

VIRGINIA ADDENDUM

CADENCE EDUCATION FAMILY HANDBOOK

ABUSE AND NEGLECT

Teachers and managers within childcare centers are **required**, by law, to report child abuse and neglect. Please be aware we need to only suspect abuse or neglect to make a report. Child Protective Service is responsible for determining if the abuse report is unfounded or indicated. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune to legal liability as a result of a report.

ASSESSMENTS

Children will be assessed twice a year (November and May) on gross motor, fine motor, language, math, science/social studies, self-help skills depending upon their age/development. Children in the Pre-Kindergarten and Jr. Kindergarten classes will also be given the Scholastic Readiness for Kindergarten test in November and May. Assessments will consider families' needs, traditions and language. Parent-Teacher conferences will be offered to review the assessments. During the conference parents are encouraged to share their in-home observations and any outside services will be recommended. These services may include but are not limited to vision, speech/language, hearing, or other special health care needs.

FIELD TRIP

While on a field trip away from the Center, the following practices will be followed:

- Two or more adults will be present on field trips at all times.
- Children may not attend a field trip without a signed notice from their parent or legal guardian.
- A first aid kit will be taken on each field trip.
- An attendance sheet and a current photograph of each child will be taken on all field trips.
- While on the field trip, children will be counted frequently.
- Children will separate into groups while at the field trip site, with adult supervision.
- A cell phone will be carried for emergencies.
- Attendance will be taken prior to returning to the Center.

ILLNESS

In order to maintain healthy, happy children, we ask for your support of the following policies. In accordance with applicable state licensing regulations, (a) the Center will notify you if your child becomes ill and you shall arrange to have your child picked-up as soon as possible and not later than one hour after notification; (b) you shall inform the Center within 24 hours or the next business day after your child or any member of your immediate household has developed any reportable communicable disease as defined by the Virginia State Board of Health, except for life-threatening diseases which you shall report immediately to the Center; and (c) if your child has been ill, he or she may not be re-admitted to the Center until he or she is free of symptoms for 24 hours or you have provided a note from our child's physician confirming that he or she is free of symptoms. The decision of the Center Director shall govern such re-admission.

Please be alert to any of the following symptoms that may prevent your child from attending the center:

DIARRHEA: Diarrhea can spread very quickly. Therefore, parents will be called immediately with a "liquid" bowel movement and after the second incident; the parent will be required to pick-up the child. It is necessary for the child to be without any reoccurrence for 24 hours before returning to the center.

SEVERE COUGHING:

- Child gets red or blue in the face
- Child makes high-pitched croup or whooping sound

- Child has a constant cough

DIFFICULT/RAPID BREATHING: This is especially important with a child under 1 year.

PINK EYE: Parents will be called when tears, redness of the eyelid lining, irritation followed by swelling and discharge of pus. The child can return to Cadence Education if the discharge is cleared and medication is being administered. A child must be on medication for 24 hours before he/she is no longer contagious.

FEVER: Childcare licensing in Virginia offers guidelines on children and high fevers. All children with a temperature over 101°F shall be excluded from childcare. Should your child develop a temperature over 101°F while at Cadence Education, a Director will phone you and ask that your child be picked up as soon as possible. Each child must be free of any temperature above 100°F for a 24-hour period, without Tylenol or Advil, before returning to the center.

VOMITING: Parents will be called immediately and required to pick up their child if any other symptoms occur or if a second incident is reported. It is necessary for the child to be without any occurrences for 24 hours before returning to the center.

Sore throats, ear infections, or any illness requiring antibiotic medications require a 24-hour period at home before returning to the center.

SEASONAL AND PANDEMIC FLU: If your child is showing symptoms of the season flu (fever, cough, sore throat, headache, body aches, and/or stuffy/runny nose) they will need to be out and not return until 24 hours symptom free without Tylenol or Advil.

In the case of a pandemic flu the center will follow the guidelines of the CDC.

ADDITIONALLY: It is recommended that a child with any of the following symptoms remain at home so that they can be more comfortable and to prevent further illness:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Infected skin patches
- A heavy nasal discharge indicative of infection
- Head lice
- Unusual dark, tea-colored urine
- Grey or white stool
- Headache and stiff neck
- Unusual crankiness or lethargy
- Excessive crying
- General discomfort or seemingly unwell
- Loss of appetite
- Severe itching of body or scalp

At the discretion of the Directors, a conference or doctor's statement of good health may be requested upon your child returning to the center.

Cadence Education schools will follow the *Regulations for Disease Reporting and Control* by the Virginia Department of Health regarding reporting infectious diseases to the CDC.

INCLEMENT WEATHER

Our Schools are open every week, all year long, except for some holidays and in some areas for In-Service Days. In the event of inclement weather or an emergency non-weather-related issue, the Company will evaluate each

situation and make the decision whether to close or alter our normal operating hours. If the decision is made to close the school, we will notify local television and radio stations, post the information on the website and update the voice mail message at the School by 6 a.m. *There will be no reduction or refund of tuition for any such early or full day closings.*

In the event of an early closing, parents are expected to plan to pick up their child promptly when called by the School. If we experience severe weather during the day that requires us to close early, we will email and call parents, and make announcements on social media. It is the parent/guardian's responsibility to ensure that we have their correct email addresses as well as phone numbers.

We will make every effort to remain open, but the safety of our families and staff is always our priority.

INJURY PREVENTION PLAN

Cadence Education is committed to providing a healthy and safe environment for the children in our care. Each teacher is responsible for maintaining a safe classroom in which the children can learn. Safety rules are determined for each class and taught to the children. The staff monitors the environment for any areas of concern and is committed to the following:

- Examine all equipment and toys for dangerous parts, pieces and sharp edges. All items will be repaired or discarded immediately.
- Keep all cleaning supplies, chemicals, sharp items as well as personal items out of reach of children when in use and in locked a cabinet all other times.
- Keep all electrical outlets covered.
- Keep all electrical cords, ropes and water hoses out of reach of children.
- Do not allow children to play at sinks or in bathrooms.
- Supervise children so that all play is appropriate. Children are not permitted to climb on top of furniture.
- Keep chairs around the table during class time and neatly stacked, no more than two chairs high while children are playing. Do not allow children to stand or kneel on chairs.
- Make sure all spills are wiped up immediately and that children are kept away from spills.
- During mealtimes, children will be required to sit in their seat, and monitored to avoid choking.
- Foods that may cause choking hazards will not be served. Only food prepared in a commercial kitchen will be served and absolutely no nut products will be served at the center.
- Aisles are kept clear to provide a path to the doors in case of an emergency.

If there is an item in need of repair, the director will be notified in writing and the issue will be resolved as soon as possible. In addition, the management team does a "walk through" of each room at opening and closing to inspect for any apparent areas of concern.

The children's learning environment is extended to the playground area. The center has an assigned member of the team to conduct daily playground checklists. This checklist is documented and kept for a year. It addresses any safety issues with the playground equipment as well as the surrounding play area. The following list applies to playground safety:

- Children are only permitted to play on equipment appropriately.
- No rough play is permitted.
- Children are not allowed to climb on outside fence.
- Staff are trained to recognize acceptable levels of mulch for playground area.
- If a child is injured, management is notified as well as parents via a phone call and/or an accident report.

Any child that is injured at the center will have an accident report completed. These reports are saved and reviewed twice a year to evaluate any other areas of concern and needed improvement.

In the case of a child or staff death (both as a result of an accident or a prolong illness, at the center or offsite) Cadence Education will alert the parents of the situation and employ a child psychologist to guide the teachers on the best way to answer questions the children may have. The psychologist will also be available to children and/or families if needed.

Children who are being transported in center vehicles are aware of all transportation safety rules and regulations.

LIABILITY, RELEASE AND INDEMNIFICATION

The School maintains an insurance policy about its liability for any injury, loss or damage that may occur to your child, your child's property or your property as a result of fire, theft, storm or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or you and your child's legal representatives and heirs may have against the School or any employee, agent, owner or member of the School, or any successor or assign of the School, arising from or related to any injury, loss or damage to the extent, (a) that such injury, loss or damage is not covered by the insurance policy maintained by the School, or (b) that the monetary amount of such injury, loss or damage exceeds any amount payable under such insurance policy. You also agree to be responsible for and to indemnify and hold harmless the School, any employee, agent, owner or member of the School, and any successor and assign of the School from and against, any and all claims, liabilities, damages, judgments and costs (including attorney's fees and court costs) that may be brought against or incurred by the School, any employee, agent, owner or member of the School or any successor or assign of the School, arising from or related to any act or omission on the part of you or your child. The School is also not responsible for personal items lost, stolen or broken while in our care.

MEDICATION

Cadence Education will administer prescription medicine under the following guidelines:

1. Medicine must be in the original container, which must list the following information:
 - a. Child's Name
 - b. Physician's Name
 - c. Medicine Name
 - d. Date of Prescription
 - e. Dosage Information
2. A Medication Authorization form must be filled out completely.
3. All medicines must be left with the Director or Assistant Director, at the front desk. (Other than emergency medication, medicine will not to be taken to the classroom).

Over the counter medicines must be accompanied by a physician's note authorizing administration and follow the above guidelines.

4. To safely perform medication administration, the administration will be performed by a staff member who has completed a training course developed or approved by the Department of Social Services and taught by an R.N., LPN, doctor or pharmacist.

Note: Unless directed by a doctor we will not administer fever reducers.

MENUS

All of our snacks and lunches meet State requirements for content and portion size. If your child has severe food allergies, please be aware that you may be required to provide all food for that child.

OUTSIDE TIME

We have separately fenced outdoor play areas for toddlers, preschoolers, and school age children. Children will be allowed to play outside twice daily when weather permits. Soft-soled shoes and tennis shoes are recommended- sandals & flip flops are not allowed for safety reasons. We also recommend that you send your children in clothes that are appropriate for play. Please be aware that licensing requires that all children (including infants) have daily outside time.

Outside play and gross motor programs are essential to each child's growth. Cadence Education believes in developing the whole child. Every class has at least two scheduled outside times daily (weather permitting).

Please be sure to dress your child according to the weather to ensure they may participate in all outside activities.

PRIMARY CARE SYSTEM

Our schools provide continuity of care with a primary care system. Each program at our school has a team of consistent primary teachers for you and your child to build relationships with. Primary teachers are responsible for daily communication with parents, educational programming, and bi-annual assessments, along with all the daily tasks that keep the classroom functioning well (which include name-to-face procedures, diapering/toileting, cleaning and sanitizing, classroom management, and maintaining a safe environment). When primary teachers are not at school, assistant teachers or substitutes may step in to complete these tasks in their absence. Primary teachers are responsible for helping to prepare and train new, assistant, or substitute teachers that help their program. Primary teachers may also be asked to help in other programs, as necessary.

PROCEDURES FOR LOST OR MISSING CHILD

In the event that a child is discovered missing, the supervising teacher will immediately report to the Director or Assistant Director. If no resolution is made within a reasonable amount of time, as determined by the Administration, the child's parents will be notified. Subsequently, the appropriate authorities will be enlisted to assist.

LICENSING INFORMATION

The Virginia Department of Education- Office of Child Care Licensing, Fairfax Area Licensing Office, 3701 Pender Drive, Suite 450 Fairfax, Virginia 22030 276-206-0492

Facilities are inspected on a regular basis to ensure compliance with Regulations. Copies of Inspection Reports are available upon request at each school. The Schools' current license is displayed in the front lobby of the facility.

SOCIAL SERVICES INFORMATION

There are many resources available to families:

Health Care Services: https://www.dss.virginia.gov/benefit/medical_assistance/index.cgi

Assistant with basic and emergency family needs:

Energy Assistance: <https://www.dss.virginia.gov/benefit/ea/index.cgi>

Food Assistance: <https://www.dss.virginia.gov/benefit/food.cgi>

Temporary Assistance: <https://www.dss.virginia.gov/benefit/food.cgi>

Payment Alternatives: Cadence Education works with both local and state subsidy programs as well as NACCRRA through Child Care Aware

Virginia and Fairfax County Child Care Assistance:

<https://www.dss.virginia.gov/family/cc/assistance.cgi>

Child Care Aware: <https://www.childcareaware.org/>