



*The Lake  
of the Woods  
Church  
Child Care  
Center  
&  
Preschool*

*PARENT INFORMATION PACKET  
2010-2011*

*Revised January 2010*

*FOR PRESCHOOL CHILDREN AGES THREE AND FOUR  
AND SCHOOL AGE CARE  
FOR Grades K THROUGH 8<sup>th</sup>*

**THE LAKE OF THE WOODS CHURCH  
CHILD CARE CENTER**

**Director: Belinda Divelbiss**

**540-972-2349**

**E-mail: [ccbelinda9722349@yahoo.com](mailto:ccbelinda9722349@yahoo.com)**

**[www.lowchurch.org](http://www.lowchurch.org) click on "Ministries"**

**2010-11 FEE SCHEDULE (Fall & Summer Program) FOR THE SCHOOL AGE PROGRAM:**

***MORNING PROGRAM:***

- Weekly:*** - \$30 for one child  
- \$55 for two children  
- \$80 for three children
- 3 Day Weekly:*** - \$21 for one child  
- \$42 for two children  
- \$63 for three children
- Drop-In:*** - \$7 per child

***AFTERNOON PROGRAM:***

- Weekly:*** - \$42 for one child  
- \$77 for two children  
- \$112 for three children
- 3 Day Weekly:*** - \$30 for one child  
- \$60 for two children  
- \$90 for three children
- Drop-In:*** - \$10 per child

***COMBINED PROGRAM (MORNING & AFTERNOON)***

- Weekly:*** - \$62 for one child  
- \$114 for two children  
- \$156 for three children
- 3 Day Weekly:*** - \$45 for one child  
- \$90 for two children  
- \$135 for three children
- Drop-In:*** - \$15 per child

***SUMMER PROGRAM:***

- Weekly:*** - \$135 for one child  
- \$255 for two children  
- \$345 for three children
- Daily/Drop-In:*** - \$25 per child plus \$5 Activity Fee

***SNOW DAY OR TEACHER WORK DAY:***

- Daily/Drop-In:*** - \$25 for one child  
- \$50 for two children  
- \$75 for three children

\*\*\* No additional charges for early dismissal days (if enrolled in afternoon program) and delayed opening days (if enrolled in morning program).

\*\*\* Child Care Center is open year round and will not be open on select school holidays.

\*\*\* You are charged the weekly or bi-weekly rate for any portion of the week you child attends.

**2010-11 FEE SCHEDULE (Continued) - FOR THE FULL DAY AND PRESCHOOL CARE PROGRAM:**

**Preschool (Academics & Day Care) 6:30 AM – 6:30 PM**

5 Days Monday-Friday	\$120 per week for first child \$230 per week for two children
3 Days Mon/Wed/Fri	\$90 per week for the first child \$170 per week for two children
2 Days Tues/Thur	\$60 per week for the first child \$110 per week for two children

**Preschool (Academics Only) Morning 8:30 AM – 12:00 Noon**

5 Days Monday – Friday	\$60 per week/\$240 per month (4 weeks) for one child \$110 per week/\$440 per month (4 weeks) for two children
3 Days Mon/Wed/Fri	\$40 per week/\$160 per month (4 weeks) for one child \$70 per week/\$280 per month (4 weeks) for two children
2 Days Tues/Thur	\$30 per week/\$120 per month (4 weeks) for the one child \$50 per week/\$200 per month (4 weeks) for two children

**Additional Annual Fees:**

Registration Fee	\$40 per year per child
Curriculum Fee	\$50 per year per child

**General Information for the Preschool Program:**

1. Lake of the Woods Church Child Care Center is located at One Church Lane inside Lake of the Woods Church. The Child Care Center is State Licensed and is a Ministry of the Church.
2. The Lake of the Woods Church Child Care Center admits children of any race, color, or natural origin to all the rights, privileges, programs, and activities available to students attending the Preschool Program. However, we are not equipped to handle physically or mentally handicapped children.
3. The Preschool Program is for children ages three and four. The overall attendance capacity for the Child Care Center is one hundred twenty children. The preschool program capacity is forty-three with child to staff ratio 10:1.
4. To be enrolled in the Program your child must be toilet trained. If you are enrolled in the Full-Day Child Care Program, you are required to supply a kinder care nap mat (no sleeping bags) and a sheet (body or king size pillow case) this is used everyday at naptime. At the end of the week you are responsible to take home all linens and launder them and bring them back the next time your child comes.
5. All snacks (Morning & Afternoon) are provided for the children in the Child Care Center. Children enrolled in the full day child care are required to bring a lunch with ice pack and any plastic utensils (forks & spoons) every day. **We have a strict no peanut butter products policy. Please do not pack peanut products or peanut butter substitutes.**
6. All Child Care Center employees are certified in CPR and First Aide. The staff is required to attend sixteen hours of vocational training each year.
7. I understand that the children's cubbies or coat rack is for their personal items. They will not be used for personal correspondence with other parents/children.

Please see attachment in back of the Parent Packet for:      Preschool & Day Care Supply Lists  
Curriculum objectives  
Parent Agreement Form

### **General/Miscellaneous:**

**Late pickup:** A late pickup fee of \$10 per child is charged for each ten minutes or part thereof and is *payable upon arrival*. Late fees start at 6:31 p.m. Three late pickups will result in a dismissal from the program. If the staff has not received word from the parent by 7:00 p.m. the Department of Social Services will be notified. **Children who attend the Morning Preschool only must be dropped off by 8:30 a.m. and picked up by 12:00 Noon.**

**Notification:** Failure to notify the staff PRIOR to 6:30 a.m. for the Morning Program and 2:30 p.m. for the Afternoon Program will result in a \$10 charge daily fee for that day. If we have received no notification and a long distance phone call is required to locate your child, you will be charged \$2 per call. Three non-notifications may result in dismissal from program.

**School Closing:** If Orange County announces school will be closed after your child has already arrived for the morning program, we will evaluate opening for All Day Care. We will post any changes or cancellations to the ***Fredericksburg.com website***. If we decide to close, you are responsible for the pickup of your child by 10:00 a.m. The C.C.C. is open on Snow Days and Teacher Workdays. The C.C.C. reserves the right to close if conditions are warranted. If we decide to close, we will post all notification information on the ***Fredericksburg.com website***. In the event the C.C.C. has to close for an emergency (i.e., power outage) the C.C.C. will notify the local TV and Radio Stations and try to contact each parent or emergency contact by phone or e-mail. When Orange County closes school for an unscheduled early dismissal (i.e., inclement weather) we will remain open until the last child is picked up, but request that you pick your child up as soon as possible. The Morning only Preschool operates and follows the Orange County School Calendar and Schedule.

**Evacuation:** Please follow the C.C.C. Emergency Evacuation Plan in the event the C.C.C. must evacuate the Lake of the Woods Church premises or building.

A Registration Form and Medical Record must be on file for any child before he/she may attend. There is an annual nonrefundable registration fee of \$40.00 for each child. There is an annual nonrefundable curriculum fee of \$50.00 for each child enrolled in the Preschool Program.

An Emergency Medical Authorization Form must be completed by the parent/guardian. Accident insurance is provided.

A child who is too ill to attend school or who is sent home from school due to illness may not attend the Child Care Center (C.C.C) on that day. According to Virginia State Licensing Standards, a child must be excluded from a child care program if he/she has a temperature of 100 degrees or a communicable disease. In your parent agreement you will be required to inform the Director within 24 hours if your child develops a communicable disease. The C.C.C. will notify parents within 24 hours of any reported communicable disease. The C.C.C. staff members are not permitted to apply sunscreen or insect repellent without written authorization. The parent is required to supply these over the counter products and must inform the C.C.C. of any adverse reactions to these products. The sunscreen and insect repellent must be in the original container and labeled with your child's name. The C.C.C. will be required to keep a record of use of these products. If your child is found to have Head Lice (and or NITS), we require the child be excluded from the C.C.C. for 7 days. Child may return after 7 days and after receiving two treatments.

The Lake of the Woods Church sponsors this preschool and school-age child care as a ministry to the community. We are a non-profit organization, and we want this supervised child care and preschool to be available to all. Financial assistance is available. Forms to request a reduction fees, or temporary relief from payment, may be obtained from the Director. All requests are held in confidence.

**LAKE OF THE WOODS CHURCH CHILD CARE CENTER**  
**General Information (January 2010)**

**LOCATION**

The Child Care Center is located at One Church Lane inside Lake of the Woods Church at the end of Church Lane off Lakeview Parkway at Lee Circle. The phone number is 972-2349. This program is insured by the Lake of the Wood Church.

**HOURS OF OPERATION**

The Child Care Center will operate Monday through Friday year round, expect for scheduled holidays. The C.C.C. meets each school day from 6:30 a.m. to bus pickup and from bus arrival until 6:30 p.m. The program also meets on early dismissal days and opens at 6:30 a.m. on delayed opening days. The C.C.C. is open on Snow Days, Teacher Workdays, Christmas Break, and Spring Break and during the Summer from 6:30 a.m. until 6:30 p.m. The Morning Only Preschool Program operates and follows the Orange County School Calendar. A morning and afternoon snack will be provided; you must provide lunch for your child on all day child care days, please no peanut products or peanut butter substitutes.

**REGISTRATION**

This program is open to school children in Lake of the Woods and the surrounding communities for Preschool children ages three and four and children in Kindergarten through 8th grade. Each child must be registered before attending. The daily program is limited to one hundred twenty (120) students. The registration must be completely filled out. Up-to-date immunizations are required along with a copy of the school physical record, birth certificate and authorization for emergency care.

The Lake of the Woods Church Child Care Center admits children of any race, color, or natural origin to all the rights, privileges, programs, and activities available to students attending the Preschool Program. However, we are not equipped to handle physically or mentally handicapped children.

**FEES**

A complete fee schedule is attached. Fees cover instruction and supervision of all activities; salaries; snacks; and most supplies. Occasionally miscellaneous supplies may be requested from the home. The weekly fee is due each Monday in advance. If payment is not received by Wednesday at 6:30 p.m. a late fee of \$10 will be applied to your account. If payment is not received by Friday at 6:30 p.m., your child will not be able to attend the center the following Monday. If you wish to pay by month, your payment must be received by the 5th day of each month. **Any accounts delinquent past seven days will result in a suspension from this program.** Your canceled checks provide you with a record for the IRS. If your account is more that 90 days past due the C.C.C. will take the necessary steps to collect funds owed through the court system.

**ARRIVAL & PICKUP (Morning & Afternoon)**

**If someone is dropping off a child at the Church, he/she will bring the student to a member of the staff inside the church building after 6:30 a.m. and 3:00 p.m. for the school age program.** The bus will be met by members of the staff, and roll will be taken when the children arrive in the building. Children attending for the day will be expected to remain in the program until pickup by a parent or authorized person. Drop-off and pickup should be made at the back entrance to the church no later that 6:30 p.m. for the afternoon program and no later than

7:30 a.m. for the morning program. Each child must be Signed-In for the Morning Program and Signed-Out for the Afternoon Program. The Sign-In and Out Sheets are posted on the Child Care Center Bulletin Board. Children enrolled in the Morning Preschool Only Program must be dropped off by 8:30 a.m. and pickup no later than 12:00 Noon. Please sign your child/children In or Out before leaving the premises. If unforeseen circumstances mean you will be late, it is imperative that you call the C.C.C. (972-2349). A late fee will be charged. Please check out with a staff person when leaving the premises. **Please do not send an unauthorized person to pick up a child without notifying the staff.** If the C.C.C. staff does not know the person picking up your child, they will be asked to show their I.D. **The C.C.C. maintains strict guidelines for accountability of children during all hours of operation.**

### **BEHAVIOR STANDARDS AND METHODS OF DISCIPLINE**

Children are expected to conduct themselves at a normal level of development for their age group. They will be expected to interact with their peers in group activities. All rules shall be explained to each child in a manner which he/she can easily understand. All disciplining shall be fair, non-discriminatory, and appropriate to the infraction of the rules.

There shall be no physical punishments or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to maintain an uncomfortable position, restraining to restrict movement, enclosing in a confined space, or using exercise as punishment. Children shall not be shaken, Staff shall not force eating or withhold snack as a means of discipline.

Staff shall not be verbally abusive to the child - this includes not making threats or belittling remarks about the child or the family. The primary method of discipline shall be a positive reinforcement rather than a negative one. A staff person or volunteer shall intervene immediately if the child's behavior could be harmful to himself/herself or to others.

Acceptable discipline shall include attempting to work individually with the child. It may be necessary to separate the child from the particular group or activity in which he or she is involved ("in house suspension"). As a last resort the technique of "time out" may be used.

### **EXTREME DISCIPLINE PROBLEMS**

A chronic problem of misbehavior which disrupts the group will be discussed by staff, examples (fighting, constant disregard for the rules and being disrespectful). A meeting with the parent/guardian may be necessary to determine whether the child has any physical condition (Hyperactivity, dyslexia) or attention-span deficiency and if any medications are being used. If a good solution to the situation does not appear to be possible, the Director shall meet with the Administrators to determine if the child should be suspended from the program or if the family should be asked to withdraw the child for the good of the total program. Families of children asked to withdraw will be given a one week notice.

### **ILLNESS & INJURY**

In case of illness, parent/guardian will be notified and will be required to pick up the child as soon as possible. Three non-pick ups after parental notified of illness will result in suspension from the program. Should a child become seriously ill or injured during the program, the L.O.W. Fire & Rescue will be called and parents notified ASAP. Permission for emergency procedures must be on file for each participating child.

The Department of Social Services requires an up-to-date medical report to be provided to the Child Care Center if the child is being enrolled in the program for the first time and the school medical records are more than two years old.

## **REPORTING CHILD ABUSE & NEGLECT**

As required by Virginia State Statutes Section 63.1-248.3 the employed staff of The Lake of the Woods Church Child Care Center will comply by promptly reporting any suspected child abuse or neglect to the Orange County Protective Services. Also, any information received by one the staff pertaining to the abuse or neglect of a child will be shared with the Director and Administrator, and said information will be relayed to County officials pursuant to the statute cited above.

## **ADMITTANCE & WITHDRAWAL**

All families who have children entering or withdrawing from the program should plan on giving one week's notice. The Director may make exceptions on a case by case basis when necessary. All necessary forms must be on file with the C.C.C. before a child can be accepted as an enrollee.

## **GENERAL ITEMS**

Please label all items brought by the child (clothing, lunch boxes, school books, book bags, nap mats, hats, coats, etc.). Lost and found items will remain at the C.C.C. for 30 days, any unclaimed items will be donated to Goodwill or Salvation Army.

## **IMPORTANT PHONE NUMBERS**

The Child Care Center:	972-2349	Pastor Jim Smith, Administrator	972-9060
The Lake of the Woods Church	972-9060	Belinda Divelbiss, Director	972-2151 (H)
Pastor Tom Schafer, Administrator:	972-9060		

**THE LAKE OF THE WOODS CHURCH  
CHILD CARE CENTER  
POLICIES AND PROCEDURES**

**STATEMENT OF PURPOSE**

The Child Care Center exists to provide a safe, nurturing, healthy, child-centered environment for school-aged children in order to assist families and residents of the community. The Lake of the Woods Church is committed to maintaining a program which seeks to promote the spiritual, mental, and physical welfare of those who attend. Activities are planned to encourage the development of social skills, respect for the individual person, and the acceptance of responsibility for the common good.

**OBJECTIVES**

1. To support the working parent and to supplement the care, guidance, and love which, is supplied in the home.
2. To provide quality care in an environment that is safe, stimulating, and controlled.
3. Aid in the development of Christian standards of living, morality, and the purpose for one's life.
4. To develop and mature a positive sense of self-worth in each individual child.
5. To encourage creativity, responsibility, and a pride in cleanliness in each child.
6. To provide fun games and activities in which the children can participate.

While the Lake of the Woods Church strives to make this a self-sustaining program, we are "ministry driven", not "market driven". Consequently, enrollment is open to anyone in the community. However, we are not equipped to handle handicapped children. Fees shall be affordable, and scholarship funds are available to any family in need.

**CHILD CARE CENTER  
STANDARDS FOR OUTDOOR PLAY**

**1. FUN AND SAFETY!**

2. The grounds behind the church building are a secure, limited area which insures the safety of the children. The equipment shall be maintained in good repair and shall be age-appropriate. Area around the playground shall be kept safe with sufficient depth of pea gravel – no large rocks or boards within the area. The Church’s Building and Grounds Elder shall be notified when additional pea gravel or resilient surfacing is needed and see that it is spread around the equipment.
3. Children shall be instructed as to the set limits of the play area. The woods and the stables are off limits.
4. Staff will remain in an open area where they can observe all area of the playground. At least two staff persons will be outside with the children when any Center members are playing there. During the Child Care Center hours **NO OTHER PERSONS** shall be allowed in the playground area. Staff should be alert at all times – not clustered together or chatting and ignoring youngsters at play. Playing kickball or four squares in the back area of the church building, or in the parking area, should be closely supervised at all times because of cars entering the area. First aid supplies including gauze pads and latex gloves shall be close by.
5. Opportunities shall be provided for participation in individual, small group and large group activities. A variety of types of activities should be provided, preferably non-competitive. Introduce new games often. Encourage youngsters to actively participate. Allow the children to plan and direct some of the outdoor activities.
6. Encourage Center member to keep the area clean from litter and to share the job of storing outdoor play articles.

## **GUIDELINES FOR THE CHILD CARE CENTER STAFF**

### **GOALS FOR THE STAFF**

1. To encourage children to become happily involved in the various activities offered to the children.
2. To provide different activities from those which are offered at school.
3. To impart a Christian understanding of life, this may not be present within the homes or schools today.
4. To maintain a safe, stress-free and positive atmosphere during C.C.C. hours.
5. To be available to help children with school work, playing games or learning other skills.
6. To give opportunities for exploring, experimenting and free-play.

### **INTERACTION BETWEEN STAFF AND CHILDREN**

The staff is here to supervise the children, to be their friend and to make responsible choices. The staff is the key to a successful program. Hence, the staff will model the behavior which is expected from the children. In other words, the children will be treated as one should like to have been treated when he/she was a child. The staff will interact frequently with the children, expressing affection toward them by smiling and speaking kind words of encouragement to them. The staff will be available and responsive to the needs and desires of the children. The staff will encourage children to share experiences, ideas and feelings, while listening to them with attention and respect. Remember, we are here to serve the children and their parents! Speak with children in a positive, friendly, courteous manner. Give directions and feedback in a positive manner (i.e., encourage children in what they should do, rather than emphasizing negative behavior). Always instruct children privately when they have done something wrong. Children of all races, religions and cultures will be treated with equal respect and consideration. Children of both sexes and ages will have equal opportunities to take part in all activities.

Encourage developmentally appropriate independence in the children. Foster this independence in routine activities, such as picking up play equipment and toys, wiping up spills, personal grooming, obtaining and caring for materials, etc. Abstain from corporal punishment or other frightening and humiliating discipline procedures. There will be clear, consistent rules which apply to all children and understood by all. When one child has done something wrong, he/she will be disciplined, not the whole group of children. The sound of the environment should be primarily that of pleasant conversation, spontaneous laughter, and exclamations of excitement, rather than yelling, harsh voices or enforced quietness.

### **INTERACTION WITH PARENTS**

Staff and parents should communicate regularly in order to minimize potential conflicts and confusion for children. Parents are welcomed visitors to the C.C.C. at any time. The staff will establish a verbal and/or written system for sharing day-to-day happenings that may affect a child. Changes in a child's physical or emotional state should be shared by the parent to the staff or by the staff to the parent when the changes are deemed important or significant. Parents will be informed about the C.C.C.'s program through newsletters, bulletin board information, frequent notes or other similar means.

## PLANNING

The staff meets regularly for the purpose of joint planning and consultation. The meetings are held to develop program plans, to discuss needs of individual children and to determine the program and working conditions are appropriate. The staff is provided paid planning time. Hence, all planning and paper work should be done before the children arrive or after most have left for home.

The planned activities should reflect the Lake of the Woods Church philosophy and goals for the children, while providing a balanced schedule of activities daily. The plans should be flexible enough to be changed with the need or interest of the children change, or to cope with changes in weather or other situations (i.e., power failure) which effect routines without unduly alarming the children.

The staff will maintain the quality of their education and child care ability by obtaining at least twelve (16) hours of training annually.

## HEALTH AND SAFETY

Children should be under the supervision of at least one adult at all times. There must be at least two adults on property at all times that the C.C.C. is open. The staff should be aware of the health of each child. Individual medical problems and accidents will be recorded and reported to each staff member and to the parents. Adequate first aid supplies shall be readily available and each staff member will be trained in First Aid and CPR. The Lake of the Woods Rescue Squad shall be called for any emergency situation.

If available the C.C.C.'s Director office shall be the designated place away from the children's activity area for children who are ill, injured, tired or emotionally upset. The alternative would be to place a fold out chair or floor mat on the floor in an area secluded from the other children.

Medications for which proper documents are on file will be stored in a secure area and dispensed by the Director or her staff who have been trained in dispensing medication and **only if prescription is contained in a current prescription bottle.** The duration of any short - term medication, i.e., antibiotics, decongestants etc. must have a parental authorization for medication, provided that it shall expire or be renewed after ten working days by Parent and Physician's signature. Long-term prescription drug use may be accepted if a Medication Release Form is signed by the Parent and Child's Physician with complete instructions and duration of medication to be taken. The staff will not under any circumstances administer non-prescription drugs. Written records of dispensation will be maintained.

Any child arriving after the scheduled start time of the C.C.C. shall be greeted by a staff member who should ascertain if providing a snack is necessary. Then the child should be integrated into the activities of the moment. If a child who is expected to attend does not arrive on the school bus, the staff will immediately take steps to verify the following:

1. If the parent knows the location of the child (call home, work, emergency numbers).
2. If the child attended school that day (call school).
3. Question the other children from the same school bus as to whether the student was on the bus and where he/she left the school bus.
4. Ask L.O.W. Security to check the child's home and inquire of neighbors if they have seen the child.
5. In conference with the parent/guardian and the L.O.W. Security, the decision shall be made as to the next steps to take to locate the child.

In case of serious injury or medical emergency, staff shall follow standard First Aid procedures and contact the L.O.W. Rescue Squad. Parents or emergency contact persons shall be called immediately. The church building has an automatic dialing system in case the heat or smoke detectors are activated. The system is programmed to notify 911 and the L.O.W. Security. Emergency lights are maintained throughout the building in case of a power failure. The L.O.W. Association has an evacuation plan covering the section in which the church is located. In the event of a natural disaster the C.C.C. members and staff would be evacuate through the Wilderness Battlefield national Park on the trail off Church Lanes which leads to Route 601.

Hazardous substances including cleaning supplies, insecticides and pesticides shall be kept away from food preparation and storage areas in a locked place separate from the Club activity area. Dish soap and cleanser may be kept in the locked kitchen cabinet. Other materials listed above will be locked in the custodian's closet which no key accessible to the children. Hazardous art and craft materials (listed in Appendix III in Licensing Standards) shall not be used with the children.

All medications, cosmetics or other harmful items belonging to staff members shall not be stored in purses, pockets or other areas that are accessible to children. Smoking is not permitted in the church building, or outside the building in the presence of the children.

The staff will wash their hands before handling food items, and the children should be encouraged to maintain good cleanliness habits. The snacks and/or meals will be planned to meet the child's nutritional requirements as recommended by the Commonwealth of Virginia licensing procedure manual. At least one staff member (or volunteer) shall sit with the children during snacks or meals and may eat with them if they so choose.

Indoor and outdoor environments should be safe, clean, attractive, and spacious. The children will each have their own cubbies where they may keep their personal property. The knowledge of the location of each child shall be maintained at all times. Periodically (two to three times per day) a count is to be made of the children inside and outside to be sure the children who are supposed to be on the property are present. If it is found that a child is missing and has not been picked up by his or her parent, the following procedure is to be followed.

1. Contact the L.O.W. Security to alert them of the situation and to assist in search for the child.
2. Contact the parent, guardian, or emergency contact to inform them of situation.
3. A staff person will follow the probable route(s) to the child's home to see if the child has gone home.
4. If the child is not found in an initial search, then the Orange County Sheriff's Department will be contacted and notified of the runaway, kidnapped, or lost child.
5. The director shall remain in charge of the situation until a sheriff has taken charge.

## **TRANSPORTATION SAFETY POLICY**

The Orange County School System will deliver the children by bus to the back entrance of the Lake of the Woods Church via Exodus Way, where they will be met by a C.C.C. employee or volunteer. For the Morning Program, a C.C.C. employee will escort the children to the back entrance of the church and will meet the school bus and the bus will then exit via Exodus Way and the children will be delivered by the Orange County School System to their school.

Children will be released only to their parent, legal guardian, or with a written permission, to a parent's alternate. The C.C.C. will assume no further responsibility for any child fifteen minutes after closing. No transportation will be provided by the C.C.C. for any child's return to his or her home.

In the case of illness while in the C.C.C. program, the child's parent or guardian will be contacted to provide transportation home for their child at the earliest possible time.

When the C.C.C. provides transportation for field trips, the center shall be responsible from the time the child boards the vehicle until returned to the parents or person designated by the parent. All vehicles used by the center for the transportation of children shall meet the following requirements:

1. The vehicle shall be manufactured for the purpose of transporting people seated in an enclosed area.
2. The vehicle's seats shall be attached to the floor.
3. The vehicle shall be insured with at least the minimum limits established by the Virginia state statutes.

4. The vehicle shall meet the safety standards set by the DMV and shall be kept in satisfactory condition to assure the safety of children.
5. If staff or volunteers supply personal vehicles the center is responsible for ensuring that the requirements of this subsection are met.

The C.C.C. shall ensure that during transportation of children:

1. Virginia state statues about safety belts and child restraints are followed and stated maximum number of passengers in a given vehicle shall not be exceeded.
2. The children remain seated and each child's arms, legs, and head remain inside the vehicle.
3. Doors are closed properly and locked.
4. At least one staff member or the driver always remains in the vehicle when children are present.

In the case of an emergency, when immediate medical care is necessary, the L.O.W. Rescue Squad will provide transportation for the child. The child's parents will be notified immediately and must then meet the ambulance either at L.O.W. Church or at the designated hospital. If any other occasion should arise which would require transportation, written permission from a parent shall be obtained prior to the individual occurrence.

#### **CHILD ABUSE/NEGLECT**

The State of Virginia code section 63.1-248.3 requires that any full-time or part-time child care staff worker who has reason to suspect that a child is an abused or neglected child shall report the matter immediately to the local department of Social Services in the county or city where the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services toll-free child abuse and neglect hotline. Locally, we will contact Child Protective Services, 1-540-672-1155.

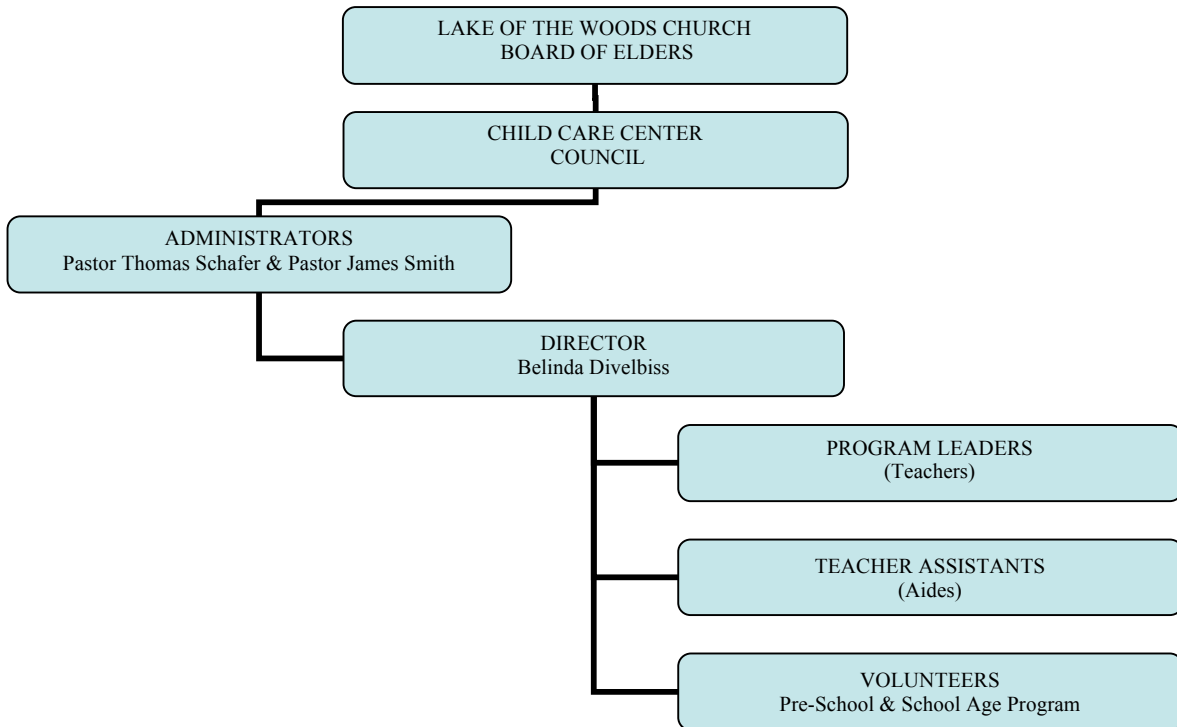
If information about an abused or neglected child is received by any one on the Child Care Center staff, the staff member will immediately notify the Director or the Assistant Director of the C.C.C., who will make an oral report to the Orange County Child Protective Services. Such report will then be put in writing on a form prescribed by the State Board of Social Services, and the person required to make the report shall disclose any information which is the basis for the suspicion or abuse or neglect of the child and shall make available any records or reports which document the basis for the report. Failure to file a require report pursuant to the above cited statue within 72 hours of the first suspicion of child abuse or neglect will result in a fine.

When a parent or guardian is tardy in picking up a child (anything after 6:30 p.m.), the following procedure is to be followed:

1. Call the parent(s) at home or at work.
2. Call the emergency phone contact if parents are not available.
3. If the parent has not notified the C.C.C. staff of their status by 7:00 p.m., the Orange County Department of Social Services will be called. They may direct the staff to contact the Orange County Sheriff to pick up the child.
4. Three late pick-ups of a child without a valid emergency will result in the expulsion of the child from the program.

Attachment 1

**LAKE OF THE WOODS CHURCH  
CHILD CARE CENTER  
ORGANIZATIONAL CHART**



## Attachment 2

### SCHOOL AND DAYCARE SUPPLY LISTS THREE AND FOUR YEAR OLDS

**\*All (school, daycare & personal) items must be labeled with permanent marker with child's first and last name.**

#### **THREE YEAR OLDS SUPPLY LIST:**

- **BIG Book bag** – for carrying papers home and extra change of clothes (**NO EXCEPTIONS**)
- 4 **Jumbo** glue sticks
- 1 box **Jumbo** size Crayola crayons
- 1 pack of 8 Crayola washable markers
- 1 bound composition book
- 3 large boxes of tissues
- 2 containers of disinfecting wipes (Lysol or Clorox)
- 4 packages of paper towels
- 2 large Elmer's glue bottles
- 1 box of quart size ziplock bags
- \* **Extra Change of Clothes**

**If your child is enrolled in the daycare part of our program you will need to send in the following items:**

- \*Kinder care nap mat w/sheet (**body pillow case or king size pillow case works best**)
- \*Child size blanket
- \*Small pillow (travel size) with pillow case
- \*Lunch Box with ice pack and plastic fork and spoon (Pack Lunch with drink every day) (**NO PEANUTS PRODUCTS**)

#### **FOUR YEAR OLDS SUPPLY LIST:**

- **BIG Book bag** – for carrying papers home and extra change of clothes (**NO EXCEPTIONS**)
- 4 **Jumbo** glue sticks
- 1 box of regular size Crayola crayons
- 1 jar rubber cement
- 1 pack of 8 Crayola washable markers
- 3 large boxes of tissues
- 2 packages of baby wipes
- 4 packages of paper towels
- 2 large Elmer's glue bottles
- 1 gallon size ziplock bags
- \* **Extra Change of Clothes**

**If your child is enrolled in the daycare part of our program you will need to send in the following items:**

- \*Kinder care nap mat w/sheet (**body pillow case or king size pillow case works best**)
- \*Child size blanket
- \*Small pillow (travel size) with pillow case
- \*Lunch Box with ice pack and plastic fork and spoon (Pack Lunch with drink every day) (**NO PEANUTS PRODUCTS**)

**Please remember to send in a full set of clothes (pants, shirt, socks, underclothes, shoes) every day.  
Your child's nap mat sheet will be sent home every Friday for cleaning.**

### **Attachment 3**

#### **Curriculum focused on literacy and learning for school readiness with a Christian environment**

**Three year olds** will be learning the following during the school year. All subjects will be reinforced during the summer months.

Bible stories and songs  
Phonics – Names, sounds and formation of letters A-Z  
Color and shapes  
Language skills  
Number – counting 1-25, recognizing and concept of 1-10  
Music/Art  
Learning/Activity Centers

**Four year olds** will be learning the following during the school year. All subjects will be reinforced during the summer months.

Bible Stories and song  
Phonics – Names, sounds, and formation of letters A-Z.  
Writing – fine motor skills  
Number – counting 1-50, Recognizing and concepts of 1-15  
Color and shapes  
Language Skills/Geography/Social Studies/Science  
Music/Art/Computer  
Learning/Activity Centers

Preschool aged children are ready for social interaction and group experiences. A balance of teacher and child directed activities are offered. Small group experiences focus on Language and Mathematics.

A typical daily routine for three and four year old program would include:

- Gathering activities (transition to program – free play)
- Morning snack
- Circle Time (Music and Movement)
- Outdoor play/indoor gross motor activities
- Small group time: Language
- Learning/activity centers: home/dramatic play, blocks, sensory, art, table activities and quiet/reading area.
- Bible (Stories & Songs)
- Small group time: Math/Science/Geography
- Lunch
- Outdoor/Physical Activity
- Naptime
- Snack
- Outdoor play/indoor gross motor activities
- Center play
- Story time
- Interactive play (transition from activities) getting ready for departure

**Attachment 4**

**Lake of the Woods Church  
Child Care Center Parent Agreement**

Child/Children's Name \_\_\_\_\_

1. There is a non-refundable/renewal fee of \$40 per child. When a child is withdrawn and then wishes to re-enroll the center, a new fee must be paid.
2. A non-refundable curriculum fee of \$50 for the Preschool Program will be applied upon enrollment and each August thereafter to help defray the expense of the curriculum (Preschool Program only).
3. The weekly fee is due each Monday in advance. If payment is not received by Wednesday at 6:30 pm a late of \$10 will be applied to your account. If payment is not received by Friday at 6:30 pm, your child will not be able to attend the center the following Monday. If you prefer to pay by the month all payments must be made by the 5<sup>th</sup> of each month.
4. A late pickup fee of \$10 per child is charged for each 10 minutes or part thereof for parents arriving after closing. Late fees start at 6:31 pm. This fee will be added to your bill. All children enrolled in the Preschool Only Program must be dropped off by 8:30 a.m. and picked up by 12:00 Noon. The hours of services are from 6:00 am to 6:30 pm.
5. A \$50 fee will be charged for all returned checks. After a check has been returned for insufficient funds, future payments will need to be made by cash, money order or cashier's check.
6. All fees are based on a flat weekly rate regardless of holidays or any extra vacation days you may choose to take, this includes Thanksgiving, Christmas and Easter Breaks.
7. Your weekly fee is determined by the program you select. The fee is the same every week even if you miss a day for any reason. Changing a program requires a one-week processing time and a fee of \$5 per change.
8. If enrolled in the Preschool Program and your child attends on a Two Day or Three Day Program, the days must be the same each week. If your child attends only one of the scheduled days or your scheduled day falls on a holiday, payment must be made for all scheduled days. The Morning only Preschool operates and follows the Orange County School Calendar and Schedule.
9. If you are enrolled in the Full-time Child Care Program (6:30 AM to 6:30 PM, Monday – Friday), after your child has been enrolled for six months you are entitled to five consecutive days of absence with no charge for a vacation (provided your account is current). You will be given another week of vacation after nine months for a cap of two weeks per year. This benefit is non-accumulative and cannot be taken one day at a time. If you withdraw for any reason during the year, your accumulated days will start over.
10. A one week written notice of withdrawal must be given. Upon withdrawal all balances must be paid.
11. You are required to notify and inform the C.C.C. within 24 hours or the next business day after your child or any member of the immediate household has developed a communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
12. Your child must be toilet trained (no exceptions).
13. The C.C.C. staff members are not permitted to apply sunscreen or insect repellent without written authorization. The parent is required to supply these over the counter products and must inform the C.C.C. of any adverse reactions to these products. The sunscreen and insect repellent must be in the original container and labeled with your child's name. The C.C.C. will be required to keep a record of use of these products.
14. I understand that the children's cubbies or coat racks is for their personal items. They will not be used for personal correspondence with other parents/children.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Driver's License Number

**Attachment 5**

**Licensing Information for Parents  
About Child Day Programs**

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 centers, family day homes, child day center systems, and family 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, a 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 it six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for the 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 the licensing of child day program or would like to register a complaint, please contact the Regional Office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545). Richmond Area- 692-2394.

Fairfax Area Licensing Office 3959 Pender Drive, Suite 320 Fairfax, Virginia 22030 (703)934-1535	Verona Licensing Office 57 Beam Lane, Suite 303 Fishersville, VA 22939 (540)332-2330
Northern Regional Office 320 Hospital Drive, Suite 23 Warrenton, VA 22186 (540)347-6345	Piedmont Regional Office Commonwealth of Virginia Building 210 Church Street, S.W., Suite 100 Roanoke, VA 24011 (540)857-7971
Central Regional Office 1604 Santa Rosa Road Wythe Building, Suite 130 Richmond, VA 23229 (804)662-9773	Western Licensing Office 190 Patton Street Abington, VA 24210 (540)628-5171
Eastern Regional Office Pembroke Office Park Pembroke Four Office Bldg, Suite 300 Virginia Beach, VA 23462 (804)473-2116	Peninsula Licensing Office 825 Diligence Drive, Suite 203 Newport News, VA 23606 (804)594-7594