

Malcolm W. Cole Child Care Center
839 Estes Street, Charlottesville, VA 22903
(434) 924-2907 Fax: (434) 924-2329.
VA License #: 032-05-376
NAEYC Accredited Program: 560185

Family Guide Addendum



History

The University of Virginia's Medical Center child care services started in 1984 at the Blue Ridge Hospital. In 1984, Malcolm Cole accepted the Director position and it was under his direction that our child care center became well known for providing high quality child care services.

In 1999 the Blue Ridge Hospital began to prepare to re-locate to the UVA Medical Center campus. Malcolm Cole had been instrumental in developing the new building, specifically to meet Virginia child care codes and mandates. Later that year, Malcolm Cole passed away and sadly, never saw the new building in operation. After Malcolm Cole's unexpected death, the Blue Ridge Child Care Center moved into the new building (839 Estes Street) and was renamed the Malcolm W. Cole Child Care Center in his honor. Since then, the Center has continued to offer the highest standards of child care to the UVA Medical Center population. In August 2005, the Malcolm W. Cole Child Care Center was accredited by the National Association for the Education of Young Children (NAEYC). The National Association for the Education of Young Children (NAEYC) is dedicated to improving the well-being of all young children, with particular focus on the quality of educational and developmental services for all children from birth through age 8.

Licensing

The Malcolm W. Cole Child Care Center is licensed through Virginia Department of Social Services. This license allows us to care for children 6 weeks through 12 years old and we can accept a maximum of 170 children. The state of Virginia Department of Social Services determines the ratio for each age group.

*infants under 16 months	1:4
*toddlers (16 months-24 months)	1:5
*twos (24 months)	1:8
*three-five years old	1:10

The VA child care license is valid for two years. Any violations that occur will be posted at www.vads.gov.

Admission/Enrollment/Withdrawal

Upon acceptance, you will be provided a packet for completion. This packet contains a:

- Registration Form
- Immunization & Physical Form
- Enrollment Agreement
- Permission form to apply sunscreen and diaper cream/ointment
- Permission form to take photos and to take the children for stroller rides inside and outside of our center.
- Payment agreement

An orientation will be scheduled for you to meet with your new teachers as well as with our Finance Technician. Your new teachers will provide a tour of the classroom as well as a packet of information pertinent to your new room. Our Finance Technician will go through your enrollment packet to ensure the paperwork (enrollment and financial) is in order. She will need to document specific information from your child's birth certificate or proof of birth letter, so please bring one of these with you to orientation.

Tuition is due in advance. Tuition payments must be made through automatic payroll deduction unless approved by Administration. Tuition will not be reduced due to illness, absences, inclement weather or holidays. You will be notified of any changes in the tuition rate at least 30 days in advance of the change. Tuition is based on the staffing ratios required in each age group. Your initial tuition payment is due with your signed enrollment form by check to reserve your child's space with MCCCC and is non-refundable. If tuition is not received when due, a late fee of \$5.00 per day will be added to your child's tuition until it is paid in full. If payment is delinquent for one week or more, enrollment may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.

A late pick-up fee of \$25.00 per child is payable for each occasion that your child(ren) remains in the Center after closing. This fee is subject to change with 30 days notice.

A \$25.00 fee will be charged for a check returned for insufficient funds. If an exception has been made to allow tuition payment by check, this exception will be revoked if more than one returned check occurs, and payroll deduction arrangements must be initiated to continue enrollment.

When a family has made the decision to withdraw their child from the center, the procedure is to complete a Change Form (available at the front desk) thirty days prior to your child's last day at Malcolm Cole CCC.

Hours of Operation

Malcolm Cole CCC is open from 6:00 A.M. through 6:00 P.M. Monday through Friday. In order to maintain high quality child care services, your child may be at the center for a maximum of 10 hours each day. The center is closed for two holidays each calendar year: **Thanksgiving Day & Christmas Day.**

In advance of other holidays, we will ask parents to indicate whether they will be bringing their child to the child-care center that day. This allows us to determine how many staff we will actually need.

Arrival & Departure Procedures

All parents are expected to document their child's arrival and departure times by entering an assigned code into the computer at the front desk. It is a state requirement that you document your child's attendance.

Curriculum

Malcolm Cole CCC follows the World At Their Fingertips curriculum framework which is based on the Emergent Curriculum. The Emergent Curriculum encompasses planned activities, projects, and adaptations to learning centers and stations, as well as guided interactions between teachers and children. The curriculum emerges from the children: teachers plan learning experiences based on observations of the children's interests, skills, and understandings – not based on a set plan of teacher-derived assumptions or themes. Teachers guide the children's experience with the help of parents through the development of projects and planning activities that correspond with their developmental characteristics and their expressed interests.

Emergencies

Malcolm Cole CCC Parents are required by state licensing regulations to provide the Center staff with all contact numbers we may need in the event of an emergency. We request you provide the following numbers:

- home telephone numbers for both parents
- cell-phone numbers for both parents
- two emergency contact numbers
- work numbers

We appreciate you telling us when your contact information changes. Please be advised that the Center is authorized to call your emergency contacts to pick up your child if we can not reach the parents in a reasonable amount of time, depending on your child's condition.

In the event that a child is not picked up by 6:15, the staff may use the contact information you have provided us to arrange for one of your contacts to come pick-up your child. If an emergency contact has been notified, the staff will leave voice mail messages on your home or on your cell phones.

Be advised, if we cannot reach you or your contacts by 7:00 P.M., the staff may call the police and request they assist in locating someone in your child's family.

The children and staff are required monthly to practice fire drills. During a fire drill, the alarm will sound and all occupants evacuate to our "safe place" across the street in our lower staff parking lot. If there were a real emergency and our safe place was no longer safe, we would evacuate to 999 Grove Street. Parents will then be notified immediately.

Every six months, we also practice a Shelter in Place Drill. During a Shelter in Place drill, all occupants evacuate to our safe areas, the kitchen, finance technician's office, the staff workroom, and lounge. If a real emergency were to occur, parents would be notified immediately.

Health

Breakfast, Lunch & Snacks

The hospital provides the center with a catered breakfast, lunch, and snacks each day. The menus are posted in the classrooms and in the hallway outside of the kitchen. The lunch menu rotates every three weeks and is carefully monitored to determine what the children are eating and what the children are discarding. We provide 2% and whole milk, 100% fruit juice (no sugar added) and water to the children during snack, breakfast, and lunch. If your family is vegetarian, we offer a vegetarian menu. Any other health or food concerns should be addressed with your child's teacher and the Kitchen Specialist.

Infants are fed on demand. When the infants begin taking solid foods at home, the teachers will offer baby food at the parents' discretion. We provide Gerber baby food and Gerber baby snacks. When babies transition to the older infant room, you will need to indicate what foods your child can have from the menu until they are completely on solid foods. Per the Virginia Department of Health, we will only store frozen breast milk for 7 days.

"No Nut Zone"

Malcolm Cole Child Care Center is a "no-nut-zone". Due to severe nut allergies, we do not allow any kind of nut into the building, this includes peanut butter.

Clean Babies

Upon arrival each morning, the center requires parents to wash their hands and their children's hands when arriving in their classroom. Children wearing diapers need to come to childcare in a clean, dry diaper when they are left in the care of our staff. If a child has soiled his diaper prior to drop-off, the parent is expected to change the child before leaving him or her with the Malcolm Cole staff.

Sick Children

The Malcolm Cole CCC attempts to maintain a healthy environment; however viruses find a way in. Parents can help prevent spreading diseases by keeping your child out of the classroom when s/he has:

- A temperature of 100.4 +
- Recurrent vomiting or diarrhea
- A communicable disease

Medication

Administering medicine is typically done by the nurse; however, there are additional staff on-site that have taken the state mandated Medicine Administrating Training (MAT). The state of Virginia requires parents to sign permission forms for all medications including the application of diaper cream and sunscreen.

Get Well Care

Get Well Care is designed to serve mildly ill children who are enrolled in the MCCCC program. It is open 8:00am to 4:30pm and is staffed by a full time pediatric nurse. Children may be cared for in Get Well Care when their symptoms/illness excludes them from the classroom, when they do not feel well enough to participate in classroom activities, or when they are recuperating from an illness or surgery and need additional rest or a decreased activity level. If your child is sick at home and you need to go to work, you can call the child care center (434-924-2907) and see if there is space available for your child. If your child becomes ill in the classroom and there is space in GWC, you will be notified and given the option of picking your child up within one hour or having your child stay in GWC up to 4:30pm. There will be occasions when the nurse is out or the Get Well Care is full; if so, you will need to make alternative plans for childcare.

The state of Virginia's Department of Social Services requires the Center to have on-file a copy of your child's immunizations. Therefore, when you update your child's immunizations, you can make a copy or have the documentation faxed to Malcolm Cole CCC (434-924-2329).

Accident Reports

Any time a child has bumped their head or has an abrasion or one of their friends bit him, the staff is obligated to complete an accident report. The report is signed by the director, the parents, and the teacher. A copy goes to the nurse, one to the parent, and one to the Director.

Dress Code for Children

In order to avoid accidents in school and on the playground, the Malcolm Cole Child Care Center requests children not wear "slip-ons", "Crocs" or "flip-flops". We have observed a correlation between children falling and wearing open-back shoes and "Crocs". When children have Water Play during the summer, we will make an exception for wearing water shoes, such as "flip-flops" or "Crocs". These shoes should be reserved for Water Play only.

Every child should have at least two changes of clothing in their cubby. As the seasons change, parents should replace your child's extra change of clothing.

When weather permits, children go outside on the playgrounds everyday. The only time we avoid going outside is when the weather is precipitating heavily. Therefore, children need to be dressed for all kinds of weather.

Play Ground Rules

We have two playgrounds; one for the upstairs children, ages 2-5 and one for the downstairs children, typically visited by the older infants and the toddlers (16-24 months). Each playground has a list of playground rules posted visibly for the staff to enforce.

Reporting Child Abuse

Malcolm Cole Child Care Center is a state licensed facility with the Department of Social Services and we are required by Virginia law to report all cases of suspected child abuse.

Back Up Care Advantage

The Malcolm Cole CCC participates in the Back Up Care Advantage Program through UVAHS. For more information regarding the program, please refer to the UVAHS website for more details.

Parent Group

The Parent Group was created for parents of children at the UVA Malcolm W. Cole CCC. The purpose of the group is to come together once a month and review plans, ask questions, to hear updates, receive the treasurer's report, and plan fundraisers. The Parent Group fundraisers are important to all MCCCC staff and children. The Parent Group raises just enough money every year to provide staff gift cards and a Holiday party. The proceeds also go toward purchasing gifts for the children when Santa visits in December. Each PG meeting is lead by the PG President with an agenda that is usually emailed to the parents before the meeting. All families are welcome to attend the monthly meetings.