



2018-2019 SCHOOL YEAR HANDBOOK

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www.fcccva.org

Tax ID #: 54-1590790

501(c)3 Non-Profit Corporation

PROGRAM INFORMATION

PROGRAM OVERVIEW

FCCC is a licensed program committed to providing professional care for school-age children in a safe, caring and familiar environment. The program, delivered through a non-profit corporation, is governed by a Volunteer Board of Directors consisting of agency representatives, community members and parents. Day to day operations are overseen by the Executive Director. Each site is managed by a Site Manager and their staff of Assistant Site Managers sufficient to maintain licensing ratios. FCCC provides children with a wide variety of developmentally appropriate activities, a positive environment that encourages the development of problem solving skills through social interaction.

Our Mission Statement: Fauquier Community Child Care (FCCC) seeks to elevate the quality of all child care services available in Fauquier County for children, youth and families. FCCC promotes the growth and development of the whole child in an atmosphere where our core values are preserved. FCCC provides continuous high quality, affordable, accessible, safe child care to meet the out-of-school needs of children being supported in Fauquier County Public Schools within nurturing environments that encourage children to grow, interact and play. FCCC also supports other providers and services to improve child care for all youth and children within child care programs in Fauquier County.

ADMISSIONS/ENROLLMENT

FCCC programs are open to all school-aged children, without regard to race, sex, religion, national or ethnic origin.

- Enrollment is for children attending public schools, Kindergarten up to age 13. Admission is on a first-come, first-serve basis.
- All children participating in the program must be able to manage their toileting needs independently.
- All accounts are verified for outstanding balances. Any balance must be paid before enrollment is considered final.
- All enrollment paperwork must be complete in its entirety for a child to participate.

Program operation at each site is contingent upon adequate enrollment; if operation is terminated for low enrollment, enrollees will be notified as quickly as possible.

FCCC **does not** provide transportation between schools. For transportation questions or concerns call **Fauquier County Transportation at (540) 422-7240**.

SERVING STUDENTS WITH SPECIAL NEEDS

FCCC is a recreation based program that provides children with an opportunity to complete their homework. Each of our centers serves between 20 and 70 children on a daily basis. FCCC serves all eligible children if there is space is available, including children with special needs unless accommodating the student would require a fundamental change to the program or the student poses a threat to the health and safety of self or others.

FCCC will consider each student with special needs individually to determine if FCCC is the best fit for the child. FCCC will consider the following factors in making determinations for the child's enrollment in FCCC:

- The child's ability to function in an environment of 20-70 children
- The child's ability to function in a large open space such as the gymnasium or outdoor spaces.
- The child's ability to function with a staff to child ratio of 1:15
- The child's need for individual supervision

Where appropriate, FCCC will request parent permission to consult with teachers and school administrators.

MANDATORY RECORDS

A physical (no more than two years old) and immunization records must be provided for all **NEW** enrollees; both documents must be signed and/or stamped by the physician. FCCC is required to verify the identity of all new, non-county and private school enrollees. In order to verify identity you must show an original certificate of birth at time of enrollment. All records must be submitted to secure enrollment in the program.

CONFIDENTIALITY

All information obtained will be kept confidential. Additional information, such as the USDA Income Eligibility Form, is requested solely for the purpose of completing governmental reports, grant applications and audits. Your assistance in completing all information is necessary for FCCC to remain in compliance with USDA's Child and Adult Care Food Program. Requests to release information must be made in writing to the Executive Director.

PARENT INVOLVEMENT

Parents are encouraged to become actively involved with the program by volunteering to assist with programs, participate in family events and projects, or share skills and interests with the children. You will be kept apprised of program information and community affairs through flyers, newsletters, our web site, Facebook and the Parent Board located at each site.

CUSTODY

- A custodial parent has a right to be admitted to the site when their child is in care.
- Appropriate legal documentation shall be on file when a custodial parent or the court system denies the non-custodial parent visitation or permission to pick up a child.

ILLNESS

In order to maintain the health and safety of all children the Department of Social Services Division of Licensing requires that all licensed child care centers adhere to the following regulation.

22 VAC 15-30-570. Preventing the spread of disease.

- A) A child shall not be allowed to attend the center for the day if they have:
 - 1) A temperature over 101°F;
 - 2) Recurrent vomiting or diarrhea; or
 - 3) A communicable disease.
- B) If a child needs to be excluded according to subsection A of this section, the following shall apply:
 - 1) Arrangements shall be made for the child to leave the center as soon as possible after the signs or symptoms are noticed; and
 - 2) The child shall remain in the designated quiet area until leaving the center.
- C) When children at the center have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified within 24 hours or the next business day of the center's having been informed unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately.
- D) The center shall consult the local department of health if there is a question about the communicability of a disease.
- E) When any surface has been contaminated with body fluids, it shall be cleaned and sanitized.

To remain in compliance with the above regulation the Executive Director must be notified within 24 hours if a child or a member of the immediate household contracts a contagious illness. Life threatening diseases must be reported immediately. FCCC is required to post a written notice on the Parent Bulletin Board informing parents of the presence of the illness in the program. All identities will be kept confidential. Children must be free of fever, vomiting, and diarrhea for 24 hours before returning to FCCC.

MEDICATIONS

FCCC will only administer medications required for emergencies or by law. Emergency Medications include any medication needed for any severe adverse reactions to foods and/or environmental allergens. Emergency medications are also defined as medications needed for a child with special health care needs. All emergency medications must be in the original container with the prescription label affixed. The dosage amount and time to be administered must match the dosage amount and administration time on the medication container label. The medication label must contain the first and last name of the child to whom the medication is to be administered. An FCCC Emergency Medication Authorization form must be completed by both the parent and signed by the prescribing physician. Authorization to administer the emergency medication is valid for 12 months.

- All enrollees with severe allergies, food or environmental, must have the appropriate paperwork and medication at FCCC.
- FCCC does not have the ability to keep medication refrigerated.

- Children are not permitted to deliver or self-administer medication to be taken during program hours.
- Due to the possibility of adverse reactions, the program is unable to administer the first dosage of any new medication.
- Parents must transport all medications from their site to Holiday and Teacher Work Day Care.

DAILY REMINDERS

SIGN-IN & SIGN-OUT PROCEDURES

Each child must be walked into the program and signed in. Do not leave your child unsupervised by dropping them off early. Each child must be signed out at the end of the day; please sign full name or initials. Children will be released to an authorized person as directed by their custodial parent(s) or legal guardian(s) (must be 16 or older), photo identification required.

AFTERNOON SCHEDULE CHANGES

FCCC must be notified of any changes to children's afternoon schedule by leaving a message on your site's phone or sending a signed, dated note to FCCC staff. FCCC must account for all children enrolled.

EXTRACURRICULAR ACTIVITIES

FCCC enrollees may attend after school extracurricular activities. In order for FCCC enrollees to participate a parent must provide written notification to the FCCC Site Manager in advance of the activity. An adult must bring the child to FCCC at the conclusion of the activity and sign them in to FCCC.

BELONGINGS

Clearly mark your child's belongings with their first and last name to help prevent lost items. We are not responsible for missing or damaged items. No glass, hot drinks or caffeinated drinks are permitted.

DRESS CODE

FCCC follows the dress code of Fauquier County Public Schools. The following items are considered improper dress and parents will be notified. Should improper attire persist the child will not be allowed to attend FCCC.

- Sunglasses are not permitted indoors
- Sheer garments
- Garments that expose the midriff.
- Short-shorts or skirts. Minimum length is fingertip length.
- Clothing with offensive language.

FCCC encourages children to play and take part in physical activities. In order to keep the children safe FCCC enrollees must wear closed toed shoes that remain securely on their feet. Tennis shoes are preferred.

SUN BLOCK & INSECT REPELLENT

FCCC's enrollment packet requests written parent authorization noting any known adverse reactions to sun block and insect repellent. Your signature also allows FCCC staff to apply sunblock when necessary. Sun block and/or insect repellent must be in their original containers labeled with your child's name. An authorization form must be completed in order to apply insect repellent.

CODE OF CONDUCT

Failure to abide by the Code of Conduct can result in discipline action and/or dismissal.

- I will treat other people with respect, the same way I would like them to treat me.
- I will be honest, fair and responsible.
- I will use my hands responsibly.
- I will only use appropriate language when speaking to others.
- I will follow the FCCC rules.

APPROXIMATE DAILY SCHEDULE

| Morning | | Afternoon | |
|-----------|--------------------------|-----------|---|
| 6:30-7:10 | Activities Open | 3:30-3:45 | Roll Call/Group Time |
| 7:10-7:20 | Clean Up Activities | 3:45-3:55 | Bathroom/Wash Hands |
| 7:20-7:30 | Bathroom/Wash Hands | 3:55-4:50 | Family Style Snack, Homework Time (optional), All Activities Open |
| 7:30-7:50 | Family Style Snack | | |
| 7:50-8:00 | Bathroom/Wash Hands | 4:50-5:00 | Bathroom/Wash Hands |
| 8:00-8:15 | Group Game/Quiet Reading | 5:00-5:30 | Outside Time (weather permitting) |
| 8:15 | Dismissal to School | 5:30-5:40 | Bathroom/Wash Hands |
| | | 5:40-6:00 | Selected Activities Open |
| | | 6:00-6:30 | Open Gym/Group Game |

DISCIPLINE

The goal of discipline is to assist the children in developing the skills to solve problems independently, without physical or verbal aggression. Staff will model appropriate conflict resolution techniques and will be available to assist children in resolving conflicts.

Other acceptable methods of discipline employed by FCCC include positive reinforcement, time out, redirection and discussion intended to solve a dispute, and, combinations of each of these strategies as appropriate to the child and the circumstances. Unacceptable measures of discipline such as physical punishment or withholding food will not be used.

Upon recommendation from an FCCC staff person, the Executive Director reserves the right to restrict a child from a field trip or special activity as a consequence of unacceptable behavior. If a child is denied the privilege of attending a field trip, it will be the responsibility of the parent to provide alternate care for that day. FCCC reserves the right to remove a child from the program when parents fail to support the program. Failure to follow the FCCC policies, engaging in inappropriate behavior or language will result in dismissal from the program.

- **First Infraction:** Policy Reminder and written Incident Report given to parent. Parent signature required.
- **Second Infraction:** Policy Reminder, written Incident Report and a meeting with Administrative Staff, Site Staff and parent(s). Parent signature required.
- **Third Infraction:** Removal from the program for 30 calendar days, or appropriate time as determined by the Executive Director. Written Incident Report and a meeting with the Executive Director and appropriate staff. Parent signature required. Fees are not refunded.

BULLYING POLICY

FCCC will not tolerate physical aggression or stealing. Children engaging in such activity are subject to expulsion at the discretion of FCCC. Bullying among children is understood as a negative act or acts committed by one or more students against another, having an intimidating, detrimental, or hurtful effect. Bullying is defined as direct behaviors, such as teasing, taunting, or threatening which are initiated by one or more children against another child. In addition to direct acts, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Such prohibited conduct includes (in addition to those bullying behaviors described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily harm directed toward another child.

If a child at FCCC is bullying or is involved in bullying another child the following actions will be taken.

- **First infraction:** A verbal warning will be issued to the child along with a written warning to be given to the parent. The written warning will require signatures from both the parent and the child.
- **Second infraction:** Child may be suspended from program for up to 5 days.
- **Third infraction:** Child will be removed from program until such time as the child's parent(s) has met with the Executive Director who will determine the child's eligibility to re-enter the program.

In following these procedures, we aim to encourage improvement in your child's conduct. The procedure is not necessarily a progressive one and we reserve the right to initiate the process at any stage, including termination from the program, or to jump stages if your child's conduct warrants such a decision.

THREATS

All potential threats whether verbal or physical are taken seriously at FCCC. If a child threatens another child or a staff member the following protocol will be followed. The child will receive an incident report. The child may be suspended from FCCC for up to 30 days depending on the incident. Tuition is not prorated or refunded for suspensions.

FCCC will inform the Principal of the school who may choose to have a threat assessment conducted.

PAYMENT INFORMATION

Full Time Care (Monthly Fee)

| Household Size | Full Fee Income | Step 1 | Step 2 | Step 3 |
|----------------|---|---|--|---|
| | Before School Only - \$186 After School Only - \$243 Combined - \$379 | Before School Only - \$136 After School Only - \$176 Combined - \$276 | Before School Only - \$98 After School Only - \$127 Combined - \$199 | Before School Only - \$66 After School Only - \$85 Combined - \$135 |
| 2 | above \$32,782 | \$32,781 - \$24,013 | \$24,012 - \$15,081 | below \$15,080 |
| 3 | above \$40,515 | \$40,514 - \$31,746 | \$31,745 - \$22,814 | below \$22,813 |
| 4 | above \$48,248 | \$48,247 - \$39,479 | \$39,478 - \$30,547 | below \$30,546 |
| 5 | above \$55,981 | \$55,980 - \$47,212 | \$47,211 - \$38,280 | below \$38,279 |
| 6+ | above \$63,714 | \$63,713 - \$54,945 | \$54,944 - \$46,013 | below \$46,012 |

Part-Time Care, 3 Days a Week (Monthly Fee)

Before School Only - \$119

After School Only - \$156

Combined - \$245

FEES

- Each enrollee is charged a Monthly Fee. When a family enrolls more than one child a 10% discount is applied to the fee that is of equal or lesser value (not valid for Punch Cards).
- Fees are due on the **first program day of each month**. Fees not paid on this day are assessed a **late fee of \$5.00 per child**. If fees remain unpaid by the 10th, an additional \$5.00 charge is incurred per child. The entire outstanding balance is due. Failure to keep your account current may result in dismissal from the program.
- There is a \$30.00 fee for returned checks.

PAYMENT METHODS

Checks should be made payable to **FCCC** or **Fauquier Community Child Care**. Cancelled checks, payment book stubs and/or receipts requested at the time of payment will be your only record for income tax purposes. **Checks must be written in black or blue ink.**

FCCC does not hold checks or accept post-dated checks.

PAYMENT BOOKS

Payment Books are provided to each family at the time of enrollment. When making a payment, complete and attach the appropriate coupon to your payment and complete the stub portion for your records. To ensure your account is credited properly a payment coupon must accompany payment.

ANNUAL STATEMENTS

Annual statements are available for a fee of \$10.00. Payment for this service must accompany your written request. Statements are provided for informational purposes only; this statement should not be considered final documentation of fees paid.

REGISTRATION FEE

A \$55.00 registration fee will be charged for all enrollees. Registration fees are non-refundable.

TUITION ASSISTANCE

- Qualifying for a sliding scale tuition rate (**Step 1, Step 2 or Step 3 Fees**) requires proof of your annual **household** income. Your annual income includes all wages, child support, social security, etc. Two most recent pay stubs and Income Verification Form are required for proof of income. **You will be charged full fee tuition until required documentation is received and verified.**
- To contact the Department of Social Services for assistance call (540) 422-8450.

LATE PICK-UP FEES

When children are picked up after scheduled closing time a late fee is assessed. **The fee is \$5.00 per child for each 5 minutes or portion thereof after 6:30pm. Payment is due from the parent at the time of pick-up. Chronic late pick-ups will result in dismissal from the program:**

- **First Infraction:** Policy Reminder with late fees designated.
- **Second Infraction:** Policy Reminder with late fees designated.
- **Third Infraction:** Immediate removal from the program for 30 calendar days with late fees designated. **Fees are not refunded.**

PUNCH CARD

Punch Cards are designed for families who need occasional or short term morning or after school child care. Occasional use is defined as no more than twice in one week. Short-term care is to be no longer than one week per month. Pre-approval from the Executive Director must be obtained before being used for a longer period of time. A Punch Card entitles you to 10 hours of care. Any portion of an hour used will constitute the use of an entire hour. Punch Cards are not always the most cost-effective way to manage your child care needs. Upon request FCCC will advise you as to the cost effectiveness of using a punch card for your particular needs.

Punch Cards expire 12 months from the issue date. Accounts are charged for a new Punch Card when the current one expires.

Punch Cards can be used in the following instances:

- To enroll your child for access to FCCC care on holidays, inclement weather days, half days, delayed openings, and teacher work days.
- Your child is currently enrolled in before care only and you need care for one or two afternoons in a week.
- Your child is currently enrolled in after care only and you need care for one or two mornings in a week.
- Your child is enrolled part-time and you need additional care for one additional morning and/or afternoon occasionally.
- Your child is enrolled as a punch card and you need care for one week in a month.
- You need occasional care for either morning or afternoon care or a combination of morning and afternoon care.

Hours on your Punch Cards can not be used to cover the enrollment cost for:

- Delayed Openings
- Half-Days
- Holiday Care
- Inclement Weather Care
- Teacher Work Days

Punch Card families must call the site 24 hours before care is needed to ensure that we are able to accommodate the child. If a site is full the Site Manager may not be able to care for the child on that day, in accordance with licensing standards. For your convenience Punch Cards may be purchased at any of our sites.

In order to purchase and use a Punch Card a family must:

- Complete an enrollment packet for the child.
- Pay a \$55.00 non-refundable registration fee.
- Follow the Punch Card Policies as stated: I understand that a Punch Card has 10 hours of care for \$145.00 and any portion of an hour used will be counted as 1 hour of care per child. I understand Punch Cards are non-refundable and can only be transferred between siblings. I also understand that I must provide FCCC 24-hour's notice prior to using the Punch Card, send a note to my child's teacher allowing their release to FCCC and that all other FCCC policies apply.

WITHDRAWING FROM THE FCCC PROGRAM - TERMINATION OF SERVICE

- To avoid being charged tuition beyond the last month you plan to attend a notice of withdrawal should be made in writing by the middle of the month. For your convenience withdrawal forms are available on our website.
- Withdrawal from the FCCC School Year program must be received by the administrative office a minimum of two weeks prior to the last date of the child's attendance. Fees are due for the entire enrollment period. Tuition is a monthly charge and is not prorated for withdrawal.
- Final fees are determined by the accounting department; contact them for your balance.
- Parents will receive written confirmation of a withdrawal or cancellation.
- Children may be removed from the program for the following reasons:
 - Use of inappropriate language, acting out physically, or disrupting activities.
 - Willful destruction of FCCC or FCPS property.
- Children can be removed from the program when:
 - The account is delinquent.
 - Children are picked up after 6:30pm.
 - There is inappropriate behavior towards FCCC staff or children by a parent, guardian or authorized pick-up.

RE-ENROLLMENT

- A \$55.00 fee will be charged for each re-enrollment.

REFUNDS

- It is the policy of FCCC to refund, on a prorated basis, for overpayments on accounts in good standing. All requests for refunds must be made in writing.
- In order to be eligible to request a refund all fees must be paid on time.
- Fees are not reduced or refunded for non-school days or extended absences due to any circumstances, including weather related events.

EMERGENCY PROCEDURES

EMERGENCY INFORMATION

Parents must furnish and keep up-to-date all information in their child's file. It is the parent's responsibility to provide new phone numbers, employers, medications, allergies, etc. Information can be given to staff, faxed, or e-mailed.

EMERGENCY PREPAREDNESS PLAN

- Evacuation plans are posted at each site.
- The sites will practice fire, evacuation, and shelter-in-place drills monthly.
- If it becomes necessary to evacuate the building, your child will be moved by bus to another school building as follows:

| | | <u>FCCC</u> | <u>School Office</u> |
|---------------|------------------------|----------------|----------------------|
| Bradley | Brumfield | (540) 349-8578 | (540) 422-7530 |
| Brumfield | Bradley | (540) 349-1837 | (540) 422-7510 |
| C. H. Ritchie | P.B. Smith | (540) 341-7785 | (540) 422-7670 |
| Coleman | Marshall Middle School | | (540) 422-7450 |
| Grace Miller | M. M. Pierce | (540) 439-0311 | (540) 422-7630 |
| Greenville | C. H. Ritchie | (540) 341-7684 | (540) 422-7650 |
| H.M. Pearson | Grace Miller | (540) 439-1909 | (540) 422-7590 |
| M.M. Pierce | Grace Miller | (540) 439-1909 | (540) 422-7590 |
| Mary Walter | Grace Miller | (540) 439-1909 | (540) 422-7590 |
| P.B. Smith | Bradley | (540) 349-1837 | (540) 422-7510 |

The Phone Number for Fauquier Emergency Services is (540) 422-8800.
The Phone Number for the Fauquier Public Information Line is (540) 422-8810.
The Phone Number for Fauquier Hospital is (540) 316-5000.
Call 911 for Emergencies.

First Aid supplies, medication and emergency information for all children will be taken by staff to the evacuation site. Staff will contact Emergency Services, parents and support staff as needed. When possible, local media will be contacted regarding changes to the FCCC schedule.

Lock-down (shelter-in-place) procedures are short-term measures designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment or a threatening situation (such as tornadoes, floods, suspicious persons or terrorist threat). Children will be gathered at pre-determined points and moved to a designated safe area in the building.

EMERGENCY CLOSINGS – CANCELLATION OF AFTER SCHOOL ACTIVITIES

- FCCC will follow the early release procedures of Fauquier County Public Schools. In the event of unplanned early dismissals or the **cancellation of after school activities**, the after school program will **NOT OPEN** and parents will be notified by One Call Now, our emergency notification system.
- If an emergency arises and forces the closing of the program during operation hours, parents will be notified to pick up their children as soon as it is safely possible.
- Electrical power failure, lack of water or air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees, may result in FCCC facilities being closed at the discretion of the Executive Director.
- Refer to the following resources for information on school closings and delays throughout the year: FCCC website (www.fauquiercommunitychildcare.org), FCCC Facebook, Fauquier County Public Schools web site & eNotify E-Mail announcements: www.fcps1.org; Transportation's Emergencies and Closings Number: (540) 422-7250; WTOP 103.5FM, 107.7FM or www.wtop.com.

INCLEMENT WEATHER DAYS

- In the event schools are closed due to inclement weather call and listen to the telephone recording at any FCCC site, listen to WTOP, or check the FCCC web site to see if the program will operate Inclement Weather Care. If your information is on file with FCCC you will be notified by One Call Now, our emergency notification system. Hours of operation: **8:00am-5:00pm**.
- **2018-2019 SCHOOL YEAR SITES: BRADLEY and GRACE MILLER.**
- Transportation will not be provided.
- No additional fees will be charged for children enrolled as Full-Time Combined.
- Inclement Weather Care will be offered for a fee of **\$20.00 per child** for all other enrollees provided space is available. **Fees are due at the time of service. A \$5.00 late payment fee will be added, per child, when fees are not paid at the time of service. An additional \$5.00 fee will be added, per child, after 10 days. Sibling discounts do not apply.**
- Punch Card hours cannot be used for payment.
- Children may not attend without a lunch and a non-caffeinated drink.
 - If a child is dropped off without a lunch FCCC will provide a lunch for a \$5.00 fee which is due when you pick your child up that evening.
- Morning snack will not be provided.

DELAYED OPENINGS

- In the event of a Delayed Opening **all FCCC sites will open at 8:00am.**
- No additional fees are charged for Full-Time Combined or Full-Time Before School enrollees.
- Part-Time Combined or Part-Time Before School enrollees will have no additional charge provided that the Delayed Opening falls on one of their pre-chosen three days. Pre-chosen Part-Time days may not be changed to accommodate Delayed Openings.
- Delayed Opening Care will be offered for a fee of **\$20.00 per child** for all other enrollees provided space is available. **Fees are due at the time of service.** *Sibling discounts do not apply.*
- Punch Card hours cannot be used for payment.
- Call your site before bringing children to insure space availability.
- Morning snack will not be provided.

HALF-DAY TEACHER WORK DAYS

There are 7 scheduled Half-Day Teacher Work Days during the elementary school year when the children will be released around 12:30pm (Oct 15, Oct 16, Nov 5, Dec 21, Mar 12, May 29 & 30). If the school calendar changes and the last day of school becomes a Friday, FCCC will not provide afternoon care. Parents will be notified of all changes.

- All FCCC sites will open at the time of dismissal and remain open until 6:30pm.
- No additional fees will be charged on Half-Days for those children enrolled as Full-Time Combined or Full-Time After School.
- Part-Time Combined or Part-Time After School enrollees will have no additional charge provided that the Half-Day is one of their pre-chosen three days. Pre-chosen Part-Time days may not be changed to accommodate Half-Day Teacher Work Days.
- Half-Day Care will be offered for a fee of **\$20.00 per child** for all other enrollees provided space is available. **Fees are due at the time of sign-up.** *Sibling discounts do not apply.*
- Punch Card hours cannot be used for payment.
- 24-hours notice is required.

HOLIDAY AND FULL DAY TEACHER WORK DAY CARES

- Holiday and Full Day Teacher Work Day Cares operate from 6:30am-6:30pm.
- **2018-2019 SCHOOL YEAR SITES: BRADLEY and GRACE MILLER.**
- A fee of **\$20.00 per child, per day of care**, will be due at time of pre-registration, regardless of enrollment type.
- Sibling discounts do not apply.
- Punch Cards cannot be used for payment.
- ***FCCC must be notified of cancellations 24 hours prior to when care is scheduled to begin operations.*** For example if care is to be held on Tuesday from 6:30AM-6:30PM FCCC must be notified of cancellations by 6:30AM on Monday. ***In the event that your child does not participate but has been signed up to participate, and no notice has been given 24-hours prior, fees will not be refunded.*** Cancellations can be given in writing to your site staff; called in (540) 347-6970, voice mail with date & time; faxed in (540) 347-3518, on 24-hours a day; or e-mailed, general@fauquiercommunitychildcare.org.
- **LATE SIGN-UP FEE:** a \$5.00 late sign-up fee will be charged **per child, per day of care** requested after a sign-up deadline has passed, provided space is available. **Same day payment is required.**
- Late sign-ups end a full business day before the care date.
- Walk-ins will not be accepted.
- Children may not attend without a lunch and a non-caffeinated drink.
 - If a child is dropped off without a lunch FCCC will provide a lunch for a \$5.00 fee which is due when you pick your child up that evening.
- Transportation is not provided.

SIGN-UP SCHEDULE

| Type of Care & Date | Sign-up begins 6:30am | Sign-up ends 6:30pm |
|--|-----------------------|---------------------|
| Full Day Teacher Work Day Care OCTOBER 8 | September 17, 2018 | October 1, 2018 |
| Full Day Teacher Work Day Care NOVEMBER 6 | October 15, 2018 | October 30, 2018 |
| Winter Break Holiday Care DECEMBER 24, 27, 28, 31, JANUARY 2, 3, 4 | December 3, 2018 | December 17, 2018 |
| Full Day Teacher Work Day Care MARCH 13 | February 19, 2019 | March 6, 2019 |
| Spring Break Holiday Care APRIL 15, 16, 17, 18, 19 | March 25, 2019 | April 8, 2019 |

HOLIDAY SCHEDULE - SCHOOLS & FCCC CLOSED

There are 10 scheduled Holidays during the elementary school year when the schools and FCCC will be closed: Sep 3, Nov 21-22-23, Dec 25-26, Jan 1, Jan 21, Feb 18 & May 27.

All dates are subject to change.

| | FCCC NUMBERS | FCCC E-MAILS | SCHOOL NUMBERS |
|-------------------|---------------------|----------------------------|-----------------------|
| Bradley | (540) 349-1837 | bradley@fcccvva.org | (540) 422-7510 |
| Brumfield | (540) 349-8578 | brumfield@fcccvva.org | (540) 422-7530 |
| C. Hunter Ritchie | (540) 341-7684 | chunterritchie@fcccvva.org | (540) 422-7650 |
| Coleman | (540) 364-4738 | coleman@fcccvva.org | (540) 422-7550 |
| Grace Miller | (540) 439-1909 | gracemiller@fcccvva.org | (540) 422-7590 |
| Greenville | (540) 349-8544 | greenville@fcccvva.org | (540) 422-7570 |
| H. M. Pearson | (540) 788-1548 | hmpearson@fcccvva.org | (540) 422-7610 |
| M. M. Pierce | (540) 439-0311 | mmpierce@fcccvva.org | (540) 422-7630 |
| Mary Walter | (540) 439-3177 | marywalter@fcccvva.org | (540) 422-7710 |
| P. B. Smith | (540) 341-7785 | pbsmith@fcccvva.org | (540) 422-7670 |

- Children are not allowed to receive personal phone calls
- **Children may not bring personal cell phones with them to the program.**

FCCC COLLABORATIVE PARTNERS



Community Alliance for Drug Rehabilitation and Education
www.fauquier-cadre.org



Fauquier 4-H Club
lgeer@vt.edu



Fauquier Alliance for Youth
www.fauquierallianceforyouth.org

Fauquier County Department of Social Services
www.fauquiercounty.gov/government/departments/socialservices



www.fauquiercounty.gov/government/departments/parksrec



Fauquier County Public Schools
www.fcps1.org



PATH FOUNDATION

www.pathforyou.org



Piedmont Pediatrics
www.piedmontpediatrics.com

Farrar Timberlake Foundation



FCCC is a United Way agency.

- Combined Federal Campaign Number: 76827
 - Commonwealth of Virginia Campaign Number: 4526
- www.piedmontunitedway.org



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Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

| Breakfast | Lunch or Supper | Snacks (Two of the four groups:) |
|---|---|---|
| Milk Fruit or Vegetable Grains or Bread | Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables | Milk Meat or meat alternate Grains or bread Fruit or vegetable |

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through age 18 in after school care programs in needy areas.

Contact Information If you have question about the CACFP, please contact your

Center/ Sponsoring Organization

or

State Administering Agency

Sponsor Name: FCCCI
Address: 400 Holiday Court
Suite 105
Address: 26 Ashby Street
Warrenton, VA 20186
540-347-6970 (fax) 540-347-3518

Special Nutrition Programs: CACFP
Virginia Department of Health
Division of Nutrition, Physical Activity,
& Food Programs
109 Governor Street 9th Floor
Richmond, VA 23219
1-877-618-7282