

Welcome, Welcome, Welcome...
To The Little Log Cabin Child Care and Learning Center.

Margo and Sal Bavuso opened the Little Log Cabin in the summer of 1994. The remodeling work was sandwiched in-between Sal's work at NASA and Margo's Graduate Studies in Early Childhood Education at Old Dominion University. With a great deal of help and support from family and friends, the dream of establishing a quality preschool and child care facility became a reality.

Incorporation

Little Log Cabin Child Care and Learning Center was incorporated in Virginia on March 17, 1994 under the name of MarSal Inc. It is Owned, Operated and Directed by Margo and Sal Bavuso.

Location

Address: 8640 George Washington Memorial Highway (Rt. 17)
Yorktown, VA 23692
Phone: (757) 890-3002
Fax: (757) 833-0790

E-Mail address: logcabin@widomaker.com

We are located between the York County Library and Cook Road in a sprawling wooded setting off Route 17.

Philosophy

It is the philosophy of our center that early childhood should be a time of fun, warmth, security, exploration and discovery. Preschool children are creative and inquisitive. Our staff strives to nurture and encourage these qualities in our students. The purpose of this program is to help children discover the joy of learning through experiences that encourage and motivate their interests and curiosity. At our center, the teachers' role is to support the children as they develop and construct their own individual understanding of the world through their work and play.

Our center is A Virginia State Licensed Facility. We welcome all children regardless of race, nationality, ethnicity, or creed.

Our Goals...

The goal of our center is to create a "home away from home" environment filled with the potential to encourage active learning in student's play through a "hands on" process. Play is considered a natural springboard for learning, for creative development, and for social development. As children play, they develop friendships and learn to value one another. They use language to communicate ideas and critical thinking to test out ideas. They cooperate to complete projects and to gain friendships. Most importantly, when children feel a sense of control over their play world, they develop a sense of mastery and pride. They begin to believe in themselves and in others. As children begin to master their world, they develop competencies and habits that will prepare them for life-long learning. With each new experience they are building on a base of knowledge that began in the early years.

Our teachers accomplish this goal by providing integrated thematic experiences and learning centers that suit the children's level of development so that they can feel a sense of mastery. Each child has the opportunity to make choices, solve problems, communicate, understand and express feelings in appropriate ways, develop self-control, value others' rights and differences, and work towards building a positive self-image.

Our goals also consist of providing a daily schedule with a nutritious breakfast, lunch, and snacks, and a proper rest period as well as a balance of active indoor and outdoor group activities.

Another major goal is to be supportive to the families of our students. When you join our school, you become a member of The Little Log Cabin Family.

Programs

Our center offers many quality programs. For preschool-aged children we offer full day and half day preschool for students ages 2 1/2 through 4 years (2 1/2 - Cubs, 3 - Koalas, 4 - Multi age Bears). The curriculum will be based on the High/Scope teaching method. Students will be encouraged to plan, do, and review activities during the course of the day. All programs will be thematic with an integrated approach to facilitate all areas of development: physical, emotional, social, creative and cognitive.

Starting Fall 1996, we added a half-day a.m. kindergarten program with extended full day care for parents who wish their child to remain at the center after the morning LLC kindergarten program. The curriculum will be based on the Macmillan/McGraw-Hill Beginning to Read, Write and Listen program.

For parents who desire before and/or after school care (for children in grades K to 6 or up to age 12) transportation will be provided for students attending Dare Elementary, Grafton Bethel Elementary and Seaford Elementary. In addition, a Yorktown Elementary public school bus will provide a pick-up and drop-off service to Little Log Cabin for students attending Yorktown Elementary.

A Summer camp program for preschool classes and school-age classes through up to age 12 is also offered in the summer months, June - August.

Hours and Checking In and Out Policies

The Little Log Cabin is opened from 6:15 A.M. to 6:00 P.M., each day, Monday through Friday. A sign-in-sheet is posted at the front desk. Adults are required to sign students in on this sheet and escort him/her to his/her classroom, making sure that the teacher in the classroom is aware of a new student arrival. When you pick your child up, please be sure and sign him/her out. At all times children are to be escorted in and out of the center by an adult. If you are late picking up your child, your name will be placed in the Late Book. If picking up your child late becomes a recurring tendency, i.e., after 6:00, or after 12:00 for the half day class, you will be charged \$5.00 for every 10 minutes that you are late. A staff member will always be at the center until every child has been picked up. After 6:00 all doors except the front door will be locked. If a child has not been picked up by 6:30, center personnel will contact the parents or someone on the emergency list to pick the student up.

For our Before and After School friends, it is vital that parents and staff at LLC communicate, especially if there are changes in the regular schedule of days the children come to LLC. We have developed the procedure below to ensure

students are transported to and from school safely. When we are not notified of changes in schedules, we are responsible for determining where your child is. Advance notification of changes in regular schedule will aid us in providing the best possible care for your child while they are enrolled in our program.

LLC staff shall:

For AM Students:

Before leaving the center for the van or to go to the bus stop, get the list for your group (Yorktown, AM) from the front desk. Check the list and the Notes/Messages book to see if there is any information regarding any of the children on your list. You should always do a count of the number of children in your group before you leave the center and make sure it is the same as the number on your list for that day. If you are driving children to school in an LLC van, you need to always take a cell phone with you. Once the children are on the bus or upon your return to the center, you are responsible for signing the students out on the appropriate sign out sheet.

For PM Students

Before leaving the center to go to the bus stop or to pick up children from public school, staff members should check the notes and message pads at the front and back desks. Also pick up the list for your school age group, i.e., Seaford, PM. Van drivers should take a cell phone with them. Once you arrive at the school, if you have questions about any child who is or is not there, call the school office (the phone number is in the notebook in the van) or call back to Little Log Cabin. You should do a count before leaving the school to compare to your list. If there are children who were expected to arrive at the center and did not, staff members should notify one of the administrative staff and they will contact parents either at work or at home. These attempts to contact parents will be documented in the child's file. For those students who ride the Yorktown bus, staff members should be outside prior to the time the bus arrives to meet the children. One person should go to the bus and the other should wait under the gazebo. When going back into the center, one staff person should walk in front of the children and one in back. Sign the children in and let an administrative staff member know if anyone who was supposed to arrive did not arrive at LLC so attempts may be made to contact their parents. This will be documented in the child's file.

School Closings

On the first day each time York County schools are closed due to ice and/or snowy weather conditions, our center will require a delayed opening at 9:00. This will allow time for roads to be cleared enough for the staff to safely drive to the school. When York County Schools are closed for more than one day, the director will open as early as requested but not before 6:30 a.m. If hazardous weather conditions come up during the day please make arrangements to have your child picked-up at the center as soon as possible. We all will need to get home safely before road conditions become too hazardous to drive. If there is any change in our stated policy of closing or late openings, you may tune in to WAVY Channel 10 or call our school and listen to a recorded message.

Payments

Tuition payments are due on the first day of your child's weekly classes by check, cash, money order or credit card. Monthly and bi-monthly pre-payments are also accepted. If you pay with a credit card there will be a \$2.00 processing fee for each payment unless payment for a full month is made and then the processing fee will not be applied. We accept Master Card, VISA, Discover and American Express. A late fee of \$5 will be charged to all accounts which are two weeks or more overdue. (Please see Appendix II for Notice of Overdue Payments.) When paying tuition, please note the dates that the payment covers in the memo section of the check/money order. This helps to maintain our records by properly crediting your account for the dates the child is in attendance. One week of non-payment is allowed during the twelve month period (for a calendar year, Jan. to Dec.) for time taken off for vacation. Those students who enroll for the summer only receive two vacation days to be used during their stay with us. Tuition reduction is extended to families with multiple children enrolled.

Registration Fee

A yearly, non-refundable registration fee of \$55 is payable when you enroll your child. We also require payment of one week's tuition at the time of registration and one week's tuition on the date your child begins at LLC. One week's tuition is held in escrow to cover one of the last two weeks of a child's attendance (two weeks notification of withdrawal is required, as is payment for that two week period). If the child is withdrawn, the registration fee is due for each child upon return.

Sick Time and Holiday Credit

If your child develops a cold with discolored nasal discharge coughing and sneezing, and/or if students have a fever within 24 hours of attending school, or develops symptoms of a contagious illness, please keep them home so the rest of the students in their class do not become exposed.

No credit on tuition is given for regularly scheduled center holidays. Tuition payments are expected for all contracted days even if your child misses a class day. An exception is made, when students are out for more than two days due to illness. A reduction in tuition is allowed for missed days following the initial two sick days.

Health and Safety

Your child's health is a matter of major importance to all of us. Upon enrollment, your child's immunization record must be filed with us. A health form signed by a physician must be submitted to us within 30 days. Your child may need to be sent home if he or she becomes ill. In such case, he or she will be isolated from the others and a parent or guardian will be contacted. Please do not send you child to the center if symptoms of fever, vomiting, or rash are present. For safety reasons, all children must be signed in and out every day. Please initial each time your child arrives and departs.

Medication

We will administer oral medication only if it is recommended by a physician. Over the counter medication requires written or verbal permission submitted by the parent or guardian. Please fill out a Medication Authorization form for all medicines you desire our staff to administer. There is also a medicine log at the front desk. You will need to enter the name of the medication and then you and a staff member will initial the entry. If you take the medicine home on a daily basis, please sign in and out each day on this log. At the end of the designated time period (such as an antibiotic for 5 days) the staff member who returns the medication to the parent shall sign and date the form in the appropriate space. If you child has a prescription for an ongoing medication, we will have to have a written statement form the doctor to keep on file her at LLC or the parent will need to fill out a new medicine form each ten days. You will receive a receipt from a staff member for this medication. If your child does have an ongoing medication here at LLC such as an inhaler, please make sure you check periodically to assure the prescription is current.

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.

Environment

At the Little Log Cabin Center, we strive very hard to make our school a "home away from home" for your child. An environment filled with love, happiness and as safe and nurturing as possible. We want your child to come to school and be happy. The following are some few clear limits that will insure a happy environment.

1. Children are not allowed to hurt themselves or others.
2. Children must not disturb the atmosphere of the school.
3. Children who bite another child or staff member, and leaves a mark or breaks the skin, will receive a conduct notice. The second time a child bites, the parent will be called to take the child home for the remainder of the day.
4. Children may not remain in unsupervised areas.
5. Children must never leave the building or playground without their parent or guardian.
6. Children must take care of materials and respect the property of others.

Field Trips

New opportunities and experiences are gained from inviting community helpers and people with interesting occupations to visit our center. Field Trips are taken for those students 5 years and above to the Library, skating and to a variety of places in the area to enhance students opportunities for learning. A Van Riding Form must always be signed by parent/guardian before student will be allowed to participate. Children who ride in the van are expected to remain seated and wear their seat belts at all times. Vehicle doors will be locked at all time. A list of students leaving the center for a field trip will be posted at the center. A copy of the each child's van riding form, including emergency and medical information, is kept in each van at all times. On all field trips there will be one other adult in addition to the driver. This policy is in accordance with Article 2 of the Virginia Department of Social Services minimum standards for licensed child day centers.

Holidays

The center will be closed on the following holidays:

January	New Years Day
May	Memorial Day
July	Independence Day
August	Friday before Labor Day - Teacher work day
September	Labor Day
November	Thanksgiving Day and the Day After
December	Christmas Eve and Christmas Day

Holidays that fall during the week-end will be observed Friday or Monday. Regular tuition payment is required for these holidays. We have a policy for families that allows for one week of vacation during the year with no tuition payment. For those students enrolled for the summer only, they will have two vacation days to use during the summer months. Families must notify the director in advance when using this vacation credit. If extended vacation plans require students to be out of classes for more than one month, parents may chose to withdraw their child and re-register upon their return if there is a spot available. Two weeks advance notice is required as well as payment for that two weeks. They will also be required to pay a new registration fee. Parents may also choose to continue to pay the tuition fee to hold a spot until their child returns.

Parent Participation and Communication

The Little Log Cabin News will be published often. Parents will be given copies of class calendars and monthly lunch menus. Students and their families will be invited to a December Christmas Sing-A-Long, and other family activities, such as outings and picnics that will be planned during the year.

Teachers will be available for conferences at parent requests, and Parents will be given the opportunity to schedule a conference in the Spring.

Communication is the key to a successful relationship between school and home. Our Weeds and Flowers form located in a folder by the front door is always available to provide a method for communicating concerns and joys.

If a parent has a concern or grievance with a staff member, we feel it is important that the issue be discussed and cleared with the staff member. If a parent has tried communication and has not been successful, the Director will be happy to act as a facilitator with the parties to try and help them work through their differences. See the enclosed organization chart which will help you determine where to direct your concerns.

POLICY FOR MOVING UP

Our policy generally allows for movement from one class to another at two times during the year, September and June. We also move some students during the first of January, if they have birthdays close to January and there are spots available.

When moving a student much after January 1st and classes are more than half through the year, it becomes harder to transition from one class to another for those students that are moving up to the next class. It also becomes harder for the older class to have students join them that are almost a year younger. However, we will consider requests after January as space is available.

We look at many factors before we move a student to another class during mid-year, not just the fact that they have had a birthday. Often, we first try to consider those students that parents have already requested to have their child move up to the next class. We discuss the move with teachers in the Cubs, Koalas and Multi-age Bears Classes. We consider social skills, cognitive skills, maturity, and behavior. We also try to keep a balance of boys and girls whenever possible.

Yorktown is a transient area and often during the year we have spaces in different classes that come available. If we have not had requests from LLC parents, and openings become available, we will begin to ask the parents who have a child whose birthday is close to January 1st. We ask if they would be interested in having their child considered for moving up to the next class. We do not even begin the consideration process until we determine there is interest from the parents.

When a student move is made, we usually give a two week probationary period to make sure that the change is working well for the student and the class. Change in midyear is a big jump as the student has new teachers, new pupils in their classes, and different schedules and expectations. Also when students go from one class to another, there are new student/ teacher ratios. Those ratios are 1 teacher per 10 students for 2's & 3's, 1 teacher to 12 students for 4's, and 1 teacher to 20 students for Kindergarten and school age. At LLC we always stay well within these state mandated ratios.

We also have a waiting list for our classes and as a space becomes available, we go to that list to fill them. Those students who are alumni or who have had brothers or sisters in our program also get priority on the waiting list. We must maintain a balance in the classes.

When students have a birthday, parents please help them be aware that just because they are turning 3 or turning 4, they will not be moving immediately to the next class. Even if you have requested the move we may not be able to make the change. Many things as I have mentioned above are to be taken into consideration. Help them understand that most of their friends are turning that age along with them and they will all move up to the next class together in June or September.

I encourage our families to use the notebooks at the desks if they have any concerns, requests, or comments to bring to our attention. Often, the times of dropping off students or picking them up can be very busy, and oral messages and communications can get lost in the shuffle. Please do not hesitate to call us at 890-3002, or 833-0790. We also have e-mail which is: logcabin@widowmaker.com. Ms. Patsy is in at 6:15am-2:15pm, Ms. Shirley comes in at 8:15am-6:15pm Mon.-Thursday, and I am often available in the afternoon at school until 7:00pm. If you need to talk to me later, you can call at my home at 898-4473.

Please understand that we will always try to do our best to maintain a quality program at Little Log Cabin. We feel our students are very special, and we love them and constantly strive to make LLC a home away from home for our families.