

Capital Kids Preschool & Child Care Center

8758 Richmond Highway, Alexandria, Virginia 22309

703-360-3668

Dear Parent,

Thank you for your interest in **Capital Kids Preschool & Child Care Center**. Welcome to our world of learning and fun! Enclosed you will find information about the programs we offer. Please call if you have any additional questions. We would be happy to schedule a tour and/or a play day for you and your child.

At **Capital Kids**, we view each child as a unique and special person with his or her own pattern and timing of growth. We are devoted to providing a wealth of opportunities for discoveries, new experiences, problem solving, and accomplishments. We believe that all areas of a young child's development (social, emotional, physical, and cognitive) are integrated and that optimal development of these areas is derived from positive and supportive relationships with adults. Our curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities, and to pursue their own interests as unique individuals among their friends.

Capital Kids provides a safe, nurturing, and educational environment for infants through 12 years of age. The Full-day Program at **Capital Kids** operates from 6:00 a.m. to 6:30 p.m., Monday through Friday, and includes two meals and one snack. We also offer a Half-day Program and an Extended Day Program (from 6:30 p.m. to 10:00 p.m.).

Registration applications, inclusive of a non-refundable registration fee, are being accepted on a first-come, first-serve basis. Upon acceptance, an enrollment agreement must be completed and returned with a security deposit equal to one week's tuition in order to reserve a placement in our program. The security deposit will be applied to the last week of your child's enrollment in the program. Please ask about our sibling discount!

We appreciate your considering us as the next step in your child's developmental journey. We look forward to the experience of caring for your most precious loved one(s).

Sincerely,

Lisa Hatcher, MSW
Owner

BREAKFAST, LUNCH & SNACKS

Capital Kids provides a continental breakfast each morning at 9:00, a hot lunch at noon, and a daily snack at 3:00. Parents are asked to not bring food into the Center. Exceptions will be made in the event of food allergies, for religious reasons, and for special occasions, such as birthday parties, and must first be approved by the director. If your child arrives at Capital Kids after 9:15 a.m., please make sure he or she has eaten breakfast before coming in for the day, as breakfast at Capital Kids will be over. All children are encouraged to try all foods that we serve, but we do not force children to eat. Substitutions from our menu will not be made. Parents of children with special dietary needs will need to provide the Center with their daily meals. All food that is brought into the center must be in a sealed container, and be labeled with the date and your child's name on the container.

If you wish to celebrate a holiday or birthday by bringing food as a treat for your child's class, please make sure of the following:

- a) The director and/or your child's teacher is notified ahead of time.
- b) There will be plenty for everyone.
- c) Goodie bags must not include gum, sharp objects, toy guns, or swords.
- d) Birthday parties start at 3:30 p.m. for full-time children and 10:30 a.m. for half-day children.

Breakfast Menu

Monday	Pancakes w/syrup, Orange Juice
Tuesday	Waffles w/syrup, Orange Juice
Wednesday	French Toast Sticks, Orange Juice
Thursday	Bagels & Cheese, Orange Juice
Friday	Blueberry Muffin or Danish, Orange Juice

Sample Afternoon Snack Menu

Monday	Crackers & Cheese, Lemonade
Tuesday	Oatmeal Cookies, Apple Juice
Wednesday	Animal Crackers, Apple Juice
Thursday	Cheese Crackers w/ Peanut Butter, Fruit Juice
Friday	Goldfish Crackers, Fruit Juice

DISCIPLINE

Discipline at Capital Kids is designed and carried out to help each child:

- a) Learn self-control
- b) Improve decision-making abilities
- c) Choose healthy alternatives
- d) Develop an understanding and respect for others
- e) Identify his or her feelings

If and when discipline is needed, it is never the intent of the teacher to embarrass the child or in any way do damage to the child's self-image. The child being disciplined will participate in resolving the conflict in which he or she is involved.

The following factors shall contribute to positive discipline:

- a) *Modeling Good Behavior* - Modeling by the teacher largely sets the mood of the classroom. Teachers will demonstrate a calm demeanor, politeness, gentleness, and respect for the children.
- b) *Structured Activities* - Careful planning by the staff will provide an optimal amount of activities to keep each child involved and stimulated at his or her developmental level.
- c) *Emphasis on Interpersonal Relationship Skills* - Lesson plans devised by staff will include developing the interpersonal relationships of children. Emphasis is placed on helping children build a positive self-image, develop self-esteem, demonstrate self-control, good manners, honesty and the respect of others, identify and communicate their feelings, and learn how to forgive others when their feelings are hurt.

If a child continuously disrupts the class or exhibits other behavior problems, appropriate disciplinary action will be administered, such as removing the child from the immediate environment until he or she is able to return to the classroom and behave appropriately. Parents will be notified if problems persist. If a child is unable to adjust to the classroom environment, or exhibits behaviors that are harmful to another individual, the child will have to be withdrawn from the program.

UNACCEPTABLE FORMS OF DISCIPLINE

The following forms of discipline **will not be** used at Capital Kids:

1. Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or using exercise as punishment.
2. Enclosure in a small confined space or any space that the child cannot freely remove himself, unless it was necessary to physically restrain a child in an effort to prevent him or her from harming himself or another child.
3. Punishment by another child.
4. Separation from the group beyond the sight of a staff member.
5. Withholding food, rest, or any part of the 1 hour daily requirement of physical activity.
6. Verbal remarks which are demeaning to the child.
7. Punishment for toileting accidents or other accidents.
8. Punishment by applying unpleasant or harmful substances.

TOYS

Capital Kids has an abundant supply of toys and other play materials for the children to use. When toys are brought into the Center from home, they are difficult to keep track of and often cause problems of ownership and possessiveness among the children. Therefore, we ask that you not bring toys from home except on "Show and Tell" days or on other days as requested by your child's teacher. All toys brought from home on any other day will be taken away from the child. Toy guns or potentially dangerous toys are prohibited at Capital Kids. Please keep in mind that any toy brought into Capital Kids is subject to be lost or stolen!

NAPTIME

As required by the Minimum Licensing Standards of Virginia for childcare providers, all Capital Kids under the age of five must have a designated naptime of at least one hour. After the first 30 minutes, children not sleeping may engage in quiet activities.

OUTSIDE PLAY

As required by the Minimum Licensing Standards of Virginia for child care providers, all Capital Kids between the ages of 16 months and five years are required to have a minimum of one hour per day of outdoor activity, weather permitting. Due to this requirement, if a child is not well enough to be outdoors, he or she must have a doctor's note which states so.

DROP OFF & PICK UP

A) Parents are required to accompany their child into Capital Kids daily and escort him or her to a staff member in the Community Play Area. If a child arrives after 8:00 a.m., he or she must be escorted by the parent to their classroom.

B) Parents are required to sign their child out each day before departure, and acknowledge to a staff member that they are doing so. The only persons other than a parent allowed to pick up children are those authorized by the parent.

C) When picking up a child, any person who is unfamiliar to staff will be required to show identification before they are allowed to leave with the child. All possible visitors picking up a child must be indicated on the child's registration form or put in writing prior to our releasing the child to anyone other than a parent.

MEDICATION AT SCHOOL

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Upon the written request of a parent or physician, medication will be administered to your child during the school day. Before any medication, prescription or over-the-counter may be administered, the following procedures must be met:

- a) A Medication Authorization Form must be filled out by the parent and include the child's name, the name of medication, the date child is to begin the medication, the dose and time to be administered and the date the last dose is due. If a medication is needed for a period longer than two weeks, a second authorization form must be filled out. **All Medication Authorization Forms expire after a two week period. No medication will be administered for a period exceeding two weeks (ten**

- business days) without a current authorization form to replace the expired one.**
- b) All medication must be in the original container, and labeled with the child's name, the dose and time to be administered.
 - c) Medication must be handed to a staff member. Under no circumstances may a child retain possession of any medicine.
 - d) All medication is placed in a locked box and kept out of the reach of the children.
 - e) Any long-term medication or medication to be given on an "as needed" basis must be accompanied by written authorization from the child's physician.

OVER-THE-COUNTER SKIN PRODUCTS

- a) Over-the-counter skin products, such as sunscreen, insect repellent, and diaper cream, will be used in accordance with the manufacturer's recommendations and will be thrown away upon expiration of the product.
- b) Written authorization noting any adverse reactions shall be given to the center.
- c) These products must be in the original container and labeled with the child's name.
- d) These products must be handed to a staff member, as they must be inaccessible to children.
- e) Children nine years of age and older may apply their own sunscreen but must be supervised while doing so.

TRANSPORTATION POLICY

Capital Kids transports children ages 5 through 12 to and from area public schools. There is an additional fee for this service. Parents must enroll their child in this program and sign a permission form authorizing their child to ride on the van. During the summer months we offer a summer camp for school-age children. This program includes transportation to and from field trips. Again, parents must give written permission for their child to be transported by Capital Kids' staff on the company vans.

PROCEDURES FOR EMERGENCIES

In the event of an emergency, Capital Kids will follow an Emergency Preparedness Plan which includes Response to Medical Emergencies, Emergency Evacuation procedures and Shelter-In-Place procedures. The Shelter-In-Place procedures will be carried out in the event of a terrorist attack, chemical or environmental hazard, or severe weather warning such as a tornado. A copy of our Emergency Preparedness Plan is available for your review at your request. In the event of any emergency involving your child, you will be notified as quickly as possible, depending on the specific nature of the emergency. If emergency medical assistance is required, they will be contacted first and then the parent will be contacted, followed by the emergency contacts listed on the registration form if needed.

PARENT INVOLVEMENT

We have an open door policy regarding parent visitation.

PROGRESS REPORTS

Written information on your child's development, behavior, adjustment, and needs will be given at least semiannually.

PARENT/TEACHER CONFERENCES

Conferences will be scheduled, at a minimum, twice a year to give you an opportunity to give feedback to your child's teacher on your child and the center's program. Additionally, this provides an opportunity for you to ask any questions you may have about your child's development, behavior, physical and emotional well-being, and daily activities.

UPDATING YOUR CHILD'S RECORDS

Parents must update the information in their child's file at least annually, and otherwise anytime there is a change in any information, such as, contact numbers, place of employment, emergency contact numbers, etc. For children under two years of age, immunization records must be updated every six months. For all other children, immunization records must be updated between your child's fourth and sixth birthday.

AUTHORIZED LINES OF AUTHORITY

The following individuals may be contacted any time during business hours if needed. The established lines of authority at Capital Kids are as follows:

Owner/Director	Lisa Hatcher
Assistant Director	Melonie Bennett
PM Supervisor	Nesey McFadden
Back-up Director	Shirley Hill
Curriculum Supervisor	Titania Carter

PREPARATION FOR THE FIRST DAY AT CAPITAL KIDS

Please bring the following items to Capital Kids before or on your child's first day:

_____ Physical Form (due within one month of enrollment)

_____ Immunization Record (due before child can attend)

_____ Proof of Child's Identity (due within 7 days of enrollment)

_____ Registration Form

_____ Policy Agreement

_____ Weekly Tuition Agreement

_____ USDA Income Eligibility Statements (2 forms)

_____ A complete change of clothing including shirt, pants or shorts, socks, and underwear. Please label each piece of clothing with your child's name in permanent marker. (Any item of clothing that is taken off is subject to being lost. Capital Kids is not responsible for items such as hats, mittens, gloves, coats, sweaters, etc.)

_____ For children who are not completely toilet trained, please provide an adequate supply of wipes, pull-ups, and extra clothing. When replenishing these items, please place them in your child's bin as needed.

_____ For naptime, children will need a bottom and top sheet. This is a licensing requirement! These items will be sent home at the end of the week to be laundered and returned on Monday. Please feel free

to

bring any items that will make falling asleep easier for your child, such as, a pacifier, stuffed toy, or special blanket. Pillows are not allowed unless prescribed by a physician.

