



Introduction:

Welcome! VICCC is a licensed program that offers high-quality, nurturing care, including a full range of developmentally appropriate learning and growing opportunities.

Our goals are to give your child a happy day, and to give you the peace of mind that comes with knowing that your child is safe and loved while you work. The combination of a loving family and trained child care professionals, supported by a caring community, can make a great difference in the lives of young children.

VICCC often has volunteers from the community who work with the children in art, music, reading, dramatic play, science and discovery, free play, and more - but volunteers will always be under staff supervision, and will not be left alone with the children.

Things should go smoothly if we are clear about what you expect and you are clear about what we expect. This handbook is intended to cover most of the questions that might come up about these expectations, as well as to outline specific policies, procedures, and practices of our program of which all families need to be aware.

If you have questions at any time, please do not hesitate to come and talk with any of your child's teachers or the center's Site Director. Thank you for being a part of our program, and again, WELCOME!

Our Philosophy:

Valley Interfaith Child Care Center (VICCC) is a 501(c)3 non-profit program designed to provide high-quality child care for children ages zero to 5, of low-income working families. VICCC believes that all children deserve a safe, nurturing environment in which they can learn, grow, and develop. Access to affordable child care is limited for families of all shapes and sizes.



We use child-centered and developmentally appropriate curriculum with planned learning activities, as well as child-directed free play times for those unplanned learning and growing opportunities!

A Word About Our Name - Valley Interfaith Child Care Center:

Our Program was founded by members of many faith communities in and around the New River Valley, and it is generously supported by them because they believe that all children deserve an equal opportunity to experience a loving, nurturing, and educational environment. However, VICCC will not impose any particular religious outlook on you or your child. Your child's religious education is up to the parent or guardian. Our curriculum is secular, like that of many other high-quality centers, and we hope that it will develop great spirits.



Program Eligibility Requirements:

We provide education and care for children from infancy through preschool with the possibility that at or around age 3, the child may transition to Head Start, Virginia Pre-School Initiative or another setting that will continue to nurture school readiness and self-confidence.

Families meet eligibility requirements based on income and employment. In order to maintain your child's place in the VICCC program, all adults living in the household must be employed, and provide verification of employment. Families must qualify as low- to moderate-income.

Prior to enrollment, the Site Director at your child's center will provide you with the specific age guidelines and income guidelines for that site. When your child celebrates her/his 3rd birthday, a transition plan will be worked out.

Enrollment Process (What Happens Before the First Day at School):

Each family is invited to bring their child with them for at least one visit to the center to meet the teachers, other children, and become familiar with the classroom. This will help prepare for the child's first day, with her/his transition into the program.

Before your child begins attending our Program, you will be given a copy of this family handbook and an enrollment packet. All forms in the enrollment packet must be completed and turned in to the Site Director at your child's center before the first day of school. This packet includes:



- Enrollment Application
- Child Registration Form
- Signed Agreement Form
 - Please bring proof of birth for your child (e.g. birth certificate, proof of birth letter, Social Security card DOES NOT count; this will be returned to you.)
- Blue Health And Immunization Form (see below for additional information)
- Developmental History
- Permission And Release Form
- Permission To Use Selective First Aid And Health Screening Supplies Form
- Infection Control Policy And Agreement Form
- Confidentiality Policy And Agreement Form
- USDA forms (2)
- Medication Administration Forms

Blue Health and Immunization Form:

Once your child has been accepted, VICCC needs a medical history, immunization, and physical form completed with your child's information, and signed by their physician.

In accordance with subsection C of §22.1-271.2 of the Code of Virginia, "no certificate of immunization shall be required for the admission to school of any student if (i) the student or his parent submits an affidavit to the admitting official stating that the

administration of immunizing agents conflicts with the student's religious tenets or practices; or (ii) the school has written certification from a licensed physician or a local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization."

Children who are not being immunized may need to be excluded from VICCC at times when certain communicable illnesses have or may have been exposed within the program. This policy is for the health and safety of your child, as well as all other VICCC children and employees.

Termination of Enrollment:

If it becomes necessary for a child or family to leave our Program, we ask that you give us at least two weeks notice. Tuition will be charged during that two-week period, regardless of the child's attendance during that time, and family will be responsible for payments.

VICCC will work with families toward a successful experience in our Program. However, in the event that it is determined that VICCC is not able to meet the needs of a child or family, we will provide a clear explanation of why we need to discontinue care.

Effective 12/1/2008

If a child is absent for 10 consecutive days, the parent will be sent a notice of immediate termination effective the 10th day of absence. This policy may be suspended at the discretion of the Site Director.

Payment of Tuition and Fees:

Families are expected to make their payments on time. Payments, or co-payments, are due on the first school day of each month. You may talk to the Site Director at your child's center about options to pay weekly.



Payments can be made by check or money order (payable to VICCC) or by cash. Please do not leave your payment unattended on the desk in the VICCC office.

Unless a drop-off box or basket is provided for the purpose of collecting payments, please give your payment directly to the Site Director or Assistant Director. Upon payment, you will receive a signed receipt for your records. If a check does not clear, future payments will be requested in cash.

Missed Payments:

If a family misses a payment, they will be responsible for contacting the Site Director or Assistant Site Director to make arrangements to pay past-due amounts in a timely manner. If arrangements are not made and/or past-due amounts are not paid, the family may not be allowed to bring their child to the program until payment is received, and/or child care services to the family may be terminated entirely.

Department of Social Services:

All families who have not already done so are strongly encouraged to apply for assistance through the Department of Social Services (DSS). For more information on applying for DSS assistance (Montgomery County residents), please call 540-382-6990 ext. 263 to speak with Martha Brubaker, or visit their offices, located at 210 Pepper Street in Christiansburg. If you do not live in Montgomery County, someone at VICCC would be happy to help you locate the DSS office in your county or city of residence.

Once you have been approved for assistance from DSS, please bring your voucher approval form and submit it to the Site Director at your child's center. Typically, you will have a tuition co-payment. Depending on your particular situation and arrangement with DSS, this amount may vary.

Low Income Child Care Fund:

If you do not qualify for DSS assistance, you may apply to the Low Income Child Care Fund through New River Community Action. For more information about this program, how to apply or to find out if you may qualify, please call Jill Columbus at 540-381-1561.

Town of Blacksburg Tuition Scholarship Program:

This program is available only to families who live and/or work in Blacksburg and must qualify as low- to moderate-income. Qualifying families will pay a once-per-month tuition co-payment equal to 10% of their household's gross monthly income. Please see the Site Director for more information.

Scholarships/Other Funding:

Throughout the year, we may also have tuition scholarships available through private donors, or other funding sources, and you should not hesitate to apply for these.

Hours and Days of Operation:

We are open Monday through Friday, from 7:00am to 6:00pm.



We will be closed on the following days:

- Memorial Day and/or Independence Day and/or Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

If any of these dates fall on a weekend, we will be closed the previous Friday. Sufficient advance notification and reminders of these closings will be provided.

There may be other times throughout the year when one or more of the VICCC centers will be closed. You will be provided with advance notification of and reminders about these days.

Inclement Weather:

We will make every effort to stay open, despite the weather, as we realize that many families may still have to work. A decision to close the center may come at the last minute.



If your child's center must have a delayed opening or be closed all day, you will either be notified by phone, or you can look for announcements on local television and radio stations.

If we decide that it is necessary for us to close early, we will contact each family by phone. Arrangements need to be made to pick up your child as soon as possible. VICCC will maintain required staff-to-child ratios until all children have been picked up.

Dropping off your child:

When you and your child arrive at the center in the morning, you will be greeted and welcomed by a member of the teaching staff. Your child will put their belongings in their cubby.

A family member or designated guardian 18 years of age or older must walk each child into their classroom when the child is being dropped off. The person dropping off the child should clock the child into our Child Care Manager Program, and then take a moment to talk to a classroom teacher.

If your child is having an especially hard time with the separation process when they are dropped off, please talk with a teacher or center Site Director, as we have resources available, and can work with you and your child to help make the process easier.

What You Should Bring:



- At least 1 (2 if possible) change of clothes
- Diapers/Pull-Ups (if not potty trained or in the process)
- Wipes (if needed)
- Underwear (if your child is potty trained or in the process)
- Blanket (if you child has one from home that will make him/her feel more comfortable)
- Sunscreen* (if you want it applied to your child)
- Insect Repellent* (if you want it applied to your child)
- Diaper Rash Ointment* (if needed)

** Must be in the original container with your child's name on it.**

What to Expect as the Day Begins:

Daily Health Observation:

Before you leave, we want to be sure that your child feels well enough to participate. It is our policy that children who are not well enough to participate in ALL activities - including going outside - are not well enough to be at school on that particular day. If your child has any signs, symptoms, or conditions outlined in our illness and infection control policy (see pages 11 and 12), we will not be able to admit your child is healthy, and will ask that you keep them at home. Please follow the guidelines of the illness and infection policy as to when they may return to school.

Late Arrivals and All Day Absences:

We feel it is important for children to develop a routine of arriving and departing at approximately the same time each day. However, times when children do arrive late, leave early, or are absent all day do not change the amount of tuition charged to the family. Families will be charged for time contracted, whether they are late or absent.

We look forward to having each child here each day, and we miss them when they are gone. We ask that you call by 8:00am, or let us know in advance, if your child will be absent or arriving later than usual. This helps us in planning our daily activities, and in getting an accurate meal count. If your child is absent on a given day and we have not heard from you by 9:00am we will call you to make sure everything is ok.

Goodbyes

Always be sure to tell your child that you are leaving and that you will return for them later. "Sneaking" out without saying goodbye can be very confusing for young children. When you say goodbye to your child, keep it short and sweet. Be sure that when you say you are leaving, you really do leave. This keeps the separation from being long and drawn out, which can be more difficult for the child. Your child will make new friends and playmates and will have a good day. Your positive outlook will do a lot to reassure your child. Remember that you may call or drop in at anytime to check on your child.



Daily Activities:

Schedule and Lesson Plan:

Each classroom has a daily schedule and a lesson plan, based on the principles of the High Scope Curriculum. Lesson plans will typically be for a one-week period, will revolve around a developmentally appropriate theme and will include a variety of activities, including but not limited to: art, early literacy, manipulatives, music and movement, science and discovery, and large motor skills.



Documentation and Individual Daily Sheets:

Teachers will document children's activities on a regular basis. Classrooms have a daily documentation board where they will put up information for all families to read. Individual documentation of daily activities, eating, sleeping, and diaper/bathroom activity is mandatory in infant rooms, and is also available for toddler and pre-school children at the parent's request.

Outside Play:

We will go outside every day, and in all seasons, when the weather permits. This means that we will take the children outside when the temperature is 25° Fahrenheit (including wind chill) or warmer. We will take the children outside in the snow, but will not go outside when there is ice, sleet, heavy rain or thunder. We will adjust the length of time spent outside when it is especially cold or hot, and will take other weather-related precautions (e.g., drinking lots of water when it is hot).



Rest Period:

Rest time is from 12:00-2:00. The toddler and preschool children nap on individual cots. The children under the age of one nap in cribs unless given a doctor's written consent for other sleeping arrangements. We will provide the cot, a cot sheet, crib, crib sheet and can also provide a blanket.

Children are often more comfortable at rest time if they have familiar items with them. Please limit rest time items, however, one blanket, and one small soft toy to cuddle if needed. These items will be kept in your child's cubby when it is not rest time. Please label all belongings with your child's name.



During rest time, the center is quiet. If you are here during this time, please be mindful that children are resting. When possible, please refrain from dropping off or picking up your child during this time.

Food Policy:

Toddlers and preschool children will be served meals at regular times throughout the day, including breakfast, lunch, and afternoon snack. Menus will be posted in all classrooms, and additional copies can be provided upon request. Please let your child's teacher know if your child has any food allergies.

For Infants, we will provide formula and baby food (when age appropriate). Parents fill out a formula choice form. If the type of formula or baby food provided by the center is not what you would like your child to be served, you must provide your own. Please do not bring bottles already mixed unless your child is receiving breast milk.



Family style dining is the model for all of our meals, where teachers and children sit down together for the meal and the children are provided the opportunity to serve themselves. Correct USDA portions will be served.

If you wish to bring a food item to share with the children, please let the teachers know in advance and bring enough for all children. Items should be store bought and in their original packaging. This will provide us with an ingredient list and help to ensure that children with food allergies are not exposed to foods which might cause them to become sick.

The center is nut free. Please do not bring any items to the center that has peanuts, peanut butter, peanut oil in the ingredients, or anything nut related. For more information about food service, please ask one of the teachers or directors.

Clothing:

We go outside everyday, weather permitting, so please send your child to school in clothes that are well-fitting and seasonally appropriate. In the winter, this should include a warm coat with a hood or hat, scarf, and gloves or mittens. Snow boots, if brought, may be kept in your child's cubby. Other seasonally appropriate clothing may also be kept in the cubby. These items will be sent home at the end of the appropriate season.



Your child will need to have two seasonally appropriate, well-fitting changes of clothes, including underwear and socks. These items will be kept in your child's cubby. If your child uses pull-ups or diapers, please provide a generous full-day supply, including diaper wipes.



It is also a good idea to keep an extra pair of shoes in your child's cubby. Shoes should be appropriate for the weather, well-fitting, and allow your child to run and play freely and safely.

We encourage children to explore outside, engage fully in all activities, and learn to serve and feed themselves. These processes often result in spills and messes. Please send your child to school in clothes that are okay for the child to get messy. VICCC will keep changes of clothes on hand for children who do not have them.

Toys and Other Items from Home:



Children are encouraged not to bring toys or other personal items from home to the center, unless 1) it is a soft toy to be cuddled at naptime, or 2) a teacher requests a particular item for the day's activities.

If your child must bring a toy from home to the center, the toy will be clearly labeled with the child's name. Bringing a toy from home means the child is making a choice to share the toy with the other children (a child who does not wish to share their toy will be asked to put their toy back in their cubby).

VICCC staff will remove any toy or personal item which promotes violence (e.g., guns, swords, and other weapons), negative stereotypes, or may pose a hazard to children. These toys or personal items will be returned directly to the parent or guardian at pick-up time.

End of the Day Pick-Up:

When you, or a person designated by you, pick-up your child, please take a moment to speak with at least one of the teachers, and clock the child out using Child Care Manager.

Children are not allowed to leave the classroom without an adult, so please make sure that your child is with you when leaving the building at pick-up time.



Only people you have listed on the registration form as "allowed to pick-up" will be permitted to leave the building with your child, unless you call and the person picking up has picture identification. We may call you back to confirm that it was you who called. Please inform the person to be ready to provide us with a picture ID.

If someone not listed on the registration form as "allowed to pick-up" is to pick-up your child, please send a written note listing the person's full name, the date that they will be picking up, and the approximate time they will be arriving, along with your signature. That written note is to be given to the center Site Director or classroom teacher prior to pick-up time.

As required by § 63.2-1813 of the Code of Virginia, "a custodial parent or guardian shall be admitted to any child day program." If a biological parent is no longer or not allowed to pick up a child, we must have legal documentation (e.g., a copy of a court order) which forbids this. Otherwise, a biological parent has a right to have access to their child.

Late Pick-Up in the Evening:



We close at 6:00PM, and it is expected that families will pick up their child early enough to have left the building by this time.

Families will be charged **\$1.00 per minute for time after 6:00PM** that their children are here. You will receive a note from us letting you know how much you owe.

If you are running late, we ask that you call and give us an estimated arrival time. However, **calling us does not waive the \$1.00 per minute late charge.** If your child has not been picked up by 6:15PM, we will attempt to call parents/guardians first, and then the two emergency contacts listed in your child's file, finally we will call the State Police or Department of Social Services. Please be sure emergency contact information is current and up to date.

Family Involvement:

Families are encouraged to participate in the classroom and/or program. We have an "open door" policy so that families are welcome to visit at any time that they wish.



Conferences:

Teachers will offer to hold conferences twice a year so families and staff can discuss each child's development, and to discuss center and home goals for the following months.

Parent Meetings/Family Events:

Parent meetings and family events will be held at various times throughout the year. Teachers will alert you when these are coming up. If you have a particular topic that you would like to see addressed at a parent meeting, please let a teacher or center Site Director know! Child care and a meal will be provided at each of these events, at no additional cost.



Transportation Policy:

At this time, VICCC is not insured to provide vehicular transportation of children.

Illness and Infection Control Policy:

Children will get sick. To help minimize the sharing of germs, regular and careful hand washing of staff and children will be practiced. To keep the spread of illness to a minimum, we require the following policy for the exclusion of children showing symptoms of communicable illnesses:



1. A fever of 100.0° Fahrenheit or higher will require exclusion from the program until the fever has been gone for 24-hours without the assistance of any medication containing a fever reducer such as Tylenol (acetaminophen) or Advil (ibuprofen). At the center, we use digital thermometers to take a child's temperature under their arm. The temperature will be taken three times to help ensure accuracy.
2. Any incidences of diarrhea occurring twice or more in a one-hour period will require exclusion from the program until all diarrhea is gone for a 24-hour period.
3. A single occurrence of vomiting (at home or at the center) will require exclusion from the program until the child is vomit free for 24-hours.
4. Any unidentified skin irritation or rash will need to be checked by a physician before the child can return to the program. We will then follow the instructions of the physician.
5. With chicken pox, your child may not return to the program until all pox have dried and no new pox have erupted (usually 7 to 10 days). This policy also applies to mild cases that may occur from the vaccine.
6. Any child diagnosed with a bacterial infection that is deemed contagious by a physician, including but not limited to strep throat, bronchitis, pneumonia, etc., will need to be on an antibiotic for at least 24-hours, or any other directions given in writing by the child's physician, before returning to the program.
7. If a child has a fever due to an ear infection, teething, or immunizations, and has a written note from the physician stating the child can return to child care, only then can a fever reducer/pain medication be administered. Fever reducer/pain medication will not be administered in any other situation!
8. Any suspected cases of pink eye/conjunctivitis must be seen by a physician and treated accordingly before the child can return to the program.
9. Head lice frequently occur in group-care settings. To help limit the transfer of lice, we require that any infected child must be excluded from the program until they have had one medicated shampoo and are found to be "nit" free by a staff member. To make sure the lice infestation does not return, make sure to follow all instructions provided by the program at the time the lice are detected.

If your child will be staying home due to any of the above listed conditions, please notify someone at your child's center so our staff will be alerted to the possible spread of the illness.

State regulations require that families notify the center within 24 hours or the next business day after their child or any member of the immediate household has developed any communicable disease, as defined by the State Board of Health. The exception is in the instance of life threatening diseases, which must be reported immediately.

If any of the above listed conditions/symptoms arise while your child is at VICCC, we will remove the child from the classroom until you are able to arrange to pick up your sick child. You are responsible for picking up your sick child as soon as possible once VICCC has notified you of the potential illness.

If you have any questions about whether or not your child is well enough to come to school, please do not hesitate to call and talk to a program employee.

Medication:

Prescription and nonprescription medications can be given to a child only with written authorization from a physician. Your child's teacher will provide you with a Medication Administration form which you will need to fill out before we can administer any medication. If it is a prescription medication you will also need to obtain the prescriber's signature on the Medication Administration form. All medication should be in its original container, labeled with the child's name, the name of the medication, the dosage amount, and the time(s) to be given. If any of this information is not present or not readable, we will not be able to administer the medication to your child. This is to ensure your child's safety, by making sure that they are receiving only those medications and dosages which have been safely assigned to them.



We must follow the dosage information that is listed on the medication. If you feel your child needs a dosage different than what is printed on the medication, you must provide us with a current written and signed note from your child's physician stating the new dosage amount and the time(s) to be given.

If a child has a fever due to an ear infection, teething, or immunizations, and has a current written and signed note from their physician stating they can return to child care, only then can fever reducer/pain medication, such as Tylenol (acetaminophen) or Advil (ibuprofen), be administered at the center with written physician's consent. Fever reducer/pain medication will not be administered in any other situation!



The first dose of a medication that your child receives will not be given at the center. The first dose should be administered by you in a place where you can observe your child for any possible adverse reactions to the medication. We appreciate your compliance with this request.

Teachers will document when medication is given, and any reactions that were observed.

All medication will be stored in a locked cabinet and/or refrigerator. Medication may never be kept in your child's cubby. Medications must be taken home after 10 days, or a new form must be filled out. Medications not taken home after the designated time period will be safely disposed.

Sunscreen, Diaper Ointment, and Related Items:

We ask that all families fill out an Authorization to Apply Sunscreen form, allowing VICCC teachers to apply sunscreen that you provide, to your child before going outside in the afternoons during the summer months. We do ask that, during the summer months, you put sunscreen on your child in the mornings.



If possible, we ask that you provide a bottle of sunscreen for your child's use that can be kept at the center.

If your child will need medicated diaper ointment while at VICCC, please fill a Medication Administration form and provide us with the medicated diaper ointment. Medication procedures will then be followed, as outlined above.

If your child will need non-medicated diaper ointment or other non-medicated skin products (including, but not limited to, hand or body lotion, lip balm, and Vaseline) while at VICCC, please bring in the product, labeled with your child's name, and a written and signed note by you and a physician stating how much, how often, and where on your child's body the product is to be applied. Teachers will document when the product is applied, and any reactions that were observed.

Emergency Medical Treatment:

All parents or guardians must sign a permission and release form authorizing VICCC to provide emergency treatment by qualified personnel. This may include First Aid and/or CPR by trained VICCC staff, and/or transportation to a hospital emergency room and any treatment deemed necessary once at the hospital. If this action is taken, families will be notified immediately.

Accident Procedures:

There will be at least one staff member trained in first aid and CPR present at all times.

Minor Injuries/Accidents

1. All minor injuries will be treated appropriately by a VICCC staff member.
2. You will receive an accident report filled out by a staff member explaining the injury and what type of first aid was applied.

Emergency Accident Procedures for Indoors

1. The director or designated staff member will call 911.
2. The parents will be notified.

Playground Injury Procedure

1. One staff member will stay with the injured child while the other teacher takes the remaining children inside (as many children needed to comply with licensing standards).
2. The staff member who took the children inside will send another staff member outside for support.
3. If the injury is an emergency, the director or designated staff member will call 911 and the injured child's parents will be notified.

Behavioral Guidance:

Children can learn to monitor their own behavior and to make appropriate choices. VICCC staff will be proactive and stop potentially troublesome situations before they occur. Our behavior expectations will be based on the developmental level of the particular child. Physical discipline will never be used.

Redirection of behavior and encouraging children to use words will be the most frequently used methods of discipline. "Time-out" is not used. However, consequences which are logical to the situation are appropriate. This may include children having time away from friends, helping to fix the problem, or working with friends to solve the situation.

The guidelines for discipline required by licensing regulations (22VAC15-30-484) are as follows:

"A. In order to promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:

1. Respect personal privacy;
2. Respect differences in cultural, ethnic, and family backgrounds;
3. Encourage decision-making abilities;
4. Promote ways of getting along;
5. Encourage independence and self-direction; and
6. Use consistency in applying expectations.

B. Behavioral guidance shall be constructive in nature - age and stage appropriate - and shall be intended to redirect children to appropriate behavior to resolve conflicts."

Following licensing regulation 22VAC15-30-487, the following actions or threats thereof are forbidden:

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 exercise as punishment;
2. Enclosure in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, high

chairs, and safety gates when used with children preschool age or younger for their intended purpose;

3. Punishment by another child;
4. Separation from the group so that the child is away from the hearing and vision of a staff member;
5. Withholding or forcing of food or rest;
6. Verbal remarks which are demeaning to the child;
7. Punishment for toileting accidents; and
8. Punishment by applying unpleasant or harmful substances.

Abuse Reporting Policy and Procedures:

By law (§63.2-1509 of the Code of Virginia), all employees of VICCC are required to report known or suspected child abuse and/or neglect.

Please know that the safety of children is of the utmost concern to all VICCC employees. We know that accidents and injuries happen to children; please let your child's teachers know when your child gets hurt, and why. A simple conversation could save a lot of heartache later on. Teachers are directed to speak with you about noticeable injuries, and will do so when it seems a safe and reasonable course of action. However, if a staff member sees something that arouses suspicion of abuse or neglect, they are mandated to report this information, regardless of conversations that may be had with the family (reports are typically first made to the Department of Social Services).

Emergency Preparedness Plan

Center Emergency Officers: Carrie Clapper
Shlomo Alkaher

Back-up Emergency Officers: Jerin Hendricks

Police, Fire, Rescue: Call 9-1-1

Blacksburg Non-Emergency Dispatch: 540-961-1150

Fire Chief Keith Bolte's Cell: 540-605-0443

Fire Code Official Wayne Garst's Cell: 540-605-0449

Blacksburg Fire Department Non-Emergency: 540-961-1175

Evacuation

Valley Interfaith Child Care Center (VICCC) will evacuate in the event of:

- Fire
- Gas Leak
- Bomb Threat
- Terrorism Situation
- Building deemed unsafe for the children

Actions

1. **Site Director** will sound alarm (fire alarm), take emergency notebook, medication bag, and at least one cell phone.
2. **Teachers** will lead their classrooms out of the building using emergency exits.
3. **Assistant Teachers** will bring attendance sheet, make sure all children are out of classroom and turn off lights and close door.
4. **Aides** will bring First Aid Kits and battery powered radio.
5. **ALL** classrooms will meet in the front parking lot next to Prices Fork Road.
6. **Assistant Teachers** will do a head count and take roll (pass the name of any missing student to the Site Director immediately).
7. **Site Director** will contact necessary local authorities, Primary Shelter, Center Emergency Officers, and Executive Director.
8. If it is necessary to evacuate farther then the Primary shelter, the **Site Director** will contact the Secondary shelter and the Blacksburg Fire Department to assist in transporting the children to the Secondary shelter.
9. **Teachers** will begin loading children into vehicles and/or other transportation provided by the Blacksburg Fire Department for transport in the following order: Blue Infant Room, Red Infant room, Orange Toddler Room, Purple Toddler Room, Yellow Preschool Room, and Green Preschool Room.
10. After children are loaded, **Assistant Teachers** will do a head count and take roll.
11. Vehicles will proceed to shelter:
Primary: Dave & Jeanne Roper's House
Secondary: Blacksburg Recreation Center
12. Upon arrival at shelter, **Teachers** will lead children into building and find a place to gather.
13. **Assistant Teachers** will take a head count and roll.
14. **Site Director** will use shelter phone and/or cell phone to call local radio and television stations, and begin contacting parents with the assistance of the Assistant Director.

Shelter-in-place

VICCC will maintain Shelter-in-place in the event of:

- Tornado
- Chemical Spills
- Hostile Intruder

Actions-Tornado/Chemical Spills

1. **Site Director** will sound alarm, take emergency notebook, medication bag, and at least one cell phone.
2. **Teachers** will lead classrooms to their designated shelter-in-place areas, posted in classrooms.
3. **Assistant Teachers** will bring attendance sheet, make sure all children are out of classroom and turn off lights and close door.
4. **Aides** will bring First Aid Kits and battery powered radio.

5. **All staff** will help to keep children seated and calm.
6. **Assistant Teachers** will take head count and roll.
7. **Site Director** will contact local authorities using cell phone. Will remain in constant contact to establish when the emergency has passed.
8. After emergency has passed, **Site Director** will begin contacting families with the assistance of the **Assistant Director**.

Actions-Hostile Intruder

1. If an intruder is threatening, armed, and/or has physically or verbally assaulted anyone at the center, the **first available staff member** will sound the crisis code ("Need role books to the office").
2. If safe to do so, this person should then call 9-1-1. If unsafe for this person, the staff member situated most safely should make the call.
3. After receiving the crisis code, **Teachers** will gather children in the classroom, away from windows and doors, keeping them seated and calm.
4. **Assistant Teachers** will lock all classroom doors and get attendance sheet. They will then take a head count and roll.
5. If safe to do so, the **Site Director** will activate the Evacuation Plan.
6. As soon as it is safe, **Site Director** will notify parents of the situation and actions taken.

Missing Child

1. The Site Director will announce through the building code Adam/Alice.
2. When a room hears the alarm, one staff member from each room will leave the room and will search that rooms assigned area of the building.
3. The remaining staff members will gather their class together where they are, take roll, and secure the space to prevent others from leaving.
4. Staff should station themselves at the door.

Locations are as follows:

Blue Infant Room: Blue Room, Bathrooms, storage closet, office.

Red Infant Room: Red Room, Bathrooms, storage closets, hallway kitchen.

Orange Toddler Room: Orange Room, Bathrooms, storage closets, cove by front entrance.

Purple Toddler Room: Purple Room, Bathrooms, storage closets, playground.

Green Preschool Room: Green Room, Bathrooms, storage closets, mop closet.

Yellow Preschool Room: Yellow Room, Bathrooms, storage closets, kitchen.

Director: Parking lot, church sanctuary, meeting rooms, adult bathrooms, closet in sanctuary, and remaining spaces.

5. If child is not located within 5 minutes the Director will notify 9-1-1 and the parents.
6. Within 12 hours of emergency, if 9-1-1 is called, the Director will call Licensing to report the incident.

Valley Interfaith Child Care Center

Biting Policy

Valley Interfaith Child Care Center (VICCC) recognizes that biting is a part of a normal developmental stage for some children. Many children may experience periods of biting behavior, both intentional and unintentional.

STAFF INTERVENTION:

1. Take child who has been bitten to a quiet area and comfort him/her. Clean the area thoroughly with soap and water, and calmly explain what you are doing. If there is no broken skin, put ice on the area for a short time, dry the area. If the skin has been broken, call the parent, be sure to wear gloves, apply a mild antiseptic and Band-Aid. Have the "biter" assist you in the comforting and treatment of the hurt child. When you talk to the child who did the biting, calmly but firmly explain that biting hurts and that biting people is not allowed. Explain that when we touch someone it must be gentle and soft. Then demonstrate a gentle and soft touch to the child.
2. Offer the biter alternative behaviors. (Using their words, walking away, etc.)
3. Take time to observe the child who did the biting and reflect on the reasons why he/she bit someone. After you understand the reasons, try to plan ways to prevent this behavior in the future. (Staff, room, equipment, activities, etc.)
4. Notify parents of both biter and the child that was bitten via note, phone call, etc. Let them know what happened, the procedures that were followed. Let them know you are aware and in control of the situation. Maintain confidentiality.
5. Complete an incident report. Notify Center Director.
6. All staff involved in the incident should meet to determine the specifics of the biting behavior. Every time a child bites, make a note of the circumstances surrounding the incident. Ask the child's parents to do the same at home if these behaviors are happening there. Use the reasons listed to determining the causes. As you look for patterns remember there may always be more than one reason for their behavior. If this is a repeat occurrence compare the previous notes to determine if there is a pattern.
7. While speaking with the parent the teacher should acquire information as to whether this same behavior has been witnessed at home. If it has, compare disciplinary measures and try to establish consistency at home and at school.

Information should be shared to establish if a particularly stressful situation might be creating this behavior. This would include a parent out of town, significant change in routine, new sibling, death in the family, etc. This information could prove vital in the evaluation of the child's behavior, and assist in forming strategies to prevent the behavior.

Examples of Strategies:

1. More opportunity for legitimate oral exploration
2. Maximize opportunity for child initiated choices and control.
3. Model appropriate touching.
4. Model and foster appropriate language.
5. Firm specific consistent adult behaviors (staff and parents)
6. Establish voice control and eye contact that lets the child know they are not allowed to hurt their friends.

Each case will be evaluated on individual basis, looking at the age of the child and the parents to maintain the welfare and safety of the children at the center.



By dialing 2-1-1 callers receive information and referral to local health and human services