

Parent Handbook



Main Street
Child Development Center
Educate. Inspire. Love.

MSCDC

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Welcome To Main Street!



Main Street Child Development Center (MSCDC) is a licensed center by *The Division of Licensing, Department of Social Services, Commonwealth of Virginia*.

Main Street is also one of seven non-profit early childhood education programs in Fairfax County recognized as a Community-based Early Childhood Education Center through the Office for Children.

Additionally, Main Street is proud to have been recognized as a nationally accredited early childhood program through *The National Academy of Early Childhood Programs of the National Association for the Education of Young Children (NAEYC)*. Accreditation means that Main Street has been found to be in substantial compliance with the standards for high quality early childhood programs.

Mission Statement

To provide a quality accredited early childhood learning program for children of limited income working families, ages two through six, to grow and thrive in a nurturing environment.

To enhance the quality of life for our diverse families through partnerships with community services agencies, and to provide educational opportunities and resources that strengthen literacy, parenting and the family.



I. Our Philosophy and Goals

At Main Street we believe that a child's early years provides a foundation for his or her emotional, social, physical, and cognitive development.

As children grow, they all progress through a series of developmental stages. However, the rate at which they progress differs from child to child. At Main Street, we believe that each child is an individual, who develops at his/her own rate.

In order to help children develop to their fullest capabilities, the environment should encourage a child's curiosity. Our preschool rooms are divided into specific play areas that provide opportunities to think creatively, make choices, and enhance problem solving. We support the developmental findings of Jean Piaget, who discovered that a child learns through play and hands-on experiences. At Main Street, children are appreciated for their diversity, their challenges, their success, and their tremendous potential.

Above all, we believe a positive self-image enables children to succeed. There are no "bad" children, only inappropriate behaviors. At Main Street, we believe adults can support a positive self-image, giving children the confidence to meet life's challenges.

Teacher child ratio will never exceed 1:8. Group size will be no larger than 18 children.

Transition:

Children are grouped by age with no more than a 12 month spread for birthdates. Children transition from group to group in September and on occasion during the preschool year, space permitting each transition requires parent input and child orientation with the new group. Parents may review our Terrific Transition Plan. This plan also addresses children's transition to kindergarten.

II. Eligibility

Families:

Main Street Child Development Center serves low to moderate-income families of Fairfax County or of the City of Fairfax, who are in the need of full-time childcare. To qualify for subsidized tuition, parents are required to be in school, working, or a combination of both for a minimum of 30 hours per week and they must reside in Fairfax County. A limited number of spaces may be available for full-fee families.

Children:

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

All children are enrolled on a four-week trial basis. Before enrolling, children are required to visit their potential classroom and a parent or legal guardian is required to meet for approximately one hour with the director. Main Street Child Development Center welcomes all children and their families regardless of race, religion, creed, gender, or national origin, provided that all eligibility requirements are met and fulfilled.

We also have an Open Door Policy for our families at Main Street. After checking and signing in, in the office, parents are welcome to visit their child at any given time.

School-Aged Child Care:

Children attending the local elementary school, Daniels Run Elementary School at 3705 Old Lee Hwy. in Fairfax, may register for our Before and After School Care Program to include full day care on Fairfax County Public School teacher workdays, Spring Break and summers. Children in Main Street SACC, our Eagles Class, must be attending kindergarten, first or second grade at Daniels Run. 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.

The Eagle Program has a consistent teacher assigned to monitor the curriculum. Homework assistance, remediation, program enrichment, field trips and literacy are supported. Parent conferences take place each February and upon request. This program was designed to meet a pressing need in our immediate community and is subject to all Center administrative regulations.

Our Virginia State License requires a child to be no older than 8 years when they register for our SACC Program.



III. Administrative Information and Issues for Parents

Confidentiality:

The Director, Educational Coordinator, Office Manager and Lead Teacher will have access to children's files. All files are confidential and kept in locked cabinets. Screening and assessment results may be shared with outside professionals only with parent permission. Individuals with access to children's files are intended to assist developmental concerns or devise individual plans for your child's progress. Parents have the right to review their child's records anytime. All screening and assessments are shared with parent as well as the interpretation of results and how data will be used to maximize your child's development.

Child Abuse:

All childcare staff are mandated child abuse reporters. Suspected child abuse is reported to the lead teacher, educational coordinator, and/or director. Reports are then made to the Child Abuse and Neglect Hotline 1-800-552-7096 or local Child Protective Service Agency 703-324-7400.

Termination of Child:

Main Street CDC reserves the right to terminate a child if the safety and welfare of the child or other children in care is jeopardized and/or at risk. Parents will be promptly informed when persistent behavior problems are identified and any disciplinary steps to be taken at Main Street CDC. The Director and staff will use all available resources to assist in a child's continued enrollment including parent conferences and consultation with professionals. Termination may be immediate; we hope to give as much notification as possible, up to two weeks.

Tuition and Fees:

Tuition is based on a sliding scale according to the subsidy fee system of Fairfax County Office for Children and the City of Fairfax. Parents must work or be in upgrade school full time. Parents not eligible, "full fee", are also on a sliding scale based on annual gross income.

1. Tuition is **due in advance** on every Monday for the upcoming week of childcare. If you pay your tuition every two weeks or on a monthly basis, payments are still required to be made in advance.
2. Your tuition reserves your child's place at MSCDC and is not subject to adjustment due to illness, vacations, holidays, or any emergency school closings. Tuition is based on 52 weeks a year.

3. Tuition is required during the weeks that the school is closed for vacation depending on *The Fairfax County Office for Children Child Care Assistance Program Schedule of Fees*.

A binding financial agreement is signed upon enrollment. This agreement states that:

1. Parents or legal guardians will pay their weekly/biweekly/monthly bill in advance.
2. Parents or legal guardians will give **two weeks** prior notice of withdrawal of their child for any reason.
3. In the events of any changes in the family's financial status, such as, marriage, remarriage, new job, loss of job, promotion, etc., The Office For Children or the director must be notified **immediately!**
4. A financial review is required for all families participating in the subsidy program.
5. In the event that legal action is required to collect delinquent balances, the families are responsible for all costs that are incurred.

Main Street is a non-profit center. All tuition and fees contribute toward the things that keep Main Street a high quality childcare center!

Application Fee:

1. **All Families** pay a \$40.00 non-refundable application fee.
2. A security deposit equal to one week's tuition is required.
3. ***The Security deposit will either be refunded or will be credited towards your lasts weeks tuition when the family leaves MSCDC with their account paid in full and having given the required two-week's withdrawal notification.***

Separate Fees:

There are separate fees for the following items:

1. **Returned Checks:** \$25.00 fee
2. **Late Fees:** These are charged when children are picked up after we have closed the Center at 6:00 p.m.

Chronic late pick-ups will result in withdrawal from the Center.

The Scheduled Late Fees are:

- From 6:05 until 6:15 p.m. - \$8.00 per child
- From 6:16 until 6:30 p.m. - \$15.00 per child
- From 6:31 until 6:45 p.m. - \$20.00 per child
- From 6:46 until 7:00 p.m. - \$25.00 per child

Payment of fees is due when you arrive for your child or no later than the following day after the late pick-up.

After 7:00 p.m. we will call Child Protective Services if we have not had any contact or communication with the family members at all!

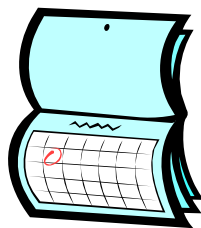
Withdrawal of Children:

1. Parents or legal guardians must notify the Center two weeks before a child is to be withdrawn, as previously stated in the financial agreement. This two-week notification ensures return of security deposits when accounts have been paid in full.
2. As a non-profit center, we need to keep all spaces filled. Without two weeks notice, the Center loses money that goes to food, supplies, learning materials, and other necessities for a quality childcare center.

Communication with Main Street:

Parents should inform the director of the following:

1. Changes in the home situation which might affect your child's behavior while at school, for example, a new baby at home, relatives visiting, change in visitation from non-custodial parents, friends moving away, a pet dying, grandparents ill, etc.
2. Unemployment or change in employment
3. Change of address or phone number, including home, business, or new extension at work
4. **Changes in the people who have permission to pick up your child. THIS IS VERY IMPORTANT!**
5. Absences of your child
6. Report Immediately – When child or any member of your household has developed a reportable communicable disease or a life-threatening disease.
7. Intent to withdraw your child (see above, Withdrawal of Children)



Operating Information:

Center is open Monday to Friday from 7:00 am to 6:00 pm. Parents may leave a message for the office or a staff member at 703-273-1192

Holiday Closings:

Main Street Child Development Center is closed on the following days: Labor Day, Columbus Day, Thanksgiving (both Thursday and Friday), Christmas Day, New Year's Day, the observation of Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, and Independence Day (July 4th).

Center Closings:

MSCDC also closes for a weeklong winter and a summer break. The winter break usually will proceed the week before New Year's Day. The summer break will usually fall in the same week as the 4th of July.

Parents are responsible for paying for a full week of tuition during these holiday closings.

Vacations:

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

(See below, Number of Absences)

Daily Attendance:

Parents/Guardians must sign each child in and out. Please record the time and leave an emergency number for the day Parent sign in/out Sheets are located outside the center office. "Official" Daily attendance is taken in the Morning Room (7:00 am to 8:30 am) and/or upon arrival to a child's classroom. U.S.D.A. (meal count) is taken for breakfast, lunch and our two snacks. Departure times are also recorded by staff. The attendance forms travel with the child's class during transition so staff have an accurate count of children in their care throughout the day. Several times a day this count is rechecked.

Absence:

Parents/guardians must call the Center office, 703-273-1192, if their child will be absent for the day. Children absent a second day without notification to the center will be contacted to determine the reason by office staff. We care about your children. Please help us keep them safe!

Number of Absences:

If you are receiving subsidized childcare through The Child Care Assistance Program (CCAP), this program reimburses Main Street for a maximum of 20 absences per year. If your child is absent more than 20 days during a year (not counting snow days and holidays), you will be billed full tuition for absent 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 director before confirming vacation plans or other extended leave of absences. Also, if your child leaves the

country for any reason, they must have a completed TB test with results upon return to school.



Snow Policy:

1. Main Street will close if Fairfax County Public Schools are closed because of snow.
2. 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 the phone number on file is current and accurate.
3. When Fairfax County Schools open late, we will attempt to open as close to normal time as possible. If in doubt of whether we are open or not, please give us a call.

(MSCDC does not close for County teacher workdays)

4. Be prepared ahead of time and make backup childcare arrangements

MSCDC Arrival Procedures:

1. Main Street opens at 7:00 a.m. and remains open until exactly 6:00 p.m. ***Children are required to arrive before 9:00 a.m.***
2. All parents must accompany children to their classroom, playground, morning room, or wherever their class happens to be. Please do not leave until a staff member acknowledges that your child has arrived.
3. All parents or legal guardians must sign their child in every day and leave a contact phone number where they can be reached in case of emergencies, especially if the information is different than what is on file.
4. If your child arrives between the hours of 7:00 a.m. and 8:30 a.m. please check in with a staff member in the morning room, because each morning we perform a wellness check on every child in the program.
5. 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. If we see any injury, mark, bruise, or strange, not typical behaviors, etc. that was not reported to us in the morning, we will call you to determine or verify the source of the injury or concern.

Returning Child Procedures:

Children returning by bus from Fairfax County Special Needs Preschool Programs will be met out front by Office Staff. If the child is picked

up at the elementary school, parents must notify 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 not on the bus but has been expected to return.

The same policy applies for our school-aged children returning from Daniels Run Elementary School. This bus is met at the corner (by the stop sign) by the Eagles' teacher and/or office staff.

MSCDC Departure and Pick-up Procedures:

1. When you pick up your child in the afternoon, always be sure that you have let a staff member know that your child is leaving for the day.
2. Please be sure to sign your child out and include the time that you actually picked up.
3. Check your child's mailbox for any notices.
4. At enrollment, parents list the people who are authorized to pick up their child and anyone that is not authorized to pick up your child. We will ask anyone, 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 you know that someone else is picking up your child, who may not regularly, it is a good idea to call us and let us know ahead of time.
5. If you know that you are going to be late in picking your child up, especially if it is after 6:00 p.m., please contact the school immediately.
6. 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 parents to pick up. Main Street has an Emergency Plan and enough food and water on site for 24 hours. (The Emergency Plan is available in the office.)

Review of Parent Responsibilities:

1. If someone other than those listed is to pick up your child, ***it is the parent's responsibility to inform us in advance.***
2. Children are expected to arrive healthy. Sick children must be picked up ***as soon as possible.***
3. We must be able to reach you at all times, while your child is in our care. Keep all phone numbers and addresses updated on file.
4. You must sign your child in and out each day.
5. Check your child's mailbox daily.
6. Please keep us informed of any changes in your child's life.

Custodial parents:

The 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. 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.

Medical Regulations:

In compliance with county and state licensing regulations, a child may **not** enroll without evidence of age appropriate immunizations (shots), to include a varicella shot, if your child has not already had chicken pox. In addition to updated immunizations, every child must have a physical examination signed by a physician, to include a TB test with results, a blood test with hematocrit/hemoglobin, and lead level results. This must be done prior to your child's first day of attendance at MSCDC. Also, please let us know if your child has any allergies or medical concerns that we need to be aware of while at the Center.

Health:

In order to attend the Center, your child must be well enough to eat snacks and lunch and also be able to participate in outdoor play. State licensing requires at least one hour of outdoor activity per day, weather permitting. **If your child shows symptoms of illness, such as, fever, vomiting, diarrhea, sore throat, frequent cough, etc., during a 24 hour period prior to scheduled attendance at the Center, your child should be kept at home until the symptoms of illness have disappeared** or a note from a physician accompanies the child stating that your child does not have a contagious condition.

Illness:

If your child develops obvious symptoms of illness or displays what we consider abnormal behaviors while at the center, an administrative decision will be made that your child may not be permitted to remain at the Center for the duration of the day. In such an instance, you will be required to pick up your child as soon as possible. Repeated efforts will be made to contact you or an emergency contact. You can help by making sure that you can be reached in the event of an emergency by leaving a contact number when you drop your child off in the morning.

Please be prepared to comply with any administrative decision regarding picking up your child early. We realize that keeping your child at home may be inconvenient; however your cooperation will help keep

the spread of illness to a minimum and will ensure the health of your child as well.

You must notify the Office in the event that your child is diagnosed with any communicable disease or infection (strep throat, scarlet fever, head lice, chicken pox, measles, etc). A child with an undiagnosed or contagious skin condition or rash cannot attend the Center, without authorization from your physician stating that the condition is not contagious. **Main Street reserves the right to request a doctor's note in order for your child to return to school.**

Sick Guidelines:

1. **Fever** – Axillary temperature 100 degrees or greater indicates removal from the Center. ***The child may not return to school until he/she has been fever free for twenty-four hours.***
2. **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.***
3. **Diarrhea** – Any occurrence of diarrhea indicates removal from the Center. ***The child may return to school when episodes of diarrhea have ceased for 24 hours or more.***
4. **Conjunctivitis (pink eye)** – When a child has red eyes or eyes that have drainage ***they are required to see their doctor and have the condition diagnosed and treated for 24 hours before returning to school.*** If their condition is not contagious, ***Main Street reserves the right to request a doctor's note for this situation.***
5. **Ringworm or other rashes** – Any rash that is unidentifiable on your child will be required to be diagnosed by your physician to determine what it is and if it is contagious. ***If the rash is contagious we require that your child be treated for a minimum of 24 hours or for the amount of time that your physician prescribes before returning to school. Main Street reserves the right to request a doctor's note for these situations.***
6. **Head Lice** – ***A child who has head lice may not return to school until all nits have been removed from their hair.***
7. **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.



Medication Policy:

If your child needs medication while at school, you must come to the Office and complete a medical authorization consent form.

1. We only administer prescription medications. We do not administer Tylenol or any other over-the-counter medications.
2. 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. ***A specific time must be designated because we do not administer medications on an "as needed basis."***
3. Medical authorization consent forms are only valid for ten working days unless a prescription is on file from your physician requiring additional dosages.
4. 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.

Over-the-Counter Skin Products

A. All nonprescription drugs and over-the-counter skin products shall be used in accordance with the manufacture's recommendations. Nonprescription drugs and over-the-counter skin products shall not be used beyond the expiration date of the product.

B. If **sunscreen** is used, the following requirements shall be met:

1. Written parent authorization noting any known adverse reactions shall be obtained;
2. Sunscreen shall be in the original container labeled with the child's name;
3. Sunscreen does not need to be kept locked but shall be inaccessible to children under five years of age.
4. Any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15.

* Staff members without medication administration training may apply **sunscreen, topical creams, diaper ointment, and insect repellent** unless it is prescription, in which case the storing and application of these items must meet medication-related requirements.

C. If **diaper ointment** or **topical creams** are used; the following requirements should be met:

1. Written parent authorization noting any known adverse reactions shall be obtained;
2. These products shall be in the original container and clearly labeled with the child's name;

3. These products do not need to be kept locked but shall be inaccessible to children;

4. A record shall be kept that includes the child's name, date of use, and frequency of application and any adverse reactions.

D. If **insect repellent** is used, the following requirements shall be met:

1. Written parent authorization noting any adverse reactions shall be obtained;

2. Insect repellent shall be in the original container and labeled with the child's name;

3. Insect repellent does not need to be kept locked but shall be inaccessible to children;

4. A record shall be kept that includes the child's name, date of use, frequency of application and any adverse reactions;

5. Manufacturer's instructions for age, duration and dosage shall be followed.



Incident Reports/Minor Injuries/Nosebleed Notifications:

Any child in any play setting for several hours is apt to experience a bruise, bump, scratch, etc.

1. 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 educated on treating minor injuries via American Red Cross guidelines and is responsible for documentation of occurrences through written incident reports and nosebleed notifications.

2. Parents are asked to read and sign incident reports at the end of the school day. Reports are then filed in the office. We also track all incidents, so that we can assess times or places that accidents tend to occur.

3. 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.

Reminder: As children begin to develop social skills, they begin to learn ways to negotiate getting their needs met. At first, children may scratch, kick, bite, etc. other children and adults. As early childhood educators, we attempt to teach children more peaceful, effective skills of negotiation. We tell children to "use your words," to settle issues. We encourage the practice of conflict resolution by stating the situation at hand and helping children come to their own solutions.

For example, a teacher might say, “I see two boys who want to play with the truck. But we only have one truck. What should we do?”

Young children need help in this process. These experiences become a way of teaching self-control. Our goal is for children to develop strong internal control, behaving because they want to, not because they have to.

Biting Policy:

We believe that biting is unacceptable at Main Street. In the event that a biting incident should occur, the child who was bitten will be comforted and the appropriate first aid applied.

If the bite was severe enough to break the skin, parents of both children will be called and may be required to pick up their children immediately. A bite that has broken the skin poses a potential health risk to both children, since body fluids have been exchanged. Also, a parent-director conference will be required to provide strategies and preventative actions for the child that has bitten another child.

Other Situations:

Occasionally, despite the best staff-child ratios, a child may have a small bump, or bruise that goes unnoticed. Teachers will do their best to piece together what happened in this instance. Please let the staff know when a child has an injury at their home.

Serious Injuries:

1. In the event of a serious injury, you the parent/legal guardian will be contacted ***immediately***.
2. If the injury is life threatening or a parent cannot quickly pick up the child, we will call 911 for an ambulance. We use Access Emergency Room on Route 123 (near Commonwealth Hospital). A staff member will accompany the injured child if the parent cannot.
3. We provide limited accident insurance coverage for all children while they are in the Center, on a field trip, or engaged in outdoor activity during Center hours.

Emergency Plans:

- Main Street CDC has an Emergency Plan in place developed with the assistance of the Fairfax City Fire Department, available on request in the Center’s office.
- In the event of an evacuation of the building we would all meet on the blacktop at the rear of Green Acres School.
- Parents will be notified by telephone, through the media or local Fairfax Police if we are moved to another location. We also have enough food and drink for a 24 hour period should we need shelter in place or a lock down situation.

- Staff and children have monthly fire drills and frequent tornado drills.
- In the event of an emergency, parents may contact the Center at 703-273-1192; or primary contact, Elizabeth Egan at 703-599-5817; or secondary contact, Suzanne Darnes at 703-273-1192.

Discipline Policy:

We do not spank, paddle, or use any kind of physical punishment at Main Street. We believe that spanking or hitting a child teaches the child that hitting is an acceptable behavior. Rather, we encourage the children to use self-control.

1. We do not use ridicule or humiliation as punishment.
2. Instead, we talk things over first. We ask the children to use their words, not their fists.
3. We use a brief “time-out” to give the child a chance to calm down and think things over.
4. More than anything else, we strive to provide an emotional and social environment that encourages positive interaction and guidance.

****Under certain circumstances it might be necessary to recommend or require a child to be seen by medical and psychological professionals in order to continue our program.***

Staffing/Our Early Childhood Educators:

At Main Street we feel strongly that the first five years of life are the most important to foster later development. Our staff of Early Childhood Educators must support this foundation for future development.

The Center is headed by a Director sharing assistance with the Education Coordinator and the Office Manager. The Office Assistant communicates with all three.

Each class features a lead teacher and a teacher’s associate or assistant. Several teachers’ aides also lend a hand wherever needed. Many of our educators have degrees in early childhood education and related fields, plus many years of practical and educational experience. In addition to degrees, many of our staff have or are working toward obtaining their CDA (Child Development Associate). Staff are required 18 hours of annual training.

We encourage our staff to continue their formal education, as well as complete several hours of on-site and off-site trainings in developmentally appropriate subjects, such as, multi-cultural issues, science, math, art, emerging literacy, and the High Scope Curriculum. In addition all staff members have been formally trained in both First Aid and CPR.

Every staff member also has membership with Early Childhood Education professional groups, such as, NAEYC (National Association for the Education of Young Children), SECA (Southern Early Children

Association), and NVAEYC (Northern Virginia Association for the Education of Young Children).

Conferences:

At the end of September or the beginning of October, we will host our “Back to School Night.” This is an opportunity where you can visit with your child’s teacher, see their classroom, and meet the staff and administration. We highly encourage all Main Street parents to be in attendance.

We also recommend that parents participate in an annual, formal parent-teacher conference, which will usually occur in January or February.

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. A second more informal conference may be scheduled with staff members per request.

Another way that staff communicates with parents, is by a monthly observational form that talks about your child’s progress in key highscope experiences, what they have enjoyed doing, and other developmental milestones.



Clothing:

1. 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. It is a good idea to label hats and mittens, so that they don't get lost.
2. Each child should have 2 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. All wet and soiled clothes are sent home to be washed, so that you can bring them back to school.
3. Children should have appropriate shoes for playing and running, like tennis shoes. Sandals and flip-flops are not appropriate to wear.
4. If any school clothes are sent home with your child, please return them to the Office after they have been washed.

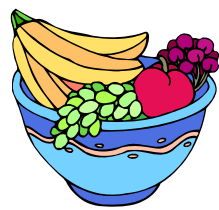
Belongings From Home:

Young children often want to bring prized possessions from home. We only encourage children to bring something special from home, ***only on Mondays***, which is our Show-n-Tell Day. ***Do not send your child to school with anything of value, including money and jewelry, in case it should get lost, stolen, or broken.*** Also, please leave other belongings at home on other days of the week, for the same reasons above. 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.

Nap Time:

Naptime daily is between 1:00 – 3:00 pm in the child's classroom on cots raised up 2 inches from the floor and 14 inches apart. Each classroom has a naptime routine soft music, story, dimmed lights. Children unable to nap after an hour rest may do quiet activities.

Licensing requires that every child have a blanket and sheet for their cot at naptime. On Fridays, we ask that the parents take home the blanket and sheet to wash. Parents need to bring back the clean blanket and sheet on Monday for naptime.



Meal Time

1. Breakfast, lunch, 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.
2. Breakfast is served until 8:15 a.m. After 8:15 a.m. the breakfast room is cleared for the class that uses that room.
3. Please do not send food with your child unless the teacher requests it for a class project. We have children present with life threatening peanut allergies. Main Street CDC is a peanut free environment.
4. “All meals served to children under the Child Care Food Program are served at no separate charge regardless of race, color, gender, age, handicap, or national origin. There is no discrimination in admissions policy meal service, or use of facilities.”

Complaint Procedure: Any complaints of discrimination should be submitted in writing within 180 days of the incident to:

**USDA, Director, Office of Civil Rights
Room 326-W, Whitten Building
14th and Independence Avenue SW
Washington, D.C. 20250-9410**

Or call: (202) 720-5964



Birthdays:

The *Women's Circle of Fairfax Presbyterian Church* provides cupcakes for every child's birthday. If you decide to bring your own cake, please check with your child's teacher in advance. We do not permit balloons on the premises for safety reasons. Treat bags are discouraged. We like to keep our birthday celebrations simple. Parents are always welcome to join us for birthdays and other special events.

Our Curriculum:

Our staff has been trained by the *High Scope Research Foundation*. *High Scope* is based on Piaget's theory of cognitive development that emphasizes learning through active involvement. We believe play is powerful and enriching for children.

High Scope Philosophies include:

1. *Children making their own choices within limits*
2. *An open framework curriculum with emphasis on planning by children and teachers*
3. *Helping children problem solve and think critically*
4. *Fostering children's independence*
5. *Extending children's language and communication skills*

How Do Children Learn?

For preschool-aged children, learning is **not** achieved through drills and memorization of facts. Main Street Child Development Center maintains these principles:

1. *Children learn by doing*
2. *Children learn by moving from concrete to abstract thought processes*
3. *Children learn through social interactions*

4. Children learn by having meaningful experiences, known as key experiences.

Key experiences are defined as activities and developmental processes through which children can gain important skills and learn simple concepts. The High Scope Key Experiences are as follows...

1. **Creative Representation**
2. **Language and Literacy**
3. **Initiative and Social Relations**
4. **Movement**
5. **Music**
6. **Classification**
7. **Seriation**
8. **Number**
9. **Space**
10. **Time**

Our Units:

Our teachers design creative, age-appropriate lesson plans that correspond with the monthly unit, that stimulate language, imagination, motor skills, and cognitive processes. Our main goal, however, is the development of social skills. Teachers post lesson plans near the door to the classrooms to share with the parents. In addition, teachers send home the lesson plan with the school's menu posted on the back for each month.

Religious Affiliations:

Main Street does **not** provide religious instruction. We have no religious affiliations.



Our Daily Schedule:

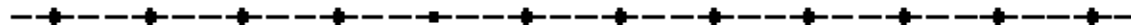
Children “work” in the area of their choice during activity/work time. The areas of choice include; *Blocks, Dramatic Play/Housekeeping, Art, Puzzles/Manipulatives/Table Toys, Science, and Book Area.*



Basic Daily Schedule:

7:00-8:15	Breakfast
7:00-8:30	Morning Group Multi-Age Activities
8:30-9:00	Large Group Time in Classrooms
9:00-9:15	Attendance/Large Group Time
9:15-9:45	Outside Play/Indoor Playroom
9:45-10:00	Morning Snack
10:00-10:20	Small Group Time
10:20-10:30	Planning Time
10:30-11:30	Activity/Work Time
11:30-11:50	Clean-Up/Recall
11:50-12:00	Bathrooms
12:00-12:30	Lunch
12:30-1:00	Story Time/Tooth brushing/Bathrooms
1:00-3:00	Quiet Rest/Nap Time
3:00-3:30	Snack Time
3:30-4:30	Outside Play/Indoor Playroom
4:30-5:30	Free Play
5:30-6:00	Quiet Choices/Story Time/Clean-Up

****Schedule subject to change, based on classroom needs***



First Days of School:

Please remember that first days are never easy. This is a big change in your child’s life, and yours too! Tears are not unusual for the first few days, but teachers are accustomed to this and know how to deal with it. Let them help you. Remind your child that you will return later, say a firm good-bye, and put your child in the care of the teacher. Please feel free to contact us throughout the day to see how your child is adjusting.



Main Street CDC does not provide transportation to and from school.

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. Only children who attend Main Street and are three years old and older will be permitted to ride the buses provide by

Fairfax County. All buses are equipped with child safety belts. Parents are always invited to join us on the field trips, as well.

Health Screenings:

It is our goal to identify any vision, speech or hearing problems early in life in order to prevent problems later on in school. Main Street provides free vision, speech, hearing, and Denver developmental screenings for all children within 3-4 months of entering our program. Based on family needs, a dental screening may also be provided. Please contact the office for a dental referral. Parents must sign a permission form for all of the screenings.

Information and 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 director. We may not know the answer, but we probably know someone who does!

Parenting Workshops:

Raising children is tough work! To provide support and information, Main Street sponsors free parenting workshops at the Center. Check posted notices or the Parent Bulletin Board for information at the Center and within the community.

Virginia Preschool Initiative:

Main Street has a continuing partnership with the Virginia Preschool Initiative for children of limited income and kindergarten eligible the following year.

Reading Is Fundamental (RIF):

Main Street sponsors four RIF book distributions a year. This program allows children to choose a book to keep for their own. The idea behind RIF is that if a child is free to choose a book to cherish as his/her own, the child will begin to value quality literature and be encouraged to practice pre-reading skills. We welcome parent volunteers to join us on R.I.F. days.

Special Services:

Main Street has an on-site mental health care provider/Social Worker available to consult with parents and children. For referrals or an appointment contact the Director. We also have a Fairfax County Child Find Specialist working at our center to test and remediate children of special need.

Family Learning Project with The Northern Virginia Literacy Council:

Main Street offers ESL (English as a Second Language), for two nine-week sessions throughout the school year. We also provide childcare and a light supper for all of the sessions. The goals of the Family Learning Project are to provide Adult English as a Second Language (ESL) classes, to promote adult reading and writing skills, to provide computer-assisted learning, and to promote interactive reading activities for parents and children.

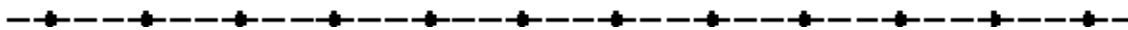
United Way, Combined Federal Campaign (CFC) and Main Street

Main Street is not a United Way agency, but we do participate in the United Way Campaign. This means that during the annual fall United Way and Federal Campaign, ***Main Street will only receive contributions that have been specifically designated to us, under our Campaign number 8262.*** If your company participates in the United Way Campaign, we would appreciate your designation of Main Street.

****All funds raised from the campaign go directly to providing vision, hearing, and speech screening for all of our children.***

Community Involvement:

Main Street welcomes community involvement. 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. Volunteering opportunities range from weekend workdays, painting, playground up-keep, to helping with special events and field trips.



Outdoor Play:

Children will go outside, weather permitting, everyday for at least 30 minutes in the morning and 30 minutes in the afternoon. Please dress your children for the weather. Temperatures below 32° children will remain inside. In summer we monitor air quality to determine outdoor play. Children attending our program must be well enough to participate in all programs including daily time outside.