

### **In Case of Accident or Injury**

We will make an immediate attempt to contact a parent or guardian. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance. The director will take charge and make all decisions about the care of the child. It is to your child's benefit and it is the law that we know where to reach one parent at all times when your child is in the center's care. If you are planning to be out, please leave a phone number where you or your spouse can be reached on the notes and message pad if the number is different than the ones we have on file. For minor injuries (anything that leaves a mark or breaks the skin), we have an Injury Report Form which will be filled out and left on the child's cubbie. Parents are asked to sign the form and return it to a staff member at the front desk. Please check your child's file periodically to make sure that all the necessary information is current.

### **Procedures for Emergencies**

The emergency evacuation plans are posted in each room in the building. The Director will sound the fire alarms and notify the local authorities by calling 911. The teachers will follow the evacuation procedures and quickly line up the class and march them outside to the designated area of the playground, where an immediate count will be made to account for every child. Monthly practice drills shall take place. In the case of a natural disaster (hurricane, tornado, etc.) the established evacuation route will be followed if it is deemed necessary and appropriate by the director. Staff members will monitor any changing or unusual weather patterns by listen to the radio, making phone calls to appropriate authorities, or by calling on parents of students at LLC who may be in a position to obtain pertinent information, i.e. fire or police officials. In the case of sudden, unpredicted occurrences, staff members will gather children in those areas indicated on the posted evacuation route charts.

### **Birthdays and Holidays**

We celebrate birthdays and holidays during the snack period of each day. Parents may contact the teacher to make arrangements for the birthday celebrations, or to help with holiday festivities. There will be no invitations distributed in the class unless all the children in the class are invited.

## **Toys From Home**

Show and Tell is on Thursdays and Fridays for the Multi-Age Class. Parents please help your child select a show and tell that reflects the weekly theme or conveys some educational value to the group. On Mondays through Wednesdays, please discourage your child from bringing toys from home. We have experienced difficulty and conflicts among friends usually centered around the toys brought from home. Videotapes with educational value that families share are appreciated, along with books that reflect the class' weekly theme.

## **Authorization to pick up Child**

All persons, other than parents or guardians, authorized by a parent to pick up a child will be required to present a valid picture identification. No child will be released to any unfamiliar person (save the parent or guardian) without proper identification. Any changes in this policy require written or verbal agreement between a parent and a qualified employee, i.e. the director or other empowered administrative assistant.

## **Registration and Admissions Policies**

1. An introductory visit to the school with your child is required.
2. The center's Registration Form must be completed.  
All records on file must be kept up to date. Please notify the center of any changes in name, phone, address or employment.
3. A completed medical form must be submitted.
4. The registration fee and the two week's tuition must be paid.
5. There is an additional weekly fee for children who are not potty trained.
6. Written permission for transportation must be kept on file.
7. An original birth certificate must be presented if child is not already registered in Public School (if not presented in 7 days the center is required by law to file a report with the local sheriff's office).

## **Regulations**

In order to retain your child's place in The Little Log Cabin Child Care Center and to help the staff run the center in an efficient manner, the following regulations must be met by everyone concerned:

1. Children will be accepted who are between the ages of 2 1/2 years to 12 years.
2. A hot balanced lunch, two snacks, and breakfast will be served each day. Parents may send a lunch to school if you know that your child will not eat what is on the menu for the day. Lunch should be nutritious and ready to

eat. Staff members do not have the time required for food preparation for individual children. The school can not serve certain foods and if you child brings any of these, they will not be served (i.e., popcorn, raisins, grapes (unless cut in half))

3. Each child will have a rest period each afternoon. Clean mats and sheets are provided, but small pillows, blankets, and "loves" can be brought from home to help students feel more comfortable when they rest. If you bring a pillow from home, it must have a cover. All blankets must be taken home weekly to be washed. A full, seasonal "change of clothes "shall be maintained in the students' cubby at all times. All personal items should be marked with your child's name. Each child has his or her own cubby to store all personal belongings. The cubby also serves as a mailbox for all art work "treasures" that are to be taken home. Please take time to look for these "treasures" and give them a place of honor at home. Any communications from the center director or staff will be placed in these cubbies. Please check them regularly.
4. In case of serious accident or injury, the parents or guardian will be notified immediately. Parents will be notified of minor accident or injury at the end of the day. Parents will be provided with an accident report. Parents should sign the form and return the original to the front desk (or it may be left in the tuition box at the front or back desk).
5. If your child is to be removed from the program for any reason, two weeks advance notice is required. Payment is expected for this two week period. The center will give two week's notice to the parents if it becomes necessary to ask the parent to remove the child from the center. However, the center reserves the right to request immediate removal from the program if the child's behavior represents a threat to the well being of the other children or is severely disruptive to the center's program.

### **Child Abuse**

The epidemic of child abuse is tragically widespread; it crosses all economic, social and educational boundaries. In Virginia, over 9,000 children were injured by abuse last year. Current Virginia Law mandates that all teachers and child care providers must report abuse and neglect, even if only suspected.

The local Office of the VA Department of Social Services is at 825 Diligence Dr., Suite 203, Newport News, VA 23606, Phone 594-7594.

Our staff is thoroughly screened, and each employee must submit a Virginia Criminal record Check to qualify for employment.