

LYNNHAVEN COLONY CHILD DEVELOPMENT CENTER

PARENT HANDBOOK



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JULY 2022



Lynnhaven Colony Child Development Center
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[Web; cdclccc.org](http://cdclccc.org) , E-mail: cdc@lccucc.org

Dear Parent/Guardian:

The staff of Lynnhaven Colony Child Development Center would like to welcome your family to our CDC community. We are excited about helping your child develop his/her God given potential.

This handbook outlines our policies and describes what we are all about. Lynnhaven Colony CDC is a community outreach ministry of Lynnhaven Colony Congregational United Church of Christ. The Center is state licensed, and our policies and procedures are in full compliance with Virginia State regulations.

You are encouraged to visit us anytime to discuss concerns you may have or to observe your child at work and play. Communication is vital to the success of our program. Working together, we can be a positive factor in the development of your child.

Thank you for choosing Lynnhaven Colony Child Development Center. Should you have questions or concerns, do not hesitate to call. We look forward to providing you with many years of quality child care.

Sincerely,

The LCCDC Staff

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MISSION STATEMENT

The mission of the Lynnhaven Colony Child Development Center is to offer a richly stimulating and varied enrichment program to young children while they are apart from their families during the day. Although established on a foundation of Christian principles, the CDC is open to all families regardless of faith traditions with a priority placed on preparing each child to realize his or her God given potential.

It is our purpose to care for children in a safe, nurturing setting, involving them in a developmentally appropriate program promoting each child's physical, social, emotional, and cognitive development. This program is carried out in an atmosphere that respects the individual differences of children and their parents yet appreciates the similarities in all of us.

We are dedicated to excellence in programming. Our program offers a variety of learning experiences. Each day provides children the opportunities to engage in large and small muscle activities, language experiences, creativity, dramatic play, rhythm and music, and nature and science experiences.

We are dedicated to excellence in staff and administrative quality. We set high standards in all areas of our program as an example to you and this community of the quality childcare services that all children deserve.

ABOUT OUR CENTER

The Lynnhaven Colony Child Development Center was established in 1993 as a community outreach ministry of Lynnhaven Colony Congregational Church UCC. Over the years, the Center has been of service to scores of families in the Lynnhaven - Great Neck area and has given hundreds of children a head start as they enter kindergarten and elementary school.

The Lynnhaven Colony Child Development Center is fully licensed by the Commonwealth of Virginia for up to 125 children. Our staff is headed by the director. The Center is open year-round to children 6 weeks to six years of age, Monday-Friday from 6:30 a.m. to 6:00 p.m. Overall policy and direction of the CDC is set by the church's Child Development Center Committee, elected annually by the congregation. Although the director of the CDC oversees the day to day operation of the CDC and is the point of contact for CDC Families, the Chair of the Outreach Committee of the Church serves as the administrator of the CDC.

The Center offers a unique blend of Christian and fun-filled learning experiences in a safe, nurturing environment. We offer a complete program of language arts development, pre-reading skills, introductory math and science concepts, gross and fine motor skill development, and imaginative play. We think, listen, paint, cut, glue, cook, glitter, sing, run, walk, and laugh daily! We also respect the children's need for play as all-important in the development of their healthy self-esteem, social maturation, and physical development. We encourage parents to visit at any time and see their happy wonderful children and our staff in action.

TYPICAL DAILY ACTIVITY SCHEDULE

The daily schedule varies according to classroom. All classrooms offer a variety of experiences to engage the children in many different styles of learning.

Daily activities include, but are not limited to;

Circle time

Art

Outside time/gross motor

Fine motor

Learning centers (math, science, social studies, dramatic play, blocks, writing, literacy, etc.)

Story Time

Music and Movement

Morning snack

Afternoon snack

Lunch

Rest time

ENROLLMENT OPPORTUNITY/OPEN DOOR POLICY

1. Enrollment will be open to all children. There is no preference extended based on religious affiliation or church membership. Although special education services are not available at our Center, every effort will be made to accommodate children with special needs. Vacancies are filled on first come first served basis.
2. The program is designed to provide childcare, socialization skills, and elementary school preparation for children ages six weeks to school age. All programs are full time, any exceptions require prior approval of the director and Outreach Committee.
3. We have an open-door policy that states that the parents have the right to be admitted to our center during our normal working hours.

CHILD ADMISSION/REGISTRATION

1. Prior to a child's enrollment in the Center, an Enrollment Form must be completed by the parent/guardian and an initial Enrollment fee must be paid. An up-to-date immunization record and physical as well as proof of birth letter or birth certificate must be provided at the time of enrollment.
 - a. The Initial Enrollment Fee and subsequent Annual Registration Fees are not refundable even if the child does not attend or withdraws.
 - b. It is urged that the parent/guardian tour the facility prior to enrollment. It is preferable that the child also sees the facility and meets his/her teacher prior to enrollment.
 - c. The child's attendance schedule will be set at the time of enrollment. Children are to attend on their agreed upon days. No "drops-ins" are permitted.
 - d. Any changes in the initial agreement of enrollment must be made with the director's approval.
2. There is a tuition discount for families with more than one full-time child enrolled at the Center: Full tuition is charged for the first child in higher tuition class and a 10% discount for additional children. This discount applies only to children enrolled 5 days per week.
3. Tuition is due on the first day of the child's attendance and on the first day of the week on weekly basis thereafter. Payments will be made by either cash, check or credit card. A form authorizing secure automatic electronic payments is included at the end of this handbook. *Please make checks payable to LCCDC.* A late fee of \$25.00 will be added to the amount due if payment is not received by the end of the week.
4. All declined payments (returned checks or failed credit card transactions) will be subject to a \$35.00 fee. The parent or guardian will be notified by the director and is expected to bring the account up to date. **The account must be brought up to date within two weeks for the child to continue attending.** Accounts with three such incidents will be required to pay by money order or cashier's check thereafter and must remain current for the child to continue attending the CDC.
5. The parent/guardian is responsible for the full payment of weekly tuition regardless of whether the child attends the Center that week. There will be no tuition credit for days missed.
6. Financial Assistance is available to families confronting difficult economic conditions. Applications are available from the Director. The amount of assistance is limited and will be awarded as available based on need. Assistance requests must be renewed annually.

nhaven Colony CDC is pleased to offer a summer camp program for children who are rising first graders grade through rising 6th graders. It is an extremely exciting and fun filled program.

The Summer Camp students will go on a field trip each week. Transportation will be provided by the CDC. We will use a 15-passenger van. Booster seats are required in these vehicles, therefore all children needing booster seats must bring one from home.

All LCCDC policies and procedures apply to summer camp families.

Summer Camp is filled on a first come, first served basis.

Currently enrolled children who wish to attend summer camp must register each summer when enrollment opens. Current students receive priority registration.

New students must complete an entire registration packet including immunization records and a physical form.

ATTENDANCE

1. Agreement for each child's attendance schedule is made at the time of enrollment. All changes must be with the director's approval.
2. Children will be received by the Center at any time during open hours. Parents are asked to have children dropped off by 9:00 a.m. so they can fully benefit from the program; however, children will be warmly welcomed to their class whenever they arrive.
3. Parents are asked to contact the director or teacher if a child is to be absent.

ARRIVAL / DEPARTURE

1. The child is to be escorted by an adult into the building and brought to a staff member, preferably the child's teacher. No child is to enter or leave the Center without adult supervision.
2. The parent/guardian must clearly indicate on the Enrollment Form who may and may not pick up their child. Authorized individuals will be issued a code to secure access through the Center's card entry security system. In case of an emergency, the parent/guardian can give a one-time only verbal permission by telephone for pick up by an individual not on the authorized list. All permanent changes, additions, and omissions must be made in writing to the director.
3. Appropriate documentation of legally enforceable custodial directives, such as divorce decree or custody agreement, must be provided to the director by a parent if he/she requests the Center to place restrictions on the other parent.
4. Proper identification will be requested by the staff before any child is released to an adult, if there is any question of identity.

5. No child will be released to an adult who is obviously intoxicated or acting in a compromised manner. The director will call the other parent or a designated alternate to pick up the child, or, if necessary, the police or child protective services. The child's safety will be the Center's primary concern.
7. Parents will need to come into the building before picking up their child. Children cannot be picked up directly from the playground. This allows the parent to sign the child out, get any messages, and check the child's cubby.
8. All late pick up will be subject to additional fees, \$10/15 minutes late added to bill.

INFANTS

1. An infant is any child under 16 months of age.
2. Infants are to have their own labeled plastic bottle(s) or cup from which to drink.
3. Diaper bags should include two complete seasonal sets of clothing changes, enough disposable diapers, and diaper wipes. Parent should replenish these supplies as needed.
4. An infant's feeding schedule should be provided to the Center in writing. Individual baby foods must be provided by the parent.
5. Parents are required to bring an emergency one-day supply of formula with their child on a daily basis or to leave a supply on hand at the Center.

PERSONAL ITEMS

1. Each child is provided with a storage cubby. All communications (calendars, newsletters, etc.), tuition receipts, daily reports, and the child's papers & art will be placed in it.
2. Parents are to provide each child with a crib sheet and lightweight blanket. Pillows are not allowed at the CDC. These items are to be laundered by the parent each week.
3. Each child should have a complete change of clothes provided by the parent. Also, parents of children not yet potty-trained should provide a supply of diapers/pull-ups and diaper wipes.
4. Everything from home must be labeled – sheets, clothing, wipes, etc.
5. Children are not permitted to bring personal toys to school. It is difficult to keep track of these special toys and children become upset if they are broken or lost.

DRESS CODE

The children of LCCDC run, jump, play and get messy every day. Play clothes are best for school. Easy to manage pants with elastic waists are best for small children who are working on being independent on the potty. Girls are encouraged to wear shorts under their dresses. Sneakers/tennis shoes are the best option for safe play time. Flip flops and crocs are NOT PERMITTED. If sandals are worn, they must have a back. Closed toe shoes are the safest choice.

TIMES OF OPERATION

The Center will be open Monday through Friday, 6:30 a.m. to 6:00 p.m. except for designated holidays.

DESIGNATED HOLIDAYS

The Center will be closed for the following holidays:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day
- July 4th
- Two staff development days during the school year

There will be no reduction in weekly tuition for holidays.

INCLEMENT WEATHER CLOSINGS

1. Every effort will be made to keep the Center open.
2. Center closing will be announced on:
 - WTKR Channel 3
 - Our Facebook page (www.facebook.com/lynnhavencolonycdc) and center voice mail.
 - Hi Mama

Decisions to close the Center are made by the Committee Chair.

TERMINATION OF ENROLLMENT

1. The Center reserves the right to terminate enrollment of any child, giving appropriate notice to the parent/guardian. "Appropriate notice" is determined by the director. Reasons for termination include, but are not limited to, inability of the child to adjust to the Center, non-payment of tuition or fees and untrue statements on enrollment forms. Decisions to terminate will be made by the director.
2. **The parent/guardian must give written notification of withdrawal two weeks prior to termination date. The parent /guardian is financially responsible for these two weeks whether the child attends the Center or not. This provision applies to all parents who register a child regardless of whether the child attends.**
3. Children's files containing all information received on them will be kept at the Center for three years after enrollment termination. Only records for the previous year are immediately available. Parents/guardians can obtain copies of their child's file from the director at the parent's expense.

CHILD ILLNESS

1. Parents/guardians must agree **not** to deliver a child to the Center if there is any reason to suspect that the child may have an infectious disease.
2. The Center will notify the parent/guardian when a child is ill. A child with a temperature of 101° F or above and/or symptoms including malaise, vomiting, chills, notable pain, diarrhea or discomfort, is expected to be picked up within one hour.
3. **The child must be fever-free, symptom free and/or on an antibiotic for 24 hours before returning to the Center.**
4. No child will be allowed to return to the Center after an illness until he/she can participate in the Center's regular activities (including outdoor play).
5. A doctor's note indicating student is longer contagious condition may be requested.
6. At the Director's discretion, a child with a note to return to school, may be asked to stay at home, if the child does not look or act symptom free.

Head Lice

1. If children are in care at the time of head lice or nit finding, parents will need to make arrangements, to pick child up within one hour. **Children must be bug and nit free before they can return to school.**

MEDICATION POLICY

1. The Written Medication Consent Form must be completed by the parent/guardian. Forms are available in the school office.
2. Administration of the medication is the responsibility of Medical Administration Training (MAT) personnel. If MAT certified staff is absent, the teacher in charge will notify the parent to come and administer the medication at the CDC. If an emergency situation occurs, the teacher in charge will call 911 for emergency care.
3. Prescription medicine must have the doctor's label with
 - Child's name
 - Date
 - Frequency and dosage
4. "Over the Counter Medicines"
 - Must be in original box
 - Must have the medicine's paper insert
5. Medications must be left in the school office. The MAT personnel will store the medicines properly. All medications and forms will be reviewed for expiration on a weekly or monthly schedule.
6. Sunscreen, insect repellent, and diaper ointment may be applied to a child if the parent signs the permission form. These ointments must be in the original container and labeled with the child's name.

FOOD POLICY

1. Lynnhaven Colony Child Development Center offers a pleasing, well-balanced variety of meals. We serve an AM- snack, lunch, and an afternoon snack. Menus are posted on the Parent's Board in the front door foyer.

2. Our menus are prepared by a Certified Food Manager who also oversees their preparation. Menus are planned in accordance with USDA requirements and recommendations and are reviewed quarterly.
3. If a child has any food allergies, preferences, or would like to bring their own lunch, parents should make it known to the director in writing, who will notify appropriate staff. A substitute of equal nutritional value will be made.
4. All children are encouraged to feed themselves. Staff supervise the children while they eat.
5. Parents may bring in food for special occasions (birthdays, holidays, etc.), special dietary needs with the director's approval. This food should not include ingredients such as peanuts, tree nuts and other types of food that are known to be manufactured in a peanut facility as the center have several children that are allergic to these items. All unused portions will be discarded.
6. Children may not bring food from home at any other times without express written consent from the director.

Covid-19

Any child who has been in contact with anyone who has tested positive for Covid-19, will be asked to quarantine from care until a negative test has been received.

ACCIDENTS / INJURY

1. Accidents/injuries will be treated with standard first aid procedures by First Aid Certified personnel.
2. Each accident/injury, its circumstances, and treatment administered will be documented on an "Accident Report." This report is to be signed by the witnessing staff member (s), the parent/guardian, and the director. They are kept in the child's file.

VACATION FOR CHILDREN

1. Each child's beginning date of attendance constitutes his/her anniversary date.
2. Each child will receive one week of tuition-free "vacation" each year. Vacation weeks may be carried over to the next year but may not be financially reimbursed if not used.
3. **The child may not attend the Center any part of the vacation week. The week must be Monday through Friday: no partial weeks.**
4. **The Center must be notified in writing two (2) weeks in advance of the intended vacation.**
5. Parents/guardians may choose to withdraw their child for a longer period of time if desired. The child's anniversary date then changes to the later date of enrollment. Re-enrollment cannot be guaranteed, especially if there is a waiting list.

TRANSPORTATION

The Lynnhaven Colony Child Development Center provides transportation to children that attend Alanton Elementary for a 15\$ a month transportation fee. John B Dey, has a bus that picks up and drops of at our center.

Transportation will be provided during Summer Camp. Please see the Summer Camp section of this handbook for more details.

DISCIPLINE POLICY

The purpose of good discipline is to aid the child in gaining better control over his/her behavior. It should help him/her to find acceptable and productive ways of functioning in social and learning situations.

Positive reinforcement is ongoing throughout all activities in the Lynnhaven Colony Child Development Center program. Children are praised and rewarded for positive behavior on a consistent and continuous basis. A child understands that positive behavior gains respect and social acceptance of others. Positive encouragement and discipline help the child move from a self-centered individual to one who respects the rights and needs of others.

If a child does not respond well to the positive reinforcement technique and should continue to display negative behavior, he/she will be removed from the group or situation.

The director and the staff members will work closely with the parents/guardians and put forth every effort in promoting positive behavior for every child. In doing so, we have realized the importance for discipline and its effect on the children we serve. In addition to conforming to discipline guidelines set forth by our state licensing authority, we have established the following guidelines for ourselves:

- No corporal/physical punishment will ever be used.
- Set limits or behavior expectations which are developmentally appropriate.
- Be consistent.
- Act with confidence, fairness, and patience in disciplining.
- Praise and encourage good behavior, recognizing that you serve as a role model for appropriate actions.
- State suggestions or direction in a positive form. Give a child a choice only when you are willing to accept the choice he or she makes.
- Focus on the child's action rather than the personality. Make the child feel worthwhile and liked.
- Use a kind, firm voice when disciplining. Use words and a tone of voice which will help the child feel confident and reassured.
- "Quiet Time" provides the child an opportunity to think about appropriate behavior. It will not last more than one minute per year of age, will be in sight of an adult and preferably located where the child can quietly regain control of himself/herself.
- Consequences of misbehavior will be immediate, of short duration, and appropriate for the act.
- Punishment will not be associated with food, naps, or bathroom procedures.

- Discipline of children in the CDC is the responsibility of the staff.
- Remember that the goal of discipline is to help the child gain self –control through learning appropriate behaviors rather than forcing the child to conform to adult standards.

REFERRAL

1. A child who, on a consistent basis, exhibits behavior that is not age appropriate and/or does not respond to typical behavioral management techniques, will be referred to the director for observation. Behaviors can include, but are not limited to, passive, unresponsive, aggressive, or destructive behavior(s), delayed development, marked immaturity, sensory impairment, and excessive clumsiness.
2. The director and Center staff will first refine methods used with the child and notify the parents/guardians of the concern.
3. Should further evaluation be deemed necessary, parents/guardians will be referred to an appropriate agency.
4. Should a child's behavior continue to be dysfunctional to the extent that a classroom cannot operate safely, or the care and development of other children is being impeded when the child is present, the Director will notify the parents and the child's enrollment will be ended. Every effort will be made to provide as much notice as possible so that alternative care arrangements can be made.

LATE PICK-UP

1. All children must be picked up by 6:00 p.m. A charge of \$10.00 for each 15 minutes, or fraction therein, will be charged after that time.
2. This fee will be added to the child's bill.
3. Chronic incidents of late pick-up will result in termination of enrollment.
4. Should a child remain at the Center past 6:00 p.m., attempts will be made to contact the parents/guardians and alternate contacts. At 7:00 p.m., if the Center has not been contacted by the child's family, Child Protective Services will be contacted. Re-admittance of the child to the Center will be decided on an individual basis.

REGULATORY STANDARDS

The Lynnhaven Colony Child Development Center is fully licensed by the Commonwealth of Virginia. The Center's childcare standards, health, safety, and fire code policies are those set forth or exceeding the follow publications:

1. Minimum Standards for Licensed Day Care Centers
(Published by the Virginia Department of Social Services)
2. United States Department of Agriculture Guide for Child Nutrition Programs
3. Regulations of the Board of Health Governing Restaurants

Copies of these publications are available for review in the Center office.

LICENSING INFORMATION

Employees of all Child Care Centers are designated by the Commonwealth of Virginia as being an obligatory profession, which requires them to report all suspicions of child abuse or they can be charged with the crime of not reporting it. There is no statute of limitations for this charge, which means, that an employee can be charged for not reporting their suspicions any number of years in the future.

The Commonwealth of Virginia helps assure parents the child day programs that assume the 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 center, family day homes, child day center systems, and family day systems. The state may also voluntarily register day homes not required to be licensed.

Standards for licensed day centers address certain health procedures, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records check and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet fire, health, and building codes. The Code of Virginia law, 63.2-1509 requires that we report any suspected incidents of child abuse.

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 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 a 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 licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you. The Virginia Beach Regional Office can be reached at:

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23462-5496
(757)473-2116

MANDATORY REPORTING

All staff of the Lynnhaven Colony Child Development center are mandated to report suspected child abuse/neglect to Child Protective Services.