



2023-2024 SCHOOL YEAR HANDBOOK

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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 parent(s)/guardian(s). 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, in 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 through 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 completed 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 there is a concern for 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 1:18.
- The child's need for individual supervision.

Where appropriate, FCCC will request parent/guardian 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 the time of enrollment. All records must be submitted to secure enrollment in the program.

CONFIDENTIALITY

All information obtained will be kept confidential. Additional information is requested solely for the purpose of completing governmental reports, grant applications, and audits. Requests to release information must be made in writing to the Executive Director.

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.

PARENT/GUARDIAN INVOLVEMENT

- Parents/guardians 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 emails, flyers, newsletters, our web site, Facebook, and the Parent/guardian Information Board located at each site.

ILLNESS

In order to maintain the health and safety of all children the State Board of Education Standards for Licensed Child Day Centers requires that all licensed child care centers adhere to the following regulation.

8VAC20-780-490. 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/guardians 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/guardians 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 Site Staff 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 to the Executive Director. FCCC is required to post a written notice on the Parent Bulletin Board informing parents/guardians 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 and signed by both the parent/guardian and 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.
- 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/guardians must transport all medications from their site to Holiday and Teacher Work Day Care.

INDEMNIFICATION AGREEMENT

FCCC is requiring parents/guardians 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.

DAILY REMINDERS

SIGN-IN & SIGN-OUT PROCEDURES

Each child must be signed in at drop-off and signed out at pick-up; do not leave your child unsupervised by dropping them off early. Please sign full name. 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 your child's afternoon schedule. Please contact your site via phone, e-mail or send a signed, dated note. 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/guardian 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.

SNACKS

FCCC will provide morning and afternoon snacks. 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. Reminder: glass bottle beverages, hot drinks, caffeinated drinks, and soda are not permitted at FCCC. Please have children drink or dispose of any of these beverages prior to entering care.

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. Electronic equipment or toys, including cell phones, are not permitted.

DRESS CODE

FCCC follows the dress code of Fauquier County Public Schools. The following items are considered improper dress and parents/guardians 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 online registration requests parent/guardian authorization noting any known adverse reactions to sun block and insect repellent, and also allows FCCC staff to apply sun block 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/guardian to provide alternate care for that day. FCCC reserves the right to remove a child from the program when parents/guardians 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/guardian. Parent/guardian signature required.
- **Second Infraction:** Policy Reminder, written Incident Report and a meeting with Administrative Staff, Site Staff and parent(s)/guardian(s). Parent/guardian 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/guardian 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/guardian. The written warning will require signatures from both the parent/guardian 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)/guardian(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 MONTHLY CARE OPTIONS (5 days-a-week): 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 **MONTHLY FEE** for your chosen care option.

Household Size	Full Fee Income	Step 1	Step 2	Step 3
2	above \$41,809	\$41,808 - \$33,386	\$33,385 - \$24,961	below \$24,960
3	above \$51,318	\$51,317 - \$42,895	\$42,894 - \$34,470	below \$34,469
4	above \$60,827	\$60,826 - \$52,404	\$52,403 - \$43,979	below \$43,978
5	above \$70,336	\$70,335 - \$61,913	\$61,912 - \$53,488	below \$53,487
6+	above \$79,845	\$79,844 - \$71,422	\$71,421 - \$62,997	below \$62,996
Before School (6:30-8:15AM)	\$146.00	\$106.00	\$76.00	\$52.00
After School (3:30-6:30PM)	\$250.00	\$181.00	\$131.00	\$88.00
Combined (6:30-8:15 AM & 3:30-6:30PM)	\$390.00	\$284.00	\$205.00	\$139.00

PART-TIME MONTHLY CARE OPTIONS (3 days-a-week): At enrollment you will be asked to choose the 3 days your child will attend weekly. If your scheduled days vary, you will be required to provide the site written notice weekly of days attending.

Before School (6:30-8:15AM)	\$109.00
After School (3:30-6:30PM)	\$185.00
Combined (6:30-8:15 AM & 3:30-6:30PM)	\$294.00

FEES

- Fee amounts and enrollment are valid for School Year 2023-2024.
- For full time and part-time care, 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

FCCC accepts online payments through your account on www.myprocare.com, or in-person payments (cash, check, money orders) at any FCCC location. Checks and money orders should be made payable to **FCCC or Fauquier Community Child Care**. Checks must be written in black or blue ink. FCCC does not hold payments or accept post-dated checks.

ANNUAL STATEMENTS

To access your payment history, visit www.myprocare.com (online, not the Procure app). Once your account is set up you can view your account balance and payment history, in addition to viewing and printing statements and summary reports for your taxes, flex spending accounts, etc.

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 FCCC's 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/guardian 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 OPTIONS (Occasional Care): 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 Administrative Program Specialist must be obtained before being used for a longer period of time. Punch Cards are sold in increments of 10 hours for \$160.00. 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 unless written notice is provided in accordance with FCCC's withdrawal policy to terminate Punch Card enrollment.

Punch Cards can only be used for a regular day of school, in the following instances:

- Your child is enrolled in before care only and you need care for one or two afternoons in a week.
- Your child is 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.

OR

- To enroll your child for access to FCCC care on holidays, inclement weather days, half days, delayed openings, and teacher work days.

Hours on your Punch Cards cannot 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 \$160.00 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 24-hour's notice prior to using the Punch Card to make sure that space is available, contact my child's teacher allowing their release to FCCC, and that all other FCCC policies apply.

WITHDRAWING FROM THE FCCC PROGRAM - TERMINATION OF SERVICE

- Withdrawal from the FCCC School Year program must be received, in writing, two weeks prior to your child's last date of attendance. Fees are due for the entire withdrawal period and will be pro-rated if it carries over into the next month.
- For your convenience withdrawal forms are available on our website.
- Final fees are determined by the Finance Department; contact them for your balance.
- Parents/guardians 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 holidays/teacher work days, or weather-related events.

EMERGENCY PROCEDURES

EMERGENCY INFORMATION

Parents/guardians must furnish and keep up-to-date all information in their child's file. It is the parent/guardian'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 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:

		FCCC SITE	SCHOOL OFFICE
Bradley	Brumfield	(540) 349-8578	(540) 422-7530
Brumfield	Bradley	(540) 349-1837	(540) 422-7510
C. Hunter Ritchie	P.B. Smith	(540) 341-7785	(540) 422-7670
Coleman	Marshall Middle	(540) 316-1167	(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/guardians 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/guardians will be notified by our emergency notification system.
- If an emergency arises and forces the closing of the program during operation hours, parents/guardians 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.fcccva.org), FCCC Facebook, Fauquier County Public Schools web site & email announcements: www.fcps1.org; Transportation's Emergencies and Closings Number: (540) 422-7250.

INCLEMENT WEATHER DAYS

- In the event schools are closed due to inclement weather check out Facebook or the FCCC website to see if the program will operate Inclement Weather Care. If your information is on file with FCCC you will be notified by our emergency notification system. Hours of operation: **8:00am-5:00pm**, unless otherwise specified.
- **2023-2024 SCHOOL YEAR SITES: BRUMFIELD and M.M. PIERCE.**
- 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 **\$25.00 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**, unless otherwise specified.
- 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 3 scheduled Half-Day Teacher Work Days during the elementary school year when the children will be released around 12:30pm (December 21, March 15, and June 4). **If the school year calendar changes and the last day of school is on a Friday, FCCC may not provide afternoon care.** Parents/guardians 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-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-hour notice is required.

HOLIDAYS, FULL DAY TEACHER WORK DAYS, AND PROFESSIONAL LEARNING DAYS

- Sites operate from 6:30am-6:30pm.
- **2023-2024 SCHOOL YEAR SITES: BRUMFIELD and M.M. PIERCE.**
- **ON-LINE REGISTRATION** required through your account at www.myprocare.com. A fee of **\$25.00 per child, per day of care**, is required by the sign-up deadline.
- Cancellations or changes for any sign-up period must be received before 6:30AM in accordance with the cancellation deadline schedule. If cancellations or changes are not made by the deadline your account will be charged for the days your child is signed up to attend. Cancellation options: in writing (signed & dated), by phone (540-347-6970), faxed (540-347-3518) or emailed (jessicaheil@fccvva.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-up ends a full business day before the care date, provided space is available.
- 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	Cancellation Deadline - 6:30AM
Full Day Teacher Work Day SEPTEMBER 1	August 16, 2023	August 28, 2023	August 31, 2023
Professional Learning Day OCTOBER 9	September 18, 2023	October 2, 2023	October 8, 2023
Full Day Teacher Work Day & Election Day Holiday NOVEMBER 6 & 7	October 16, 2023	October 30, 2023	November 5, 2023
Winter Break Holiday & Full Day Teacher Work Days DECEMBER 22, 27, 28, 29 JANUARY 2, 3	November 27, 2023	December 14, 2023	December 21, 2023
Full Day Teacher Work Day FEBRUARY 9	January 16, 2024	February 1, 2024	February 8, 2024
Full Day Teacher Work Day MARCH 15 - CANCELLED	February 20, 2024	March 7, 2024	March 14, 2024
Spring Break Holiday MARCH 29 APRIL 1, 2, 3, 4, 5	February 20, 2024	March 21, 2024	March 28, 2024

HOLIDAY SCHEDULE

There are 10 scheduled Holidays during the elementary school year when the schools and FCCC will be closed: Sep 4, Nov 22-23-24, Dec 25-26, Jan 1, Jan 15, Feb 19, Mar 5 & May 27.

All dates are subject to change.

SITE CONTACT INFORMATION

	FCCC SITE	FCCC E-MAIL	SCHOOL OFFICE
Bradley	(540) 349-1837 (540)272-1251 (cell)	bradley@fcccvva.org	(540) 422-7510
Brumfield	(540) 349-8578 (540) 270-0801 (cell)	brumfield@fcccvva.org	(540)422-7530
C. Hunter Ritchie	(540) 341-7684 (540) 272-1275 (cell)	chunterritchie@fcccvva.org	(540) 422-7650
Coleman	(540) 364-4738 (540) 316-1167 (cell)	coleman@fcccvva.org	(540) 422-7550
Grace Miller	(540) 439-1909 (540) 316-1701 (cell)	gracemiller@fcccvva.org	(540) 422-7590
Greenville	(540) 349-8544 (540) 547-1849 (cell)	greenville@fcccvva.org	(540) 422-7570
H.M. Pearson	(540) 788-1548 (540) 270-0800 (cell)	hmperson@fcccvva.org	(540) 422-7610
M. M. Pierce	(540) 439-0311 (540) 547-1852 (cell)	mmpierce@fcccvva.org	(540) 422-7630
Mary Walter	(540) 439-7003 (540) 547-1851 (cell)	marywalter@fcccvva.org	(540) 422-7710
P.B. Smith	(540) 341-7785 (540) 547-1855 (cell)	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



Fauquier 4-H Club
lgeer@exchange.vt.edu



Fauquier Alliance for Youth
www.fauquierallianceforyouth.org

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



Fauquier County Public Schools
www.fcps1.org



Fauquier Fresh
www.fauquierfresh.org



PATH FOUNDATION

www.pathforyou.org

Farrar Timberlake Foundation



Northern Piedmont Community Foundation

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2023-2024 FCCC CALENDAR

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 First day of school

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Open at Pierce, Brumfield

4 FCCC Closed

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Open at Pierce, Brumfield

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Open at Pierce, Brumfield

7 Open at Pierce, Brumfield

22 FCCC Closed

23 FCCC Closed

24 FCCC Closed

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Half day open at all sites

22 Open at Pierce, Brumfield

25 FCCC Closed

26 FCCC Closed

27 Open at Pierce, Brumfield

28 Open at Pierce, Brumfield

29 Open at Pierce, Brumfield

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 FCCC Closed

2 Open at Pierce, Brumfield

3 Open at Pierce, Brumfield

15 FCCC Closed

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

9 Open at Pierce, Brumfield

19 FCCC Closed

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/3 1	25	26	27	28	29	30

5 FCCC Closed

15 Half day open at all sites

29 Open at Pierce, Brumfield

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Open at Pierce, Brumfield

2 Open at Pierce, Brumfield

3 Open at Pierce, Brumfield

4 Open at Pierce, Brumfield

5 Open at Pierce, Brumfield

MAY/JUNE 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

27 FCCC Closed

31 Half day open at all sites;

Last day of school