

# Parent Handbook



**MAIN STREET**  
CHILD DEVELOPMENT CENTER

**Educate. Inspire. Love.**

**MSCDC**

4401 Sideburn Road

Fairfax, VA 22030

Phone: 703-273-1192

Fax: 703-273-8902

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

# Table of Contents

<b>Topic</b>	<b>Page</b>
Welcome To Main Street	4
Mission Statement	5
Our Philosophy and Goals	6
Eligibility and Enrollment	6
Class Placement and Transitions	7
First Days of School	7
Open Door Policy	7
School Age Child Care	7
Tuition and Fees	8
Leadership and Staff	9
Our Educators	9
Our Curriculum	10
How Do Children Learn?	10
High Scope Key Experiences	10
Our Daily Schedule	11
Assessments	11
Communication & Conferences	12
Open Door Policy	11
Field Trips	12
Special Programs	12
Health Screenings	12
Virginia Preschool Initiative	12
Al's Pals	12
Wolf Trap Residency	12
Children with Special Needs	13
Family Programs and Support	14
Information and Referrals	14
Parenting Workshops	14
ESL Classes	14
Mental Health Consultant	14
Community Involvement	15
United Way Campaign	15

Policies and Procedures	15
Confidentiality	15
Child Abuse	15
Termination	16
Withdrawal from Program	16
Communication with Main Street	16
Operating Information	16
Closings	16
Holidays	16
Center Closings	16
Vacations	16
Daily Attendance	17
Absences	17
Number of Absences	17
Inclement Weather Policy	17
Arrival Procedures	18
Returning Child Procedures	18
Departure and Pick-up Procedures	18
Late Fee Policy	18
Custodial Parents	19
Health	19
Illness	19
Sick Guidelines	20
Medication Policy	20
Over-the-counter Skin Products	21
Incident Reports/Minor Injuries/Nosebleeds	22
Biting Policy	23
Other Situations	23
Serious Injuries	23
Emergency Plan	24
Addressing Challenging Behaviors	24
Clothing	25
Belongings from Home	25
Nap Time	25
Meal Time	26
Birthdays	26



## **Welcome To Main Street!**

In operation for over 40 years, Main Street Child Development Center is not for profit (501C3) organization, licensed by the Commonwealth of Virginia to provide quality, affordable early childhood education and care.

Main Street welcomes all children and families regardless of race, religion, culture, national origin, gender, family background or economic status. We are proud to be accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC). Main Street maintains a 4-star rating from the Virginia Star Quality Initiative.

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.

### *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.*



## **Our Philosophy and Goals**

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

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.

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 to be supported and celebrated as they grow and develop. We welcome children of differing abilities and provide services to identify needs, develop early intervention strategies in an inclusive and supportive environment.

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.

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 information in partnership with our community, while respecting each family's needs, values, cultures, practices and schedules.

## Eligibility and Enrollment

Main Street Child Development Center welcomes all children and their families regardless of race, religion, creed, gender, or national origin, provided that all eligibility and enrollment requirements are met and fulfilled.

### Eligibility

Main Street Child Development Center serves primarily low to moderate-income working 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 as well.

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

### Enrollment

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. During the meeting, the Registration Packet (please see List of Required Documents attachment at the end of the manual) will be completed and reviewed.

### 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.\* All medical records will be reviewed on a regular basis and must be kept up to date in order for your child to remain enrolled.

Please let us know if your child has any allergies or medical concerns.

Medical records are located in each child's file in a locked cabinet in the office. Records are confidential except that they will be available to staff who have consent, parents or legal guardians and regulatory authorities.

(Religious or philosophical exemptions to this requirement will necessitate a signed statement noting the status of the child's health pursuant to 22VAC-40-185-140.C.2)

### **Class Placement and Transitions:**

Children are grouped by age with no more than a 12-month spread in birthdates. 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.

Teacher to child ratio will never exceed 1:8. Group size will be 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.

Children usually stay in a class for approximately one year. They transition from group to group in September and infrequently during the preschool year. Each transition requires parent input and child orientation with the new group.

For children who will be moving to Kindergarten, we participate in the Fairfax County Kindergarten Neighborhood Readiness Program along with local Fairfax County elementary schools. Our transition program includes a visit from an FCPS Kindergarten teacher to Main Street CDC as well as guidance and assistance to families on enrolling and preparing for elementary school.

### **First Days of School:**

Please remember that first days are frequently challenging. 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

### **Open Door Policy**

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 anytime.

Please contact us if there are changes in your home situation which might be of concern or could affect your child's behavior (i.e., new baby, relatives visiting, changes in visitation with non-custodial parent, illness, death).

If you have any issue or concern that you would like to address with the Director, Carol Lieske, you may call the office 703-273-1192 or email her at [clieske@mainstreetcdc.org](mailto:clieske@mainstreetcdc.org).

### **School-Age Child Care:**

Children attending the local elementary school, Daniels Run Elementary at 3705 Old Lee Hwy. in Fairfax, Main Street SACC, our Eagles

Class, must be attending kindergarten, first or third 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.

Main Street works closely with Daniel's Run Elementary to provide homework assistance, positive behavior guidance and remediation. Enrichment programs, such as Tae Kwan Do, Sports Club and Art and Music activities are scheduled by our Educational Coordinator and the Eagle lead teacher, who is an integral part of the program. 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.

### **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 school full time (post-graduate studies excluded). Parents not eligible, "full fee", also pay tuition 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 event 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 family is responsible for all costs that are incurred.

6. Returned check - \$25.00 fee per returned check.

***Main Street is a non-profit center. All tuition and fees contribute toward Main Street remaining a well regarded and high quality childcare center!***

### **Application Fees:**

1. **All Families** pay a \$100.00 non-refundable application fee.
2. A security deposit equal to one week's tuition is required.  
***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.***
3. Late Fees – Please see **Departure and Pickup Procedures**

### **Leadership and Staff**

Main Street Child Development Center is governed by a Board of Directors, consisting of community business leaders, educators, parents and interested citizens. The Board of Directors hires the Director, who implements the policies and oversees the daily operation of the Center.

The Director works closely with the Education Coordinator and Office Manager, all of whom are supported by an Administrative Assistant and part time Office Assistant. (Please find a current list of our Board, administration and educators at the end of this manual).

### **Our Early Childhood Educators:**

At Main Street we feel strongly that the first five years of life are critically important in fostering later development. Our staff of Early Childhood Educators is committed to providing your child the finest care and educational start, offering a firm foundation for emotional, social and intellectual growth.

Each class is comprised of a lead teacher, teacher's associate and teacher's assistant. Several teachers' aides act as "floaters" to provide support and assistance as needed. Nearly all of our educators have college degrees in early childhood education and related fields or a Child Development Associate. A majority have extensive practical and educational experience and several have been with Main Street for many years. All staff are required to complete 40 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), VAEYC (Virginia Association for the Education of Young Children), SECA (Southern Early Children Association), and (NVAEYC) Northern Virginia Association for the Education for Young Children.

### **Our Curriculum:**

Our staff has been trained by the *High Scope Research Foundation*. The *High Scope Curriculum* 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 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/Problem Solving, Science, and Books.*

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### **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/Toothbrushing/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***

### **Assessments of Child’s Progress:**

MSCDC conducts assessments as an integral and ongoing part of our program. Assessments are used to support group and individual learning, identify interests and needs, describe developmental progress, screen and refer for further evaluation and improve program development. All assessment and screening tools and methods will be communicated to parents and a timeline will be distributed at Back to School Night in October. Further written details about assessment tools are available in the office.

### **Conferences and Parent-Teacher Communication:**

At the end of September or the beginning of October, we will host **7.B.03** & our “Back to School Night.” This is an opportunity for you to visit with **10.F.04** your child’s teacher in the classroom, and meet the staff and administration. We ***highly encourage*** all Main Street parents to be in attendance. During this meeting, both the Lead Teacher and Educational

Coordinator will explain our High Scope curriculum and the daily observation notes that teachers use to assess development. The High Scope Parent Guide for Child Observation Records (COR) will be distributed to offer further information including details about the reports parents will receive three times during the school year (late fall, winter, spring). Parents will receive an overview and timeline for all assessments and screenings. A Spanish-speaking staff member will be present to translate.

Parents will receive notices and information weekly in their child's folders located on the class bulletin boards. In addition, parents receive a monthly newsletter highlighting the past month's happenings and upcoming activities.

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

### **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. If the 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.

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. Only children who attend Main Street and are three years old and older will be permitted 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.

## ***Additional Programs:***

### **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. A dental screening is also be provided. Parents must sign a permission form for all of the screenings. Results will be shared and as well as procedures for follow up as well.

### **Virginia Preschool Initiative:**

Main Street has a continuing partnership with the Virginia Preschool Initiative, providing financial and programmatic support for children who are from families of limited income and who will enter kindergarten in the next school year.

### **AI's Pals:**

*AI's Pals: Kids Making Healthy Choices* is a nationally recognized, resilience-based early childhood curriculum and teacher training program that develops social, emotional and behavioral skills. Main Street's teachers are trained and supported by Fairfax County Community Services Board in offering this interactive program for 3-8 year-olds.

### **Wolf Trap Residencies:**

Through a partnership with The Wolf Trap Institute for Early Learning through the Arts, Main Street participates in a classroom residency during which an artist comes to an early childhood classroom and demonstrates for the teacher how the performing arts can be used to teach curriculum topics.

### **Children With Special Needs:**

Children grow and develop at different rates. When delays are identified, early intervention is important. We have a partnership with Fairfax County Public Schools Preschool Child Find and we have an onsite Preschool Specialist to identify and provide services to individual children; parents are consulted and involved every step of the process.

Children with an Individual Education Plan (IEP), are supported within their inclusive preschool classroom by their teachers and the onsite Child

Find Specialist. Children with extensive needs may spend part day at a center-based school and bused to and/or from Main Street CDC.

Children with challenging behaviors also have the support of our Mental Health/ Social Worker through play therapy, small group and/or one-on-one counseling.

Should you have any concerns about your child's physical, social-emotional or cognitive development, please contact the Lead Teacher, Education Coordinator or Director. We will maintain strict confidentiality as we support you and your child through a mutually agreed upon process.



### **Family Programs and Services:**

***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!***

### **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. Parenting workshops conducted at Main Street are usually conducted in Spanish and are available in other languages at other locations within the community.

### **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.

### **Mental Health Consultant**

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

**Community Involvement:**

Main Street welcomes community involvement. We have a long record of partnership with many organizations and members of our community.

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.

**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.***



**Policies and Procedures**

**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 are shared with parents and may only be shared with outside professionals 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. According to 22VAC 40-185-50.A., Parents have the right to review their child's records at anytime unless otherwise ordered by court.

**Child Abuse:**

All childcare staff, substitutes and volunteers are mandated child abuse reporters and staff are required to have annual training with the Child Protective Services Program. Suspected child abuse must be reported to the director or designee. 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:**

Main Street CDC reserves the right to remove a child from the program 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 will be informed of any corrective steps 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 but every effort will be made to provide as much notification as possible, up to two weeks.

### **Withdrawal From Program:**

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 a two week notice, the Center loses money that goes to food, supplies, learning materials, and other necessities for a quality childcare center.

### **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 Eve Day, Christmas Day, New Year's Day, the observation of Martin Luther King Jr. Birthday, President's Day, Memorial Day, and Independence Day (July 4<sup>th</sup>).

### **Center Closings:**

MSCDC is closed for a winter and a summer break. The winter break usually will take place the week before New Year's Day. The summer break will usually fall in the same week as the 4<sup>th</sup> 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. After two days absence without notification, we will call to check on the condition of your child.

### **Number of Absences:**

***If you are receiving subsidized childcare through The Child Care Assistance Program (CCAP), Main Street CDC is reimbursed 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 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 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.***

### **Inclement Weather Policy:**

1. Main Street will close if Fairfax County Public Schools are closed because of inclement weather.
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 contact information on file is current.
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 and/or check our website [www.mainstreetcdc.org](http://www.mainstreetcdc.org)  
***(MSCDC does not close for County teacher workdays)***
4. Please 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 or legal guardians must sign their child in every day on the clipboards at the front lobby and leave a contact phone number where they can be reached that day. **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 as changes occur. We will verify parent contact and emergency contact information twice a year: August and January.
3. 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.
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, so that we may perform our daily wellness check.
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 atypical 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 who 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 someone who is not listed will pick up your child, please notify us in advance. Children will not be released to any adult who is believed to be impaired by alcohol or drugs.

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.)

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

**The Scheduled Late Fees are:**

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., we will call Child Protective Services if we have not had any contact or communication with the family members**

***Payment of fees is due when you arrive to pick up your child.***

**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.**

**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. Parents are required to inform the office when any member of your household has

developed a reportable communicable disease or life-threatening disease.

### **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** – Auxiliary temperature of 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 manufacturers 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. 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 will all meet on the blacktop at the rear of Green Acres School.
  - i. 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/shelter in place drills.
- In the event of an emergency, parents may contact the Center at 703-273-1192, The primary contact is the Director, Carol Lieske at 703-328-5212; the secondary contact is the Office Manager, Suzanne Darnes at 703-273-1192.

### **Addressing Challenging Behaviors:**

We do not spank, paddle, shake, hit 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:

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

Rather, we encourage the children to learn to use self-control\*.

1. We talk things over first. We ask the children to use their words, not their fists.
2. Children are reminded that they can visit "Al's Place", a designated area for calming down and thinking (Al's Pals-Kid's Making Healthy Choices curriculum materials will be sent home beginning in early October).
3. More than anything else, we strive to provide an emotional and social environment that encourages positive interaction and guidance.

Main Street's on-site mental health professional, Director, Educational Coordinator, on-site Fairfax County Early Childhood Special Education Teachers and teaching staff work together with families to offer support and to develop strategies to address social emotional challenges both in the classroom and at home.

***\*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.***



### **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 (especially layers for the cold weather). 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 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. We encourage children to bring something special from home ***on Mondays only***, which is our Show-n-Tell Day. ***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.

### **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. Clean blankets and sheets should be returned on Monday.

## **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 and copies will be made available upon request. Allergen menus are available upon request.
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. For special occasions or holiday events food that comes from home for sharing among children must be whole fruits or commercially prepared packaged food in factory-sealed containers.
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  
14<sup>th</sup> 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.