

• THE FOUNDATION FOR LEARNING STARTS HERE. •



Little Angels

EST. 1993

Montessori Preschool & Day Care Center



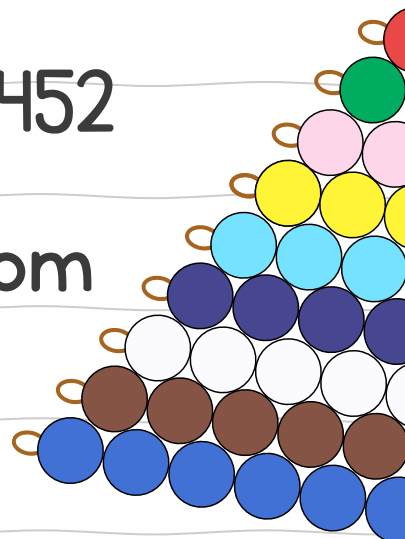
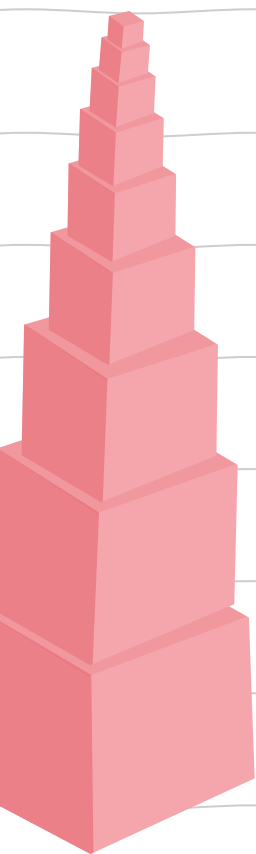
(757) 486-3322



208 South Plaza Trail
Virginia Beach, VA 23452



www.littleangelsva.com

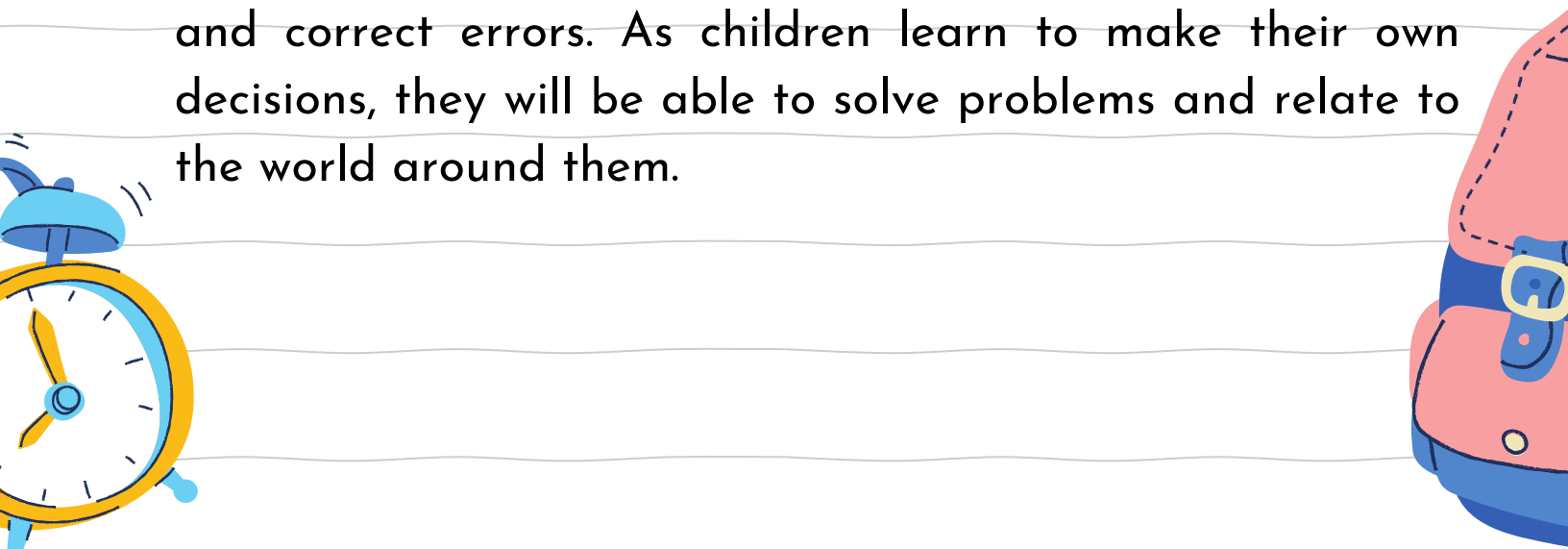




Our Philosophy

At Little Angels, we believe our center is your child's home away from home. For over 30 years, we have been committed to providing our children with love, respect, and to stimulate their young minds, body, and soul to achieve their fullest potential.

Our center offers a traditional preschool program integrated with a program developed in the early 1900's by Dr. Maria Montessori. The program is unique and a very effective way to learn. The children think they are playing, but at the same time they are learning. Learning only takes place if the learning environment is fun and the child is happy and content. Children work independently in an open classroom environment. The children are allowed to work in the areas they are interested in the most. The lessons develop memory, improve concentration, and help to increase their attention span. The hands on approach to of the lessons allow the children to learn to judge, discover and correct errors. As children learn to make their own decisions, they will be able to solve problems and relate to the world around them.



Subject Areas

PRACTICAL LIFE



Develops independence, fine motor control, and increases concentration through repetition. These activities prepare the child for life and builds a foundation for further learning.



SENSORIAL



Develops the five senses of touch, smell, hearing, seeing, and taste. It cultivates cognitive thinking and lays the foundation for math, language, writing, science and art.



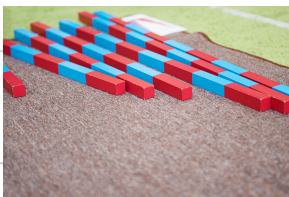
LANGUAGE ARTS



Involves vocabulary enrichment, sound analysis, word building, grammar, phonetic reading, and writing skills.



MATHEMATICS



Gives the keys of the world of written numbers to the child. Children work on number recognition, quantity, odd and even numbers, decimal system, addition, subtraction, skip counting, ten boards, teen boards and so much more.



CULTURAL STUDIES



Involves exploring geography, cultures, history, biology, botany, drama and movement, art and music



TRADITIONAL



Our traditional preschool portion of the program also includes elements such as circle time, group presentations, worksheets, toys, centers, arts and crafts, STEAM projects and so much more!



Holiday & Events

2023-2024



August 28
September 1 & 4

September 8

October 9

October 31

November 3

November 7

November 10

November 22

November 23-24

December 8

December 15

December 22

December 25-26

January 1

January 15

February 2

February 14

February 16

February 19

March 15

March 29

April 22

April 30

May 10

May 27

June 7

June 14

June 14

June 14

June 17

June 19

July 4 & 5

TBD

TBD

First Day of School

Labor Day **CLOSED**

Goodies for Grandparents

Columbus Day/Indigenous People

Halloween Party & Parade

Progress Reports Issued

Election Day (Opened)

Veteran's Day (observed) **CLOSED**

Early Dismissal Closing Early at 3pm

Thanksgiving Break **CLOSED**

Christmas Program & Recital

Christmas Party & Gift Exchange

Early Dismissal Closing Early at 3pm

Christmas Break **CLOSED**

New Year's (Observed) **CLOSED**

Martin Luther King Jr. **CLOSED**

Groundhog's Day

Valentine's Party & Card Exchange

Report Cards Issued

President's Day **CLOSED**

St. Patrick's Day Party & Parade

Easter Egg Hunt & Party

Earth Day

St. Jude's Trike-A-Thon

Muffin's For Mom (Mother's Day)

Memorial Day **CLOSED**

Graduation & Awards Ceremony

End of School Year Party

Donuts for Dad (Father's Day)

Report Cards

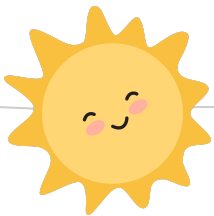
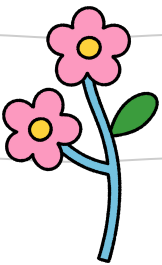
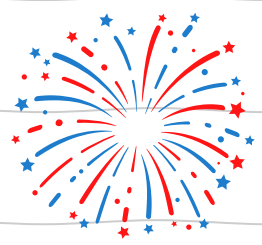
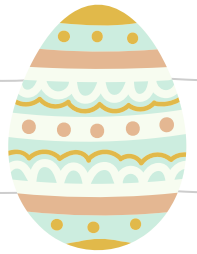
Summer Program Begins

Juneteenth **CLOSED**

Independence Day **CLOSED**

End of Summer Program Party

First Day of School



Inclement weather: the center will be closed if the Virginia Beach Public Schools are closed. If VBCPS are closed or delayed for more than one day, please check your messages or call the center. There will be no reduction of tuition for the holidays or school closings due to inclement weather/power outages.

*other upcoming events/closures may occur and will be announced in the monthly newsletter.

Tuition Rates

ANNUAL REGISTRATION

ALL STUDENTS ENROLLED **\$100**
(Full Time, Part Time, Before/After School)-

There is a one time non-refundable \$10 subscription fee for Scholastic Weekly Reader for entire school year for Mixed 4/5, Pre-K and Kindergarten Classes ONLY.

SUMMER PROGRAM **\$75**
(Full & Part Time)-

WEEKLY TUITION

Full Time

Full Time- (Monday thru Friday) **\$235**

Kindergarten **\$235**
(eligible if 5 years old by September 30 of that year)

Daily Rate (Minimum 3 days) **\$195**
\$65 daily

Part Time

Half Day (Monday thru Friday) **\$185**

Pick up by 12:00pm

Daily Rate (Minimum 3 days) **\$165**

Pick up by 12:00pm- \$55 daily

WEEKLY BEFORE/AFTER SCHOOL (PUBLIC SCHOOL)

Before School Care Only **\$85**

Before School Daily (3 day min) **\$20** **\$60**

After School Care Only **\$95**

After School Daily (3 day min) **\$30** **\$90**

Before & After School **\$110**

Before/After Daily (3 day min) **\$35** **\$105**

Full Time- Summer/Breaks **\$235**

Daily Full Day (Breaks/Staff Days) **\$65**

Daily Staff Days/Closures **\$20**

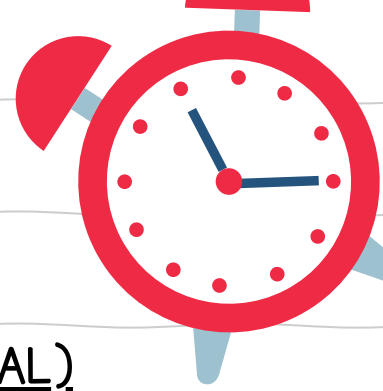
Difference per day to add to tuition for Staff Days/Closures

Registration fees are non-refundable. Payments are due one week in advance with no reduction for absences or holidays. A \$20 late fee will be assessed if tuition is not paid on time unless other arrangements are made with the director. All students enrolled are entitled to two weeks of vacation free of charge during the entire school year (Septmeber through August). Enrollment will discontiue if payments are not made on a regular basis. Please refer to handbook for more information.

Specific hours of care must not exceed 10 hours a day.

A late pick up fee of \$10 for the first 5 minutes and \$1 per minute after will be charged after closing time. The fees go directly to the teachers who had to stay late waiting on you to pick up your child.

Schedule



6:30-8:15 ARRIVALS / FREE PLAY

8:15- 8:30 CLEAN UP/ SONG/ STORY TIME

CLASSROOM (MONTESSORI/TRADITIONAL)

8:30-9:00 BREAKFAST/ CLEAN UP/ BATHROOM/ WASH HANDS

9:00- 11:00 CIRCLE TIME / GROUP LESSONS/ MONTESSORI / ACTIVITIES

[MORNING] OUTSIDE SCHEDULE

9:00-9:30 OUTSIDE PLAY- 1ST GROUP

9:30-9:45 1ST GROUP : WATER/ BATHROOM/ WASH HANDS

10:30- 11:00 OUTSIDE PLAY- 2ND GROUP

11:00-11:15 2ND GROUP: WATER/ BATHROOM/ WASH HANDS

11:00-11:15 BATHROOM / WASH HANDS

11:15- 11:45 LUNCH

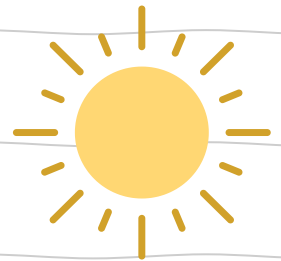
11:45- 12:00 CLEAN UP/ BATHROOM/ WASH HANDS/ COTS

12:00-2:00 NAP/ REST TIME

2:00-2:30 BATHROOM/ WASH HANDS/ COTS

2:30-3:00 SNACK/ CLEAN UP/ BATHROOM/ WASH HANDS

3:00-5:30 AFTERNOON ACTIVITIES /QUIET PLAY/ STORY TIME/ CENTER



[AFTERNOON] OUTSIDE SCHEDULE

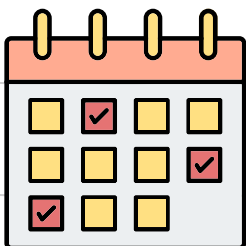
3:00-3:30 OUTSIDE PLAY- 1ST GROUP

3:30-3:45 1ST GROUP: WATER/BATHROOM/WASH HANDS

3:30-4:00 OUTSIDE PLAY- 2ND GROUP

4:00-4:15 2ND GROUP: WATER/BATHROOM/WASH HANDS

5:30-6:30 MOVIE TIME/ COOKIE/ FREE PLAY/ BATHROOM/CLEAN UP



***THIS SCHEDULE MAY BE MODIFIED ACCORDING TO THE CHILDREN'S INTEREST AND MOODS.**

***ACTIVITIES BASED ON CHILD'S AGE AND DEVELOPMENT AND TEACHER'S LESSON PLANS.**

***OUTSIDE PLAY IS WEATHER PERMITTING.**

2022-2023 School Supplies List

MIXED 2'S/3'S CLASSROOM

- 1 ONE INCH THREE-RING BINDER W/ POCKETS (DAILY LOG)
- 1 PLASTIC CRAYON/PENCIL BOX
- 6 GLUE STICKS
- 1 BOX OF TISSUES
- 6 CONTAINERS/PACKS OF BABY WIPES
- 2 BOXES OF JUMBO CRAYONS
- 2 BOXES OF ZIPLOC GALLON BAGS
- REUSABLE WATER BOTTLE (COVERED MOUTH PIECE)
- BACKPACK (FITS BINDER TO TAKE HOME DAILY)



*DONATIONS: HAND SANITIZER, DISINFECTING WIPES, BABY WIPES

MIXED 3'S/4'S CLASSROOM

- 1 ONE INCH THREE-RING BINDER W/ POCKETS (DAILY LOG)
- 1 PLASTIC CRAYON/PENCIL BOX
- 1 COMPOSITION NOTEBOOK
- 6 GLUE STICKS
- 1 BOX OF TISSUES
- 6 CONTAINERS/PACKS OF BABY WIPES
- 2 BOXES OF CRAYONS
- 1 PACK OF JUMBO PRESCHOOL PENCILS
- 1 PACK OF EXPO DRY ERASE MARKERS
- 1 BOX OF ZIPLOC GALLON BAGS
- REUSABLE WATER BOTTLE (COVERED MOUTH PIECE)
- BACKPACK (FITS BINDER TO TAKE HOME DAILY)

*DONATIONS: HAND SANITIZER, DISINFECTING WIPES, BABY WIPES

MIXED 4'S/5'S CLASSROOM

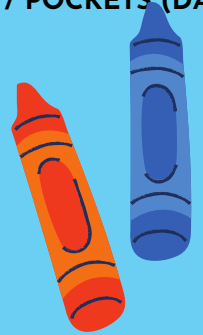
- 1 ONE INCH THREE-RING BINDER W/ POCKETS (DAILY LOG)
- 1 PLASTIC CRAYON/PENCIL BOX
- 1 COMPOSITION NOTEBOOK
- 6 GLUE STICKS
- 1 BOX OF TISSUES
- 6 CONTAINERS/PACKS OF BABY WIPES
- 2 BOXES OF CRAYONS
- 1 BOX OF COLORED PENCILS
- 1 PACK OF JUMBO PRESCHOOL PENCILS
- 1 PACK OF EXPO DRY ERASE MARKERS
- 1 BOX OF ZIPLOC GALLON BAGS
- REUSABLE WATER BOTTLE (COVERED MOUTH PIECE)
- BACKPACK (FITS BINDER TO TAKE HOME DAILY)



*DONATIONS: HAND SANITIZER, DISINFECTING WIPES, BABY WIPES

KINDERGARTEN/PRE-K CLASSROOM

- 1 ONE INCH THREE-RING BINDER W/ POCKETS (DAILY LOG/HOMEWORK)
- 1 PLASTIC CRAYON/PENCIL BOX
- 1 COMPOSITION NOTEBOOK
- 6 GLUE STICKS
- 1 BOX OF TISSUES
- 6 CONTAINERS OF BABY WIPES
- 1 BOX OF CRAYONS
- 1 BOX OF COLORED MARKERS
- 1 BOX OF COLORED PENCILS
- 1 PACK OF PENCILS (TICONDEROGA BRAND PREFERRED)
- 1 BLUNT TIP CHILDREN'S SCISSORS
- 1 PINK OR WHITE JUMBO ERASER
- 1 PACK OF EXPO DRY ERASE MARKERS
- 1 BOX OF ZIPLOC QUART BAGS
- REUSABLE WATER BOTTLE (COVERED MOUTH PIECE)
- BACKPACK (FITS BINDER TO TAKE HOME DAILY)



*DONATIONS: HAND SANITIZER, DISINFECTING WIPES, BABY WIPES

SCHOOLAGE CLASSROOM

- 1 BOX OF TISSUES
- 2 CONTAINERS/PACKS OF BABY WIPES
- 1 PACK OF WIDE-RULE LOOSE LEAF/BLANK PAPER
- REUSABLE WATER BOTTLE (COVERED MOUTH PIECE)

*DONATIONS: HAND SANITIZER, DISINFECTING WIPES, BABY WIPES



Parent Handbook

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LITTLE ANGELS MONTESSORI PRESCHOOL AND DAY CARE CENTER'S PHILOSOPHY

AT LITTLE ANGELS MONTESSORI PRESCHOOL AND DAY CARE CENTER, WE BELIEVE THAT OUR CENTER IS YOUR CHILD'S HOME AWAY FROM HOME. WE ARE COMMITTED TO PROVIDING OUR CHILDREN WITH LOVE, RESPECT, AND TO STIMULATE THEIR YOUNG MINDS TO ACHIEVE THEIR FULLEST POTENTIAL.

A CHILD'S EARLY YEARS ARE THE MOST CRITICAL PERIODS FOR HUMAN GROWTH AND DEVELOPMENT. IT IS THE PERIOD WHEN THE FOUNDATION FOR LEARNING IS LAID AND CANNOT BE WASTED. THE ENVIRONMENT PLAYS A VERY IMPORTANT ROLE IN THE CHILD'S GROWTH AND DEVELOPMENT. AT LITTLE ANGELS, WE WILL PROVIDE A STRUCTURED ENVIRONMENT FOCUSING ON THE CHILD'S NEEDS AND INTEREST. LEARNING WILL ONLY TAKE PLACE IF THE CHILD IS HAPPY AND CONTENT.

THE MATERIALS USED IN A MONTESSORI CLASSROOM PROVIDE A HANDS-ON EXPERIENCE THAT WILL STIMULATE THE CHILD'S MIND. THE CHILD LEARNS TO MAKE DECISIONS, BUILD SELF CONFIDENCE, AND BECOME MORE INDEPENDENT. IN KEEPING WITH THIS PHILOSOPHY, WE BELIEVE THAT THE PARENTS AND THE CENTER'S STAFF WILL WORK CLOSELY TOGETHER FOR THE BENEFIT OF OUR CHILDREN.

THE CENTER IS LICENSED BY THE COMMONWEALTH OF VIRGINIA'S DEPARTMENT OF SOCIAL SERVICES. IT IS DESIGNED TO HELP DEVELOP THE WHOLE PERSONALITY OF THE CHILD THROUGH MOTOR, SENSORY, AND INTELLECTUAL GROWTH. THE ACADEMIC SCHOOL YEAR WILL COMMENCE WITH THE DAY FOLLOWING LABOR DAY AND END ON THE THIRD FRIDAY IN JUNE. DAYS MAY BE ADJUSTED DEPENDING ON VIRGINIA BEACH PUBLIC SCHOOL'S CALENDAR.

PHONE NUMBER: (757) 486-3322

ADMISSION REQUIREMENTS: STATE REGULATIONS REQUIRE THE FOLLOWING BEFORE ENTERING THE CENTER.

1. A BIRTH CERTIFICATE, PROOF OF BIRTH LETTER, OR PASSPORT.
2. AN UP-TO-DATE IMMUNIZATION RECORD.
3. REGISTRATION FORMS.

THESE MUST BE COMPLETED BEFORE ANY CHILD CAN BE ADMITTED INTO THE CENTER. IN ADDITION, A STATE PHYSICAL FORM MUST BE COMPLETED AND SIGNED BY YOUR CHILD'S PHYSICIAN WITHIN 30 DAYS. WE DO NOT DISCRIMINATE BASED ON A CHILD'S DEVELOPMENT, RACE, RELIGION, OR SOCIO-ECONOMIC STATUS. WE HAVE AN OPEN DOOR POLICY. PARENTS ARE ENCOURAGED TO VISIT THE CENTER AT ANYTIME. PARENTS ARE INFORMED OF THE ACTIVITIES VIA MONTHLY NEWSLETTERS, BULLETIN BOARDS BY THE SIGN IN SHEETS, NOTES, ETC.

AGES OF CHILDREN: CHILDREN FROM THE AGE OF 2 YEARS THROUGH 12 YEARS WILL BE ACCEPTED FOR CARE. CHILDREN THAT ARE SCHOOL AGE WILL ONLY BE ACCEPTED BEFORE AND AFTER SCHOOL CARE HOURS, ON HOLIDAYS, AND WHEN THE SCHOOL IS OUT OF SESSION. ALL CHILDREN, 2 TO 12 YEARS OLD, WILL BE ACCEPTED FOR THE SUMMER PROGRAM. LITTLE ANGELS FOLLOWS THE APPROPRIATE RATIOS AND GROUP SIZE REQUIREMENTS FOR AGE GROUPS.

HOURS OF OPERATION: THE CENTER IS OPEN FIVE DAYS A WEEK FROM 6:30 A.M. TO 6:30 P.M., MONDAY THROUGH FRIDAY. A LATE PICK UP FEE OF \$10.00 PER 5 MINUTES THEN \$1.00 PER MINUTE AFTER WILL BE CHARGED AFTER CLOSING TIME. THE LATE-FEES GOES DIRECTLY TO THE TEACHERS THAT HAD TO STAY LATE WAITING ON YOU TO PICK UP YOUR CHILD. FREQUENT/HABITUAL LATE PICK-UPS WILL NOT BE TOLERATED AND MAY RESULT IN WARNINGS OR TERMINATION.

FEES AND TUITION: FEES AND TUITION RATES ARE DISTRIBUTED ON A SEPARATE HANDOUT. WE ACCEPT CASH, CREDIT CARDS, ELECTRONIC PAYMENTS (SUCH AS CASHAPP), MONEY ORDERS OR LOCAL CHECKS. THERE WILL BE A \$30.00 CHARGE FOR ALL RETURNED CHECKS. AFTER TWO RETURNED CHECKS, TUITION MUST BE PAID WITH CASH, CREDIT CARDS OR MONEY ORDERS.

REGISTRATION: A \$100.00 REGISTRATION FEE IS PAYABLE ANNUALLY BEFORE THE FIRST WEEK OF SEPTEMBER. A \$75.00 SUMMER ACTIVITY FEE WILL BE CHARGED IF THE CHILD ENROLLS FOR THE SUMMER.

TUITION: TUITION IS DUE EACH MONDAY MORNING IN ADVANCE. A \$20.00 LATE FEE WILL BE ASSESSED IF NOT PAID ON TIME UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE DIRECTOR. THERE IS NO REDUCTION IN FEES FOR ABSENCES, DESIGNATED SCHOOL HOLIDAYS, OR CLOSURE OF THE CENTER DUE TO INCLEMENT WEATHER. YOU HAVE THE OPTION TO CHOOSE THE DAILY RATE WHEN YOU REGISTER. IF YOU CHOOSE THE WEEKLY RATE AND YOUR CHILD ATTENDS ONE DAY OR MORE DURING THE WEEK, YOU WILL BE CHARGED TUITION FOR THE ENTIRE WEEK.

VACATION: ALL STUDENTS ENROLLED ARE ENTITLED TO TWO WEEKS VACATION FREE OF CHARGE DURING THE ENTIRE SCHOOL YEAR (SEPTEMBER THRU AUGUST). UNPAID VACATION WEEKS CANNOT BE CARRIED OVER TO FOLLOWING YEARS. AFTER YOU USE YOUR TWO WEEKS OF VACATION, YOU ARE RESPONSIBLE FOR PAYING THE WEEKLY TUITION ANY OTHER WEEKS YOUR CHILD DOES NOT ATTEND TO SAVE YOUR CHILD'S SPOT. YOU MUST NOTIFY THE CENTER IN ADVANCE IF YOU PLAN ON USING A VACATION WEEK. THERE IS NO REIMBURSEMENT FOR PAID WEEKS.

RELIGIOUS AFFILIATION: LITTLE ANGELS IS NOT AFFILIATED WITH ANY RELIGIOUS ORGANIZATION AND WILL ACCEPT CHILDREN OF ANY FAITH. WE DO, HOWEVER, SING A SONG/BLESSING BEFORE WE EAT OUR MEALS.

SPECIAL NEEDS: WE STRIVE TO PROVIDE THE BEST EDUCATION FOR EACH CHILD. IF WE CANNOT MEET THE NEEDS OF THE CHILD WE OFTEN REFER PARENTS TO A PROFESSIONAL THAT CAN RECOMMEND BEHAVIORAL PRACTICES OR A SCHOOL BETTER FIT TO SERVE THE NEEDS OF THE CHILD.

HOLIDAYS: THE CENTER WILL REMAIN OPEN THROUGHOUT THE YEAR, EXCEPT WEEKENDS AND HOLIDAYS LISTED ON THE SCHOOL'S CALENDAR. FULL TUITION WILL BE CHARGED FOR THE HOLIDAY WEEKS. THE SCHOOL WILL NORMALLY BE CLOSED ON FEDERAL HOLIDAYS. SEE THE HOLIDAY AND EVENTS SCHEDULE PUBLISHED ON A SEPARATE HANDOUT.

FOOD: LITTLE ANGELS MONTESSORI PRESCHOOL PARTICIPATES IN THE USDA FOOD PROGRAM. BREAKFAST, LUNCH AND SNACK ARE PROVIDED BY THE CENTER AND WILL MEET USDA RECOMMENDED GUIDELINES AND MAY NOT BE BROUGHT FROM HOME EXCEPT IN CASES OF ALLERGIES, RELIGIOUS BELIEFS, OR SPECIAL OCCASIONS ANNOUNCED BY THE DIRECTOR. STUDENTS ARE REQUIRED TO ENROLL IN THE USDA FOOD PROGRAM AND FORMS MUST BE UPDATED ANNUALLY. PARENTS MAY SEND IN READY TO EAT FOOD FOR BREAKFAST IF THE CHILD ARRIVES BEFORE 7:00 A.M. ALL FOOD SENT IN BY THE PARENTS MUST MEET THE REQUIREMENTS ESTABLISHED BY SOCIAL SERVICES/USDA CONCERNING NUTRITIONAL VALUE. MENUS FOR LUNCHESES AND SNACKS WILL BE POSTED IN THE BULLETIN BOARD. THERE WILL BE NO REDUCTION IN TUITION FOR FOOD SENT IN BY PARENTS. CHILDREN ARE TO EAT DURING SCHEDULED MEAL TIMES. PLEASE INFORM LITTLE ANGELS OF ANY FOOD ALLERGIES OR FOOD SENSITIVITIES.

ARRIVAL AND DEPARTURE: PARENT, GUARDIAN, OR RESPONSIBLE DESIGNATED ADULT ARE RESPONSIBLE FOR THEIR CHILD'S SAFETY DURING ARRIVAL AND DEPARTURE. THEY ALSO MUST SIGN THE CHILD IN AND OUT EACH DAY AND MUST MAKE SURE THE TEACHER KNOWS WHEN THE CHILD ARRIVES AND LEAVES EACH DAY. PLEASE BE AWARE THAT WE CANNOT ASSUME THE RESPONSIBILITY OF ALLOWING ANY CHILD TO LEAVE WITH A PERSON UNDER 18 YEARS OF AGE. NO UNAUTHORIZED PERSON WILL BE ALLOWED TO PICK UP YOUR CHILD. IF NECESSARY, IDENTIFICATION WILL BE VERIFIED.

ADDRESS OR PHONE NUMBER CHANGE: ANY TIME AN ADDRESS OR PHONE NUMBER IS CHANGED (HOME, CELL OR WORK), PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY. UPDATE FORMS FOR FILES WILL BE SENT HOME TWICE A YEAR.

WITHDRAWALS: A MINIMUM OF TWO WEEKS NOTICE IS TO BE GIVEN TO THE DIRECTOR BEFORE WITHDRAWAL. PARENTS ARE REQUIRED TO PAY FOR THOSE TWO WEEKS OF TUITION REGARDLESS OF WHEN THE CHILD LEAVES THE SCHOOL. IF A CHILD IS FOUND TO HAVE SEVERE EMOTIONAL, BEHAVIORAL, OR LEARNING PROBLEMS WHICH INTERFERE WITH THE ADJUSTMENTS IN THE CLASSROOM, OR THAT ARE A SAFETY RISK TO THE TEACHER OR OTHER CHILDREN IN ATTENDANCE, WE RESERVE THE RIGHT, AFTER CONSULTATION, TO HAVE HIM/HER WITHDRAWN FROM OUR PROGRAM SO THAT HELP FROM A MORE QUALIFIED SOURCE MAY BE FOUND.

LITTLE ANGELS MONTESSORI PRESCHOOL RESERVES THE RIGHT TO TERMINATE YOUR CHILD'S ENROLLMENT FOR IRRECONCILABLE DIFFERENCES OR FREQUENT/HABITUAL VIOLATIONS OF THE SCHOOL'S POLICIES.

ILLNESS: GERMS, SICKNESSES AND ILLNESSES ARE COMMON IN A SCHOOL SETTING. FOR THE WELFARE OF YOUR CHILD AND OTHERS IN THE SCHOOL, ANY CHILD WHO HAS ANY OF THE FOLLOWING SYMPTOMS MUST BE KEPT HOME FOR 24 HOURS: A TEMPERATURE OF 101 DEGREES OR MORE, INTESTINAL DISTURBANCES ACCOMPANIED BY DIARRHEA AND/OR VOMITING, ANY UNDIAGNOSED RASH, SORE OR DISCHARGE FROM THE EYES OR EARS, PROFUSE NASAL DISCHARGE, OR A CHILD THAT IS TOO SICK TO PARTICIPATE IN THE FULL PROGRAM, INCLUDING OUTDOOR ACTIVITIES. PARENTS WILL BE CALLED TO PICKUP ANY CHILD WITH THE ABOVE SYMPTOMS. A CHILD ABSENT WITH A CONTAGIOUS DISEASE WILL ONLY BE READMITTED WITH A DOCTOR'S STATEMENT SHOWING THAT THE CHILD IS NO LONGER CONTAGIOUS. OTHER STANDARDS/PROTOCOL MAY CHANGE DUE TO RECOMMENDATIONS OF THE CDC, VDH, ETC.

RESTRICTION ON CHILD PICK UP: IF PARENTS ARE DIVORCED OR SEPARATED AND ONE PARENT IS NOT ALLOWED TO SEE OR PICK UP THE CHILD, WE MUST HAVE ON FILE AT THE SCHOOL OFFICE A CERTIFIED COPY OF THE COURT ORDER OF FINAL JUDGMENT. THIS ALSO APPLIES FOR LEGAL GUARDIAN(S).

POLICY FOR REPORTING SUSPECTED CHILD ABUSE: IT IS THE POLICY OF THIS CENTER TO REPORT ANY SUSPECTED CHILD ABUSE. THE CENTER MAY USE ANY METHOD AVAILABLE TO REPORT THE SUSPECTED ABUSE AND MAY OR MAY NOT CONSULT THE PARENT OR GUARDIAN BEFORE NOTIFYING THE PROPER AUTHORITIES.

MEDICATION: IF A CHILD IS TO RECEIVE ANY MEDICATION DURING THE SCHOOL DAY, THE PARENT OR GUARDIAN MUST HAVE COMPLETED A "MEDICATION AUTHORIZATION" FORM. ASTHMA ACTION PLANS OR ALLERGY ACTION PLANS MAY ALSO BE REQUIRED FROM YOUR CHILD'S DOCTOR. ALL MEDICATION SHOULD BE DESIGNATED TO A STAFF MEMBER. IF YOUR CHILD REQUIRES MEDICATION DURING SCHOOL HOURS AND WE DO NOT HAVE SIGNED AUTHORIZATION, IT WILL BE NECESSARY FOR YOU TO STOP BY AND GIVE IT TO YOUR CHILD. MEDICATION WILL BE STORED IN A SAFE PLACE NOT ACCESSIBLE TO CHILDREN. STORAGE FOR MEDICATION REQUIRING REFRIGERATION IS AVAILABLE. SUNSCREEN/SUN BLOCK LOTION, DIAPER OINTMENT, AND INSECT REPELLENT REQUIRE A MEDICATION AUTHORIZATION FORM. CHAPSTICK, VASELINE, AND COUGH DROPS ALSO REQUIRE A MEDICATION AUTHORIZATION FORM.

BAD WEATHER CONDITONS: IF SURROUNDING PUBLIC SCHOOLS CLOSE BECAUSE OF WEATHER CONDITIONS, LITTLE ANGELS MONTESSORI PRESCHOOL WILL ALSO CLOSE. IF THE SCHOOL NEEDS TO CLOSE FOR ANY REASONS SUCH AS INCLEMENT WEATHER, PARENTS OR EMERGENCY CONTACTS WILL BE CALLED TO PICK UP THE CHILD. IF THE CHILD IS NOT PICKED UP, PROPER AUTHORITY WILL BE CALLED SUCH AS SOCIAL SERVICES OR CHILD PROTECTIVE SERVICES. IF THE PUBLIC SCHOOLS ARE CLOSED FOR MORE THAN ONE DAY OR DELAY, CALL THE CENTER FIRST BEFORE BRINGING THE CHILD. INFORMATION MAY ALSO BE AVAILABLE VARIOUS METHODS SUCH AS PHONE MESSAGE (ON SCHOOL'S LINE), TEXT, E-MAIL (IF PROVIDED ON FILE) OR ON SOCIAL MEDIA.

FIRE/LOCK DOWN/SHELTER-IN-PLACE DRILLS: FIRE DRILLS ARE PRACTICED MONTHLY AND SHELTER-IN-PLACE DRILLS ARE PRACTICED TWICE A YEAR AND LOCK DOWN DRILLS ANNUALLY TO ACQUAINT CHILDREN AND STAFF WITH EVACUATION PROCEDURES.

INSURANCE: PARTICIPATION IN THE ACCIDENT INSURANCE POLICY IS A REQUIREMENT FOR ALL CHILDREN AND IS INCLUDED IN THE TUITION.

TOYS: TOYS ARE NOT TO BE BROUGHT INTO THE CENTER EXCEPT ON SHOW-AND-TELL DAYS (NORMALLY EVERY FRIDAY). TO MINIMIZE BEHAVIOR PROBLEMS, CHILDREN ARE NOT ALLOWED TO BRING FIGHTING CHARACTERS (SUCH AS SPIDERMAN, BATMAN, POWER RANGERS, ETC.) FOR SHOW AND TELL. TOY GUNS OR OTHER WEAPON LIKE TOYS ARE PROHIBITED AT ALL TIMES. PLEASE LIMIT THE NUMBER OF TOYS SENT IN TO ONE PER CHILD. PLEASE BE MINDFUL OF CHILD'S AGE AND DEVELOPMENT WHEN BRINGING IN TOYS TO ENSURE SAFETY AND TO MINIMIZE CHOKING HAZARDS. THE CENTER WILL NOT BE RESPONSIBLE FOR BROKEN OR MISSING TOYS.

NAP TIME: AN AFTERNOON NAP TIME IS PROVIDED. ONE SHEET AND ONE BLANKET, WITH THE CHILD'S NAME LABELED CLEARLY ON EACH, ARE TO BE FURNISHED BY THE PARENT (NO PILLOWS PLEASE). THESE BLANKETS WILL BE PLACED IN THE CHILD'S CUBICLE/HOOK AT THE END OF THE WEEK SO THE PARENT CAN TAKE THEM HOME TO BE WASHED. PLEASE REMEMBER TO RETURN THE BLANKETS THE NEXT SCHOOL DAY. A CHILD WILL BE PROVIDED WITH DAY CARE SHEETS IF PARENTS FORGET TO BRING SHEETS THE NEXT SCHOOL DAY. PARENTS WILL BE CHARGED IF THE CHILD USES DAY CARE SHEETS TO HELP PAY THE COST OF THE LAUNDRY. IF YOU PREFER, YOU MAY BRING CLEAN SHEETS ON FRIDAY TO REPLACE THE DIRTY ONES.

CONSISTENT CARE POLICY: LITTLE ANGELS BELIEVES CHILDREN SHOULD HAVE CONSISTENT CARE GIVERS TO HELP BUILD SECURE ATTACHMENTS IN ORDER TO BUILD A SENSE OF SECURITY AND TRUST. WE TRY TO LIMIT THE NUMBER OF CAREGIVERS FOR EACH AGE GROUP DURING THE COURSE OF THE DAY. TEACHERS AND STAFF ARE ASSIGNED TO CERTAIN AGE GROUPS AND CLASSROOMS AND FOLLOW DAILY SCHEDULES TO ESTABLISH ROUTINES.

FIELD TRIPS/IN HOUSE FIELD TRIPS: OCCASIONAL FIELD TRIPS, DURING THE ACADEMIC SCHOOL YEAR, ARE PART OF THE CURRICULUM. MOST FIELD TRIPS ARE SCHEDULED DURING THE SUMMER PROGRAM OR ARE BROUGHT TO THE FACILITY AS IN-HOUSE FIELD TRIPS. ALL FIELD TRIPS ARE OPTIONAL. MOST FIELD TRIPS REQUIRE A FEE AND ARE DUE BEFORE EACH TRIP/ACTIVITY. FIELD TRIPS WILL BE ANNOUNCED IN ADVANCE. LITTLE ANGELS' T-SHIRT AND BOOSTER SEATS/CAR SEATS ARE REQUIRED FOR CHILDREN ATTENDING FIELD TRIPS THAT LEAVE THE BUILDING.

INDEPENDENT CONTRACTORS- LITTLE ANGELS MAY HAVE INDEPENDENT CONTRACTORS THAT COME TO THE CENTER TO DO EXTRACURRICULAR ACTIVITIES WITH THE CHILDREN THROUGHOUT THE YEAR (I.E. SOCCER, DANCE, KARATE). YOUR CHILD'S PARTICIPATION IN ANY PROGRAM IS VOLUNTARY. APPROPRIATE PAPERWORK MUST BE FILLED OUT AND SIGNED BY THE PARENT OR GUARDIAN PRIOR TO YOUR CHILD ATTENDING ANY CLASSES. ANY FEES REQUIRED FOR PARTICIPATION IS NOT COVERED BY SCHOOL TUITION AND WILL BE PAID DIRECTLY TO THE INDEPENDENT CONTRACTOR. ANY INDEPENDENT CONTRACTORS WILL REMAIN WITHIN THE DIRECT SUPERVISION OF A QUALIFIED STAFF MEMBER FROM LITTLE ANGELS. THE INDEPENDENT CONTRACTOR OR LITTLE ANGELS HAS THE RIGHT TO REMOVE A CHILD FROM ANY PROGRAM OR CLASS AS DEEMED NECESSARY (I.E. BEHAVIOR PROBLEMS, ILLNESS, ETC.). CHANGES OR RESCHEDULING MAY OCCUR AT THE DISCRETION OF LITTLE ANGELS OR THE INDEPENDENT CONTRACTORS. THESE CHANGES MAY BE BASED IN PART BUT NOT LIMITED TO: INCLEMENT WEATHER, STAFF SHORTAGES, CLASS LOCATION AVAILABILITY, ETC. PARENTS WILL BE INFORMED VIA EMAIL OR AT PICK-UP IF THERE ARE ANY CHANGES TO DESIGNATED SCHEDULES.

PROGRESS REPORTS/REPORT CARDS: PROGRESS REPORTS AND REPORT CARDS WILL BE PROVIDED TO THE PARENT ON THE DATES SPECIFIED ON THE SCHOOL CALENDAR.

TOILET TRAINING: LITTLE ANGELS MONTESSORI PRESCHOOL WILL WORK WITH ANY CHILD WHO NEEDS POTTY TRAINING. THE CHILD'S PARENTS ARE REQUESTED TO COOPERATE, WITH THE STAFF AND CONTINUE THE TRAINING AT HOME. PARENTS ARE REQUIRED TO MAINTAIN AN ADEQUATE SUPPLY OF DISPOSABLE DIAPERS OR PULL-UPS AND WET WIPES AT THE CENTER. PARENTS WILL BE NOTIFIED WHEN ITEMS ARE RUNNING LOW. DIAPER OINTMENT REQUIRES A MEDICATION AUTHORIZATION FORM.

CLOTHING: THE CHILD'S CLOTHING SHOULD BE EASY FOR THE CHILD TO MANAGE. LONG SKIRTS SHOULD NOT BE WORN TO SCHOOL BECAUSE THEY ARE TRIPPING HAZARDS. OPEN TOED SANDALS, FLIP FLOPS, OR SLIPPERY DRESS SHOES SHOULD NOT BE WORN TO SCHOOL BECAUSE OF THE POTENTIAL FOR SLIPPING OR STUB TOES WHILE PLAYING. DRESS CLOTHES SHOULD NOT BE WORN TO SCHOOL, EXCEPT FOR SPECIAL OCCASIONS, BECAUSE THE CHILD MAY GET THEM DIRTY OR STAINED OR BE EXTRA CONSCIOUS OF KEEPING THE CLOTHES CLEAN AND NOT PAY ATTENTION TO PLAY EQUIPMENT. AN EXTRA SET OF CLOTHES, MARKED WITH THE CHILD'S NAME, MUST BE KEPT AT THE CENTER WHILE THE CHILD IS PRESENT. PLEASE ENSURE EXTRA CLOTHING IS CURRENT WITH YOUR CHILD'S SIZE AND ARE SEASONAL ATTIRE. LITTLE ANGELS MONTESSORI PRESCHOOL IS NOT RESPONSIBLE FOR LOST OR DAMAGED ARTICLES OF CLOTHING.

PERSONAL BELONGINGS: EACH CHILD WILL HAVE AN AREA ASSIGNED TO STORE PERSONAL BELONGINGS. PARENTS ARE REQUESTED TO KEEP THE AMOUNT OF PERSONAL BELONGINGS TO THE MINIMUM REQUIRED BY REGULATIONS. ALL CHILDREN'S BELONGINGS MUST BE LABELED WITH THE CHILD'S NAME. IF YOUR CHILD HAS TO WEAR SCHOOL CLOTHING HOME DUE TO POTTY ACCIDENTS OR SPILLS, THIS CLOTHING MUST BE RETURNED LAUNDERED AND IN A TIMELY MANNER. PARENTS MUST PROVIDE THE SCHOOL WITH PULL UPS, DIAPERS AND WET WIPES IF THEIR CHILD IS NOT POTTY TRAINED. THE CENTER WILL NOTIFY PARENTS IF THE SUPPLY IS RUNNING LOW. PARENTS WILL BE CHARGED TO REPLACE ITEMS USED BY THEIR CHILD IF YOUR SUPPLIES RUN OUT.

ABSENCES/LATE: PARENTS ARE RESPONSIBLE FOR NOTIFYING THE CENTER OF ANY ABSENCES IN ADVANCE IF REALISTICALLY POSSIBLE. IF A CHILD IS TOO ILL TO ATTEND CLASS FOR THE DAY OR IS COMING IN AT A LATER TIME, A COURTESY CALL NOTIFYING THE CENTER THAT MORNING IS APPROPRIATE. IT ALSO PROVIDES US WITH AN APPROXIMATE MEAL COUNT FOR LUNCH, BREAKFAST AND SNACK.

EMERGENCY PLANNING: THE LITTLE ANGELS' STAFF IS INFORMED OF SAFETY RULES, SPECIAL HAZARDS, COMMONLY OCCURRING ACCIDENTS, AND INTRUDERS. THEY RECEIVED DETAILED INSTRUCTION ON THE PROCEDURES ON WHAT TO FOLLOW WHEN INCIDENTS OCCUR. EVACUATION PROCEDURES ARE POSTED IN EACH ROOM. IN THE CASE OF AN EMERGENCY, PARENTS WILL BE NOTIFIED. OUR EMERGENCY PREPAREDNESS PLAN IS AVAILABLE IN THE OFFICE AND HALLWAY BY SIGN IN SHEETS AND YOU WILL BE INFORMED OF ANY UPDATES OR CHANGES.

SECURITY CAMERAS: THE CENTER USES SURVEILLANCE CAMERAS AT THE CENTER. THEY ARE LOCATED IN EACH CLASSROOM, HALLWAYS AND OUTSIDE. THEY ARE USED FOR OFFICE/SECURITY PURPOSES ONLY. FOR CONFIDENTIALITY PURPOSES OF OTHER PEOPLE AND CHILDREN, VIDEOS ARE NOT TO BE VIEWED BY OTHERS UNLESS ALLOWED BY AUTHORIZED PERSONNEL. ONLY AUTHORIZED PERSONNEL HAVE ACCESS TO VIEW CAMERAS.

MISSING PERSON: SHOULD A CHILD BE MISSING, STAFF SHALL IMMEDIATELY SEARCH THE BUILDING AND GROUNDS COMPLETELY. IF THE CHILD IS NOT FOUND, THE POLICE AND PARENTS WILL BE NOTIFIED IMMEDIATELY.

TRANSPORTATION: PARENTS OR GUARDIANS ARE RESPONSIBLE FOR THE SAFETY OF THEIR CHILD DURING ARRIVAL OR DEPARTURE. FOR CHILDREN THAT ARRIVE OR DEPART THE CENTER BY A PUBLIC SCHOOL BUS, A STAFF MEMBER WILL ESCORT THE CHILD TO OR FROM THE BUS TO THE CENTER OR THE CENTER TO THE BUS. WEATHER PERMITTING, LITTLE ANGELS STAFF MAY WALK THE CHILDREN TO LYNNHAVEN ELEMENTARY SCHOOL AND/OR EARLY DISCOVERIES FOR BEFORE AND/OR AFTER SCHOOL CARE.

DURING THE REGULAR SCHOOL YEAR, LITTLE ANGELS WILL PROVIDE TRANSPORTATION TO AND FROM THE FOLLOWING SCHOOLS: EARLY DISCOVERIES, LYNNHAVEN ELEMENTARY, WINDSOR WOODS, WINDSOR OAKS, AND BROOKWOOD ELEMENTARY. TRANSPORTATION AVAILABILITY WILL DEPEND ON THE NUMBER OF ENROLLMENT FROM EACH SCHOOL AND SCHOOL HOURS.

VEHICLE RULES:

1. ALL RIDERS MUST REMAIN IN THEIR SEAT BELT AT ALL TIMES WHILE IN THE VEHICLE.
2. CHILDREN MAY NOT STICK ANY PART OF THEIR BODY OUT OF THE WINDOWS.
3. NO HORSEPLAY WILL BE ALLOWED IN THE VEHICLE.

CHILDREN MUST BE AT THE CENTER AT THE APPROPRIATE TIMES, WE WILL NOT HOLD THE VAN FOR A CHILD NOT PRESENT. IF SCHOOL IS LET OUT EARLY FOR INCLEMENT WEATHER, TEACHERS' CONFERENCES, ETC., THE SCHEDULE WILL ADJUST ACCORDINGLY. TRANSPORTATION FORMS MUST BE COMPLETED AND SIGNED BEFORE ANY CHILD MAY BE TRANSPORTED TO OR FROM SCHOOL. CHILDREN ARE TRANSPORTED TO AND FROM THE CENTER ONLY. PARENTS SHOULD NOTIFY THE PUBLIC SCHOOL OF THEIR CHILD'S TRANSPORTATION ARRANGEMENT SO THEIR CHILD WILL BE SENT OUT TO THE DEPARTURE AREA AT THE CORRECT TIME. TO AVOID CONFUSION, PARENTS SHOULD NOTIFY THE CENTER IF THEIR CHILD WILL NOT BE REQUIRING TRANSPORTATION FROM SCHOOL.

PLAYGROUND SAFETY: THIS POLICY APPLIES TO ALL PLAYGROUNDS USED BY THE CHILDREN UNDER THE CARE OF THE LITTLE ANGELS. A STAFF MEMBER SHALL INSPECT THE PLAYGROUND EACH DAY BEFORE LETTING THE CHILDREN USE THE PLAYGROUND. THE INSPECTION WILL INCLUDE BUT NOT BE LIMITED TO LOOKING FOR HAZARDOUS ITEMS SUCH AS GLASS OR OTHER SHARP ITEMS, SUFFICIENT CUSHIONING MATERIAL, AND THE STRENGTH AND STURDINESS OF THE EQUIPMENT. THE STAFF MEMBER SHALL NOT ALLOW CHILDREN TO PLAY ON ANY UNSAFE EQUIPMENT. CHILDREN NOT OF SCHOOL AGE SHALL NOT BE ALLOWED TO PLAY ON ANY EQUIPMENT OVER 7 FT HIGH. WHEN NECESSARY, THE STAFF MEMBER SHALL RAKE MULCH/SAND INTO THE APPROPRIATE AREAS WHEN THE CHILDREN HAVE CREATED AN UNSAFE CONDITION BY MOVING THE CUSHIONING MATERIAL. THE CURRENT PLAYGROUND USED BY THE CENTER IS FOR AGES 5-12 AS PER MANUFACTURER RECOMMENDATIONS.

ANY UNSAFE ITEM OR CONDITION THAT CANNOT BE IMMEDIATELY CORRECTED MUST BE REPORTED TO THE DIRECTOR TO HAVE THE CONDITION CORRECTED. STAFF SHALL NOT ALLOW CHILDREN TO PLAY AROUND ANY UNSAFE CONDITION. PARENTS, PLEASE FEEL FREE TO INSPECT THE PLAYGROUND AND QUESTION ANY CONDITIONS YOU FEEL MAY BE UNSAFE. IF THERE ARE ANY DOUBTS ON THE SAFENESS OF ANY EQUIPMENT, CONSIDER THE ITEM UNSAFE TO USE UNTIL PROVEN OTHERWISE.

OUTSIDE PLAY: THE CENTER USES THE PUBLIC PLAYGROUND FOR CHILDREN AGES 5-12 WHICH IS INSPECTED DAILY WHEN IN USE. THE CHILDREN MAY ALSO GO OUT AND PLAY ON GRASS OR GO FOR A WALK. THE CHILDREN WILL GO OUTSIDE AT LEAST TWO TIMES DURING EACH DAY (WEATHER PERMITTING) FOR AT LEAST 30 MINUTES. RATIO WILL BE THE SAME AS TEACHER TO STUDENT INSIDE. WATER MAY BE AVAILABLE, ESPECIALLY DURING THE SUMMER. SUN PROTECTION OR INSECT REPELLENT WILL BE APPLIED TO A CHILD IF PARENTS FILL OUT THE MEDICATION AUTHORIZATION FORM.

ACCIDENT PREVENTION: BUMPS, BRUISES, SCRAPES, AND SMALL CUTS ARE GOING TO HAPPEN WHEN SMALL CHILDREN PLAY. IT IS NECESSARY FOR THE STAFF TO MINIMIZE THE SEVERITY AND NUMBERS OF THE "ROUTINE INJURIES." TO ACCOMPLISH THIS GOAL, ALL THE RULES OF THIS MANUAL MUST BE OBSERVED AND A GOOD DEAL OF COMMON SENSE MUST BE APPLIED. STAFF MUST ANTICIPATE WHEN A CHILD MAY UNKNOWINGLY GET INTO A DANGEROUS SITUATION AND POSITION THEMSELVES TO PREVENT HARM TO THE CHILD. THIS DOES NOT MEAN THAT THE CHILD CANNOT PLAY ON A CERTAIN PIECE OF EQUIPMENT, BUT THE STAFF SHOULD BE AWARE THAT THE CHILD IS ATTEMPTING A NEW SKILL AND SHOULD BE MONITORED CLOSELY.

STAFF SHALL NOT ALLOW CHILDREN TO MOVE PORTABLE PLAY EQUIPMENT. THE EQUIPMENT IS STAGED IN AN AREA PROTECTED BY MULCH OR SAND. IF THE EQUIPMENT IS MOVED, THERE MAY NOT BE SUFFICIENT CUSHIONING MATERIAL OR AN INCREASED CHANCE OF SKINNED KNEES ON THE CONCRETE PORTION OF THE PLAYGROUND.

BITING: BITING IS A RECURRING ISSUE IN DAY CARE CENTERS. YOUNG CHILDREN CAN BITE FOR A VARIETY OF REASONS SUCH AS TEETHING, LACK OF LANGUAGE, FRUSTRATION, EXPLORATION, ETC. WHEN A BITE OCCURS, WE HANDLE THE SITUATION CALMLY AND APPROPRIATELY. AS A DAY CARE PROVIDER, OUR GOAL IS TO STOP THE REOCCURRENCE OF BITING IN A POSITIVE MANNER.

DISCIPLINE: DISCIPLINE IS POSITIVE TRAINING IN THE RIGHT DIRECTION. WE RECOGNIZE THE DIFFERENCES IN THE AGES OF THE CHILDREN AND THEIR ABILITIES. HOWEVER, THE CENTER WILL NOT TOLERATE CONTINUED DISCIPLINE PROBLEMS. OUR POLICIES ON DISCIPLINE ARE:

1. THE USE OF PHYSICAL FORCE IS PROHIBITED.
2. A CHILD MAY BE REMOVED FROM THE GROUP BUT WITHIN THE OPEN VIEW OF THE CARE GIVER.
3. WITHHOLDING OR FORCING FOOD IS PROHIBITED.
4. ISOLATION IN WHICH A CHILD IS LEFT TOTALLY UNATTENDED IS PROHIBITED.
5. IF A CHILD PERSISTS IN DISPLAYING UNRULY CONDUCT OR BEHAVES IN SUCH A MANNER WHICH MAY BE DESTRUCTIVE TO HIMSELF OR OTHERS, THE PARENTS WILL BE CALLED AND THE CHILD WILL BE PICKED UP IMMEDIATELY.

A NOTE WILL BE SENT HOME FOR CONTINUOUS BEHAVIOR PROBLEMS AND PARENTS MUST SIGN AND RETURN THIS NOTE. IF AT ANY TIME THE CENTER FEELS THAT THE PARENTAL COOPERATION IS LACKING, THE PARENT WILL BE GIVEN A NOTICE TO REMOVE THE CHILD FROM THE CENTER.

LINE OF AUTHORITY FOR STAFF: IN THE DIRECTOR'S ABSENCE, THE CHAIN OF COMMAND WILL BE FOLLOWED. THE CHAIN OF COMMAND WILL BE POSTED IN BY EMPLOYEE'S INFORMATION AND BY THE OFFICE AND BY BULLETIN BOARD.

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY CARE PROGRAMS

THE COMMONWEALTH OF VIRGINIA HELPS ASSURE PARENTS THAT CHILD DAY CARE 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 63I, CHAPTER 10 OF THE 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 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 RECORD 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 A FINE UP TO \$100 OR IMPRISONMENT 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 1-800-543-7545 (TOLL-FREE), WWW.DSS.VIRGINIA.GOV OR AT A REGIONAL OFFICE OF SERVICES CLOSEST TO YOU.

CENTRAL OFFICE: VIRGINIA DEPARTMENT OF SOCIAL SERVICES DIVISION OF LICENSING PROGRAMS 801 EAST MAIN STREET, 9TH FLOOR RICHMOND, VA 23219 (804)726-2901

EASTERN LICENSING OFFICE: PEMBROKE OFFICE PARK INDEPENDENCE BLVD, PEMBROKE IV OFFICE BLDG., STE 300 VIRGINIA BEACH, VA 23462 (757)491-3990

ORGANIZATION: DIRECTOR, SUPERVISORS, CHAIN OF COMMAND STAFF, CLASSROOM TEACHERS, AIDS

REVISED MAY 2023

Registration Checklist

- ☒ Registration Forms (completely filled out and signed)
- ☒ A copy of child's birth certificate or proof of identify
- ☒ An updated shot record
- ☒ A school physical/immunization within the last 12 months (due within 30 days after entry)

Items to Bring

- ☒ A change of clothing (underwear, shirts, bottoms(pants/shorts), socks, shoes- bring something old) labeled with child's name
- ☒ School Supplies (labeled with child's name)
- ☒ Naptime: Bring 1 sheet AND 1 blanket for their cot (Crib sheets fit perfectly) No pillows please. (labeled with child's name)
- ☒ Diapers/Pull Ups AND wipes (if not fully potty-trained)

School Age

- ☒ Before and After Care students 8 years and younger MAY need to leave a booster seat at the center if needed.

Child Care Resources Statement

The USDA Child and Adult Care Food Program (CACFP) helps daycares and after-school programs by providing funding for nutritious meals each day.

USDA Food Program- Justice for All Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family /parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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