipline & Behavior Management Policy

At Miss Alyson's Daycare Center we strive to create a positive environment for the children and use praise and role modeling to encourage good manners and respectful behavior. The social and emotional growth of the children in our care is very important to us and we have established the following guidelines for classroom management:

- Using limits that are fair, consistent and appropriate for the child's developmental level and providing the child with reasons that these limits have been established.
- Enforcing a "Stop and Think" time (1 minute per year of the child's age) to calm down and think about his/her actions this may include a table activity or quiet center.
- Modeling and redirecting children towards acceptable behavior.
- Helping children to constructively express their feelings and frustrations and communicate these feelings with peers to resolve conflict.
- Arranging the classroom environment in a way that promotes desirable behavior.
- Acknowledging positive behavior and good manners.

We strive to be proactive and to prevent children from engaging in aggressive and inappropriate behavior. If a child persists in aggressive or inappropriate behavior:

- First Offense- Written notice to the parent regarding the incident
- Second Offense- Written notice and Verbal Discussion with the parent regarding the incident
- Third Offense- The parent will be called immediately and will need to make arrangements for the child to be picked up and will not be able to return to the center until the parent(s), teacher, and Director of the center have a meeting and discussed a behavior plan. The behavior plan will outline any further consequences that will be enforced if the behavior continues.

We try our best to work with each child individually to help them develop appropriate ways to communicate their emotions; however, if the child threatens the safety and wellbeing of his/her self, peers, and/or staff it may be necessary to suspend or terminate the child. The center reserves the right to terminate the enrollment of any child, and this discussion is made at the center's discretion.

The use of physical punishment, shaming, or withholding of food or bathroom privileges is unacceptable at our center and will not be tolerated. Children will not be reprimanded for toileting accidents while in our care. If you have questions or concerns about your child's care please contact the center Director.

Reporting Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Parental Involvement and Communication

Communication between our staff and the guardians of the children in our care is the key to the success of our center. We will have monthly newsletters that will inform you of upcoming events, our supply wish lists, and important announcements for our preschool children. These will also let you know what the children will be learning that month. We will also provide information packets for the school age children who are enrolled in our Summer Camp program. We will provide parents with progress reports and give parents the opportunity to schedule parent-teacher conferences at least semi-annually. It is important that you check your child's backpack or cubby daily for important information.

You are encouraged to address any questions or concerns that you may have with your child's teacher. You are welcome to address any unresolved questions or concerns to the Director of the center, Julie Moore at 804-448-8610.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are 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, or court-

ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Visitors

Parents may visit the childcare center any time during the childcare center's hours of operation to observe their child, the childcare center's operation, and the program activities without prior approval. The center does request that parents and visitors check in with a staff member upon arrival.

Drug & Smoke Free Environment

The Daycare building and property is a drug free and smoke free zone, this includes private vehicles while on the premises. Smoking and the use of electronic smoking devices is prohibited in the interior of the center, in vehicles when children are being transported, and outside on the center grounds.

Family Handbook Acknowledgement



Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledgement of the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Family Handbook for Miss Alyson's Daycare Center at C. T. Smith and I agree to adhere to the policies outlined in this handbook (updated February 2018). It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure, or information contained in Miss Alyson's Daycare Family Handbook that I do not understand.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Signature of Administrator

Date