



MAIN STREET
CHILD DEVELOPMENT CENTER

Educate. Inspire. Love.

FAMILY HANDBOOK

2020

Updated July 2020

With Addendum: Covid19 Policies and Procedures

*Licensed by the
Virginia Department of Social Services*

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*A community where all children are inspired to learn,
encouraged to explore and empowered to achieve their fullest potential.*



Welcome to Main Street Child Development Center!

The Board of Directors and Staff of Main Street Child Development Center (MSCDC) welcome your family to our Main Street Community. We are dedicated to remaining at the forefront of innovative, quality early childhood education, to serving the needs of our diverse families, and to contributing to the continued and future success of our community.

This Family Handbook is designed to be a helpful resource, including general information about the operations of the Main Street and the policies and procedures that govern the Main Street. After reading the Handbook please sign and return the back page verifying receipt, understanding and agreeing to abide by its policies and procedures.

OUR MISSION

To provide high-quality, comprehensive early childhood education programs and support services for children and their families, regardless of financial circumstance.

PHILOSOPHY & GOALS

Main Street Child Development Center is committed to providing a high quality, developmentally appropriate program that meets the comprehensive cognitive, social emotional and physical needs of every child.

We believe that children learn and grow best in a stimulating environment that is rich in opportunities for hands-on exploration and discovery that encourages curiosity, creativity and critical thinking.

We believe that each child is a unique individual, to be appreciated and celebrated as they grow and develop at their own pace. Children will be supported with services to identify needs and develop early intervention strategies in an inclusive and supportive environment.

Strong, nurturing relationships and abundant, positive interactions are crucial to children's learning and in their ability to overcome challenges. Teachers are professional, highly qualified and trained in supporting the diversity of needs, backgrounds and experiences of every child.

We believe the active participation and involvement of the family is critical to the development of our children. We encourage ongoing parent-staff communication and seek to offer supportive programs and services, in partnership with our community, while respecting each family's needs, values, cultures, practices and schedules.

OUR HISTORY

In 1973, Main Street Child Development Center was founded by the Fairfax Organization of Christians and Jews United in Service (FOCUS) as FOCUS Daycare, offering affordable preschool opportunities for children in the City of Fairfax and Fairfax County.

In 1989, the organization was incorporated as a non-profit (501C3) organization and renamed Main Street Child Development Center to reflect its location on Main Street, in Fairfax City. With the name change came Main Street's evolution from daycare provider to provider of high-quality early childhood education for all children.

Since 1995, Main Street has been accredited by the National Association for the Education of Young Children, widely recognized as the standard of quality early childhood education, achieved by fewer than 10 percent of centers in the nation. We are also proud of our high, four-star rating from the Virginia Star Quality Initiative.

In 2002, the organization moved from our original home to the Green Acres Community Center, a former City of Fairfax elementary school. In 2003, Main Street expanded its capacity to serve the community by entering into a unique partnership with Daniels Run Elementary School to provide before and after-school care and summer programming to former Main Street graduates.

In 2015, Main Street was selected as one of two private preschools in Fairfax County to open an innovative new Pre-Kindergarten class through a Federal and State Preschool Expansion Grant program designed to expand high-quality preschool to children most in need.

PROGRAMS & SERVICES

Main Street Child Development Center is governed by a Board of Directors, consisting of community business leaders, educators, parents and interested citizens. The Executive Director is supported by an Education Director, Office Manager, Administrative Assistant and Development Manager.

Our staff of Early Childhood Educators are committed professionals. All Lead Teachers have college degrees. All Assistant Teachers have a college degree, a Child Development Associate or are currently working towards a degree. A majority of our teachers have extensive practical and educational experience and many have been with Main Street for many years. All staff are required to complete 40 hours of annual training and are encouraged to continue their formal education.

Preschool Classes

Children are grouped by age into The Butterfly (2-3 year-olds), Sunshine (3-4 year-olds), Rainbow (4-5 year-olds), Dolphin (4-5 year-olds) or Panda (age depends on enrollment needs) classrooms.

Group size is no larger than 18 children. During the core part of the day (9:30a-3:00p) we schedule our staff for a 1:6 ratio. Teacher to child ratio will never exceed 1:9. Each class is comprised of a lead teacher and two teacher assistants. Other Program Support/ Assistant Teachers act as “floaters” to provide support and assistance as needed.

We value a child’s attachment to his/her teacher and group. Therefore, children remain with their teaching team and classmates throughout the day and school year. Neither children nor staff will be temporarily reassigned from their regular group or casually have their schedule disrupted.

Children stay in a class for approximately one year. Children usually transition from one class to another between July and September. Each transition requires parent input and child orientation with the new group. Teachers work together with children and families to address individual needs during the transition process.

For children who will be moving to Kindergarten, we have a year-long plan, “Terrific Transitions”. Main Street also participates in Neighborhood School Readiness Teams with Fairfax County Elementary Schools to support young children’s successful transition to kindergarten. Our transition program also includes a visit from a Fairfax County Elementary School teacher as well as guidance and assistance to families on enrolling and preparing for school.

The Eagles School Age Class

Before and after school care as well as full-time summer care is available for children attending the local elementary school, Daniels Run Elementary. A maximum of twenty-two children, Kindergarten through 10-years-old are in the school age Eagles Class. The local school bus picks up and drops off the children near our center. Main Street CDC staff always accompany children to and from the bus stop.

Main Street works closely with Daniel’s Run Elementary to provide homework assistance, positive behavior guidance and remediation. Enrichment programs include art, music and sports activities. The

Eagles program was designed to meet a pressing need in our immediate community and is subject to all Center administrative regulations.

CURRICULUM & ASSESSMENT

Main Street uses Teaching Strategies, LLC., Creative Curriculum. This curriculum utilizes the latest research and best practices in early childhood education to create a high-quality learning environment that enables every child to become a creative, confident thinker. The Creative Curriculum focuses on 38 objectives for development and learning in key developmental areas. These objectives coincide with the center's philosophy and mission, and are met through careful planning for learning through play.

The Creative Curriculum Objectives for Development and Learning:

Social-Emotional

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations

Physical

- Demonstrates traveling skills
- Demonstrates balancing skills
- Demonstrates gross-motor manipulative skills
- Demonstrates fine-motor strength and coordination

Language

- Listens to and understands increasingly complex language
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills

Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present

Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of the alphabet
- Demonstrates knowledge of print and its uses.
- Comprehends and responds to books and other texts
- Demonstrates emergent writing skills. Mathematics
- Uses number concepts and operations
- Explores and describes spatial relationships and shapes
- Compares and measures
- Demonstrates knowledge of patterns

Science and Technology

- Uses scientific inquiry skills
- Demonstrates knowledge of the characteristics of living things
- Demonstrates knowledge of the physical properties of objects and materials
- Demonstrates knowledge of the Earth's environment
- Uses tools and other technology to perform tasks

Social Studies

- Demonstrates knowledge about self
- Shows basic understanding of people and how they live
- Explores change related to familiar people or places
- Demonstrates simple geographic knowledge

The Arts

- Explores the visual arts
- Explores musical concepts and expression
- Explores dance and movement concepts
- Explores drama through actions and language

English Language Acquisition

- Demonstrates progress in listening to and understanding English
- Demonstrates progress in speaking English

Assessment Plan: Assessing children's learning is key to effective planning and overall program improvement. Assessment results are used to match children's developing skills and interests to lessons. For example, as a teacher reviews assessment information, she/he can identify which areas need additional focus. If assessment data shows a group of children are below expectation with number concepts, the teacher plans small group experiences focusing on those skills. Using a variety of evidence-based assessment tools, Main Street can note children's development over time, as well as the effectiveness of the curriculum and teaching practices. As always, parents are encouraged to inquire about assessment methods and consider how assessments meet their child's needs.

Teachers conducting assessments have received appropriate training and assessment results are reviewed by our Education Director and/or Executive Director. Additionally, you will receive a Pre-Conference form before the two required Parent Teacher conferences where you can indicate any questions or concerns. During each of the two required Parent Teacher conferences, you will receive a written report regarding your child's development and learning.

Assessments:

Teaching Strategies Gold assesses social/emotional development, cognitive skills, language acquisition, physical development, literacy, and math skills (See previously outlined 38 objectives). Also included are self-help skills. This assessment tool gauges children's progress over time, and recognizes the role of family culture and language. Two or three times per year, teachers who have completed online tutorials or group professional development, conduct this "formal" testing, 1-1 or in a small group, usually in the classroom.

Ages & Stages Questionnaires®, Third Edition (ASQ-3™). allows for accurate screening of children for delays in development. Parents and teachers collaboratively complete this screening tool, usually in the fall and in the late spring. Included in the ASQ-3 is social/emotional screening. Because of high validity and reliability rating, it is recommended by top organizations such as the American Academy of Neurology, First Signs, and The Child Neurology Society.

P.A.L.S. Pre-K Assessment is a scientifically-based phonological awareness and literacy screening administered to four year-olds by their teachers, who have received training from the VPI Mentor and Education Director, in the fall and spring in the year before kindergarten. It measures preschoolers' developing knowledge of important literacy fundamentals, and offers guidance to teachers for tailoring instruction to children's specific needs. The assessment reflects skills that are predictive of future reading success, and measures name writing ability, upper-case and lower-case alphabet recognition, letter sound and beginning sound production, print and word awareness, rhyme awareness, and nursery rhyme awareness. The assessment scores indicate children's strengths and those areas that may require more direct attention.

Additional Screening & Services: Main Street also offers additional screening and services to support children's learning and achievement.

- **Health Screenings:**
Main Street children receive free vision, speech, hearing, and dental screenings. Because early identification is our goal, screenings are scheduled within 3-4 months of children's enrollment. Parents must sign a permission form for all of the screenings. Results will be shared, and follow up supported.
- **Mental Health Specialist:**
For children and their families who may be facing difficult challenges, a Mental Health Specialist (Licensed Clinical Social Worker) spends two full days a week at Main Street, consulting with staff and supporting children through play therapy, small group, and/or one-on-one counseling.
- **Children with Special Needs:**
Children grow and develop at different rates. When delays are identified, early intervention is critical. Through a partnership with Fairfax County Public Schools Preschool Early Identification Services, a Preschool Specialist is onsite part time to provide services to children with an Individual Education Plan (IEP). Within the inclusive classroom, the Preschool Specialist supports children and consults with teachers. Children with extensive needs may spend part of their day at a FCPS center-based school, and bused to and/or from Main Street CDC for the remainder of the day.

If, at anytime, staff suspect that a child has a developmental delay or other special need you will receive prompt Documentation and explanation for the concern, Suggested next steps and information about additional resources for diagnostic evaluation.

At any time, should you have any concerns about your child's physical, social-emotional, or cognitive development, please contact the Lead Teacher, Education Coordinator, or Executive Director. We will maintain strict confidentiality as we support you and your child through the appropriate process.

FAMILY ENGAGEMENT & SUPPORT

We know that family involvement is critical to a child's success in school and throughout life. You are your child's first educator and we are your partner in preparing your child for a life of opportunity.

We are always happy to have you visit, share a book, a song, family and cultural traditions or special talents and skills with our children. We welcome your participation as active members of the Main Street Child Development Center community!

Communications: We have an **open door policy** for our families at Main Street. After checking in with the office, parents are welcome to visit their child at any time. And, of course, if your child is experiencing separation anxiety or any other challenge, you may contact us by phone at any time to inquire as to how your child is adjusting.

If you have any issue or concerns, you may request a conference with the Lead Teacher at any time. If you would like to address your concerns with the Executive Director, Carol Lieske, you may call the office 703-273-1192 or email clieske@mainstreetcdc.org. You may request a meeting with the Executive Director by calling the office, emailing or visiting the office. If you continue to feel that your concerns have not been addressed to your satisfaction, you may request to contact the President of the Board of Directors, Robert LaCroix, whose contact information is available in the office. Our goal, at each level and at all times, is to address your concerns and to resolve any issues or conflicts.

We encourage you to sign up for the Remind App (for daily messages), Rainedout.com(emergency text system), visit our webpage (www.mainstreetcdc.org) and facebook (<https://www.facebook.com/MainStreetCDC>) and Twitter (@MainStreetCDC) for updates, information and the opportunity to comment and participate in conversations.

Back to School Night: At the end of September or the beginning of October, we will host our "Back to School Night." This is an opportunity for you to visit with your child's teacher in the classroom where you'll learn about your child's daily activities and curriculum. It is also a chance for you to learn more about Main Street and our programs from the Executive Director and Education Coordinator. In addition, Main Street's Mental Health Consultant and Fairfax County Early Childhood Specialist will be in attendance to tell you about their services and answer questions. A Spanish-speaking staff member will be present to translate. We **highly encourage** all Main Street parents to be in attendance.

Parent-Teacher Conferences and Ongoing Communication: Parents will receive notices and information via the Remind App, email and children's individual folders outside the classroom door.

We also require that parents participate in two parent-teacher conferences during the school year and offer a third conference at the parent's option. During the two required conferences, parents will receive written reports about their child's development and learning. This is an opportunity to exchange information, ask questions and discuss developmental progress. Teachers will discuss preparations for

transitioning to a new class and, for those children going to Kindergarten, information regarding registration and school assignments will be provided. Please let the office staff know if you will need a translator. We have a very diverse staff; many speak Spanish and several others speak languages other than English, as well.

Parents should be in contact with their child's teacher on a **daily basis**. Feel free to call Main Street to see how your child's day is going and if you have concerns, schedule a conference through the office. At all levels of our organization, we encourage your contribution so that we can best serve your child's development and needs.

Parent Committee: Main Street Child Development Center will be welcoming all interested families to participate in a Parent Council. Our goal is to offer an organized forum for parent input, involvement, and a link to our Board of Directors.

Information & Referrals: If your family has a concern about housing, food, medical insurance, counseling or support groups, electricity or gas, health issues, finances or other issues, feel free to contact our Executive Director. We will work with you to locate a helpful resource.

Parenting Workshops: Raising children is not easy! To provide support and information, Main Street sponsors free parenting workshops. The Incredible Years Parenting Program, provided by the Department of Family Services, conducts its workshops at Main Street in Spanish. Dinner and childcare are provided.

ESL: Main Street often provides English language learning classes onsite. These are typically nine-week sessions with dinner and childcare provided. If you are interested in classes and we are not holding a session at the time, we will provide information on classes available in other languages at other locations within the community.

Mental Health Consultant: Main Street has an on-site mental health care provider/Social Worker available to consult with parents. For referrals or an appointment contact the Executive Director. Confidentiality will be respected.

Our Mental Health Consultant also offers workshops during the school year to our families on topics such as guidance/discipline, social emotional development, and coping with crises or loss.

Volunteer Program: Main Street has a diverse and active volunteer program made up of individuals, community partners and local businesses. We welcome short term and long term commitments to read, share a talent, or simply to spend some play time with our children, many of whom crave small group or individual attention.

Main Street has a long record of welcoming community, church and business group to perform projects, such as helping with special events, grounds maintenance, cleaning, painting etc. Based on licensing requirements, volunteers may be asked to undergo background checks. All volunteers are required to receive training prior to working with children.

If you have a service or materials that you wish to donate for the benefit of our children, or if you know of a group or company that is interested in community involvement, please contact us.

POLICIES & PROCEDURES

Non-Discrimination Policy: We are an equal opportunity provider and employer. We do not discriminate in hiring or in the providing of services to any person on the basis of race, color, gender, sexual identity, religion, age, physical or mental disability, veteran status, national or ethnic origin, or other criteria protected by federal or state law. Moreover, we embrace and encourage an educational environment that promotes diversity and inclusion. Issues of discrimination, harassment, or intimidation should immediately be reported to the Executive Director of the Board of Directors. As our **Non Discrimination Policy** relates to our program's U.S. Department of Agriculture food service, a complaint of discrimination may be filed online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customergoing>, in writing to USDA, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-260-1026.

Admission & Enrollment: Main Street welcomes **all** children and families but places an emphasis on ensuring that low to middle income working families have access to affordable, full-time care and education for their children. In order to qualify for a tuition subsidy, parents must reside in Fairfax County or the City of Fairfax and must be in school, working, or a combination of both for a minimum of 25 hours per week. Main Street will assist families in gathering documentation and filling out the application.

Children must be at least two years old and completely toilet trained, meaning that they must be completely out of diapers and pull-ups.

Prior to attendance at the Center, a completed Registration Packet and a \$100 registration fee per child is required. We will also need to see a birth certificate for your child, up to date immunization records, a physical completed within the last year and a TB test. Religious exemptions to this requirement will necessitate a signed and notarized certification, that in the occurrence of an outbreak, potential epidemic or epidemic of a vaccine-preventable disease the Director or the State Health Commissioner may order a child's exclusion from school 22VAC-40-185-130A).

We require all prospective students to visit Main Street at least once prior to the first day of attendance. This is an opportunity for your child to visit the classroom and for us to get to know your child. We want to be sure that our program meets the individual needs of all of its children and that you are comfortable that our program is the best fit for your child.

If your child has special needs such as allergies or developmental delays it is very important that Main Street be fully informed prior to attendance. For children with an Individualized Education Plan, we require that you provide a copy to the Office at the time of registration.

Application Fee: A non-refundable application fee of \$100.00 is required per year.

Security Deposit: A security deposit equal to one week's tuition is required upon registration.

***PLEASE NOTE: The security deposit will either be refunded or will be credited towards the final week that tuition is owed upon leaving MSCDC, unless the account has not been paid in full and/or the required two-week's withdrawal notification has been given.**

Tuition: Tuition is determined by a sliding scale based on family gross income. For families who are eligible for a tuition subsidy, tuition is based on the subsidy fee system of Fairfax County Office for Children and the City of Fairfax. Additionally, parents must work during the hours while their child is at MSCDC or be in school (undergraduate only) full time in order to qualify for a subsidy.

Financial Agreement: A binding financial agreement is signed upon enrollment.

This agreement states:

1. Parents or legal guardians will pay monthly tuition in advance on the first day of each month.
2. Parents or legal guardians will give **two weeks** prior notice of withdrawal of their child, regardless of the reason. Failure to do so will result in a charge equal to two weeks of tuition.
3. Tuition will not be waived or refunded due to illness, vacations, holidays, or any emergency closing.
4. In the event that legal action is required to collect delinquent balances, the family will be responsible for costs incurred.
5. Checks returned for insufficient funds will result in a \$25.00 fee per returned check.

***PLEASE NOTE: Main Street is a non-profit center. We rely on the payment of tuition to provide our families with an affordable, high quality program.**

Termination of Enrollment: The Center reserves the right to terminate a child's enrollment at the sole discretion of the Executive Director:

- Families who are more than three weeks late in payment of tuition.
- Any family who refuses to support and cooperate with staff in developing a plan to meet the needs of their child in a manner that is consistent with the goals and philosophy of our program.
- Any parent/guardian who harasses any member of the staff, other parents/children.
- Any parent/guardian who fails to meet mandated requirements by local, state or federal regulations
- Any child who may be a threat to their own safety, or to the safety, physical and/or mental health of others after efforts to reduce the risk are unsuccessful. If a child poses a significant threat, the child's attendance may be immediately terminated. (Also See Guidance Policy/Addressing Challenging Behaviors)

Guidance Policy/Addressing Challenging Behaviors: At Main Street we strive to provide an emotional and social environment that encourages positive interaction and guidance so that children begin to develop strong internal control, behaving because they want to, not because they have to. Children are taught to respect themselves and others and to learn to take responsibility for their own behavior.

The goal of our policy is to limit or eliminate the suspension, expulsion or any other exclusionary measures and to remain in compliance with all applicable federal and state civil rights laws.

Physical Punishment, Psychological Punishment and Coercion are **PROHIBITED** at Main Street. This policy applies to staff, parents and visitors:

- We do not use ridicule, humiliation, shaming as punishment.
- Teaching staff never to use threats or derogatory remarks.
- We never withhold affection, food or rest as a form of discipline.
- We do not restrict movement or force exercise as a punishment.
- Staff never separate a child from the group so that the child is away from the hearing and vision of staff.

Restraint is prohibited unless it is necessary to protect the child or others from harm

If a child's challenging behaviors do not respond to basic positive guidance strategies, the following steps are taken:

1. Teachers seek input from the child's parents.
2. Teachers take notes on the behaviors (for example: when, where, with whom, etc does the behavior occur)
3. Teachers confer with the center's child study team, which includes our mental health consultant, the executive director and education coordinator, and a Fairfax County early childhood resource teacher.
4. Members of the child study team observe then offer support to the child and/or the teachers in the classroom setting.
5. Parents are encouraged to meet with our mental health consultant.
6. As necessary, a behavior intervention plan (BIP) is created based on the team's analysis of why the behavior continues (Functional Behavior Analysis- FBA), and includes positive behavior support strategies.
7. Parents are updated regularly about the planning and their child's behavior, and are often part of the intervention process.
8. The child study team meets regularly to assess the intervention plan and how the child is responding. With this new data, changes to the plan may be made. When the child meets the specific goals outlined in the BIP, the team may move on to another targeted behavior.

If, after exhausting the procedures for meeting the child's needs, he or she is not benefitting from the program and/or is a threat to their own safety, or to the safety, physical and/or mental health of others after efforts to reduce the risk are unsuccessful, parents will be informed, and agreement will be sought, that removal from Main Street's program may be in the best interest of the child. Main Street will endeavor to offer assistance to the family in accessing services and an alternative placement for the child. Notwithstanding any of the above, Any child who may be a threat to their own safety, or to the safety, physical and/or mental health of others after efforts to reduce the risk are unsuccessful. If a child poses a significant threat, the child's attendance may be immediately terminated.

Confidentiality: The Executive Director, Education Coordinator, Office Manager and Lead Teacher will have access to children's files. All files, including but not limited to health and safety information, screening and assessment results are confidential but will be made available to the child's parent(s)/legal guardian, administrators and teaching staff who have consent from parent(s)/legal guardian, and regulatory authorities. Individuals with access to children's files are intended to assist with developmental concerns or devise individual plans for your child's progress. According to 22VAC 40-185-50A. Parents have the right to review their child's records at any time unless otherwise ordered by court.

Operating Information: Main Street is open Monday to Friday from 7:00 am to 6:00 pm. Parents may leave a message for the office or with a staff member at 703-273-1192 during non-business hours.

Holiday Closings: Main Street is close on the following days: Labor Day, Veterans Day, Thanksgiving (both Thursday and Friday), Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King Jr. Birthday, President's Day, Memorial Day, and Independence Day (July 4th). **Tuition will not be waived, reduced or refunded.**

Center Closings: MSCDC is closed for a winter (the week before New Year's Day) and summer (the week of July 4th) break. **Tuition will not be waived, reduced or refunded.**

Vacations: Please inform the Executive Director if your child will be away on vacation. Extended vacations or absences cannot guarantee that we will hold a space for your child. Tuition must be paid for your vacation time.

Absence: Parents/guardians must call the Center office, 703-273-1192 if their child will be absent for the day. After two days absence without notification, we will call to check on the condition of your child.

If you are receiving subsidized childcare through Child Care Assistance and Referral (CCAR), Main Street CDC is reimbursed for a maximum of 3 days per month, not to exceed 36 days a year (July 1- June 30). If your child is absent more than 36 days during a year (not counting snow days and holidays), you will be billed full tuition for those days. Exceptions may be made only for serious illnesses or special needs. For this reason, each day that your child is absent please complete an absence form and return it to the office. Please see the Executive Director before confirming vacation plans or other extended leave of absences. If your child leaves the country for any reason, they may be required to provide completed TB test results upon returning to school.

Inclement Weather Policy:

- Main Street will close if Fairfax County Public Schools are closed because of inclement weather.
- Occasionally Main Street must close early due to severe or threatening weather conditions. You will be contacted by the Center when this decision is made. Please make sure all contact information on file is current.
- When Fairfax County Schools open late, we will attempt to open as close to normal time as possible. You will receive notification via Rainedout text messaging system (please bring your cell phone to the office and we'll sign you up for this free service), Remind App (please see your child's teacher to download this free App). We will also send email messages and will leave a message on our phone system, if possible.

Security and Access: The safety and security of our children is our highest priority. Security cameras are installed in entry, hallway and egress locations. Selected monitors in the office allow us to view and record activity on our private, secured server. Main Street families must sign in at the computer check-in station in the office upon arrival and at pick-up (see Arrival and Departure Procedures below).

We communicate and coordinate continuously with The City of Fairfax, including the Police Department, Fire Marshall and Office of Emergency Management to ensure that the building is as

secure and safe as possible for all. Senior Center members and those participating in other activities at the building are required to check-in at the staffed front lobby desk and are not permitted to enter Main Street's classroom hallway.

Arrival Procedures:

- Main Street opens at 7:00am and remains open until exactly 6:00pm. **Children should arrive by 9:00am**
- We must be able to reach you (or an authorized emergency contact) at all times when your child is in our care. Please keep all numbers and addresses updated.
- Licensing requirements dictate that Main Street must update all contact information twice per year.
- When dropping off in the morning, a parent or authorized adult must sign in at one of the two Drop off/Pick Up computers located in the office. A ticket will be printed and must be given to the staff member who greets you and your child and who acknowledges that you are dropping off or picking him/her up.
- If your child arrives between the hours of 7:00am and 8:30am please check in at the office and then proceed to the Morning Room, so that we may take receipt of your ticket and perform a daily wellness check, as required by Licensing regulations. Children requiring breakfast will be escorted to the Cafeteria by a staff member.
- If your child was injured or something out of the ordinary happened to him or her while at home, please let a staff member of the morning program know so that a Pre-existing Condition form may be filled out for your signature and our files. If we see any injuries, marks, bruises, or atypical behaviors, etc. that were not reported to us in the morning, we will call you to determine or verify the source of the injury or concern.
- Please park in a parking space in the lot at the top of the stairs in front of the building. Do not park in the circle in front of the building you run the risk of being ticketed by the City of Fairfax Police. Never leave your car idling while you are dropping off or picking up your child.

Children Departing/Returning from Special Needs Programs with FCPS: Children leaving by bus to attend Fairfax County Special Needs Preschool Programs will be brought to the office by one of their classroom teachers. Office staff will acknowledge that child has arrived and will escort the child to the bus upon its arrival. The office staff person will then return to the office and enter the child's departure time on the Attendance Computer. Children returning by bus from Fairfax County Special Needs Preschool Programs will be met at the front of the school by Office Staff and will be signed back into the program on the Attendance Computer. If the child is picked up at the elementary school, parents must notify the Center that the child will not be returning to the Center. Classroom teachers will be notified. The elementary school will be contacted if the bus is late or if the child is expected but did not return on the bus.

Our School Age children will be walked to their bus stop in the morning by a staff member and will be met at the bus stop when the bus arrives at the end of the school day.

Departure & Pick-up Procedures: Although Main Street is open 11 hours per day, we **strongly recommend that children remain with us for no longer than 10 hours per day.**

- When you pick up your child in the afternoon, a parent or authorized adult must sign in at one of the two Sign-In/Sign Out computers located in the office. A ticket will be printed and must be given to the staff member who acknowledges that the child is leaving for the day.
- Check your child's folder for any notices. If you have an email account, we will send you a message by that method as well.
- At enrollment, parents list the people who are authorized to pick up their child and anyone who is not authorized to pick up your child. Those who are authorized will be asked to visit the office prior to their first time picking up the child so that we may copy their photo i.d. to retain in the child's file. We will ask all individuals whom we do not recognize to provide photo identification. If anyone **not listed** attempts to pick up your child, he/she will be detained to the best of our ability, and you will be contacted. If someone who is not listed will pick up your child, please notify us in advance.
- If you know that you are going to be late in picking your child up, please contact the school immediately as early as possible.**
- In an emergency situation, including but not limited to inclement weather or a natural disaster, teachers will remain with children until it is safe for pick up

****PLEASE NOTE: Chronic late pick-ups may result in withdrawal from the Center.**

Scheduled Late Fees:

- From 6:05 until 6:15 p.m. - \$15.00 per child
- From 6:16 until 6:30 p.m. - \$20.00 per child (added to above)
- From 6:31 until 7:00p.m. - Additional \$2.00 per minute
- **After 7:00 p.m., if we have not had any contact or communication with the family members, we will call Child Protective Services**

Custodial Parents: Custodial parents have the right to be admitted to the Center as required by the Code of Virginia. Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up a child.

***PLEASE NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.**

Release of a Child to an Intoxicated or Drugged Individual: In order to protect the children, it is the policy of the Main Street Child Development Center to take all reasonable steps to avoid release a child to a person in a drugged or intoxicated state. If the senior staff member present at the Center feels that a parent or authorized person who arrives to take the child home is in an intoxicated or drugged condition, the staff member will notify any other parent or guardian of the situation and offer to call another approved person from the Pick Up List. If the parent or guardian insists on driving the child home, the Center's staff member will notify the police department. If police officers agree that the parent or authorized person is intoxicated or under the influence of drugs, the parent or authorized person may be charged with public drunkenness and/or driving while under the influence of alcohol. If a particular parent or guardian frequently arrives in an intoxicated or drugged state, the Center will notify the police department and Child Protective Services.

Child Abuse/Neglect: Main Street is required by Virginia law (Section 63.1-248.3) to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report suspected abuse are subject to a fine. Section 63.1-248.3 states that ". . . any teacher or other person employed in a public or private school, kindergarten or nursery school, any person providing full or part-time child care for pay on a regularly planned basis, . . . and any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately, . . . to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred . . . Any person required to file a report . . . who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined . . ." According to Virginia law, an abused or neglected child is any child under 18 years of age whose parents or any person responsible for his or her care* (such as a child care provider, foster parent, or anyone responsible for the welfare of a child receiving residential care at an institution): 1. Causes or threatens to cause a non-accidental physical or mental injury; 2. Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care; abandons the child 3. Neglects or refuses to provide adequate supervision in relation to a child's age and level 21 of development 4. Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

***PLEASE NOTE: Virginia law requires that childcare providers report all cases of suspected child abuse or neglect to child protective services regardless of the abuser/neglector's relationship to the child**

Outdoor Play: Children will go outside, weather permitting, every day for at least 30 minutes in the morning and 30 minutes in the afternoon. Please dress your children for the weather. When the weather is cold, we monitor wind chill and air temperature to determine whether outdoor play is appropriate <http://www.c-uphd.org/documents/wellness/weatherwatch.pdf>. During the warm weather <https://www.mwcog.org/environment/planning-areas/air-quality/air-quality-forecast/> Children attending our program must be well enough to participate in all programs including daily time outside.

When conditions dictate that children be inside, the indoor playroom will be available for each class during their regular outdoor time. One day per week, each class shall have use of the Gym for one hour in the afternoon.

Field Trips: Since children learn through their experiences, we love to provide program supported field trips off-site. All parents must sign a permission slip for their child to attend the field trip. Children must be at least three years old to ride the bus. Parents are always invited to join us on the field trips. Staff are required to identify and count the children in their charge and then report that information to the administrator, who will keep written record before, upon arrival, during and upon return from the Field Trip.

Clothing:

- Children should be sent to school in simple, washable clothing that is appropriate for the weather. We play outside as much as possible, so it is extremely important to have appropriate clothing (especially layers for the cold weather).

- Each child should have at least two (three for 2 and 3 year olds) sets of extra clothing at the Center, including socks and underwear, at all times. Please label all of your child's belongings with their name.
- Children should have appropriate shoes for playing and running, like tennis shoes. Sandals and flip-flops are not safe to wear.
- If any school clothing is sent home with your child, please return them to the Office after they have been washed.

Belongings From Home: Young children often want to bring prized possessions from home. Individual classrooms may or may not allow a special day for "Show and Tell". **Do not send your child to school with anything of value, including money and jewelry as we cannot ensure that it will not be lost or broken.** Encourage your child to leave personal items in the car for safekeeping. If your child has a soft animal, doll, or blanket that is needed for security at naptime, it will be kept in their cubby until it is time for nap.

Naptime: Naptime daily is between 1:00pm – 3:00pm in the child's classroom on cots raised up two inches from the floor and at least 14 inches apart. Each classroom has a naptime routine with soft music, a story and dimmed lights. Children unable to nap after an hour rest may engage in quiet activities on their cot.

Virginia Licensing requires that every child have a child-sized blanket and sheet (standard crib sheets fit our cots best) for their cot at naptime. We ask that you do not send your child with a pillow. A stuffed animal, security blanket is permitted.

On Fridays, we ask that the parents take home the blanket and sheet to wash. Clean blankets and sheets should be returned on Monday.

Meal Time:

- Breakfast, lunch, and a morning and afternoon snack are provided daily. All food meets *The United States Department of Agriculture (USDA)* requirements. Every meal is served "*family style*", to encourage good eating habits and table manners. Our menus are posted each week near the Parents' Bulletin Board and copies will be made available upon request. Allergen menus are available upon request.
- Breakfast is served from 7:30am until 8:15am. Please do not arrive later than 8:10am if you would like your child to have breakfast.
- Please do not send food with your child unless the teacher requests it for a class project. Main Street CDC is a peanut free environment (see Allergy Plan in Health Policies section, below). For special occasions or holiday events food that comes from home for sharing among children must be approved. We encourage whole fruits or commercially prepared packaged food in factory-sealed containers.
- All meals served to children under the USDA Child Care Food Program are served at no separate charge regardless of race, color, gender, age, handicap, or national origin.
- As our ***Non Discrimination Policy*** relates to our program's U.S. Department of Agriculture food service, a complaint of discrimination may be filed online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customergoing>, in writing to USDA, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-260-1026.

Birthday Celebrations: The *Women's Circle of Fairfax Presbyterian Church* provides cupcakes for every child's birthday. Please do not send in separate cupcakes, cakes or other food for birthday celebrations. We do not permit balloons on the premises for safety reasons. Treat bags are also discouraged. We like to keep our birthday celebrations simple. Parents are always welcome to join us for birthdays and other special events.

HEALTH POLICIES

Main Street works with the Virginia Health Department to ensure that health and safety is paramount. Health inspectors consult with, and make recommendations to the Center on communicable diseases, playground safety, medication administration, and nutrition.

Precautions are taken regularly to ensure that communal play does not spread infectious disease. Daily health observations are conducted before admitting each child in order to reduce the spread of illnesses. Children attending our program must be well enough to participate in all activities.

You must notify the Office if your child is diagnosed with any communicable disease or infection (strep throat, scarlet fever, head lice, chicken pox, measles, etc).

***PLEASE NOTE: Main Street reserves the right to request a doctor's note in order for your child to return to school.**

Allergies/Food Allergy Management and Prevention Plan:

In compliance with the Commonwealth of Virginia Requirements, Main Street requires an Allergy Care Plan to be filled out, prior to attending, for each child with a diagnosed food allergy, to include instructions from a physician regarding the food to which the child is allergic to and steps to be taken in the event of a suspected or confirmed allergic reaction.

Asthma:

For all children with asthma, an Asthma Plan must be completed prior to attendance. Any medications to treat asthma will require documentation and approval pursuant the Medication Policy (below).

Open Cuts: All open cuts must be covered while at the center. This includes scrapes and sores. Any child with scrapes, cuts, or sores will be not be permitted to participate in communal water play or swimming activities, even if they are covered.

Fever: We will call parents to pick up their child if the child has a fever of 100.4 degrees or more. Your child may not return to the Center for 24 hours after the fever has broken. Any child who has a fever at night or early morning must not be brought to the Center.

Vomiting: Any occurrence of vomiting indicates removal from the Center. The child may return to school when vomiting has ceased for 24 hours or more.

Diarrhea: Any occurrence of diarrhea may indicate removal from the Center. The child may return to school when episodes of diarrhea have ceased for 24 hours or more.

Conjunctivitis/Pink Eye: Your child should be seen by a doctor and treated for 24 hours before returning to school. Your child may return to school the same day only if you have a statement from the doctor indicating that your child does not have contagious conjunctivitis.

Lice: Head lice are highly communicable and difficult to prevent, but if every parent takes the responsibility to CHECK their children regularly, these human parasites can be detected early. Head lice are the size of a sesame seed, usually brown and move quickly away from light. Nits are tiny, yellowish-white oval eggs firmly attached at an angle to the hair shaft. Infested children will be sent home at the end of the day and permitted to return once treatment has been administered at home after the designated staff member has conducted a thorough examination.

Rashes: A child with an undiagnosed or contagious skin condition or rash cannot attend the Center without authorization from a physician stating that the condition is not contagious. Upon return to school, please bring a note from the doctor letting us know what the rash was and whether it was communicable.

Sore throat, Ear Ache, Swollen Glands, Cold with Substantial Nasal/Chest Congestion: A child with these signs or symptoms should be kept home until they can participate in normal day to day activities and signs and symptoms have subsided.

If your child becomes sick while at school and/or is unable to participate in class activities, we will notify you so that you may pick up your child as soon as possible. Your child will be kept in the "Sick Child Area" of the office to minimize exposure to other children and adults. Because office staff cannot properly supervise your sick child for long periods, please help us by coming to get your child as soon as possible. If we are not able to reach you in a timely way, we will call your Emergency Contacts.

Medication Policy: If your child needs medication while at school, you must come to the Office and complete a Medical Authorization Consent form.

- Only staff with Medication Administration Training (MAT) may administer medication. MAT training certification must be current and the certificate will be on file in the office. A MAT trained staff person is scheduled to be on-site during hours of operation so that medication may be administered by authorized and trained individuals.
- We only administer prescription medications. We do not administer Tylenol or any other over-the-counter medications.
- All medication must be in the original container with the prescription label affixed, with the child's name, name of medication, dosage, route to be given, and times of administration included on the label. Medications are stored away from the reach of children, in locked cabinets and inside locked containers in the Clinic area of the office.
- Medical authorization consent forms are valid for a maximum of ten working days unless a long-term medicine directive and medical authorization form is on file from your physician indicating the necessity of long term treatment. This includes medicines such as Benadryl, cortisone creams and asthma medications.
- Medication must be taken home when it is no longer needed. Main Street reserves the right to discard outdated medication after parents have been notified.

Sunscreen: Parents are encouraged to protect their children from the sun's harmful rays by (1) requiring them to wear wide-brimmed, sun-safe hats and long sleeved shirts with collars and long pants for outdoor activities and field trips; and, (2) applying sunscreen and lip balm an SPF of 15 or greater on all sun-exposed areas of the skin prior to bringing their child to the Center.

If parents of children with very sensitive skin would like the staff to re-apply sunscreen on their child's skin they should indicate that on a Sunscreen Permission form. Give your child's teacher the sunscreen lotion in its original container and with your child's name on it. It should be hypoallergenic and have a minimum SPF of 15.

Topical Creams/Lotions: Please fill out a permission slip. Give your child's teacher the lotion in its original container and with your child's name on it. The teacher will keep a record of its use and any reactions. The permission slip form is only good for 10 days. If the lotion is required for longer than 10 days, a new form must be filled out.

Insect Repellant: Please fill out the Insect Repellent Form. The insect repellant must be in the original container labeled with the child's name and shall be inaccessible to children.

Incident Reports/Minor Injuries/Nosebleed Notifications: The purpose of incident reports and nosebleed notifications are to inform parents of minor injuries and any nosebleeds that have occurred while your child was at school. Our staff is CPR/First Aid Certified and is responsible for documentation of occurrences through written incident reports and nosebleed notifications.

Parents are asked to read and sign incident reports at the end of the school day. Reports are then filed in the office. Licensing regulations require that we track locations and times of incidents and prepare an annual report for reducing risks of injury.

In the event that your child injured his or her face or head, or has been bitten, we will contact the parent or legal guardian by telephone.

***PLEASE NOTE: Any child in any group setting for several hours per day is apt to experience an occasional bruise, bump, scratch, etc.**

Serious Injuries: If a child is injured or becomes seriously ill while at Main Street, we will call 911, then attempt contact the parent. If the child needs to be taken to the Hospital Emergency Room for treatment, a staff member will accompany the child, taking the Parental Consent for Medication form so that treatment can be started immediately.

Emergency Plans: At the time of Registration, you will be asked to review and sign the Main Street Provisions of the Emergency Preparedness and Response Plan providing you basic information about Main Street's Emergency Preparedness Plan. The entire plan, developed and approved with the assistance of the Fairfax City Fire Department and in compliance with the Virginia Department of Social Services is available for review by request. The plan includes procedures for Fire, Tornado, Earthquake, Evacuation Shelter in Place and Lockdown situations. Fire drills are conducted monthly and tornado and shelter in place drills are conducted semi-annually.

Parents will be notified by telephone, through the media or local Fairfax Police if the Center is evacuated to a designated evacuation location. In the event of a shelter in place situation, parents will be notified. In such event, Main Street has a 24 hour supply of water and food.

In the event of an emergency, parents may contact the Center at 703-273-1192, the Executive Director, Carol Lieske at 571-789-5936 (Primary Contact) or Office Manager, Katherine Pardo at 571-789-5935.



FAMILY HANDBOOK ACKNOWLEDGEMENT

I have received and read The Main Street Child Development Center Family Handbook and agree to abide by the policies and standards.

Date: _____

Print Child's Name: _____

Parent Signature: _____