



**ORANGE COUNTY  
SCHOOL AGE CHILD CARE**

**Est. 1993**

*Gordon Barbour • Orange • Locust Grove • Lightfoot*

# Child Care Program Parent Handbook

**Updated: August 2022**



## 1. Program Overview

### ❖ Mission Statement

The mission of the Orange County School Age Child Care (OCSACC) program is to provide a year-round safe, supervised environment for school age children. The children are provided the opportunity to interact with other children and staff, to participate in organized activities and to feel safe and secure in a friendly place with caring and attentive adult supervision.

### ❖ History and Funding

Orange County Parks & Recreation began offering our Child Care Program in the fall of 1993, with the opening of the Gordon-Barbour Child Care Before and After School Program. A program at Orange Elementary followed, opening in the summer of 1994. In the years since, the County has had school age programs in Locust Grove and Unionville as well as an infant/toddler program in the Town of Orange. Unfortunately, the sites were not self-sustaining and were forced to close. But an expressed interest in re-establishing the Locust Grove Child Care Program allowed it re-opened for the 2013-2014 school year. This brings the total to three school age childcare sites operated by Orange County. ***The School Age Child Care programs are required to be completely self-sufficient, relying solely on tuition and fees to operate.***

### ❖ Program Information

The Child Care program is operated by Orange County and is administered by the Office on Youth Director. Each program is licensed by the Department of Education and includes care before school, after school, and for full days during summer and student vacations. There are four program locations: Gordon-Barbour Elementary School, Orange Elementary School, Lightfoot Elementary School, and Locust Grove Primary School. At each site, the staff includes a Site Manager, Teacher Assistants, Teachers and Lead Teachers, and occasionally volunteers. All financial accounts are managed by Michelle Goodwin, OOOY Administrative Assistant. Site Managers also maintain ongoing financial records and should be able to answer routine questions. All correspondence should be mailed to the OCSACC office. **The programs do not receive mail on site!**

### ❖ Program Eligibility

Children must be eligible to attend elementary school in order to attend the school age childcare program. Children enrolled for kindergarten in the fall may enroll in the OCSACC program the summer immediately preceding their Kindergarten year. Children attending middle school are also eligible to attend. Children do not need to be enrolled in Orange County Schools to attend the childcare program. The program is conducted on a non-discriminatory basis without regard to race, color, religion, national origin, sex, marital status, or disability.

## Pertinent Site Information

<p><b><u>Orange County Office on Youth</u></b>          146 Madison Road, Suite 205          Orange, VA 22960          (540) 672-5484</p>	
<p><b><u>Gordon-Barbour Elementary School</u></b>          500 West Baker Street          Gordonsville, VA 22942          (540) 832-5401</p>	<p><b><u>Orange Elementary School</u></b>          230 Montevista Avenue          Orange, VA 22960          (540) 672-9195</p>
<p><b><u>Lightfoot Elementary School</u></b>          11360 Zachary Taylor Highway          Unionville, VA 22567          (540) 854-6184</p>	<p><b><u>Locust Grove Child Care</u></b>          31230 Constitution Highway          Locust Grove, VA 22508          (540) 854-9088</p>

## 2. Enrollment

### ❖ Admission Procedures

A ***completed*** program application packet must be submitted, and appropriate fees paid for each child ***before*** the child may attend the program. **Parents will also be required to update records and financial information prior to re-entering the childcare program.**

The School Age program application packet is several pages (front & back) - all information is required to be on file for each child. It is important that you complete ***ALL*** pages accurately & completely. Pages include: Application, Emergency Medical Information, Status Form, Public Recognition Form, Field Trip Authorization, Code of Conduct, Financial Responsibility, Responsible Party Form, Information Records Release, Medication Authorization Forms, & other forms as needed. You ***MUST*** also include:

- your child’s current immunization form (**prior to, or on, the first day of attendance**);
- your child’s current physical form or give permission for us to obtain a copy from the school - if coming from outside Orange County Schools you must provide this within 10 days of enrollment;
- data on **both parents** unless a custodial agreement is in effect or a parent is out of state or incarcerated;
- custodial agreements for all children enrolled;
- proof of birth (**ORIGINAL** birth certificates must be viewed by OCSACC staff)
- information regarding previous schools and child care attended by each child.

In addition, parents will be required to update the information on each child three times per year and whenever additional immunizations are administered (*see pg. 5 for more details*).

***NOTE*** – *custodial parents retain the right to enter the Child Care sites at any time during daily operation; we reserve the right to request picture identification of ANY person, at any time, to ensure the safety of children.*

### ❖ Enrollment Periods

Children may be enrolled in the OCSACC Program at any time throughout the year. Changes in status must be submitted in writing using a change of status form - with a minimum of two weeks' notice. Two weeks' notice is not required during the following times: the beginning of new OC school year, January 1, and the beginning of summer vacation; however, all changes should still be submitted in writing on a change of status form.

### ❖ Withdrawal

Parents must provide the Child Care Program with **two-week written notice prior to removing a child from the program**. Parents will be financially responsible for all fees and charges during this two-week period.

### ❖ Termination of Services by OCSACC

OCSACC reserves the right to terminate any child from the program. Whenever possible, a two-week grace period will be offered. However, should the safety of the child or other children/staff be in question - services may be terminated immediately. Parents and/or their children may be terminated from the program for the following reason(s):

- delinquent payments for child care fees;
- excessive violent behavior;
- swearing or yelling;
- threatens a staff member or child;
- an agreement cannot be made with the parent to handle a behavior issue that is on-going;
- and/or continued late pickups from the childcare site.

In the event OCSACC terminates a child from the program, all fees and charges will stop on the date of termination. Parents will be notified of termination in writing and will be responsible for all fees and charges which occur prior to termination date.

### ❖ Custodial Agreements

OCSACC requires a copy of all custodial agreements and restraining orders which dictate visitation schedules. In the event a parent is not a custodial parent and has no visitation rights, OCSACC will be **UNABLE** to deny access to the child **without the custody agreement on site**. In addition, families who have shared custody and wish to request a fee waiver for those times when the child is with the other parent will also need to provide a copy of the custodial agreement.

### 3. Fees and Charges

#### ❖ Status

You have two choices for attendance status: Full Time and Drop-In. **You will be charged according to which status you designate on the status form. Note - anytime OCSACC is open, and your child is expected, you will be charged regardless of attendance!**

- **Full Time (Weekly):** your child will be **expected EVERY DAY** the OCSACC Program is open. You will be charged a set fee regardless of the number of days your child attends.
- **Drop In:** you must contact the OCSACC Program **in advance to schedule dates of attendance** and to ensure that space is available. No guarantees regarding space availability. You will only be charged for dates you specify and/or any other day your child attends.

*During the year, OCSACC reserves the right to limit the number of status changes (exclusive of enrollment period).*

#### ❖ Child Care Fees

Child Care fees will accrue on a weekly basis. **Advanced** payment is **required** for all childcare services. Discounts are given for additional children who are enrolled in the OCSACC Program. **Payment is expected on Monday each week.** All Child Care fees are reviewed and approved by the Orange County Board of Supervisors and are subject to change with ten days' notice. In addition, the Board of Supervisors, or their designee, are the only persons with the authority to waive or reduce the OCSACC fees.

#### ❖ Invoices, Statements and Payments

Program charges will accrue on a weekly basis. **All Child Care fees must be paid in advance of the child's attendance, or the child will be unable to attend the program until fees are paid.** Expected time of payment is listed below:

- **Weekly Children:** payment must be received on Monday in order for the child to attend that week
- **Drop-in Children:** payments must be received on the first day of attendance each week or daily
- **Families Who Pay Monthly:** payments must be made on the first day attending each month for the upcoming month (*not the month that has just finished*)

**Unless otherwise designated, weekly payments on Monday will be expected.** Site Managers will be able to assist parents with the amount due each week and will be issuing reminders as needed. Reminders may take the form of a verbal or written notice.

Payments may be made in cash, check, or credit/debit cards. Please note, the sites do not have change, therefore, please bring exact change. Checks should be made payable to: **Orange County**. All monies received will be receipted and parents will receive a copy of this receipt. Upon request, parents may receive monthly statements generated by the OOY Administrative

Assistant, Michelle Goodwin. Parents may also review their account any time they wish through the 1Core Parent Portal. Please speak with your Site Manager to receive directions on how to access this feature.

If you have questions or problems regarding your account, please contact Michelle Goodwin, at (540) 672-5484 extension 2. Additional copies of statements or invoices are also available upon request.

#### ❖ **Registration Fee**

Effective August 2021, the registration fee will be \$10 per month, per child. This allows parents to only pay for the months in which their child(ren) utilizes the program. This fee will be charged on the first day of each month the child attends their respective program. This fee is directly related to the number of vacation days a full-time enrollee accrues. This is explained in the next section. The current fee schedule is attached to the end of this handbook.

#### ❖ **Vacations (Full-Time Participants Only)**

Parents who enroll their children as a full-time participant can accrue vacation days to use throughout their enrollment period when their child is absent due to a planned, or unplanned, absence.

##### **Vacation days will be accrued as follows:**

- During the school-year months, families will accrue one (1) vacation day per month on the first day of attendance for the month. School year months include: January, February, March, April, May, September, October, November, December.
- During the summer months, families will accrue two (2) vacation days per month on the first day of attendance for the month. Summer months include June and July.
- August is the only month, at this time, that that includes both summer and school-year care; therefore, any child that attends during the summer portion of the month will accrue one (1) vacation day. Any child that attends during the school-year portion of the month, will accrue one (1) vacation day. This means a child who attends during both the summer and school-year portions can accrue up to two (2) days in August.
- Vacation accrual schedules can be adjusted in the event the Orange County Public School schedule changes their start and end dates. Notice will be given if this occurs.

##### **Vacation Day Rules:**

- Families may borrow up to five (5) days that they will accrue due to their enrollment status.
- In the event a family borrows days and leaves before the actual days are accrued, they will be responsible for the costs of borrowed days not earned.
- All vacation days expire at the end of each calendar year or upon disenrollment, whichever comes first.
- Vacation days are classified as use or lose and will not be cashed out if not used by the end of each calendar year or end of enrollment, whichever comes first. *(Continued on next page)*

\*To be eligible for no charges, parents must submit a written request for time to be classified as vacation days. Whenever possible, this written request should be submitted in advance. Please see your Site Manager for a vacation request form. (Also available online)

#### ❖ **Update Forms, Status Sheets and Payments Schedule**

Parents will be required to complete/update an enrollment form and status form during enrollment periods which occur three times per year. These forms will be updated at the beginning of the school year, first of January and the beginning of the summer program. Every parent will be required to fill out a completely new enrollment form on January 1<sup>st</sup> (unless their child was registered in December the year prior). *Status changes at any other time throughout the year will be limited to once per year unless a life altering circumstance occurs.* Charges will accrue based on the most recent, completed status forms.

#### ❖ **Sick Policy**

In the event a child becomes ill and must be out of school and childcare for an extended amount of time, a doctor's note is required. Once the note is on file, charges will accrue for the first three (3) days and will not begin again until the child returns to the childcare program.

#### ❖ **Additional Fees**

**Failure to Sign-In and/or Sign-Out:** fees may be assessed if parents fail to come into the childcare site to sign their children in and/or out as accurate attendance records are required by the Virginia Department of Licensing Standards.

**Late Pick Up Fees:** in the event a child is not picked up by the scheduled closing time, a late fee will be charged per child. **Late fees are a penalty fee and should not be considered permission to use the staff after posted hours.** Late fees will increase with each occurrence and families may be terminated on the fourth occurrence. Please see the fee schedule in the back of this handbook for a description of these fees.

**NOTE** – *Parents are encouraged to contact the Child Care site if being late is possible or anticipated. After ten minutes - with no contact from the parent, the Site Manager or designee will contact persons listed under Emergency Contacts. If the parent and Emergency Contacts cannot be reached within twenty minutes of closing, the Orange County Sheriff's Department and/or Orange County Department of Social Services will be notified. Time assessment is based on the official school time or clock designated by the Site Manager.*

**Field Trip/Special Event Fees:** in an effort to provide a wide variety of activities and trips, the childcare program may assess a fee for a particular trip or special event. Families will be notified, in advance, by Site Managers of any additional fees which may be attached to these events.

**Fund-raising:** in an effort to keep fees down for field trips and special events, families are requested to assist with fund-raising projects throughout the year. Types of projects may include catalog sales, food sales, flowers sales and other projects. Site Managers will provide specific information as each project begins.

### ❖ Receipts

All Child Care payments will be receipted. In the event a cash payment is made on site, parent should wait for the receipt. Check and credit card receipts will be available upon request. If payments are made through the mail to the main office, receipts may be sent back to the site to be delivered upon request. Please maintain all receipts as a record of payment and review your statements regularly. Receipts made through our online payment portal will not receive a receipt as this program asks for an email address and the receipt will be emailed to the parent.

### ❖ Outstanding Debt and Past Due Accounts

Children will become immediately ineligible to attend the Child Care program in the event fees are not received. There will be no exceptions to this rule. Three collection attempts will be made by the OUY Administrative Assistant and then delinquent accounts will be submitted to the Orange County Treasurer's office for collection. *Families sent to the Orange County Treasure Office two times will not be allowed to return to the program. Families with outstanding debt may not be allowed to enroll at other OCSACC childcare sites and may not be eligible to sign up for any other Office on Youth activities.*

### ❖ Bad Check Policy

OCSACC submits all payments to the Orange County Treasurer's Office. In the event a check is returned from the bank for any reason - OCSACC will be notified. The bank will send each check through twice. At that time, children are not eligible to attend the Child Care program until the issue has been resolved. There will be a \$50 fee for all checks returned by the bank. This fee and money is to be paid directly to the Orange County Treasurer's Office. In addition, **cash payments will be required after a check is returned from the bank two times.**

### ❖ Tax Statements

The OUY Administrative Assistant will prepare written tax statements for all accounts. These statements will be available to all families by February 15<sup>th</sup> each year.

### ❖ Insurance

The OCSACC Programs are covered under the Orange County Insurance policy as provided by the Virginia Association of Counties Group Self Insurance Risk Pool. This policy covers all participants enrolled in the OCSACC program in the event of an emergency as secondary insurance.

The following exclusions apply:

- To any person while participating in any interscholastic sports or athletic contest, exhibition or practice. No medical payments coverage applies to any athletic or sports activity of any kind including gym classes, intramural sports or parks and recreation sponsored activities.
- Arising out of the use of trampolines;
- Arising out of any parks and recreation activity;
- To any person injured at a playground or other type of park;
- Any person injured during any recess, "play-time" or any similar activity.

## 4. Child Care Program Specifics

### Hours of Operation

	GORDON BARBOUR CHILD CARE	ORANGE ELEMENTARY CHILD CARE	LIGHTFOOT ELEMENTARY CHILD CARE	LOCUST GROVE CHILD CARE
SUMMER/FULL DAYS	6:30 AM - 6:00 PM	6:30 AM - 6:00 PM	6:30 AM - 6:30 PM	6:30 AM - 6:30 PM
BEFORE SCHOOL	6:30 AM – Start of School	6:30 AM – Start of School	6:30 AM – Start of School	6:30 AM – Start of School
AFTER SCHOOL	School out - 6:00 PM	School out - 6:00 PM	School out - 6:30 PM	School out - 6:30 PM

#### ❖ Sample Schedule - Full Day

The following is an example of a full day schedule. Actual schedules are posted on site and monthly calendars are provided by the Site Manager.

6:30 – 7:45	Arrival, greeting children, quiet free play, breakfast (child brings)
7:45 – 8:00	Bathroom, clean up
8:00 – 9:00	Outside Play
9:00 - 10:00	Bathroom, snack, clean up and/or individual activities
10:00 – 11:00	Age group activity, special projects, interest centers
11:00 – 12:00	Table activities/free play and/or gym time
12:00 - 1:00	Bathroom, lunch, clean up
1:00 - 1:30	Quiet time, reading
1:30 - 2:30	Outdoor play (must be at least 15 minutes weather permitting; Ex: rain)
2:30 – 3:00	Table games and cool down time
3:00 – 3:45	Bathroom, snack, clean up and/or individual activities
3:45 – 4:30	Age group activity, special projects, interest centers
4:30 - 5:30	Active group game (outside or gym)
5:30 - 6:00/6:30	Quiet games, clean up

#### ❖ Sample Schedule - School Day

Before School	6:30 - 9:00	Arrival, greet children, quiet activities, Possible snack, homework time, gross motor play
After School	3:55 - 4:00	Arrival, greet children, sign-in
	4:00 - 4:30	Bathroom, snack, clean up
	4:30 - 5:15	Outside Play
	5:15 - 5:45	Special Projects
	5:45 - 6:00/6:30	Quiet games, clean up

## ❖ **Holidays and Staff Development**

OCSACC programs will be closed for the following Holidays when school is **not** in session: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. In addition, the programs may be closed for staff development days during the year and will be advertised in advance. Site Managers will post reminders of upcoming closures. Child Care fees will **not** be adjusted for these closings (with the exception of Christmas Day, Thanksgiving Day and the day after Thanksgiving) - normal payment will be required for those children who normally would be expected.

***NOTE*** – *If any of the childcare sites are closed due to lack of attendance (or for any other reason) for a period of 5 days or more, there will not be any fees assessed for the duration of the closure.*

## ❖ **Inclement Weather Policy**

Decisions regarding the OCSACC programs opening or closing when school is not in session is taken very seriously. In order to ensure the safety of the OCSACC staff and its participants, the decision to open or close the childcare sites is made in partnership with the Orange County Public Schools Supervisor of Facilities & Maintenance and is based on their ability to allow safe entry into the schools. *In general*, the OCSACC will follow the lead of Orange County Schools regarding winter precipitation (*this does not pertain to school early closings; please see below*). However, when the school system remains closed for a period of time, we recognize that this places a hardship on parents. Therefore, every attempt will be made to re-open the sites as soon as the roads and parking lots are safe for travel.

Delayed openings may occur when appropriate in order to allow staff and parents safe travel to the sites during the daylight hours.

In the event the Orange County Schools closes early (for any reason) the childcare sites will open immediately. The staff asks that parents attempt to pick up the children as soon as possible to allow the staff and parents safe travel in the daylight hours. This does not mean that parents are expected to pick children up within the first few minutes of day. If you do not work in the immediate area - please contact your child's site to establish what the weather is currently doing and how quickly you will need to make arrangements for your child. Fees **MAY** be adjusted for early closings based on pick-up times (e.g., waving early closing fee).

There will be NO fees assessed for full days closed due to inclement weather, or unforeseen circumstances. Site Managers will adjust the fee for the week to reflect a credit for days closed due to weather or other unpredictable occurrences.

*All closings and delayed openings will be posted on the Office on Youth Facebook pages, on each site's voicemail, and an email will be sent out through 1Core. Please check your email and site voicemail frequently as the situation may change.*

### ❖ Sign-In & Sign-Out

Proper sign-in and sign-out of children is important to your child's safety. OCSACC will require a photo ID for all persons who pick up children until the staff becomes familiar with family members. All persons must be listed on the application form as allowed to pick up the child (unless specific arrangements are made in advance and in writing with the Site Managers). OCSACC will not release a child to any person without written authorization. This includes older siblings; all siblings under the age of 18 must also have written authorization on file in order to sign-in/out the child.

*In the event that parents are designated as NOT ELIGIBLE to pick up a child, the legal guardian agrees to provide the OCSACC Child Care program with appropriate custodial paperwork. **OCSACC staff will be unable to deny parent's access to their children without the custody agreements ON SITE.***

For mornings and full days, **the childcare program is not responsible for children until they are signed in by the parent/guardian.** Sign-in software will be available and should be used each day. To ensure that all children are safely delivered to the program, please allow time each morning to come in and drop off your child. **Failure to sign children in/out may result in a fee being assessed.** *Please see the fee schedule in the back of this handbook for a description of these charges.*

During the school year, **the childcare program is not responsible for children until they arrive in our program at the end of the school day.** Please contact the Site Manager if you pick up your child early from school so we do not expect their attendance that afternoon. In the event there is no answer at the site, please leave a voicemail to inform staff of the attendance change. Every attempt will be made to locate expected children who do not show up. In the event we cannot find the child, we will notify the parent as a courtesy.

Parents must also come in to pick up their child and physically check them out each day. Parents should allow sufficient time for children to complete what they are doing, put away materials and collect their belongings.

### ❖ Personal Belongings

Each child will be given a basket to store all belongings in each day. OCSACC is not responsible for toys or electronic games brought to the site. We reserve the right to not allow such games periodically. Parents should check their child's basket daily to ensure that all belongings are taken home. ***Please label all belongings with your child's name.***

### ❖ Dress Code

Appropriate attire is required for all participants of the OCSACC Program. In general, children should follow the school dress code. Specifically forbidden are baseball caps turned anyway but forward, inappropriate slogans and pants hanging below buttocks. Please dress your child according to potential changing weather conditions. Children will be going outside on a DAILY basis; therefore, providing layers of clothing is advised. **Flip flops and sandals without straps around the toes and heels are prohibited (except during pool time or water play).** Children are encouraged to wear closed toe shoes to prevent scrapes when playing on the playground. In addition, art activities will be done which could require a change of clothes or smock to protect clothes.

### ❖ **Unforeseen Location Changes**

In the event that a situation arises which necessitates the need for the children to be removed from the school, the Child Care program may coordinate with Orange County Public Schools to re-locate the children to a designated spot or new location. Whenever possible, the new locations will also be schools located within the same area. Announcements will be posted on the Office on Youth Facebook pages, on each site's voicemail, and an email will be sent out through 1Core. Parents or emergency contacts will be called as soon as the children have been settled into the new location. Questions during this time should be addressed to the OCSACC office at (540) 672-5484.

**\*NOTE** – *In emergency situations that necessitates to the need to contact parents, the OCSACC may post announcements on the Office on Youth Facebook pages and on each site's voicemail. An email will be sent out through 1Core, and the OCSACC will also call every family that has a child with us onsite at that current time.*

### ❖ **Snacks and Lunch**

The Child Care program will provide daily snacks. Please be sure to notify your Site Manager of any food allergies as well as *document them on the OCSACC enrollment application*. Menus will be posted weekly and will meet the Virginia State Licensing requirements. ***Children should bring a bag lunch on full days*** - lunches should be self-contained and not require heating. Refrigeration will be provided for lunches as needed. In the event a lunch is lost, forgotten or inedible, a \$5 fee may be charged for a replacement lunch. *Please note, this is to be used for emergencies only and not on a regular basis!*

The program also welcomes the opportunity to celebrate special events in your child's life (e.g., birthdays). Refreshments may be supplied by parents - please bring sufficient amounts for the entire group. Due to varying eating requirements from the participants, please check with the Site Manager to determine appropriate snacks and to schedule a special event.

### ❖ **What to Bring**

Site Managers often schedule special events such as wheels day (bikes, skates, etc.) during full days. Children are allowed to bring in their own items on these days. Please talk to your Site Manager to determine whether electronic games are allowed (this varies from time to time).

### ❖ **Transportation Policy**

When applicable, Orange County Public Schools (OCPS) will transport the children by school bus to and from school for our before and after school program. The OCSACC will also use the OCPS school buses as our primary source of transportation on field trips throughout the year. All school bus rules will be followed when transporting children. Some other means of transportation that the OCSACC utilizes includes:

- The Town of Orange Transit (TOOT) bus when OES or GBES goes on local field trips when applicable (e.g., Orange Volunteer Fire Company Fireman's Fair, pool, etc.)
- The Orange County Office on Youth vans transporting a small number of kids for clubs (e.g., Archery Club) or for extra seating on a field trip when we cannot justify getting another bus. All Virginia traffic laws will be followed (e.g. seatbelts used by every passenger, booster seats when appropriate, etc.)
- Charter buses (very rare occasions) when we may do a field trip more than 2-2.5 hours away

### ❖ **Field Trips**

The childcare programs may take Field Trips. Parents sign a generic permission slip included in the application packet. Parents will be given trip information in advance and will always have the option to not participate in the field trip. ***In the event the child is not allowed to participate in the field trip; it will be the parent's responsibility to make alternate childcare arrangements for the child.*** Please see the Site Manager if you have questions.

### ❖ **Code of Conduct**

Children ***and*** parents are expected to:

- Respect the rights and property of others
- Cooperate by observing the rules and refraining from foul language, disrespectful back talk or physical contact with other children and staff members
- Take advantage of all enriching opportunities presented.

A copy of the Code of Conduct should be signed by the parent and each child upon enrollment to ensure understanding on everyone's part. The Code of Conduct can be updated as needed. OCSACC reserves the right to terminate any child/parent from the program who fails to abide by the Code of Conduct.

### ❖ **Disciplinary and Behavior Management Policy**

A child's participation in the childcare programs depends upon his or her behavior. We certainly want each child to enjoy the activities planned and benefit from their experience with the OCSACC. Basic rules of safety and conduct are reviewed in this handbook. Please make certain that your child is aware of these rules. Parents will be informed by phone, in writing and through parent conferences if their child continues to display poor behavior.

General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to an alternative activity. In the event a child is not allowed to attend an OCSACC field trip for behavior reasons, it is the parent's responsibility to find alternative childcare during that trip.

Physical discipline will not be used, nor will food be denied as punishment. Failure to comply with the OCSACC Code of Conduct may lead to disciplinary action, possible suspension and/or termination from the program. The OCSACC reserves the right to immediately suspend and/or terminate services due to violation of this policy. In the event the OCSACC deems termination of services be a necessary consequence, parents will be given written notification of termination by the next business day.

***NOTE – If a child is terminated from OCSACC program, they may NOT return to the program without the permission of the Office on Youth Director.***

## ❖ **Illness and Injury**

OCSACC staff will conduct Daily Health checks on all children when they arrive at the center. There are certain circumstances which will prohibit the child from remaining on site - because of potential exposure of germs/infection to other children and staff. Children will not be allowed to attend the Child Care program for the day if they have any of the following:

- A temperature of 100 degrees Fahrenheit;
- Recurrent vomiting or diarrhea (twice in two hours); or
- A communicable disease (including but not limited to: pink eye, head lice, chicken pox).

***In the event a child displays any of the above, parents or emergency contacts will be notified and expected to pick up the child as soon as possible.*** When children at the site have been exposed to a communicable disease, parents will be notified within 24 hours or the next business day (if appropriate to wait). Notification of exposure to life threatening diseases will be reported within 24 hours. Notification may consist of a sign hanging at the sign-in area, notes home, and/or phone calls to specific parents depending upon the situation.

***\*Parents also are REQUIRED to notify the Child Care site in the event their child contracts a communicable disease; notification should occur within 24 hours or the next business day as appropriate.*** Please notify your Site Manager if your child is sick and will not be attending for the day or if the illness is communicable so that other parents can be notified.

Incident reports will be created for all injuries, regardless of severity. In the event of a known minor injury occurs at the Child Care site, parents will be notified by the end of the day. Parents will be notified as soon as possible, without jeopardizing the safety of the child, in the event the child sustains a serious injury or requires emergency medical treatment. In the event the injury/illness requires immediate emergency action, 911 will be activated and an ambulance will be dispatched. Staff will provide care and first aid until the ambulance arrives. Parents or emergency contacts will be notified IMMEDIATELY after 911 is activated. In the event, the rescue squad determines the child should be transported (prior to the arrival of a parent/emergency contact) OCSACC staff will accompany the child in the ambulance and will stay with the child until the parent/emergency contact arrives. Parents will be required to sign the incident report as soon as possible; parent copies will be given as requested.

## ❖ **Medication**

In compliance with licensing regulations, medications will be strictly monitored. Not all OCSACC staff is trained to give medications. In order to give medications, staff must take the eight (8) hour Medication Administration Training class as required by the Virginia Department of Education. All medicines, inhalers, cough syrup, etc. must be given to the Site Manager, or their designee, immediately upon arrival at the site. Medication will only be given to children when parents have supplied the appropriate OCSACC Medication Authorization Form, with ALL INFORMATION completely filled out. Medication can only be given for 10 working days without written consent from a doctor. Please refer to the following to determine whether parent's authorization will be sufficient or whether a Physician's authorization will be required.

*(Continued on next page)*

**Requires a Doctor's Signature:**

- ***Any long-term medications (more than 10 days)***
  - ***Over-the-Counter Products (Administration Method):*** Oral, Inhaled/Nasal, Patches, Eye and Ear
  - ***Prescription (Administration Method):*** Topical, Oral, Inhaled/Nasal, Patches, Eye and Ear
- ***Nebulizers and Epi-pen Injections***

**Does NOT Require a Doctor's Signature:**

- ***Short-term medications (no more than 10 days)***
  - ***Over-the-Counter Products (Administration Method):*** Oral, Inhaled/Nasal, Patches, Eye and Ear
  - ***Prescription (Administration Method):*** Oral, Inhaled/Nasal, Patches, Eye and Ear
- ***Sunscreen (Over-the-Counter), Insect Repellent, Bee Sting Swabs, and Antibiotic Ointment***

**NOTE** – Long term medication forms (Doctor Medication Form) must be updated yearly.

Please do not send any medication with your child without written authorization (OCSACC Medication Authorization Form). **All medication must be in the original container and labeled with the child's name, dosage amount and the time/times to be administered.** The labels must match the instructions written on the Medication Administration Form. All medications will be stored by OCSACC staff. Parents will be notified if medicine becomes out of date. Out of date medication which is not picked up within five days will be disposed of by OCSACC staff. OCSACC staff will document all medication administration on the medication log – specific to each child.

OCSACC staff is also trained in Emergency Medication Administration, including inhalers, epi pens and nebulizers. Emergency medication must be authorized by a doctor - using the long-term medication form. Children cannot be in possession of their emergency medications - the Site Manager or Lead Teacher in charge of their group will maintain possession of the medication while the child is on site.

❖ **Sunscreen & Insect Repellent**

In compliance with licensing regulations, parents will be required to complete a Sunscreen & Insect Repellent permission form. The OCSACC program will provide a specific brand of sunscreen (SPF 15 or higher) and insect repellent (when applicable). In the event a parent chooses to provide child's own sunscreen/insect repellent, it should be in the original container and labeled with the child's name. The childcare staff will apply the sunscreen on a regular basis, (and insect repellent only as needed and following manufacturer's written guidelines regarding frequency and amount) to all children who have parent's permission. The brand name will be specified on the form, parents must choose yes or no with regards to application of each and list any adverse reactions previously experienced. All sunscreen products & insect repellents will be stored by the Child Care staff.

❖ **Water Consumption Guidelines**

The OCSACC program acknowledges that water is the ideal beverage of choice for school age children because it hydrates and does not include any added ingredients. The OCSACC also recognizes that school age children should have six to eight cups of water daily. Therefore, the OCSACC program will encourage and support water consumption daily for all youth and staff. Water will be always available to the children and the staff, and the children will be encouraged to bring a refillable water bottle with them daily. Further, the OCSACC program will offer other beverages limitedly, and when offered it will mainly be in the form of 100% juice and/or milk.

❖ **Recreational Screen Time Usage Policy**

The OCSACC program values and encourages physical activity, interaction with peers, and both, imaginative and organized play. All childcare locations of the OCSACC program will be mindful of recreational screen time, allowing no more the 15% of its daily operating activity schedule to be reserved for recreational screen time viewing

❖ **Emergency Preparedness**

OCSACC makes the safety of the children and staff our number one priority. The Child Care site has an emergency preparedness plan which has been developed in conjunction with the local Emergency Services Coordinator. The plan addresses scenarios to include but not limited to: natural disaster, chemical spills, intruder, terrorism, fire, tornado, and floods. Fire drills are conducted monthly, Shelter-in-Place drills are conducted at least two times per year, and Lockdown drills are conducted at least two times per year. All plans are reviewed by staff on an annual basis. Emergency plans are available for review; please see the Site Manager.

❖ **Confidentiality Policy**

Your name and your child's name will not be given out to anyone but staff without your permission. Names of other children and their families should not be discussed in public by staff or parents to respect the privacy of others. Exceptions to this policy would include investigations conducted by licensing, CPS workers and law enforcement.

❖ **Suspected Child Abuse or Neglect**

The childcare staff are considered to be Child Care Professionals and therefore are required by law to report any suspected case of child abuse and neglect. All reports of suspected child abuse or neglect will be made to the Orange County Department of Social Services.

❖ **Concerns and/or Questions About the Child Care Program**

Our program is always open to questions, suggestions, and constructive criticism. The staff is available most of the time to assist you with anything required. All questions or concerns about the Child Care program should first be directed to the onsite childcare staff. If the staff is unable to help you, please see the Site Manager. In the event that your issue/question is unresolved or is unable to be handled by the onsite staff, please contact Rebecca Sellers (OCSACC Operations Manager) at (540) 661-5462, or Alisha Vines (Office on Youth Director) at (540) 672-5484. In the event that your issue continues to remain unresolved, please contact Glenda Bradley (Deputy County Administrator) at (540) 672-3313.

## ❖ Licensing Information

The Child Care Programs are licensed by the Virginia Department of Education and as such is required to give you the following information:

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 8, Agency 20, Chapter 780 of the Code of Virginia gives the Department of Education 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, and a ration 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 unannounced visits to the program by licensing staff within the Department of Education. 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 a 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 or up to 12 months or both, for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Education nearest you:

### **Valley Licensing Office:**

Address: Augusta Professional Park  
57 Beam Lane Suite 102  
Fishersville, VA 22939  
Phone: (540) 332-2330

## **Important Names and Phone Numbers**

### **Orange County Office on Youth**

(540) 672-5484

Theodore Voorhees, County Administrator  
Glenda Bradley, Deputy County Administrator  
Alisha Vines, Office on Youth Director  
Michelle Goodwin, Administrative Assistant

### **OCSACC Operations Manager**

(540) 661-5462

Rebecca Sellers

### **Gordon-Barbour Elementary Child Care**

(540) 832-5401

Rebecca Sellers, Acting Site Manager

### **Orange Elementary Child Care**

(540) 672-9195

Gail Lloyd, Site Manager

### **Lightfoot Child Care**

(540) 854-6184

Jennifer Detwiler, Site Manager

### **Locust Grove Child Care**

(540) 854-9088

Emily Gwinn, Site Manager

## COVID Addendum

The OCSACC Programs will continue to offer childcare during the COVID Pandemic. The following policies will remain in effect to protect our families and staff until further notice.

1. Staff will create an environment that limits contact and promotes social distancing to the best of their ability, however, this does not eliminate the possibility of being exposed to COVID-19, or other communicable diseases.
2. Child(ren) may be required to go through a health check BEFORE being allowed to stay in the program on any given day and at any other time deemed necessary by the staff. I also understand this means I may not leave my child until I get the go ahead from the staff performing the morning health check. Staff will also undergo a health check upon arrival.
3. Parents **MUST** notify the OCSACC staff **immediately** in the event their child(ren), the parent, or any household family members have been exposed to, or diagnosed with, COVID-19. This may lead to a suspension of services due to the need to quarantine. The length of quarantine will be decided upon based on the current guidelines from the CDC and local health department. The decision to quarantine may also be done in partnership with the child's school to allow for consistency.
4. Parents are required to pick up their child(ren) **IMMEDIATELY** if contacted by OCSACC staff due to disqualifying symptoms. (Immediately is defined as within 60-90 minutes of being notified)
  - ❖ **Disqualifying Symptoms:**
    - Fever of 100° F, or higher, within the last 12-24 hours;
    - Has had shortness of breath within the last 12-24 hours;
    - Developed an unexplained cough within the last 12-24 hours;
    - Recurrent vomiting or diarrhea (twice in two hours) within the last 12 hours; or
    - A communicable disease (including, but not limited to, pink eye, head lice, chicken pox)
5. In the event COVID cases increase, parents will be assigned an arrival time in order to stagger families arriving to limit contact and promote social distancing, per guidelines. I further understand that I will not be allowed to enter the site at any time and my child(ren) will be accepted at the door as well as returned to me at the door each day.
6. Parents will understand that the OCSACC is considered an essential service for families and therefore, will support the staff in correcting behavior issues that may be addressed by the staff. In the event a compromise cannot be worked out, services shall be terminated.
7. If a child/staff or group of children/staff are exposed to, or is diagnosed with COVID-19, the effected site may be closed for a time designated by current standards so that all participants, including staff, who were exposed may quarantine.
8. Children will not be allowed to attend the OCSACC program unless they have been fever-free **WITHOUT** medication assistance for 24-hours. If staff is informed that this has happened, and the child tests positive for COVID and they are considered contagious while in our care, the family understands they will forfeit their spot in the program until further notice.