

**The Children's Village at TCC  
Child Minding Services  
Parent Handbook**

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**Dear Parent/Guardian/Student:**

Thank you for the privilege of serving you by providing quality child minding in your absence.

We are very happy to have you as part of The Children’s Village at TCC child minding family. We intend to help your child develop a good self-image, a wholesome attitude, and an appropriate thirst for knowledge. We believe that all children should develop at their own pace and not be disadvantaged because they have not been exposed to important experiences needed for age appropriate development. One of our goals is to prepare the child to be ready to learn so that s/he may want to learn more on their own. We intend to accomplish this by providing a safe, developmentally age appropriate learning environment. We encourage children to grow physically, emotionally, and cognitively.

We have established the following policies to ensure your child’s safety, development, and contentment, and to foster a highly professional center. We ask that you read these policies carefully, understand them, and comply with them.

We welcome you to the child minding services at The Children’s Village at TCC, and remember that our doors “swing on open hinges” for you and your children.

Respectfully,

Dr. Albert W. Thweatt, Chief Executive Officer  
Ms. Karen Belcher, Executive Director

# PARENT HANDBOOK

## A POLICY AND PROCEDURES MANUAL

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## **PREFACE**

The policies and procedures in this manual are for parents/students using The Children's Village at TCC for child minding services. The intention is to be a reference for parents; we hope this handbook will acquaint you with the service rules and regulations which will allow quality care for your child.

We will notify parents as soon as possible of any changes to this manual. Because we strive for excellence, we invite your ideas and constructive suggestions as participating partners.

## **I. WHO WE ARE<sup>1</sup>**

The Children's Village at TCC is staffed by a small group of educators who realize the need for quality child minding which will help nurture and prepare children for the future. We are not substitute parents to your children; rather, we are knowledgeable, compassionate, competent educators who will assist with your parental responsibility.

**OUR VISION-** Is to promote wholesome values and inquisitive minds. We will provide an atmosphere in which children can be challenged to reach their full potential.

**OUR GOAL-** Is to maximize the care for children by hiring the best care providers and target only highly skilled personnel.

**OUR PHILOSOPHY-** Is built on the idea that good performers are encouraged by good leaders and positive energy. We strive for new and improved ways to enlighten youth. We will always provide services that are second to none.

## **II. OUR APPROACH TO SERVICE**

Today's family has many important needs; among them is a safe, nurturing, educational environment that is also a "home away from home." We attempt to meet that need by providing what children of different ages, intellects, emotions, and personalities need for their future success. Our intent is to support and assist the parent-child relationship and to increase the importance of the family unit.

We use the Creative Curriculum in the classroom. This curriculum is a center-based approach that is coupled with weekly themes. This allows children to explore, examine, manipulate, and discover the environment using a hands-on approach which helps children learn to think independently and to solve problems on their own.

## **III. OUR STAFF**

We hire competent staff who have your child's best interests in mind. We verify each new staff member's education, work experience, criminal record, and references. All staff members must pass a Tuberculosis test, and be trained in First Aid, Cardio-Pulmonary Resuscitation, and health observation. Educational training is part of our staff's ongoing development.

## **IV. SUPERVISION OF CHILDREN**

Attending children must be within sight and sound of a staff person at all times. Children will always be within the limited access area.

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<sup>1</sup>The Children's Village at TCC, a child minding service provided for TCC students, is managed and operated by The Meherrin Development Corporation Enterprises, Inc. under a contract with Tidewater Community College.

## **V. FINANCIAL CONCERNS**

As a small business whose owners seek to operate with the utmost integrity, we gladly extend our services to provide quality child minding services to students only. Financial obligations must be satisfied when services are rendered.

## **VI. DISCIPLINE**

We prohibit corporal punishment/spanking; however, we encourage the use of time out as a corrective measure. A parental conference may be required when we have children who are unruly and misbehave. It is important to understand that we provide a safe, secure, and comfortable environment in which children will learn to identify and understand behavioral parameters.

## **VII. HOURS OF OPERATION**

The hours of operation are Monday through Thursday 7:30 am to 10:15 pm and Friday from 7:30 am to 5:00 pm.

## **VIII. SIGN-IN/SIGN-OUT PROCEDURES**

Parents are not allowed to merely “drop off” their children. We require parents to walk their child into the building and sign their child’s name on the attendance log. Students must present a new copy of their course schedule and present their TCC ID each time they use the child minding service.

## **IX. RESPONSIBLE RELEASE OF CHILD**

Each child in our care will be released only to the enrolling parent or an emergency contact authorized by the child’s parent.

No child will be released to an unauthorized person without your written approval, and the person picking up the child must present a picture ID before signing out the child. Moreover, we will not release your child(ren) to anyone under the age of 16 without your written and verbal approval nor to anyone who is considered to be intoxicated or otherwise incapable of providing your child’s safe transportation from the child minding center.

## **X. LATE PICKUP**

We realize that emergencies or unexpected events may arise. If there are more than two (2) late pickups, an additional fee will be assessed.

If a child remains at the center for 15 minutes longer than his/her scheduled pick up, The Children’s Village at TCC will call the parent and will apply an additional fee. In no event

will a child remain for more than 3 hours. If no one responds or arranges for pick-up of the child, Child Protective Services will be notified.

## **XI. PERSONAL BELONGINGS**

All personal belongings must be labeled for appropriate identification.

## **XII. ILLNESS**

No child will be allowed to enter the center with a temperature of 100 degrees or more and/or with any signs of a serious health condition, e.g., a consistent cough, a heavy nasal discharge, pink eye, etc. For the protection of other children and staff, a child who has had a contagious disease will be readmitted only with a doctor's clearance. However, if signs of illness appear after a child has arrived at the center, The Children's Village at TCC will notify the parent to immediately pick up the child. Such illness may include, but not be limited to, recurrent vomiting, diarrhea, chickenpox, ringworm, lice, etc. If a child has been exposed to a reportable communicable disease, The Children's Village at TCC will post a note concerning the exposure.

We conduct a daily health check of children to observe any signs of illness, neglect, or abuse. When children are in our care, we will do all we reasonably can to help ensure their well being.

## **XIII. MEDICATION**

The Children's Village at TCC will not dispense any medications. It is the parent's responsibility to make sure all medications, both prescription and non-prescription, are given either before or after the child's visit to The Children's Village at TCC.

## **XIV. EMERGENCIES**

In the event of a natural disaster or emergency we will follow Tidewater Community College's posted plans and/or disaster drills. In case of severe weather conditions we will follow the college's schedule. Parents may tune into local television stations or check the college's website for public announcements on delays or cancellations.

## **XV. CLOTHING**

Please label all clothing with your child's name. All children will have a designated area in which to place their belongings. We require that children be fully dressed, including supportive shoes or sneakers. Clothing should be loose and comfortable, but without loose or long strings which may cause injury to your child.

## **XVI. REST TIME**

Rest time will be accommodated for those children requiring rest.

## **XVII. NUTRITION**

A light snack may be served depending on the time of day. We require parents to notify us orally and in writing of food allergies so that we can accommodate the child's needs to the extent possible.

## **XVIII. PREVENTION OF INJURIES**

All children will be supervised while in our care, and staff will take safety precautions at all times to ensure your child's proper care. Play equipment will be used only for the purpose that it is intended to serve. Equipment will be checked to make sure it is safe and any broken toys or equipment will be repaired or removed immediately.

Staff will stay in strategic locations to ensure proper supervision. If any injury occurs, we will immediately assess the situation and make changes to eliminate any future occurrences.

## **XIX. INJURED CHILD POLICY**

If a child receives a minor injury, e.g., a small scratch, cut, or minor bruise, The Children's Village at TCC will complete an accident report for you to review at pick-up time.

If a child sustains a serious injury, we will promptly notify the parent and/or local emergency services. The child will be stabilized and, if necessary, transported by a local ambulance service to the nearest hospital. All costs associated with such emergency medical services will be the responsibility of the parent or guardian.

## **XX. POLICY FOR REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

State law requires us, as paid child minding providers, to immediately report any suspected child abuse or neglect.

## **XXI. MISSING CHILD POLICY AND CHILD SAFETY**

We encourage our families to participate in the local police department's child identification fingerprinting program. We ask each parent to give us a current picture of the child in our care. In the unlikely event that a child is missing from the center, we will immediately notify the parent and local authorities.

We do not want to be unduly involved in a family's intimate problems, but are mindful that occasionally a domestic relations issue might spill over into a child minding setting. Thus, we ask that a parent with sole or joint physical custody of a child in our care provide us with a copy of the court order awarding that custody. If the court has issued a protective order prohibiting a person from being near a child, we ask that the custodian provide us a copy of that order as well.

# The Children's Village at TCC

## **CHILD MINDING INFANT SCHEDULE**

*Infants are checked on an hourly basis*

### ***EXAMPLE***

TIME	FOOD/AMT	FLUID AMT.	NAPS	PAMPERS	STORY TIME
7:30					
8:00					
9:00					
10:00					
11:00					
12 NOON					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					

## Child Minding Activities

ABC Accordion Books  
ABC Stitch Tracing  
Alphabet A\_Z Word Cards  
Alphabet Learning Mat  
Apple Book  
Boys & Kits Bingo  
Boys & Kites Card Game  
Boys & Kites File Folder game  
Boys & Kites Matching Picture Cards  
Boys & Kits Wheel Pattern  
Building Sentences  
Busy Bobby Boon Book  
Circus Coloring Book  
Color Accordion Booklet  
Color Coloring Book  
Color Enrichments  
Community Helper Word Game  
Crazy Puzzles  
Cut Match and Paste Number Block  
Cut-Paste Easy Readers A Bear Story  
Early Learning Colors, Shapes, Numbers Game  
Farm Animal Coloring Activity  
Baby Animals Folder Game  
Finger Painting  
Flowers & Pot Matching Picture Card Game  
Flower Bingo  
Number Bingo  
Letter Bing  
Shape Bingo  
Fruit Pocket Chart Game  
Garden Tools Matchup  
Holiday Coloring Book  
I know My Shapes  
Ladybug Stampin  
Language Cards  
Learning Blocks  
Learning Books  
Learning Pockets  
Letter Practice Enrichment Sheets  
Look-n-Find  
Match It Up  
Match The Dinos  
May Flowers Count  
Mix and Match Insect Mats  
My ABC Book

My Silly Alphabet Book of Art  
My Color Book  
Number Accordion Book  
Number Cards  
Number Coloring Book  
Cross Word Puzzles  
Opposites Match Game  
Pet Coloring Sheets  
Shape Enrichment Games  
Turtle Shape Game  
Word Families Game  
Write the Alphabet  
Writing Practice  
Board games that require memorization and following the rules  
Team building activities to work out problem solving and teamwork  
Activities which increase the creative thoughts process such as drawing and painting play  
dough  
Activities where instructions have to be followed:  
Building stick houses  
Making snowman with paper cut outs for example  
Music  
Instruments  
Listening to music from different cultures  
Learning dances  
Word Search  
Arts & Crafts