

Fairmount Christian Church Childcare Program

Parent Handbook: 2024-2025

Director: Lawrence C. Haake, IV

Assistant Director: Barbara Land

Childcare Board: Krista Barnes, Kay Beasley, Bonnie Norwood,
and Fred McGhee (Chair).

Information in this handbook is current as of February 12, 2024.

Please Note: This handbook is a guide to policies, procedures, and rules of the Fairmount Christian Childcare Program. All parents/guardians must read this handbook when registering their child into the program. By signing the registration form, you acknowledge that you have received this handbook and have read its contents. The Fairmount Childcare Program reserves the right to make changes in content or application of these policies, procedures and rules as it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted or substituted in this handbook.

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About the Fairmount Christian Childcare:

“Truly I say to you, whoever does not receive the Kingdom of God like a child will not enter.” –Luke 18:17

The Childcare Program’s mission is to provide a safe environment where we can teach students to love God, love people and where we can introduce Christ into their lives. The Childcare Program is incorporated under the laws of the Commonwealth of Virginia and regulated by the Department of Education as a religiously exempt child day center as outlined in the Code of Virginia. The Fairmount Childcare is bonded and insured.

The Childcare Program offers before and after school care to students in kindergarten to sixth grade with a capacity of 150 students. During the summer, the program is open to children who are five years old to rising seventh graders. The program utilizes the Family Life Center area of Fairmount Christian Church.

The Childcare Program’s mailing address is: PO BOX 336, Mechanicsville, Virginia, 23111. We are located at: 6502 Creighton Road, Mechanicsville, VA 23111 | phone number is (804) 730-1420 | Fax number is: (804) 559-8072 | website: www.fairmountchildcare.org | www.facebook.com/fairmount

The Childcare Board: The program is governed by a Board of Directors. The Board of Directors is responsible for the hiring of the Childcare Director who reports to the board. The Board of Directors sets the policies and procedures of the program. In the event the director is absent, whether planned or unplanned, the Board of Directors can and may oversee the day-to-day operation of the Child Care Program or appoint someone to do so.

Childcare Program Staff:

Staff members of the Fairmount Childcare Program must submit to a background check performed by the Virginia Child Protective Services & Virginia State Police. In addition, a physician annually certifies staff members to be free from any disability which would prevent them from caring for children. Most of the staff is certified in First Aid/CPR.

Bible time:

Throughout the year a daily Bible devotion is held. In the school year it is referred to as ReCharge and in the summers, it is referred to as JumpStart. It consists of a 10–15-minute devotion and learning time and uses straight-from-scripture sources.

Hours of Operation, Information & Notifications, Inclement Weather and Emergency Situations:

Hours of operation are from 6:30 am to 7:45am | 1:00 pm to 6:00 pm Monday – Friday. The Childcare is also open in time to pick up students on early dismissal days. On most school holidays and in the summer, the Childcare is open from 6:30am – 6pm.

Office Hours are from 6am – 7:45am & 1pm – 6pm Monday through Friday during the school year and from 6am until 6pm Monday through Friday during the summer.

Text Alerts: Parents can be alerted to notifications via text message by texting **@khegaf** to **81010**. We will send out text notifications when our normal schedule is disrupted or send reminders to parents about field trips & activities.

Information Online: facebook.com/fairmount and fairmountchildcare.org.

Inclement weather policy: if Hanover and/or Henrico County Schools are CLOSED due to weather, parents can utilize our Facebook Parents & Staff Page (go to www.fairmountchildcare.org to register) and check whether or not the Fairmount Child Care will be open or not. We will also send out a text notification. While every effort will be made to open if schools should close, we will only open if people can safely access the Fairmount property and building. Should Hanover and/or Henrico County dismiss early due to weather, the Childcare Program will open and pick up students from school. If Hanover County is delayed opening, the Childcare Program will open deliver students at the appropriate time. (Note: we are unable to provide morning services to Henrico County Schools).

Emergency Situations – In the event there's an emergency during Childcare operating hours, we will send out an email notification and update our information hotline. This includes situations where the Childcare needs to close early or open late.

If the Fairmount building and property needs to be evacuated, children will be transported to Cold Harbor Elementary School (6740 Cold Harbor Rd., Mech., 23111) where they may be picked up from the school's gym and cafeteria. Notifications will be sent out.

Enrollment

***All preexisting balances must be paid in full to be considered for enrollment.**

Eligibility: School Year & Summer

- **School Year:** Children must attend the following schools to be eligible to attend the Childcare Program during the school year:
Hanover County: Battlefield Park, Cold Harbor, Laurel Meadow, Mechanicsville, Pole Green, Rural Point.
Henrico County*: Arthur Ashe, Harvie, and Donahoe
Note: Only after-school care is offered for Henrico County students.
- **Summer:** Children who enroll in the summer must be four years old by June 3, 2024, and no older than the 7th grade.

For a child to be enrolled in the Fairmount Childcare Program, the following must be submitted.

- Completed and signed registration form.
- Copy of child's immunization record.
- Copy of parent's insurance card.
- Activity/Registration fee of \$85 per child.

Withdrawals & Dismissals

Withdrawals: Parents wishing to withdraw their child from the Childcare Program must indicate in writing which must include the final date the child will attend. If the withdrawal date is in the middle of the week, **a full week's tuition will still be due.**

Dismissals: The Fairmount Christian Childcare welcomes all children if we are able to serve their needs in a way that they will be successful in our environment. In certain situations, we may have to terminate the enrollment of any child if that child exhibits violent, abusive and/or hyperactive behavior that disrupts the staff's performance or the daily class activities.

A child may also be dismissed if a parent is negligent in abiding by any of the policies established in this handbook.

Leave of Absence: Situations may arise in which an enrolled child must take a leave of absence from the program. A leave of absence will be granted for the following situations:

- Hospitalization of the child
- Death of a parent or sibling
- Loss of job by a parent

An account will be frozen and a child's space in the program maintained as long as the parent notifies the Childcare Center within five business days. A child qualifies for a leave of absence if he or she is absent for five days or more due to the above-listed conditions. If granted, a leave of absence will be in effect for up

to three weeks (15 business days), at which time the parent must update the Childcare Program on the child's status. If no contact is received, the child's space in the program will be forfeited.

Note: The Childcare program reserves the right to deny, alter or cancel any leave of absence.

Tuition Rates & Fees: Tuition is set by the Childcare Board at the recommendation of the Director. A list of tuition rates and fees is on page 7. **By signing the registration form included in this packet, parents signify that they have read and understand the tuition rates & fees and when such tuition and fees are due.** Any changes in tuition or fees will be communicated to parents no less than thirty days before such changes take effect.

Tuition payments may be dropped off in the payment box at the sign out desk. Payments of cash require a receipt to be issued. Any specific questions regarding an account should be directed to the Childcare office (804-730-1420).

We reserve the right to charge \$15 to an account anytime a check deposited is returned by the bank for insufficient funds or account closed. Upon bouncing three checks to the Childcare Program, payment must be made from that point on with cash, cashier's check or money order.

Weekly Tuition Payment Policy

Full Time Enrollments: ***NOTE: Full time means any student who attends during the summer or school year five days a week.*** Tuition will be due each Friday for the following week. Tuition fees will be considered delinquent if not received by the end of business Tuesday and a \$20 late fee may be added. Accounts not made current by the Friday following the week tuition was originally due may result in the child being removed from the rolls, and parents must pay the registration fees to re-enroll their child. Any fees and expenses associated with collection of overdue accounts are the responsibility of the parent of the enrolled child.

Drop In/Part Time Payment Policy: ***NOTE: Part time means any student who attends during the summer or school year four days per week or less.*** Tuition is due in advance or on the days your child attends.

Vacation Discount: Each family enrolled in full time childcare has one week of vacation at a discount rate of ½ of the full tuition during the summer (June 3rd-August 9th) and again during the school year (August 19 – May 31). This vacation discount can only be used if your account is current... **The vacation discount cannot be applied to an outstanding balance or be applied retroactively.**

Starting Dates: Parents must indicate the date in which their children will begin attending the program. Accounts will be charged from this date forward.

Multiple Child Discount Eligibility: This discount is only applicable to children living at the same address.

Monthly & Year End Statements: Upon request a monthly statement will be available detailing the total tuition charges and payments. Year-end statements will be issued upon request provided an account is current.

Tuition Rates & Fees

Registration Fee Per Child: \$150 Summer & School Year | \$100 School Year only

2024 Summer Tuition

(see p. 6 for definitions for full time vs. part time students)

Full time: \$132/one child | \$204/two children | \$273/three children | \$398/four children

Part time/per diem: \$44 per day/one child | \$58 per day/two children | \$75 per day/three children | \$119 per day/four children

Note: part time/per diem payments are due on the days of attendance or in advance.

2024 – 2025 School Year Tuition

(see p. 6 for definitions for full time vs. part time students)

Full Time:

After School Only: \$111/one child | \$175/two children | \$211/three children | \$326/four children

Before & After School: \$121/one child | \$185/two children | \$221/three children | \$336/four children

Before School Only: \$50/one child | \$60/two children | \$70/three children | \$80/four children

Part time/per diem afterschool (per day): \$32/one child | \$50/two children | \$75/three or more children

Note: part time/drop in payments are due on the days of attendance or in advance.

School Holiday Fee:

On days that are school holidays or snow days, a \$15 per family fee will be charged in addition to the regular tuition amount.

Daily Drop Off & Pick Up:

Drop off – school year & summer

School Days: Curb side drop off is available.

Summer Days: Curb side drop off is available from 6:30am-8am. After 8am, parents must bring their children to the door and ring the bell to drop them off.

Pick up – school year & summer

Curb side pickup is available from 4:30pm-6pm only. Prior to 4:30pm, parents must come to the door and ring the bell to pick them up. **Only those on the authorized list on a child's registration form may pick up a child. If your child is going home with another student enrolled in childcare a written note must be provided to the Director.**

Children will only be released to their parents and those listed on the child's registration form as authorized to pick up that child. This list can be changed at any time with written notification.

It is important to make arrangements beforehand if someone else is picking up your child who is not on the approved list. Written notification is required.

Any individual picking up your child who is unfamiliar to our staff will be asked to provide a photo identification before your child will be released.

Changes to authorized list: Any changes or additions to the list of people authorized to pick up a child must be done in writing. Parents are permitted to make changes at any time. **Be aware that unless the court documentation states otherwise, each parent reserves the right to make changes to the authorized pickup list.**

The main entrance to the Childcare Program is the side entrance to the church's gym labelled "D2".

Late fees: A fee of \$1 per minute may be collected from a parent when late for the scheduled 6:00 pm pick up.

If a parent has not picked up a child by 6:00 pm and has failed to notify the Childcare Program that he or she will be late, the staff will make every effort to contact you with the numbers we have on file. If we cannot contact you, we will contact the emergency contact person listed on the registration form and arrange for them to pick up your child. If we are still unsuccessful at reaching someone to arrange for pickup by 6:30 pm or later, we reserve the right to call the Hanover County Social Services Department at 752-4100 or 1-800-552-7096 to inform them that you have not picked up your child. We will advise the Social Services Department to come and take your child into their custody. If you arrive after your child has left, it is your responsibility to contact the Social Services Department at the above number.

If a parent is consistently late in picking up their child (five consecutive late pickups or ten in a month's time) then Fairmount Childcare reserves the right to dismiss the child from the program.

Child Custody Issues: The Fairmount Childcare Program assumes that both parents have the right to drop off or pick up their child. Written notification and copies of current legal documents must be on file with the Childcare Program **BEFORE** we refuse to release a child to a parent. Omitting the name of a parent on the child's registration form **IS NOT** notification that a parent is restricted or has forfeited their rights to drop off or pick up a child.

Confidentiality Notice: All information provided about children, families and staff shall be privileged communication and shall be reported with regard to confidentiality. However, under Virginia law, caregivers are required to report suspected cases of child abuse or neglect to Child Protective Services. Please let us know if your child has a special condition, is under doctor’s care, is taking medication (even if only at home or school), is suffering from a mishap in the family, or is having any difficulty adjusting to certain circumstances. If you have any questions, concerns or information to share, please contact the Director. **Note:** names, addresses, emails, or phone numbers will not be given out without expressed written consent.

Electronic Devices

Electronic devices are permitted at the risk of the owner. Any device which plays music must be connected with headphones, and headphones are not to be shared. If a child is playing music found to be obscene or offensive, the electronic device will be taken and returned to the parent. Video games must be rated by the Entertainment Software Rating Board (ESRB) of “E”. Any game with a higher rating must be reviewed and approved by the Director. The Fairmount Childcare Program is not responsible for any lost or stolen electronic device, nor will permit signs to be put up advertising a lost electronic device, nor will parents be allowed to question other children or parents about a lost electronic device. Fairmount Childcare reserves the right to deny use of electronic devices and confiscate devices to be returned to a parent at the end of the day.

Cell phones – possession of cell phones is permitted if calls or internet use are not done unless permission is obtained from a staff member. Children are not to take photos and/or videos of other children or staff while attending childcare. Nor may any photo or video be uploaded to social media from Childcare. Failure to follow these guidelines will result in dismissal from Childcare. **If your child is allowed to bring their cell phone or other device with internet capability, Fairmount Childcare is not liable for the content that can be accessed using a cell phone or any other electronic device. The Fairmount Child Care reserves the right to deny use of a cell phone and confiscate the phone to be returned to a parent at the end of the day.**

Toys & other personal possessions

Children are permitted to bring a toy or personal possession within reason to the Child Care Program at their own risk. The Fairmount Child Care Program is not responsible for any lost or stolen toy or personal possession.

Clothing

All children should wear rubber soled shoes on field trips during the summer.

When wearing skirts, girls should bring or wear shorts underneath for recreation time and recess. Tank tops/sleeveless shirts are acceptable; however, please no shirts with spaghetti straps or that show midriff.

All clothing must be free of any questionable sayings, images as well as political/social statements.

All jackets, coats, sweaters, hats and accessory clothing should be clearly marked with the child's name. Keep in mind that when weather permits, children will play outside and should dress accordingly.

Lunch/Snacks

The Fairmount Child Care Program provides afternoon snack during the school year, school holidays and in the summer months. On school holidays and summer months, children may bring a morning snack. Also, on school holidays and summer months children will be required to bring his or her lunch. Lunches that require refrigeration need to be labeled with the child's name. Food that requires heating needs to have adequate heating instructions as food can only be heated in a microwave. Sharing lunch is prohibited. If a child does not have a lunch, his/her parents will be called to bring one. If we are unable to contact a parent, the child will be provided lunch and a \$10/per child no lunch fee will be charged. During lunch and snack, children will eat with their class and before each meal we begin with a blessing. Children will be encouraged, but not required to say the blessing for snack or lunch.

Discipline Policy

Certain behaviors such as not following rules, talking back, hitting other students or staff, biting, damaging property, etc. will not be tolerated. If such behavior is exhibited by a child, parents will be notified and may be asked to pick up their child. Recurrent behavioral problems may result in the dismissal of the child from the Child Care Program. Appropriate time-outs and/or loss of privileges will be used if necessary to correct negative behavior. Parents will be informed if a child has a particularly bad day or if there is a recurring problem. Parents must work with the Child Care staff to encourage a child to exhibit a positive behavior towards others. Each instance of a child exhibiting poor behavior will be handled by the teacher and if the behavior continues after notifying a parent a course of action will be determined by the Director as to the future of the child's enrollment in the program.

***See withdrawal policy on p. 5**

Children with Special Needs

Please contact us before enrolling your child so we can discuss your child's individual needs. By discussing your child and the outcomes you desire for him or her while with us ahead of time, together we can determine whether Fairmount would be a good fit. We can assess whether our instructors would have the specific skills needed to care for and provide the specialized attention that a child with intellectual disabilities or other special needs may require while here. This conversation will be an important first step toward achieving our shared goal: creating a successful experience for your child.

Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced if proper information and communication is established between parents and the Child Care.

If your child has a food allergy, it is critical that you include that information when registering your child. It is the parent's responsibility to notify the Child Care of any food allergy and to work with the Child Care to develop a plan that will help accommodate a child with allergies while they are at the Child Care.

Please provide written medical documentation, instructions and medications as directed by a physician. Parents are to provide properly labeled medications and replace medications after use or expiration. It is extremely important that parents educate their child in the self-management of their food allergy including:

- Safe & unsafe foods
- Strategies for avoiding exposure to unsafe food
- Symptoms of an allergic reaction
- How and when to tell an adult they may be having an allergy-related problem
- How to read food labels (age appropriate)

It is also important that parents provide an emergency contact number.

The Fairmount Child Care has policies in place prohibiting the sharing of food among children. This policy extends to siblings and family members in an effort to minimize the risk of allergic reaction. It is important that children are educated to not eat anything with unknown ingredients or known to contain any allergen.

An up-to-date list of all children enrolled in the Fairmount Child Care with food allergies is distributed to all teachers so that the risk of exposure to allergen containing food is minimized. While we do not prohibit foods that contain peanuts, tree nuts or other allergens, we do recommend that they not be sent with lunches or snacks.

Health Issues including Medication.

A child may be sent home if symptoms of an illness appear during the day. In such a case, a child will be isolated from his/her class and the parents contacted. If a child is sent home due to illness he/she may not return until 24 hours have passed with no symptoms. Parents should notify the Child Care Program if a child has a communicable disease.

Please keep your child home if...

- He/she has a fever or has had one in less than 24 hours of 99 degrees or higher.
- Has a heavy nasal discharge and is not yet under a doctor's care.
- Has vomited during the previous 24 hour period.
- Have symptoms of a communicable disease. (may include, but not limited to, pink eye, sore throat, headache, ring worm, uncontrollable coughing, COVID-19, and abdominal pain, plus a fever. This also includes lice).

Your child may attend if...

- A cold is over, but a minor nasal drip remains.
- 24 hours fever free without the aid of medication.
- Has a rash or skin disorder and is under doctor's care.
- Shows no symptoms and is taking medication.

Accident or injury

If a child sustains an injury, an accident report is filled out by the Child Care staff and a copy is given to the parent. All minor injuries will be treated with basic first aid.

In the event of a serious injury, every effort will be made to contact the parent. If we cannot contact you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent or an ambulance, the Director is responsible for all decisions about the care of the child.

This is agreed to by parents when the registration form is signed.

Prescription Medication: We are not able to administer prescription medication.

Field Trips

During the summer months, groups will go on a field trip each week. Field Trip destinations vary by group however each group will usually have an opportunity to go swimming.

A calendar will be available on our website (fairmountchildcare.org) containing the summer schedule. Fields trips will be listed, and which groups will be going as well as the departure times.

When a group is on a field trip you may check our Facebook Parents & Staff Page for updates and photos from the field trip.

On field trip days, children must bring a lunch that **DOES NOT** require heating and include with that a bottle of water. The Child Care covers all admission charges to the various locations we visit, but children may bring money for gift shops or concession stands.

Note: If your child is unable to attend a field trip or you do not wish for them to attend, written notification IN ADVANCE must be given.

Special Events

Throughout the year, Fairmount Christian Church will hold special events in which the public is welcome. These include Vacation Bible School, Fall Family Festival, Christmas Productions, area Block Party and many other events. **You do not need to be a member of Fairmount to participate in these events** and you and your family are welcome to any and all of them.

Abuse and/or Unsafe Parental Behavior

Any foul language, threatening language or abusive or unsafe behavior exhibited by any parent while on the grounds of Fairmount Christian Church may result in the related child being removed from the program, as well as notification of proper law enforcement authorities of the incident.

Alcohol, Tobacco & Drug Policy

Any child found to be in possession of alcohol, tobacco or illegal drug will be immediately removed from the program and proper law enforcement authorities will be notified.

Children are prohibited from possession of an over the counter or prescription drug at any time.