

**Falls Church City Public Schools**

**Extended Day Care  
Program**



**FAMILY  
HANDBOOK**

## Important Contact Information

Mount Daniel Day Care  
703-248-5652  
tannerk@fccps.org  
enninfuln@fccps.org

Thomas Jefferson Day Care  
703-248-5670  
folksa@fccps.org  
williamsr@fccps.org

M.E. Henderson MS  
After-School Activities Program (ASAP)  
703-720-5770  
knightl@fccps.org  
kingsleyj@fccps.org

**Katie Clinton**  
Day Care & ASAP  
Program Coordinator  
703-248-5683  
clintonk@fccps.org

**Stefanie Williams**  
Assistant to the Program Coordinator  
703-248-5682  
williamss@fccps.org

**Joe Walsh**  
Finance Secretary  
703-248-5698  
walshj@fccps.org

## **Mission Statement**

Since the Falls Church City Public Schools opened its Extended Day Care Program in 1975, its mission has been to provide a safe, fun and enriching environment for children and their families.

The staff works to meet the needs of each child and the expectations of every family by providing a place in which the children can flourish and the family can feel confident in the knowledge that their children are safe, secure and happy.

## **Eligibility Policy & Criteria**

### **Eligibility Policy:**

Under the auspices of the Office of the Assistant Superintendent of Finance and Operations, the School Board approves the use of school buildings for an Extended Day Care Program outside of regular school hours during the public school year. The program is available to all school age students (grades K-7) who reside in the City of Falls Church or who are enrolled in a public or private school in the City of Falls Church. The Superintendent, in consultation with the Extended Day Care Advisory Board, will issue a regulation which defines eligibility priorities and adopts administrative procedures for the program.

### **Eligibility Criteria - Mt. Daniel (grades K-1) & Thomas Jefferson (grades 2-4)**

At Mt. Daniel and Thomas Jefferson, enrollment in the school year day care program is available for families where parents qualify under the following criteria. For each household, the single parent or each parent (if

two) must meet at least one of the following conditions. The term parent includes guardians and foster parents.

**Working:**

The child's parent is gainfully employed, including self-employed, and works outside the home or from the home a minimum of 30 hours/week for full-time day care, or 20 hours/week for part-time day care, during day care program hours.

Working includes a period of time when the parent of a family already enrolled in day care has been involuntarily separated. The child(ren) may remain in the program for a period not to exceed eight weeks from the date of the involuntary separation and the family may apply for reduced fees if they qualify.

**Studying:**

The child's parent is enrolled full-time in a technical training school, community college, four-year college or university or other educational program which requires participation and/or preparation during day care program hours.

**Training:**

The child's parent is registered in a course or courses to acquire specific job-related or other skills which require participation and/or preparation during day care program hours.

**Disabled:**

The child's parent is disabled as defined by the Americans with Disabilities Act (ADA) and federal regulations. Under the ADA's definition of "disability" a person is disabled if s/he has a physical or mental impairment that substantially limits one or more major life activities or is regarded as having such impairment.

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Eligibility may be met by a combination of these criteria totaling at least 30 hours per week for full time care, and totaling at least 20 hours per week for part time care, during day care hours.

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**Eligibility Criteria – M. E. Henderson (grades 5-7)**

The Middle School After-School Activities Program (ASAP) is available for children in families who reside in Falls Church City, or who attend public or private school in Falls Church City.

If the Program Coordinator determines that demand exceeds capacity, enrollment will be offered first to families where parents qualify under the following criteria:

For each household, the single parent or each parent (if two) must meet at least one of the following conditions. The term parent includes guardians and foster parents.

**Working:**

The child's parent is gainfully employed, including self-employed, and works outside the home or from the home a minimum of 30 hours/week for full-time day care, or 20 hours/week for part-time day care, during day care program hours.

Working includes a period of time when the parent of a family already enrolled in day care has been involuntarily separated. The child(ren) may remain in the program for a period not to exceed eight weeks from the date of the involuntary separation and the family may apply for reduced fees if they qualify.

**Studying:**

The child's parent is enrolled full-time in a technical training school, community college, four-year college or university or other educational program which requires participation and/or preparation during day care program hours.

**Training:**

The child's parent is registered in a course or courses to acquire specific job-related or other skills which require participation and/or preparation during day care program hours.

**Disabled:**

The child's parent is disabled as defined by the Americans with Disabilities Act (ADA) (as amended) and federal regulations. Under the ADA's definition of "disability" a person is disabled if s/he has a physical or mental impairment that substantially limits one or more major life activities or is regarded as having such impairment.

**Care-giving:**

The child's parent has the primary responsibility to provide regular physical care for one or more elderly or disabled family members, either in the same household or at another location a minimum of 30 hours/week for full-time day care or 20 hours/week for part-time day care during day care program hours.

**Volunteering:**

The child's parent regularly volunteers outside the home for a minimum of 30 hours/week for full-time day care or 20 hours/week for part-time day care during day care program hours.

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Eligibility may be met by a combination of these criteria totaling at least 30 hours per week for full time care, and totaling at least 20 hours per week for part time care, during day care hours.

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## **Verification of Eligibility**

Registration for Day Care and the Middle School After-School Activities Program requires the completion and submission of several documents: the Emergency Form, Billing Information Form, Enrollment Agreement and Eligibility Verification Form. These forms are available at the Day Care link at [www.fccps.org](http://www.fccps.org) or from the Day Care Office upon request.

The Day Care staff will require documentation to verify program eligibility and information submitted in the registration materials if information provided is incomplete, inconsistent with other documents, incorrect or ambiguous. This documentation may include such items as: proof of residency, proof of employment; transcripts or school registration documents; DMV disabled parking permit, doctor's verification or insurance carrier confirmation of disability.

Each family will be required to certify that they meet eligibility criteria by signing the following statement:

*I certify that the parents/guardians of the registered student(s) meet the eligibility requirements for the Extended Day Care Program or After School Activities Program (ASAP). I understand all parents/guardians may be required to furnish eligibility evidence at any time to ensure that the requirements are met. I understand that giving inaccurate or erroneous information may result in the loss of extended day services. I will notify the Extended Day Care Program/ASAP office within 10 days if any information changes.*

## **Should a Waiting List be Necessary...**

In the event that the Program Coordinator determines that demand for enrollment has exceeded program capacity, a waiting list will go into effect. The operational procedures for a waiting list are outlined below:

### **Should the need to establish a waiting list be determined before the school year begins:**

The initial registration period for the school year will be open for a length of time during the summer determined by the Day Care Coordinator. All registration papers will be date/time stamped to determine the order in which they were received by the Day Care Office. All qualifying registrations received before the deadline will be evaluated to determine whether capacity has been reached. If all qualifying registrations in the initial period can be accommodated without a waiting list, all will be placed. The decision on capacity is specific to each location—Mt. Daniel, Thomas Jefferson and Mary Ellen Henderson.

#### At Mt. Daniel and Thomas Jefferson:

If the initial qualifying registrations indicate greater demand than capacity can meet, registrations will be placed on a first come-first served basis, using the date/time stamp. Any registrations not placed initially will be put on the waiting list in order of receipt. In addition, priority for openings is given to families whose parents qualify under criteria established as “full-time”.

#### At Mary Ellen Henderson:

If initial qualifying registrations exceed capacity, the prioritized eligibility criteria, described above, will be used to fill positions first for families who meet those criteria. Once capacity is filled, any registrations not placed will be put on the waiting list in order of receipt. In addition, priority for

openings is given to families whose parents qualify under criteria established as “full-time”.

**Should the need to establish a waiting list be determined during the school year:**

If a program location is not at capacity, qualifying registrations received during the school year will be placed on a first-come, first-served basis as soon as possible.

If a program location is at capacity and a waiting list has been established, a new qualifying registration will be placed on the waiting list in the order received.

If a waiting list has been established, openings which occur will be filled in order from the waiting list, giving priority to families requesting “full-time” day care. Siblings of currently enrolled children in full-time daycare receive priority placement.

**Offers:**

Waiting list information regarding others is confidential. When households on the wait list are offered service, they must accept the service within two weeks or be moved to the bottom of the current wait list.

**Administration & Staff**

The Day Care Program, which includes the Middle School After-School Activities Program (ASAP), is supervised by a full-time program coordinator. In addition, an assistant to the program coordinator works in the Day Care Office to assist with administrative and other duties.

At Mt. Daniel, Thomas Jefferson and M.E. Henderson Middle School a Center Supervisor and an Assistant Center Supervisor are responsible for the daily operations of each program. Their duties include the supervising of staff, planning and implementation of activities and events, communicating with parents and coordinating between the instructional staff and the Day Care Program.

The Extended Day Care Advisory Board, comprised of seven parents of children in the program, meets monthly to oversee the program and make recommendations regarding fees, procedures and policies.

## **Communicating with Parents**

The Day Care and ASAP staff work very hard to meet the expectations of our families. A critical component in this effort is maintaining a positive, productive and respectful line of communication between the program and its families. In fact, the staff is encouraged to touch base with parents on a daily basis to keep them apprised of their children's experience in Day Care/ASAP.

Parents are welcome at their child's Day Care/ASAP center at any time. Upon arrival, please check in with the Center Supervisor or Assistant Center Supervisor. Then, feel free to visit with your children, observe or even participate in the activities and games.

While visiting, please do not hesitate to take any comments, concerns, or questions directly to the Center Supervisor or Assistant Center Supervisor. For a more formal discussion, parents always have the opportunity to schedule a meeting with the Center Supervisor and/or Program Coordinator.

General information, events and materials will be disseminated through the "Parent Files", which are located near the sign-out sheet at each center. There is a Parent File for each family. The monthly billing statements, registration materials and other information are distributed

through the Parent Files. Regular email messages will also be sent to all families with email addresses.

The Falls Church City Public Schools maintains a website ([www.fccps.org/daycare](http://www.fccps.org/daycare)). The e-mail addresses of the Center Supervisors and Assistant Center Supervisors can be found on the Day Care site. E-mail is a convenient way to submit your questions and comments. The Day Care link also includes general information, snack menus, the monthly newsletter and the forms necessary for registration and other activities, which may be downloaded or submitted online.

In addition, should you wish to reach the Day Care programs or administrators, important program phone numbers are available online and on page 2 this handbook.

In the event of an emergency or for information regarding the status of the program on days of inclement weather, the Day Care/ASAP staff will communicate with the parents through some or all of the following resources:

- Telephone
- E-mail
- Cable TV (FCC-TV and Cox Channel 12, Star power/RCN-Channel 2 and Verizon Channel 35)
- The Falls Church City Public Schools website ([www.fccps.org](http://www.fccps.org))

## Registration Procedures

Children attend Day Care/ASAP where they attend school:



- Children in kindergarten & first grade attend Day Care at Mt. Daniel, 2328 N. Oak St.
- Children in grades 2-4 attend Day Care at Thomas Jefferson, 601 S. Oak St.

- Children in grades 5-7 attend the Middle School After-School Activities Program (ASAP) at M.E. Henderson Middle School, 7130 Leesburg Pike.

Before a child may attend Day Care or ASAP the appropriate registration materials, registration fee and payment for one month (if after August 14), must be submitted to the Extended Day Care Office.

The following documents are necessary to complete the registration process and are available from the Extended Day Care Office; online at [www.fccps.org](http://www.fccps.org); or by calling 703-248-5682 or 703-248-5683:

Emergency Information Form:

- This two-sided document must be completed for each child and signed by the parent/guardian and can be submitted electronically.
- Complete contact information must be provided. This includes the names, complete addresses and phone numbers of **at least two people** other than the parents/guardians, who live locally and are authorized to be contacted if the parents/guardians are unable to be reached.
- The names of people, other than the parents/guardians, that are authorized to pick-up the child must be included.
- All relevant health, special care and medication information must be included.
- The family's physician's name and phone number must be included.

Enrollment Agreement:

- This two-sided document asks for the parent/guardian's compliance to the program's rules, regulations and procedures and can be submitted electronically.

- Each item must be initialed by the parent/guardian, indicating the person has read, understands and will comply with the rules, regulations and procedures.
- The Enrollment Agreement must also include the signature of the parent/guardian.

Billing Information Form:

- This form provides information regarding the person responsible for the child care payments and must be signed by that person.
- All charges will be the responsibility of the person whose signature is on the form.
- Changes to the payment arrangements must be submitted to the Extended Day Care Office in writing.

Eligibility Verification Form:

- This form provides information regarding the eligibility criteria under which each family qualifies to participate in the program and can be submitted electronically.
- This form also requires the parents to sign a certification statement confirming that the information provided is accurate and true.

Reduced Fee Eligibility Form: (if applicable)

- This document as well as the Consent To Exchange Information Form must be completed and submitted if the family's combined household income is below \$80,000 and they wish to apply for a reduction in fees.
- To be eligible for a reduction in fees, these forms must be complete and include all the required documentation.
- Incomplete forms will be returned and full fees will be charged.

Kindergarten Early Release Coverage: (if applicable)

- This form is to be completed by parents/guardians of children entering kindergarten who wish for their child to attend Day Care for the early release hours during the first two weeks of school. This form can be submitted online.
- The form must be submitted by the deadline indicated on the form for the child to attend.

All forms can be completed and submitted online. However, if printing, please return the completed forms to:

The Extended Day Care Office Trailer  
c/o Thomas Jefferson Elementary School  
601 S. Oak St.  
Falls Church, VA 22046

(A bill for September will be sent to families in August.)

**Note:** To attend Day Care/ASAP on the 1st day of school, registration materials must be complete and on file by the August 14, 2009.

## **Enrollment Options**

### **ACTIVE ENROLLMENT**

Families enroll for: after school full time day care; after school part time day care; and/or before school full time day care.

- A) After school (all three locations operate in coordination with the FCCPS school calendar):

Full time day care: Enrollment for four to five afternoons per week

Part time day care: Enrollment for three or fewer days per week

B) Before school (at Mt. Daniel & Thomas Jefferson Elementary only, in coordination with the FCCPS school calendar):

Full time morning Day Care: enrollment for up to five mornings per week.

**Families that are enrolled under option (A-part-time) may add the following —**

After School Add-on use

Families enrolled in part-time after school day care may occasionally add an additional afternoon with 24 hour advance notice if space is available and for an extra fee which will be billed on a subsequent monthly statement. The Day Care Program Coordinator will determine whether there is capacity.

Before School Add-on use (Mt. Daniel & Thomas Jefferson only)

Families already enrolled in after school day care (part time or full time) may occasionally add before school use with 24 hour advance notice if space is available and for an extra fee which will be billed on a subsequent monthly statement. The Day Care Program Coordinator will determine whether there is capacity.

**Families that are enrolled under option (A) or under option (B) may add the following –**

Kindergarten early dismissal- first two weeks of school (Mt. Daniel only)—

During the first two weeks of school, kindergarten students are dismissed from school earlier than normal.

During this period, Day Care will open at 7 a.m. and remain open until school begins. Day Care will re-open when the kindergarten students are dismissed from school early.

There is a separate registration form and additional fees for this early dismissal coverage. These fees are charged in addition to the monthly fee and specifically cover the time from the early dismissal until the time Day Care normally begins after school.

If children who attend Day Care on a part-time basis are registered for the early dismissal coverage on a day that they do not regularly attend Day Care, the parents must pick-up the child by the time that school normally closes on that particular day (1:15 p.m. on Wednesdays; 3:15 p.m. all other days). Otherwise, fees will be charged at a daily rate for the add-on afternoon.

School closings- (Full Day option at all three program locations)

Scheduled school breaks

For FCCPS school professional days and days during winter and spring break, the day care program is open from 7 a.m. to 6:30 p.m. There is a separate registration form and additional fees for these days. Registration for these days begins approximately five weeks in advance and closes one week before. Families must be actively enrolled during the special registration period as well as during the time of actual attendance.

### Inclement weather coverage

When school is closed due to inclement weather (code green), closes early, or opens late, the day care program will attempt to provide coverage. The program may be provided at a single site. Current enrollees may attend without prior notice and will be billed on a subsequent monthly bill.

## **Hours & Days of Operation**



Day Care at the elementary schools is open before and after school, beginning the first day of school. Day Care is open from 7 a.m. until school begins and from school dismissal until 6:30 p.m.

The middle school program (ASAP) is only offered after school, from school dismissal until 6:30 p.m.

### Special Circumstances:

At Mt. Daniel, during the first two weeks of school the Kindergarten children are dismissed early:

- Day Care will open at 7 a.m. and remain open until school begins.
- Day Care will re-open immediately upon the early dismissal of the kindergarten children.
- There is a separate registration form & additional fees for the early dismissal coverage during this time.
- The fees charged for these early release hours are in addition to the monthly fee and are specifically to cover the time from the early dismissal until the time Day Care normally begins after school.
- If children who attend Day Care on a part-time basis are registered for the early dismissal coverage on a day that they do not regularly attend Day Care, the parents must pick-up the child by the time that school normally closes on that particular day

(1:15 p.m. on Wednesdays; 3:15 p.m. all other days). Otherwise fees will be charged at a daily rate for the add-on afternoon.

- On the first two days of school, the kindergarten children must bring lunch from home. Food from home must be labeled and dated.

Professional Development Days, Winter & Spring Break (please refer to enclosed calendar):

- Day Care and ASAP are open from 7 a.m. to 6:30 p.m.
- There is a separate registration form & additional fees for these days.
- Registration for these days begins at least five weeks in advance and closes one week before.
- Children will not be added to the enrollment after the registration deadline.
- Children must be registered to attend.
- On these days the children are offered a morning and afternoon snack.
- On these days lunch must be provided from home. Food from home must be labeled and dated.

When school is closed due to inclement weather:

- Day Care and ASAP will attempt to open at 9 a.m. However, the programs may be combined at a single site.
- Currently enrolled Day Care/ASAP participants can attend without prior notice.
- There is an additional fee for these days, which will appear on a subsequent monthly bill.
- For information regarding the status of Day Care, please call your child's Day Care center, refer to the website of the Falls Church City Public Schools ([www.fccps.org](http://www.fccps.org)) or watch cable TV (FCC-TV and Cox Channel 12, Star power/RCN-Channel 2 and Verizon Channel 35).
- On these days the children are offered a morning and afternoon snack.

- On these days lunch must be provided from home. Food from home must be labeled and dated.

When school closes early due to inclement weather:

- The Day Care & ASAP programs will attempt to stay open, but may have to close early.
- If the Day Care & ASAP programs are forced to close early, parents will be notified by phone and/or e-mail.
- For information regarding the status of Day Care, please call your child's Day Care center, refer to the website of the Falls Church City Public Schools ([www.fccps.org](http://www.fccps.org)) or watch cable TV (FCC-TV and Cox Channel 12, Star power/RCN-Channel 2 and Verizon Channel 35).
- Parents are encouraged to plan accordingly and pick-up their children as soon as possible on these days to avoid traffic and safety problems.
- Late pick-up penalties apply regardless of weather conditions.

## **Activities & Programming**

Day Care and ASAP offer the children a variety of structured and unstructured recreational and enrichment activities. The activities are designed to provide the children opportunities to "learn through play" in a stress-free and fun environment. The children have a choice of many activities each day and participation is optional for all activities.

The activities include recreational and board games, arts & crafts, music, drama, dance, reading and special projects and events. The children also have opportunities to participate in a number of other enrichment activities, such as community service and environmental projects, cooking, science, language and literacy projects and games.

On Monday through Thursday at Thomas Jefferson and M.E. Henderson, the children are offered an opportunity to work on homework in a quiet, supervised setting. The homework period generally begins around 4 p.m. and runs for 45-60 minutes.

Parents can obtain a "Homework Contract" at Thomas Jefferson and M.E. Henderson. This contract is a signed agreement between the parents and children detailing their expectations regarding homework. The staff will use the "contract" to encourage attendance in the homework area on the days indicated on the contract.

## **Supervision & Injury Prevention**

The safety of every child is our highest priority.

- Children will always be supervised.
- The child-to-staff ratio is approximately 12:1.
- The staff will circulate throughout the activity areas.
- On the playground, the staff will continually circulate through the areas where the children are playing, with specific attention directed to the large equipment areas on the playground.
- The playground staff will be aware of non-Day Care/ASAP people utilizing the campus. People not participating in a sanctioned and supervised activity (such as soccer or lacrosse practice) may be asked to leave.
- In the event of an injury that requires first aid, the Center Supervisor or the Assistant Center Supervisor will complete an accident report.
- If an injury is more serious, the parents will be notified immediately. For less serious injuries, the parents may be notified by telephone or when they pick-up their child.
- In the event of a serious injury, the staff will call 911, and then notify the parents/guardians.
- A copy of each accident report is placed in the family's Parent File.
- The accident reports are reviewed periodically to assess potential problem areas, activities or equipment.

## **Accountability Procedures**

The safety and accountability of the children are our highest priorities. All children are supervised at all times.

- The children are organized in teams, with staff assigned to specific teams for roll call and accountability procedures.
- Roll calls are conducted at regular intervals during the day. Head counts are conducted periodically and are maintained within each activity area.
- The children participate in team and mixed group activities. The child-to-staff ratio is about 12:1 and staff maintains accountability at all times.
- Transitions from one activity to another are supervised.
- With parental permission, ASAP children can participate in extracurricular school activities. However, they must check-in at ASAP before attending the activity.

Accountability after major transitions:

- The staff conducts a center-wide roll call and/or head count when large groups move from one location to another.

Accountability for students participating in non-Day Care/ASAP activities:

- Children participating in enrichment activities in other parts of the school will be escorted to and from the class by Day Care staff or the staff of the enrichment class.
- At ASAP, students must check-in before participating in other activities in the school.
- Parents must sign a permission form to allow their children to leave ASAP to attend other classes and activities in the building.

## **Sign-in & Sign-out Procedures**

Every child must be signed-in each morning (if attending Day Care before school) and signed-out each evening by their parent/guardian or authorized adult. No exceptions can be made to this policy. Failure to comply with this policy could result in suspension of your child's enrollment in the program.

- The person signing-out the child must be indicated on the child's Emergency Form as someone authorized to do so.
- If someone other than the parent/guardian is picking-up a child, the parents must give prior notification, specific to that day, even if the person is authorized on the child's Emergency Form. If prior notice is not provided, the child will not be released.
- If a person unfamiliar to the staff attempts to sign-out a child, identification will be requested. To sign-out the child, the person must be on the child's emergency form and the staff will have to have been notified that the person is signing-out the child on that particular day.
- If there is confusion regarding a pick-up, the staff will attempt to contact the parents. If the attempts to reach the parents are unsuccessful, the child will not be released.
- An older child must have authorization from the parents and be in eighth grade or above to sign-out a younger sibling.

Children will not be released to an adult if there is a suspicion that the adult is intoxicated or an unsafe situation exists. In these cases, other persons listed on the Emergency Form will be contacted. If the staff is unable to contact anyone else, the police will be notified.

## **Budget & Fee Information**

The day care program is a not-for-profit, self-sufficient program, with virtually all of its revenue collected from fees paid by participating families. Each year a budget is prepared, estimating expenses needed to serve the projected student enrollment. Subsequently, fees are determined to meet

expenses. In doing so, expense and revenue projections are averaged over the school year and separately for the summer, resulting in consistent monthly fees during the school year (regardless of the length of a particular month) and weekly fees in the summer.

Reduced fees are available for families meeting the income eligibility requirements indicated on the Reduced Fee Eligibility Form. To receive reduced fees, a **Reduced Fee Eligibility Form** and Consent To Exchange Information Form must be completed and on file in the Extended Day Care Office and verification of all income must be provided. Otherwise, full fees will be charged.

Each family will be required to certify that they meet the eligibility for reduced fees by signing the following statement:

*I, \_\_\_\_\_ please print \_\_\_\_\_, hereby affirm that the information provided is true and accurate to the best of my knowledge and belief. I understand that giving any erroneous or inaccurate information may prohibit me from qualifying for a reduction in my child care fees and could result in loss of day care services. I will notify the Extended Day Care Office within 10 days if any information changes. The Day Care office may seek additional verification if they believe my circumstances have changed. I understand that any fee reduction resulting from changes in the household income information will become effective at the next payment period after verification of income. I also understand that not reporting new income or change of status within 10 days could result in loss of day care services or payment of back fees resulting from the change. **I will be required to sign a Consent To Exchange Information Form** to ensure necessary documentation is provided. An incomplete form will be returned to me. I also understand that I am not eligible for a reduction in fees until my income has been verified and is on file at the Extended Day Care Office.*

### **Siblings**

Families enrolling more than one child in the program will receive a 25% discount for each sibling after the first child.

A current fee chart is available online at [www.fccps.org](http://www.fccps.org) or upon request from the Day Care Office.

## **Billing & Payment Information**

During the school year, billing statements are distributed on or around the 15<sup>th</sup> of each month. Fees are due by the first weekday of the following month. If fees are paid after the deadline, a late payment penalty of \$20.00 will be assessed. If fees are not paid promptly, the child's enrollment in the program may be suspended.

- A Payment can be made by mail or in person at each center.
- Please include the Billing Statement with school year payments.
- Please indicate your account number on each check.
- All checks, including ASAP, are payable to:

### **EXTENDED DAY CARE FUND**

Payments can be mailed or brought to:  
The Extended Day Care Office Trailer  
c/o Thomas Jefferson Elem. School  
601 S. Oak St.  
Falls Church, VA 22046

For families with more than one child in the program, after one child there is a 25% discount for each sibling.

## **Late Pick-up Policy**

The Day Care centers and the Middle School Program (ASAP) close each night at 6:30 p.m. Parents should make every effort to pick-up their children before 6:30 p.m. Please consider weather and traffic conditions when making your pick-up arrangements.

If a child is not picked-up by 6:30 p.m.:

- A late pick-up fee of \$15 for every 15 minutes, or portion thereof, will be assessed.

- Parents arriving after 6:30 p.m. will be asked to sign a form confirming the late pick-up and recognizing that a late pick-up fee will be assessed.
- Late pick-up fees are not collected at the centers, but will be indicated on your next monthly statement.

More than two late pick-ups could result in suspension or termination of your child's enrollment in the program.

## **Changing Your Child's Schedule or General Information**

The program works to meet the varying needs of our families, including allowing flexibility in your child's schedule, pick-up authorization and other information. However, to ensure the highest level of safety, accountability and supervision, families must comply with the policies and procedures below.

**If your child is NOT going to attend Day Care/ASAP on a particular day:**

- Please provide written notices (or e-mails) to both your child's teacher and Day Care/ASAP indicating that your child will not attend on that day.
- If you are unable to provide written notice, please call your child's program (see phone number on inside cover of handbook).
- If a staff person is unavailable to answer your call, please leave a detailed message on the voice mail system.

**To change your child's regular attendance schedule or enrollment option:**

- Written notification is required by the 14<sup>th</sup> of the month, to be effective on the first day of the following month.

- If an immediate change is made to your child's attendance, fees will not be adjusted until the beginning of the following month, unless the change results in additional days of attendance.
- If the change adds days to your child's attendance (for example, part-time to full-time), you will be assessed the difference between your original monthly fee and the new attendance fee.

**If you wish to change your child's pick-up arrangements for a specific day:**

- Please provide a written notice or e-mail indicating the date and name of the person picking-up your child.
- If you are unable to provide written notice or e-mail, please call your child's program (see phone number on inside cover of handbook).

**If you wish to change information on your child's Emergency Form (which includes pick-up authorization and health information):**

- Please submit the changes in writing or meet with your child's Center Supervisor to make the changes directly on your child's Emergency Form.

## **Philosophy on Discipline**

The Day Care/ASAP staff works very closely with the children to model and teach appropriate behavior through a program called Cooperative Discipline. This is the same philosophy used in the school during the day. With this approach, the children are taught to accept responsibility for their own actions, develop self-discipline and expand problem solving skills. The staff speaks to the children about behaving respectfully and making choices. The children are encouraged to be respectful and practice behavior that is "kind, fair, safe and responsible."

The Cooperative Discipline approach empowers the children by including them in the problem solving and conflict resolution process. The idea is to teach appropriate behaviors, not punish, and is based on the

understanding that children choose their behavior and make choices that make sense to them (though not always to us!). The staff is trained to recognize the source of the child's problem and work with the child to develop alternative and more positive choices and behaviors.

Choice is critical. The children learn to understand that every choice has a consequence, positive or negative. The child's input in the process results in a feeling of empowerment and more positive choices with the recognition of his investment in, and responsibility for, his actions.

Discipline will be:

- Respectful - with no exceptions.
- Appropriate - with the solution relevant to the problem.
- Consistent - in support of expectations.
- Constructive - to teach the child how to react appropriately in future situations.
- Cooperative – both staff and child participate in the process as the child learns to understand and take responsibility for his actions.

Discipline will never include:

- Physical punishment
- Yelling
- Verbal Abuse
- Frightening or embarrassing remarks
- Withholding of eating, napping, and toileting privileges.

## **Chronic Misbehavior or Parental Non-Compliance**

The Day Care/ASAP children are expected to display respectful and responsible behavior. The staff discusses behavior with the children in terms of making choices that are "kind, fair, safe and responsible." The

parents/guardians will be contacted should inappropriate behavior issues arise and asked to participate in resolving the problem.

In every case, the staff will work with the family to resolve the issues at hand. A suspension or termination of enrollment is considered a last resort. However, when a child's behavior becomes violent or presents a safety concern, the parents/guardians may be contacted to pick-up the child immediately and the process noted below may be accelerated.

In a case of chronic misbehavior:

- The Day Care/ASAP staff will contact the parents/guardians to inform them of the situation and ask for their assistance in resolving the problem.
- If the misbehavior continues, the Program Coordinator will contact the parents/guardians to explain the seriousness of the situation and enlist their assistance.
- If the problem persists, the Program Coordinator will notify the parents/guardians of a behavior plan, which will outline consequences for continued inappropriate behavior and may include suspension or termination of the child's enrollment.
- Additional incidents could result in termination of the child's enrollment.

The parents/guardians of Day Care/ASAP children must abide by the program's policies and procedures, including but not limited to, registration procedures, sign-in/out policies, payment of fees, timely picking-up of children, and general safety and parking regulations. If parents/guardians fail to comply with the program's policies and regulations:

- The Program Coordinator will contact the parents/guardians.
- If non-compliance continues, the family's participation in the program may be suspended or terminated.

## **Medication, Sunscreen & Insect Repellent Policy**

Day Care/ASAP staff, who is certified by the Virginia Department of Social Services to administer medication, will distribute medication at the request of a parent/guardian if the appropriate authorization documentation is complete, signed and on file with the Day Care Program.

Medication will be administered for up to 10 consecutive days for an antibiotic and three days for an over the counter medication. For medication that is to be administered for longer than 10 days, a medication form with a physician's signature is required.

### **For medication to be administered by the Day Care/ASAP staff:**

- An official medication form, indicating specific times and dates for the medicine to be given, must be completed for each medication.
- If medication is to be administered during regular school hours and at Day Care/ASAP, separate medication forms and supplies of the medicine must be provided for both the school and Day Care/ASAP.

Medication must be provided in its original container with the prescription label or direction label intact and must include:

- The child's name
- The name of the medication
- The dosage amount
- The times it is to be administered

Medications will be stored in a locked cabinet, away from and out of reach of the children. Medication that requires refrigeration will be kept in a locked container, away from food.

The Day Care/ASAP staff will maintain a Medication Log, with information specific to each child requiring medication. The Medication Log will include:

- The child's name
- The type and amount of medication administered
- The day and time the medication was administered
- Identification of staff member who administered the medication each day

**In addition, the staff will apply sunscreen and/or insect repellent to a child if:**

- the parents provide written authorization noting any known adverse reactions
- the parents provide an original container of the substance that is labeled with their child's name

## **In the Event of Illness**

Staff is trained to recognize general health problems in children. Should a child become ill at Day Care/ASAP a staff member will assess the situation and perhaps take the child's temperature. Staff will not make a medical diagnosis, but will notify the parents/guardians of the child's condition.

When a child becomes ill at Day Care/ASAP:

- The staff will notify the parents/guardians.
- If the child vomits or is running a fever, the parents/guardians or designee agree to pick-up the child immediately upon the staff's request.
- Failure to pick-up the child promptly upon request could result in suspension or termination of the child's enrollment in the program.

**A child cannot attend Day Care or ASAP on days they do not attend school or leave early due to an illness.**

Also, parents are required to notify their child's child care program within 24 hours of discovering the child, or anyone in their household, has developed a communicable disease.

## **Daily Snack**

A healthy snack is provided every afternoon. The snack complies with State Licensing guidelines developed by the Virginia Department of Social Services. A snack menu is available at each school and online at [www.fccps.org/daycare](http://www.fccps.org/daycare).

- On days when school is closed and Day Care is open all day, and during the summer program, a morning and afternoon snack is offered.
- Unless otherwise announced, lunch must be provided from home.
- Food from home must be labeled and dated.

## **Personal Belongings**

The Day Care/ASAP staff strongly discourages children from bringing personal belongings to school. The staff will not be responsible for personal items that are lost, stolen or broken.

- Action figures, trading cards and other collectables are prohibited except on specific days, which will be announced in advance.
- Any toys, books, magazines, games or other materials that depict violent or inappropriate images and situations are prohibited.
- Inappropriate items will be confiscated and returned to the parents/guardians.

## **The Summer Day Camp Program**

In the summer, the programs are open from 7 a.m. to 6:30 p.m. at Thomas Jefferson (children entering grades 1-4); and M.E. Henderson (children entering grades 5-8).

All children are eligible to attend the Summer Program. Non-City residents pay at the top of the In-City fee scale regardless of household income.

Participants must register and submit the appropriate registration materials and information before attending the program. Summer registration begins on or around February 1st and enrollment may be limited. Participants register for only the weekly sessions they need. However, each weekly session could reach capacity quickly and without notice.

During the summer, the children participate in interest area camps. In addition, the children are offered recreational and board games, arts and crafts, music, drama, dance, reading, special projects and other activities. The children have opportunities to swim and attend a field trip each week. In addition, at least one special guest visits each school once each week.

The Program Coordinator responsible for the school-year program is also the administrator of the Summer Day Care/ASAP programs. The Day Care Advisory Board, which oversees the school-year program, also serves in an advisory role for the summer programs, including recommendations regarding fees, policies and procedures. Much of the school-year staff also works in the summer.

- All relevant school year policies and regulations apply to the summer programs.
- The Summer Day Care/ASAP programs begin on the Monday following the last day of school and end one week prior to the beginning of the next school year.
- Summer Day Care is open each day, except for the July 4<sup>th</sup> holiday, from 7 a.m. to 6:30 p.m.

- Registration is on a weekly basis.
- 14 days notice is required to cancel weeks for which a child was previously registered or full payment will be due.
- Fees are charged weekly and payment is due on the Thursday before the next week of attendance.
- Billing statements are not distributed during the summer.
- The children are offered a morning and afternoon snack.
- Unless otherwise announced, lunch must be provided from home.
- Food from home must be labeled and dated.

## **Reporting Suspected Child Abuse**

Under Section 63.1-258.3 of the Code of Virginia, the Day Care and ASAP staff members are required to report suspected child abuse or neglect.

If a staff member suspects an incident of child abuse or neglect, he/she is required to report it immediately to the Center Supervisor, who will subsequently report it to the Program Coordinator.

The identity of the person making the initial report is strictly confidential.

## **Licensing Information**

The Extended Day Care Program is licensed by the Virginia Department of Social Services and must comply with its guidelines and regulations. Each licensed facility is subject to at least two unannounced Social Service compliance inspections annually. The results of each inspection are detailed in a report that is posted at each facility.

The Social Service regulations include, but are not limited to, standards regarding:

- Staff qualifications
- Children-to-staff ratios
- Supervision & accountability procedures
- Health and food guidelines
- Appropriate programming and activities
- Facility management and maintenance

The information below is provided by the Virginia Department of Social Services and must be communicated to families as required by the licensing guidelines:

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and the ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the

program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of a child day program or to register a complaint, please contact the Regional Office of Social Services, Fairfax Licensing Office, 11320 Random Hills Road, Suite 200, Fairfax, Virginia 22030. The office can be reached by calling 703-934-1505.