



**5804 St. George Ave.
Crozet, VA 22932
(434) 205-4177**

Summer 2020 Parent Handbook

Staff:

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Dear Families,

Welcome to our 2020 Summer Camps! In addition to our COVID-19 specific policies and procedures, this handbook includes our regular policies and procedures at LEDS. Thank you for trusting us with the care of your children in such a critical time to provide a safe and nurturing environment. We are looking forward to a fun and safe summer at LEDS as we learn, play and explore together.

Warmly,
Christi and the LEDS Staff

Important Telephone Numbers

LEDS	(434) 205-4177
Christi Gillette	(440) 781-0981

Transportation Policy

Under normal circumstances, Little Explorers Discovery School will transport children with parent permission for field trips and in the event of an emergency relocation. In the event of an emergency that would require children to be taken off-site, LEDS will transport children to 1870 Beaver Creek Mountain Road, Crozet, VA 22932 until it is safe for their families to pick them up. See the field trips section for information on transportation to scheduled field trips.

Late Arrival Policy

If you know your child is going to be late, please call or email to notify the school by 8:00AM. Upon arrival, the parent or caregiver should ring the doorbell. A teacher will answer the door and walk your child down the hall to join the group.

Departure Policy and Late Pick Up Policy

Children will only be released to a custodial parent or a caregiver listed on the child's registration form. It is the responsibility of the family to update the list of caregivers with permission to pick up the child.

Late Pick Up: There is a 5 minute grace period to pick up your child(ren).

- Once the time is 6 minutes past your scheduled pick-up time (wireless phone time), you will be charged a fee of \$1 per minute per child for the first fifteen minutes, retroactive to your scheduled pick-up time.
- For half-day preschool, once the time is 12:30P.M., your child will join the full-day preschool children for rest time, and you will be charged \$45 for the day. You may register your child at least one week in advance for full day preschool. The advanced notice charge is \$20.
- For full-day preschool, once the time is 3:15 P.M., your child will join the full-day preschool children, and you will be charged \$45 for the day. You may register your child at least one week in advance for after school care. The advanced notice charge is \$20.
- Families more than five minutes late for after-care pick up will be charged at a rate of \$1 per minute, per occurrence, retroactive to 5:30PM.
- The fees will be automatically charged to your form of payment on file.

No Pick Up

In the event that a parent does not call or pick up his/her child, the school will call the parents and any other emergency contacts listed. Teachers will remain with the children until they are picked up. Families who fail to pick up their children will be charged a fee of \$1 per minute late. If no contact has been made with parents, guardians or emergency contacts after 30 minutes, LEDS staff will notify the local officials (police department and Department of Social Services), and a staff member will stay on site with the child until the local authorities take custody of the child.

Custodial Parents Rights to Be Admitted to the Center

Custodial Parents may be admitted to the school at any time while the child is in the program. Children can be released into their custody at any point. Children will only be released to non-custodial parents on their court appointed custody days. Unless the court orders otherwise, children may be released to:

- A parent or legal guardian
- Any person who has written authority from the parent with physical custody
- Police and child welfare workers with proper authorization

Little Explorers Discovery School will keep a list of who is authorized to pick up each child. It is the responsibility of the parent to keep this list accurate and up to date.

Medication Policy

There will be at least one person with Medical Administration Training (MAT) on site at all times. Individuals that are MAT certified are trained to administer prescription medications, over the counter medications, and medications required in emergency situations, according to the recommended frequencies and dosages. Teachers with MAT certification will administer medications with written authorization from the parent. LEDS staff will check our medications monthly to check if any medications will be expiring within the next 30 days.

For non-prescription over the counter skin products, the parent/ guardian must sign an authorization form. For prescription and non-prescription medication, a Medical Authorization form must be signed by the parent/guardian. Medications lasting longer than 10 working days (long-term medication) require a completed authorization form signed by the child's physician and the

parent/guardian. Authorization forms must be signed by all required persons and delivered to LEDS staff with or before the medication is delivered.

Medications may be kept on site and must be brought in the original container and labeled with the child's name, the name of the medication, the dosage amount, and the time(s) to be given. Medication will be kept locked up and refrigerated when applicable. Little Explorers Discovery School will keep a running record of any medications given to children. Parents will be notified immediately if there are any adverse reactions to the medication, if any medication errors occur, and when the medication is expired. Expired medication will be flushed or dispensed of if not picked up within 14 days.

Proper MAT Procedures should be followed when administering medications. The MAT handbook will be available in the director's desk for reference when administering medication. Employees will only be trained for Non-prescription medication will be administered using the manufacturer's instructions for the child's age, duration and dosage. Nonprescription medication shall be in the original container with the direction label attached.

All MAT trained employees at LEDS will be trained to administer medication using the following routes:

- On the skin (topically)
- By mouth (orally)
- Inhaled through the mouth or nose
- In the ear
- In the eye
- By using an auto-injector, such as an EpiPen, to give a shot of epinephrine or prevent anaphylaxis.

Any other medication routes will not be able to be administered by LEDS staff.

Application of Sunscreen & Insect Repellant Sunscreen

Weather permitting, students will spend ample time outside each day. If you choose to have teachers apply sunscreen or insect repellant to your child, you must have a signed authorization form on file. All sunscreen will be kept out of reach from the children. **Parents/guardians should apply sunscreen and bug spray at home before arriving to LEDS.** Teachers will reapply sunscreen and bug spray as needed according to outdoor conditions.

Established Lines of Authority

Little Explorers Discovery School is owned and directed by Christi Gillette, who actively participates in the classroom as a lead teacher. Each lead teacher

can have as many as two aides. Teachers and aides will work together to ensure student teacher ratios are adhered to at all times. Christi Gillette will make all final decisions regarding policymaking, operations, and management after inquiring information from teachers, aides, and families.

Policy for Reporting Suspected Child Abuse/Neglect

Virginia law requires any cases of suspected child abuse or neglect to be reported to the Child Protective Services Hotline. Reporters will be directed to the appropriate branch of Social Services. All employees of Little Explorers Discovery School are required to complete the Child Abuse Recognition and Intervention Training offered through the Virginia Department of Education and follow state laws regarding reporting.

Discipline Policy

In order to help develop healthy physical, social, and emotional growth, discipline policies at Little Explorers Discovery School are designed to respect personal privacy and differences between students. Staff is encouraged to promote decision-making, self-direction, and model appropriate interactions between the children.

Acceptable Policies Include:

- Constructive, age appropriate feedback on behavior
- Redirecting children to appropriate behavior
- Assisting children in the resolution of conflicts
- Providing positive reinforcement as a primary form of conflict resolution
- Taking breaks to calm down in escalated situations
- Working with parents/guardians to develop a discipline plan for recurring or severe behavior issues

Unacceptable Policies Include:

- Physical punishment of any kind
- Enclosing the child in a small space
- Punishment by another child
- Separating the child from sight and hearing distance of the group
- Withholding food
- Withholding rest
- Negative or demeaning remarks
- Punishment for toileting accidents

Emergency Preparedness Plan

Emergency: Dial 911

Poison Control Number: (800) 222-1222

Policy for Communicating with Parents in an Emergency

In the event of an emergency, parents will be notified via email and phone. To ensure that parents receive accurate and timely information in emergency situations, it is imperative that parents keep their contact information up to date. Please notify the school if your contact information changes at any point during your child's enrollment.

All Emergency Procedures

- The director is responsible for communicating with emergency authorities (911, poison control, health department).
- All teachers and directors are responsible for having a cell phone with them at all times.
- The director is responsible for having the center's cordless phone with them at all times.
- In the event that parents/guardians need to be reached to arrange pick-up or communicate about an emergency, all staff will work together to contact each parent/guardian to expedite the process.
- Each teacher will have an emergency bag that will travel with him or her throughout the day. This bag will include the following:
 - A copy of the students' registration forms with emergency contacts
 - A copy of this emergency preparedness plan
 - A roster with the day's attendance recorded on a clipboard
 - A coloring book and crayons to occupy children
- Local radio stations:
 - WCHV / WWWV 1260 AM / 97.5 AM
 - WINA / WQMZ 1070 AM / 95.1 FM
 - WKAV 1400 AM
 - WUVA 92.7 FM
 - WCYK 99.7 FM
 - WVSX 101.9 FM
 - WVAO 102.3 FM

Emergency Evacuation

- All directors and teachers are responsible for sounding the alarm as soon as they are made aware of the emergency. They should activate the

alarm and shout loudly what type of emergency is occurring. Other staff should help spread awareness immediately by following the same procedure and putting the remaining parts of the action plan into action.

- All children and staff will proceed outdoors using the door to the play area and congregate at the school-age playground area. If this door is blocked, teachers should escort children across the fellowship hall and out of the door, proceeding to the far side of the parking lot.
 - Lead teachers should bring the emergency bag for their class.
 - Once seated in the mulch area of the playground, lead teachers should take attendance using the updated roster in their emergency bag.
 - Lead teachers and assistant teachers should continue to ensure that all children under their care are safe.
 - The director is responsible for communicating with local emergency authorities (911). The director is responsible for having his/her cell phone and the center's cordless phone at all times.
 - The director will bring the student contact forms outside. In the event that parents/guardians need to be contacted to pick up children, all staff will work together to contact each child's parents/guardians to arrange pick up.
 - Once the building is deemed safe by emergency authorities, the director will communicate to staff that they may return inside of the building.
- In the event that children need to be taken to a shelter, at least one staff member will remain with children waiting while the remaining staff drives groups of children to Christi Gillette's home at 1870 Beaver Creek Mountain Road, Crozet, VA 22932.

Shelter-in-place

- **Hurricane/Tornado/Weather Related Emergency and Local Terrorism Threat (threat outside of building)**

- All directors and teachers are responsible for sounding the alarm as soon as they are made aware of the emergency. They should activate the alarm and shout loudly to shelter in place in the hallway.
- Other staff should help spread awareness immediately by following the same procedure and putting the remaining parts of the action plan into action.
- Lead teachers should bring the emergency bag for their class.
- Directors should ensure that all outside doors are shut and locked and classroom doors are shut.
- Directors should grab the emergency kit from the office that includes the radio and flashlight.

- All children and staff should be seated in the hallway near the kitchen. If this area is inaccessible, the hallway as far away from doors and windows should be used.
- Staff should take attendance using the updated roster in their emergency bag.
- All doors surrounding this area should be closed.
- All staff should ensure that all children under their care are seated and safe.
- Turn on radio for more information.

- **Intruder**

- All directors and teachers are responsible for sounding the alarm as soon as they are made aware of the intruder. They should activate the alarm and shout loudly "Intruder!" Other staff should help spread awareness immediately by following the same procedure and putting the remaining parts of this action plan into action.
- If a hostile intruder is reported, lead teachers should immediately escort children to the Music/Movement room (marked with a blue dot on the emergency plan in each room).
- If the Music/Movement room is not possible to reach, teachers should close and lock doors to the room they are in, and have children go into the bathroom.
- The assistants are responsible for ensuring that all children and staff are in the room and that the door is locked.
- Lead teachers should have children sit in the far corner of the room, on the same wall that has the window, out of view from the window. Lead teachers should stay with the children and work to keep them feeling as safe and calm as possible.
- Assistant teachers should ensure that the curtains are closed on both the window and the door's window.
- Children should sit or lie down and stay silent. Lead teachers, directors and assistant teachers should work to comfort children and keep them quiet until an announcement is made confirming that the building is clear of any threat.

- **Hazardous Materials Emergency**

- **Inside of the Building Spills (evacuation)**
 - For a chemical spill causing a threat to safety inside of the building, students and staff should evacuate the building using the door to the play area and congregate at the school-age playground mulch area. If this door is blocked, teachers should escort children across the fellowship hall and out of the door, proceeding to the far side of the parking lot.

- Lead teachers should bring the emergency bag for their class.
- Once seated in the mulch area of the playground, staff should take attendance using the updated roster in their emergency bag.
- Staff should continue to ensure that all children under their care are safe.
- The director is responsible for communicating with emergency authorities (911). The director is responsible for having his/her cell phone and the center's cordless phone at all times.
- The director will bring the student contact forms. In the event that parents/guardians need to be contacted to pick up children, all staff will work together to contact each child's parents/guardians to arrange pick up.
- In the event that children need to be taken to a shelter, at least one staff member will remain with children waiting while the remaining staff drives groups of children to Christi Gillette's home at 1870 Beaver Creek Mountain Road, Crozet, VA 22932.
- **Outside of the Building Spills (shelter-in-place)**
 - All directors and teachers are responsible for sounding the alarm as soon as they are made aware of the emergency. They should activate the alarm and shout loudly to shelter in place in the hallway.
 - Other staff should help spread awareness immediately by following the same procedure and putting the remaining parts of the action plan into action.
 - The director is responsible for ensuring that the following precautions are taken immediately:
 - Turn off heating and cooling systems.
 - Turn off window fans and other fans.
 - Shut windows and doors.
 - Cover cracks with tape or wet rags.
 - If told to protect breathing, cover nose and mouth with a cloth--wet, if possible.
 - After the All Clear signal is received, ventilate the structure. Go outside.
 - Lead teachers should bring the emergency bag for their class.
 - Directors should grab the emergency kit from the office that includes the radio and flashlight.
 - All children and staff should be seated in the hallway near the

kitchen.

- The director is responsible for communicating with emergency authorities (911) if necessary and ensuring when the building is safe to return to normal activity.
- The director is responsible for having his/her cell phone and the center's cordless phone at all times.
- Staff should take attendance using the updated roster in their emergency bag.
- All doors surrounding this area should be closed.
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- All staff should ensure that all children under their care are seated and safe.
- The director will bring the student contact forms. In the event that parents/guardians need to be contacted to pick up children, all staff will work together to contact each child's parents/guardians to arrange pick up.
- Turn on radio for more information.

Child Emergencies

- **Serious injuries:** The center or other appropriate official shall notify the parent immediately if a child is lost, requires emergency medical treatment or sustains a serious injury. For serious or life-threatening injuries or illness, staff will follow first aid/CPR procedures to provide care and immediately notify emergency personnel.
- **Minor injuries:** The center shall notify the parent by the end of the day of any known minor injuries. M. The center shall maintain a written record of children's serious and minor injuries in which entries are made the day of occurrence. The record shall include the following:
 1. Date and time of injury
 2. Name of injured child
 3. Type and circumstance of the injury
 4. Staff present and treatment
 5. Date and time when parents were notified
 6. Any future action to prevent recurrence of the injury
 7. Staff and parent signatures or two staff signatures
 8. Documentation on how parent was notified.

Staff Training Requirement

All staff will review the entirety of the emergency preparedness plan with a director and sign that they have read and understand the plan.

Drill Frequency

- LEDS shall implement a monthly practice evacuation drill and a minimum of two shelter-in-place practice drills per year for the most likely to occur scenarios.
- LEDS shall maintain a record of the dates of the practice drills for one year. For centers offering multiple shifts, the simulated drills shall be divided evenly among the various shifts.

Plan Review and Update

LEDS directors and lead teachers will review this emergency plan and make any changes/updates each August during pre-service workdays. Any changes made will require a new signature sheet from all staff.

Local Emergency Contact Information

- **Crozet Volunteer Fire Department:**
(434) 823-4758
5652 Three Notched Rd, Crozet, VA 22932
- **Albemarle County Police Department:**
(434) 977-9041
1600 5th Street, Charlottesville, VA 22902
- **Western Albemarle Rescue Squad:**
(434) 823-5103
1265 Crozet Ave., Crozet, VA 22932
- **Thomas Jefferson Health District:**
(434) 972-6219
1138 Rose Hill Dr., Charlottesville, VA 22903

Potential Shelters

- **Crozet Volunteer Fire Department:** 5652 Three Notched Rd, Crozet, VA 22932 (434) 823-4758
- **Crozet Library:** 2020 Library Ave., Crozet, VA 22932 (434) 823-4050
- **Crozet United Methodist Church:** 1156 Crozet Ave., Crozet, VA 22932 (434) 823-4420
- **Tabor Presbyterian Church:** 5804 Tabor Street, Crozet, VA 22932 (434) 823-4255
- **Crozet YMCA:** 1075 Claudius Crozet Park, Crozet, VA 22932 (434) 205-4380

Hospitals

- **Sentara Martha Jefferson:** 500 Martha Jefferson Dr, Charlottesville, VA 22911
- **Augusta Health:** 78 Medical Center Dr, Fishersville, VA 22939

- **University of Virginia Health System University Hospital:** 1215 Lee St, Charlottesville, VA 22903

Evacuation Routes

- Route 250 East to Charlottesville: From LEDS, proceed to Crozet Ave. Turn right onto Crozet Ave. At the four way stop, take a left onto Route 240. Proceed down route 240 for 3.4 miles until it intersects Route 250. To travel east towards Charlottesville, turn left on Route 250.
- Route 250 West and I/64 interchange: : From LEDS, proceed to Crozet Ave. Turn right onto Crozet Ave. At the four way stop, go straight until it intersects with Route 250. Take a right to turn on Route 250 west. In about a mile, Route 250 west will intersect with interstate 64.

Photography Opt Out

At LEDS, we have an opt out policy for children's photos to be used for advertising and marketing purposes both printed and online. At no times will any child's name or personal information be attached to a photograph.

Under this policy, LEDS assumes permission to use children's photos for advertising and marketing purposes unless the parent has provided an opt out request in writing via email or printed letter.