



## 2020-2021 SCHOOL YEAR HANDBOOK

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www.fccvva.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 and Child Care assistants 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 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 CACFP 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 the CACFP. 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 Information 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.

## **HEALTH CHECKS**

Health checks will be taken at arrival, lunch, and at departure. All temperatures will be documented. Children will wash hands after arrivals and before departures. Children with a fever will not be permitted to stay. In the event that your child shows signs of illness, they will be quarantined and you will be notified to pick-up your child immediately. Children will be contained to their assigned classrooms or designated area for their entire stay as to maintain social distancing.

## **COVID-19 SYMPTOMS AND NOTIFICATION AGREEMENT**

FCCC is committed to providing a safe environment for the children in our care as well as for our staff. In order to achieve this goal, FCCC is requiring parents to agree to the following terms as part of our school year enrollment process. Please note, these terms are non-negotiable and are vital for the safety and security of our community.

The Agreement states: I agree that my child is attending care with none of the symptoms listed below, and that I will inform FCCC if my child has exhibited any of these symptoms within the last 72 hours: fever or chills (fever of greater than 100 degrees Fahrenheit), cough, shortness of breath or difficulty breathing for unknown reasons, fatigue, muscle or body aches for unknown reasons, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

I agree to notify FCCC immediately if: my child or someone in my household has traveled outside of the country, or has traveled outside of Virginia within the last 14 days; my child or someone in my household travels on a cruise ship, or has traveled on a cruise ship within the last 14 days; my child or someone in my household is placed in quarantine, or has been in quarantine within the last 14 days; my child or someone in my household tests positive for COVID-19, has tested positive, or has been presumed positive within the past 14 days; my child or someone in my household has been exposed to someone who tested positive with COVID-19. I agree that failure to abide by this agreement can result in removal from the FCCC program.

A copy of this agreement is included in the 2020-2021 Enrollment Packet; parent signature is required.

## **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.

## **INDEMNIFICATION AGREEMENT**

FCCC is requiring parents to agree to the following terms as part of our enrollment process:

In consideration of participating in FCCC's School Year Program ("the Program"), and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence, FCCC and its directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I expressly accept and assume all of the risks inherent in participation in the Program or that might have been caused by the negligence of the Releasees. My child's participation in the Program is purely voluntary and we elect to participate. If at any time I believe that event conditions are unsafe or that my child is unable to participate due to physical or medical conditions, then I will immediately discontinue participation;
2. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected

with my child's participation in the Program arising from negligence. This release does not apply to claims arising from intentional conduct or conduct that constitutes greater than ordinary negligence. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs;

3. I further represent that my child has no medical or physical conditions which could interfere with the child's safety in the Program;
4. In the event that I file a lawsuit, I agree to do so in the state of Virginia, and I further agree that the substantive law of that state shall apply; and
5. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

A copy of this agreement is included in the 2020-2021 Enrollment Packet; parent signature is required.

## DAILY REMINDERS

### **SIGN-IN & SIGN-OUT PROCEDURES**

Children and parents will be met at the site's designated drop-off door. Please call the FCCC site phone number when dropping-off and picking-up. Parents will not be permitted in the building. Each child must be signed in at drop-off and signed out at pick-up; 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. Please contact your site via phone, e-mail or send a signed, dated note. FCCC must account for all children enrolled.

### **LUNCH AND SNACKS**

A bag lunch with two non-caffeinated drinks needs to be brought every day. Children may not attend without a lunch. If your child does not have a lunch the parent will be called. If FCCC provides your child a lunch you will be charged \$5.00, due upon pick-up. No glass, hot drinks, caffeinated drinks or soda are permitted.

Snack calendars will be posted on the parent bulletin board showing what will be served daily. While children are allowed to bring snacks from home, they must adhere to The National Afterschool Association's Healthy Eating Standards. Children may bring fruits, vegetables, whole grain breads and bagels, protein and dairy products. Food items that are predominately sugar, juice or flavored milk, candy and sweet treats are no longer acceptable items to bring for snacks

### **BELONGINGS**

Clearly mark your child's belongings with their first and last name to help prevent lost items. Electronic toys and cell phones are not permitted. Electronic equipment will be permitted on virtual learning care days to do school work. Hot spots will be available allowing them internet access. Please notify staff at drop-off if your child will be doing school work so we can make accommodations during the assigned learning period. We are not responsible for missing or damaged items.

## **DRESS CODE**

FCCC follows the dress code of Fauquier County Public Schools. FCPS requires all children to wear face coverings when in the school buildings and on county school busses, this includes while at FCCC.

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. If your child has an allergy or sensitivity to sun block we ask that you provide sun block for them. 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.

## **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

**CARE OPTIONS:** Determine your household size in the left column and your yearly household income in that corresponding row. Once determined, follow that column down to identify the **WEEKLY FEE** for your chosen care option.

Household Size	Full Fee Income	Step 1	Step 2	Step 3
2	above \$34,404	\$34,403 - \$24,743	\$24,742 - \$15,081	below \$15,080
3	above \$42,692	\$42,691 - \$33,031	\$33,030 - \$23,369	below \$23,368
4	above \$50,980	\$50,979 - \$41,319	\$41,318 - \$31,657	below \$31,656
5	above \$59,268	\$59,267 - \$49,607	\$49,606 - \$39,945	below \$39,944
6+	above \$67,556	\$67,555 - \$57,895	\$57,894 - \$48,233	below \$48,232

## FEES

- Fee amounts and signed payment agreements are valid while FCPS operates on the 100% Virtual Learning Schedule. Fees and payment agreements will be updated if a new schedule is announced by FCPS.
- Each enrollee is charged a weekly fee.
- Fees will be due on the **first day your child attends each week**. Accounts with balances may be assessed a late fee up to \$10 per child per week. Failure to keep your account current may result in dismissal from the program.
- There is a \$30.00 fee for returned checks.

## PAYMENT METHODS

FCCC accepts cash, check and money order payments. Checks and money orders should be made payable to **FCCC or Fauquier Community Child Care**. Cancelled checks 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 payments or accept post-dated checks.**

## 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.**

## WITHDRAWING FROM THE FCCC PROGRAM - TERMINATION OF SERVICE

- Withdrawal from the FCCC School Year program must be received, in writing, a full week prior to your child's last date of attendance. Fees are charged on a weekly basis; if the withdrawal ends mid-week fees are due for the entire week.
- For your convenience withdrawal forms are available on our website.
- 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	Greenville	(540) 349-8544	(540) 422-7570
Grace Miller	M. M. Pierce	(540) 439-0311	(540) 422-7630
Greenville	Bradley	(540) 349-1837	(540) 422-7510
M.M. Pierce	Grace Miller	(540) 439-1909	(540) 422-7590

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**

- If an emergency arises and forces the closing of the program during operation hours, parents will be notified by One Call Now, our emergency notification system, 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.fcccva.org](http://www.fcccva.org)), FCCC Facebook, Fauquier County Public Schools web site & eNotify E-Mail announcements: [www.fcps1.org](http://www.fcps1.org); Transportation’s Emergencies and Closings Number: (540) 422-7250; WTOP 103.5FM, 107.7FM or [www.wtop.com](http://www.wtop.com).

### **HOLIDAY SCHEDULE**

There are 11 scheduled Holidays during the elementary school year when the schools and FCCC will be closed: Sep 7, Nov 25-26-27, Dec 24-25, Jan 1, Jan 18, Feb 15 & May 31.

*All dates are subject to change.*

## **SITE CONTACT INFORMATION**

	<b>FCCC NUMBERS</b>	<b>FCCC E-MAILS</b>	<b>SCHOOL NUMBERS</b>
Bradley	(540) 349-1837 (540)270-5460 (cell)	<a href="mailto:bradley@fcccva.org">bradley@fcccva.org</a>	(540) 422-7510
Grace Miller	(540) 439-1909 (540)270-5249 (cell)	<a href="mailto:gracemiller@fcccva.org">gracemiller@fcccva.org</a>	(540) 422-7590
Greenville	(540) 349-8544 (540)878-0569 (cell)	<a href="mailto:greenville@fcccva.org">greenville@fcccva.org</a>	(540) 422-7570
M. M. Pierce	(540) 439-0311 (540)270-5806 (cell)	<a href="mailto:mmpierce@fcccva.org">mmpierce@fcccva.org</a>	(540) 422-7630

- 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](http://www.fauquier-cadre.org)



Fauquier 4-H Club  
[lgeer@vt.edu](mailto:lgeer@vt.edu)



Fauquier Alliance for Youth  
[www.fauquierallianceforyouth.org](http://www.fauquierallianceforyouth.org)

Fauquier County Department of Social Services  
[www.fauquiercounty.gov/government/departments/socialservices](http://www.fauquiercounty.gov/government/departments/socialservices)



[www.fauquiercounty.gov/government/departments/parksrec](http://www.fauquiercounty.gov/government/departments/parksrec)



Fauquier County Public Schools  
[www.fcps1.org](http://www.fcps1.org)



[www.pathforyou.org](http://www.pathforyou.org)



Piedmont Pediatrics  
[www.piedmontpediatrics.com](http://www.piedmontpediatrics.com)

Farrar Timberlake Foundation



**CIVIL RIGHTS STATEMENT:** Nondiscrimination: In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

**COMPLAINT PROCEDURES:** To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. [www.usda.gov](http://www.usda.gov)

FCCC is licensed through the Virginia Division of Licensing. The Division of Licensing can be reached at their Northern Virginia Regional office at (540) 347-6345.

# *Building for the Future*

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

<b>Breakfast</b>	<b>Lunch or Supper</b>	<b>Snacks (two of the five items)</b>
Milk Fruit or Vegetable Grains or Bread Meat/Meat Alternate (to replace grain up to 3 times per week)	Milk Meat or meat alternate Grains or bread Fruit Vegetable	Milk Meat or meat alternate Grains or bread Fruit 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
- ✓ **At-Risk Afterschool Care Programs:** Centers in low-income areas provide free snacks and meals 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 afterschool care programs in needy areas

## **Contact Information**

If you have question about the CACFP, please contact your

**Center/Sponsoring Organization:**

or

**State Administering Agency:**

Fauquier Community Child Care, Inc.

Organization Name  
26 Ashby Street

Address  
Warrenton VA 20186  
City State Zip Code

Phone Number: ( 540 ) 347 - 6970

Special Nutrition Programs: CACFP  
Virginia Department of Health  
Division of Community Nutrition  
109 Governor Street 8<sup>th</sup> Floor  
Richmond, VA 23219

Help Desk: 1-877-618-7282

*This institution is an equal opportunity provider.*