

Old Dominion University Child Development Center



Parent Handbook

2010-11

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Mission Statement

Old Dominion University's primary purpose in the children's programs at the Child Development and Child Study Centers is to train teacher candidates and provide a setting for research conducted by the university community. A secondary mission is to provide exemplary childcare for the ODU's faculty, staff, students, alumni, and the greater Hampton Roads community at large.

Commitment to Excellence in Early Childhood

Development

The Child Study Center and Child Development Center will develop healthy, highly motivated, autonomous children with an enthusiastic, lifelong love of learning by providing exemplary child centered, developmentally appropriated by master's level teachers and characterized by the philosophy of *The 101s: A Guide to Positive Discipline*.

Admissions Policy

Child Development Center
Old Dominion University

Parents who are interested in enrolling their child in the Child Development Center are asked to fill out a form to put him/her in the waiting pool. The form is stamped with the date when it is turned into the office. Currently there are over 450 names in our waiting pool. Usually vacancies occur during the months of May through August. It is very uncommon for a spot to open during the school year. When a child leaves the Center, first preference is given to a child currently enrolled in the next youngest room, who is developmentally ready to move up. When all movement within the Center has taken place, it is determined which room/s have the vacancies.

The waiting pool will then be consulted for children from a diverse population who are the appropriate age for the opening we have available. The position would be offered to the child who has been in the pool the longest and who is the appropriate age, using the following priorities:

1. ODU faculty or staff
2. Sibling of current student at the Child Development Center
3. ODU alumni or student
4. Community at large

(Policy effective as of December 2007)

Welcome

Welcome to the Old Dominion University Child Development Center! We are a full-service, full-time program, serving children from age eight weeks through kindergarten. Our organization is contained within the Department of Child Study/Special Education and the Darden College of Education at Old Dominion University. Our program offers quality care to children in the Hampton Roads area. We offer indoor and outdoor activities that encompass both fine and gross motor skills and address children's physical, cognitive, social, and emotional needs. Our child-centered facilities have been designed, both inside and out with the unique needs of children in mind.

Our staff includes a Lead Teacher for each classroom who is a Master's level professional, trained to be knowledgeable about and attentive to the individual needs of children. Practicum students from early childhood and other academic areas of study assist each Lead Teacher. Teacher Aides, who are individuals with education and training in Early Childhood and are interested in being with and caring for young children, also provide assistance.

Children in our care are divided into seven classrooms based on their age and developmental level. Children will progress into the "older" rooms based on age and readiness. All transitions will be facilitated with care for the individual child's needs. Prior to enrollment at the center, parents must fill out a registration form. Parents are REQUIRED to furnish proof of immunization upon enrollment. No child will be admitted without the immunization record. Proof of the child's identity must be provided within seven business days of initial attendance. A certified copy of the birth certificate, birth

registration card, or passport are several of the documents that are acceptable. Within 30 days thereafter, the parent will provide an up-to-date health examination form. The parents are required to notify the lead teacher or administrative assistant of any changes in home or work phone numbers, doctor's names and numbers, and information concerning those authorized to pick up their child. Current information will help meet the child's individual needs.

Philosophy of Early Childhood Education

Our philosophy of Early Childhood Education is based on the premise that children learn best through active interaction with their environments, in which they construct their own understanding of the world and their place in it. Our approach is a very "child-centered" one, which places the highest value on individual children, their needs, and what is developmentally appropriate for them.

Through careful attention to the environment we create for children, including the adults present who become significant in their lives, we attend to the intellectual, emotional, social and physical needs of these young individuals. We adhere to and endorse the guidelines from the National Association for the Education of Young Children (NAEYC), which state that "although the quality of an early childhood program may be affected by many factors, a major determinant of program quality is the extent to which knowledge of child development is applied in program practices--the degree to which the program is developmentally appropriate."

Recognizing that there are a number of different ways in which children learn, we provide group learning activities, where children receive information and exchange thoughts with peers, as well as large blocks of time for individual play and learning. Because we respect and foster each child's individuality, we constantly assess development and adjust the program to suit individual needs and interests. Our goal is to provide a challenging, integrated, developmentally appropriate and nurturing environment for each child in our care.

Philosophy of Discipline Practice

The practices of the Child Development and Child Study Centers are based on *The 101s: A Guide to Positive Discipline*. The principles in *The 101s: A Guide to Positive Discipline* are based on research findings and support the guidelines of effective discipline identified by the American Academy of Pediatrics. These include: a learning environment characterized by positive, supportive parent and teacher-child relationships; a strategy for systematic teaching and strengthening of desired behaviors; and a strategy for decreasing ineffective behaviors. (AAP, 1997)

Program Schedule

The Old Dominion University Child Development Center operates on the same annual calendar as the University, observing breaks, holidays, and closings due to weather according to the University's schedule. The Child Care Development Center will provide care for children 48 weeks out of the year. The Center will be closed approximately ten days during the University's holiday break and two other weeks (one week in March and one week in August).

Inclement Weather Policy

The ODU Child Development Center follows the University's Inclement Weather/Emergency closing policy. Students, faculty, and staff will be informed when the University closes due to weather. Announcements of University closings are given on all major TV and radio outlets in the local area

Reimbursement Policy

If a child is absent from the center for any reason, (such as holidays, inclement weather, sick or vacation days, or other state regulated or administrative closings), no fees will be reimbursed.

Tuition/Material Fees

There is a materials fee of \$100.00, per child, which will be due at the time of registration and will be assessed annually during the month of August. This fee is non-refundable.

Families are responsible for payment of the monthly tuition for all of the weeks that the Center is open. Family vacations taken during weeks other than those during which the Center is closed are not exempt from tuition responsibility. Tuition for a full week will be charged for weeks in which state holidays occur. Tuition is due on or before the 5th of each month. If no payment is made by the end of the business day on the 10th of the month, a \$15 late fee will be assessed to your account. An additional \$10 late fee is charged to any account paid after the 20th of the month. When a child is out sick or absent for other reasons, all fees are due and payable the first day back.

Tuition Policy

The Old Dominion University Child Development Center operates on the same annual calendar as the University, observing breaks, holidays, and closings due to weather according to the University's schedule. The Child Development Center will provide care for children 48 weeks out of the year. The Center will be closed approximately ten days during the University's holiday break and during the university spring break and fall break.

There is a materials fee of \$100.00 per child which will be due at the time of registration and will be assessed annually during the month of August. This fee is non-refundable.

Families are responsible for payment of the monthly tuition for all of the weeks that the Center is open. The monthly fee is based on the number of weeks that the center is open during the year (currently 45.5 weeks). Parents will be billed at the first of each month for the month's tuition. Below is a chart showing the current fees. Payments are due on or before the 5th of each month. If no payment is made by the end of the business day on the 10th of the month, a \$15 late fee will be assessed to your account. An additional \$10 late fee is charged to any account paid after the 20th of the month. This policy was approved by the Child Development Center Advisory Board. When a child is out sick or absent for other reasons, all fees are due and payable the first day back.

Tuition Payments 2010-2011 (49 weeks of care)	Weekly (Paid 52 weeks)		Monthly (Paid 12 months)	
	ODU Full –Time Faculty and Staff or Current Student	Others	ODU Full –Time Faculty and Staff or Current Student	Others
Infants (8 weeks-15 months)	\$203	\$213	\$878	\$919
Toddlers (16 months-2 years)	\$181	\$190	\$784	\$821
Three, Four, & Five-year-old	\$178	\$184	\$768	\$797

***effective July 1, 2010- June 30, 2011**

Classroom Activities

Class Environments and Daily Activities

Sample Daily Schedule

- 7:30 – 9:30 Children engage in Developmentally Appropriate Play (DAP), Gross Motor Play, Diaper/Toileting Needs, art activities
- 9:30 – 10:30 Snack Served, Circle Conducted
- 10:30 – 11:30 Small Group Activities
- 11:30 – 1:00 Lunch Served, Diaper/Toileting Needs
- 1:00 – 3:00 Nap/Quiet Time
- 3:00 – 4:00 Snack Served, Diaper/Toileting Needs
- 4:00 – 5:30 DAP, Gross Motor Play, Story Hour

Learning, we believe, should be a positive experience. Sometimes it's noisy and messy. Often it's joyous! The ODU Child Development Center provides a unique educational setting for children in the early stages of learning and development. There is a strong emphasis on self-motivation and creativity, construction play and individual instruction, development of positive attitudes toward learning, and the establishment of good self-concept.

Parent and Teacher communication is very important. Please check the Information Board located outside of each classroom. You will find specific information about daily activities, special events, weekly lesson plans, classroom newsletters, parent resource notes, and developmental milestones.

The infant daily schedule is by demand. A daily log for each child gives parents important information of feedings, eliminations, length of naps, stimulating activities, and daily health information. The daily log for each child is located inside the infant room.

Outdoor Play

Each teacher provides daily outdoor activities. **It is our policy that a child who comes to the center is well enough to participate in both indoor and outdoor play.** If there are medical reasons why a child cannot participate in outdoor activities, but is well enough to be at the center, we will be happy to comply with your physician's written request and instructions. Our children do not play outdoors in inclement weather or in extreme hot/cold conditions.

Parents should apply sunscreen and insect repellent to children (as needed) before bringing them into the classroom. Teachers are not permitted to reapply sunscreen or insect repellent throughout the day.

Summer water activities will be coordinated by classroom. During water days, teachers ask that each child wear his or her bathing suit under clothing. Other items to bring include water shoes, towels, and a change of clothes. Please be sure to label all items and apply sunscreen before coming to class.

Clothing for Learning

Your child should wear clothing that is comfortable so that he or she can take

advantage of all learning experiences that are provided throughout the day. These may include indoor and outdoor activities. Clothes should be washable and adaptable to spills, paint, sand, and water play. Please provide for seasonal changes in weather including hat, coat, boots, rain gear, and mittens. Socks and non-skid or tennis shoes are recommended.

Food and Health Allergies

Nutrition

The Old Dominion University Child Development Center prepares lunches and snacks on the premises. These meals and snacks are prepared according to the USDA nutritional requirements for children of the ages we serve. Sample menus might include a combination of the following:

Morning Snack

Milk, juice, animal crackers, pudding, graham crackers, canned or fresh fruit, vanilla wafers, raw vegetables

Lunch

Milk, Garden pasta salad, macaroni and cheese, soy nut butter and jelly sandwiches, fish filet, roast turkey, spaghetti w/meat sauce, chicken nuggets, pizza, mashed potatoes, green beans, sliced carrots, broccoli, mixed vegetables, bread and butter, canned or fresh fruit, and applesauce.

Afternoon Snack

Milk, juice, graham crackers, oatmeal cookies, canned or fresh fruit, raw vegetables

Meals are served family style, with children assisting in setting, serving, and cleaning up. Our goal is to make mealtime a warm and relaxing experience.

Nursing mothers are encouraged to visit the center for infant feeding or provide bottle breast milk for feeding times.

***** Please be advised we are a nut free zone. No nuts or products made with nuts will be served or can be brought into the programs.**

The Center is participating in the USDA Food Reimbursement Program for childcare centers. This program reimburses the Center a small amount for each lunch and snack provided to children. The amount reimbursed depends on the income of the families whose children are in the Center. **All families with children in the Center will be required to submit an Income Eligibility Form, which is included in the Forms section of this handbook.** (Of course, information provided on all Center forms will be kept confidential.)

Infant Feeding

Parents of infants will be offered the option of providing their own infant formula or using the brand the Center provides. Tuition for children, other than infants, will include lunch and two snacks per day.

Diapers

Parents of children in diapers will keep a two week supply of diapers and wipes for their children at the Center and will be informed by the teacher when additional diapers are needed.

FOOD AND HEALTH ALLERGY GUIDELINES

Please discuss with the teacher any food or health allergies a child may have. Please list all food or health allergies in your child's records and update as needed. Every effort will be made to accommodate a child's special needs. We also have many resources located in our Center office for parents regarding food allergies.

Celebrations/Birthdays

A child's birthday is a very special occasion. If you would like to celebrate a birthday, we encourage you to bring a nutritious treat. Here are a few suggestions: fruit juice bars, muffins, cupcakes, fruit, or pudding cups.

Another alternative to a food treat is to donate a book in honor of the child's special day. Arrangements can be made in advance with the teacher for a parent or grandparent to read the book during a special classroom visit. Our center will be glad to place a sticker in the book honoring the child's birthday celebration.

Because many children in our center have severe peanut/food allergies, we ask that all celebration/birthday foods be approved by the child's teacher. Please label all containers. If you have any questions or concerns, please contact the center.*Balloons are fun but can be very dangerous for young children. Please do not send Latex Balloons.

To avoid hurt feelings, invitations will not be given for an outside party unless there are invitations for all the children in the classroom. Please use direct mail for invitations to students you wish to invite to a party, if you are not inviting the entire class. Teachers are not responsible for passing out invitations.

Communication and Parent Involvement

The Old Dominion University Child Development Center staff views our role as team members with parents in caring for your children. We are the second level of adults significant in the lives of your children and are honored that you have chosen to share your children with us. Consistent with this view, we invite parent involvement in the Center program on many levels.

Parents are invited into the Center at any time. Come whenever your schedule will allow. Observe the activities in the classrooms through the observation windows at any time, without calling the attention of teachers or children. A second level of involvement would include parents volunteering to help in the classrooms, by offering to share a special talent with the children, or helping children with an activity, reading and/or playing with the children, going on field trips, or helping to serve lunch or snack. Arrangements to participate should be made with the lead teacher ahead of time. At times we will have

special activities to which a separate invitation will be made so that all who are able may attend. Of course, conferences between the teachers and parents will be scheduled as desired.

Orientation to the Program

We believe it is of great importance to both children and families to feel welcome and comfortable with our program. When a new student enters our programs, we work with parents to set up a transition plan. Individual teachers and parents will work together to determine how to best help the child with this transition. Children are encouraged to come in and visit beforehand and get acquainted with the teacher, assistants and classroom. Transition plans will be individualized for each child.

Transitions between Classrooms

Transition from classroom to classroom can be stressful for the child. We work carefully with teachers to assure a smooth transition for each child. We prepare a transition plan for each child, in coordination with the old teacher and the new teacher and the parent. Children will visit their new classrooms and become accustomed to the new classroom before a permanent move is made. Generally the transition period lasts about a week.

Parent Concerns

If you have a concern about anything that is being done in the Center, we encourage you to come to us right away. If the concern is with a particular Lead Teacher, an appointment should be made to talk about the concern with the teacher at a time when he or she can be away from the children. If the concern is with a teacher aide, you may follow the same route to speak directly with the supervising Lead Teacher. After speaking with the Lead Teacher, if concerns persist, an appointment to speak with the Coordinator may be made. If concerns continue to persist, an appointment to speak with the Coordinator may be made. If concerns continue to persist, the Director, or Chair of the Department of Child Study/Special Education may be called.

Parent Communication

We recognize that communication between teachers and parents is essential. Every effort will be made to communicate the kind of day each child has had at the center. We also appreciate parents sharing any insight that could influence a child's daily progress at the center. Our monthly newsletters for each class keeps parents informed of classroom and center activities. Included are announcements, notes about upcoming parent/children events, health, and nutrition.

We send a great deal of information home via e-mail from an account called MonarchKids@odu.edu. Please be sure we have your current e-mail address.

Conferences: If you would like an individual conference, please talk with your child's teacher so a convenient time can be scheduled.

Parent Information, Education, and Resources

The Parent Information Board is located beside our main desk. It displays center news, information flyers, menus, health alerts, and classroom/teacher events. The center suggestion box is below the information board. We welcome your ideas and suggestions at any time.

Parent Connection meetings are held a various times throughout the year. This is a time for parents to get together and meet other families, hear a presentation by a professional on topics relating to early care and education, child development and parenting. Parents are encouraged to attend.

The Parent Teacher Organization is a part of our program. Teachers and staff members can provide you with an application. All families are encouraged and welcome to join.

Children with Special Needs

When working with children with special needs, our program's goal is to support the child with all areas of development. Should your child have any special needs, please set up a time to discuss this with us. We would encourage you to share documentation that would better equip our staff to better meet the needs of your child.

Should concerns about your child's growth and development arise, we have a Child Study Team, comprised of ODU faculty and specialists. Should parents or staff have concerns, we are able to refer children to this multi-disciplinary team for additional support. The team will review the referral, observe the child and make recommendation to the teacher for ways to accommodate and support the child in the classroom. This referral is done with parent permission and parents are invited and encouraged to meet with the team to discuss the information. Should referrals be required for outside agencies, we will make those referrals with parent permission.

GENERAL POLICIES AND INFORMATION

Arrival and Departure

The ODU Child Development Center opens at 7:30 in the morning and closes at 5:30 in the evening. Infant through Preschool II classes are located at 1520 W. 48th Street in Norfolk. 48th Street is one-way in front of the Center and has parking only on the south side of the street. We have several parking spaces reserved for our parents. When bringing children to the Center or picking them up, parents are invited to park in the spaces marked "Child Development Center Loading and Unloading Only." Please be very careful in watching for traffic as you cross the street to enter or when leaving the building.

Once in the Center, parents will sign children in and out daily on a clipboard at the classroom door. For safety reasons, please do not leave any child or sibling unattended or

unsupervised for any reason. We recommend that you hold your child's hand all the way to the car.

Pre K and Pre K/Kindergarten classes of the Child Development Center are located in the new wing of the Child Study Center. It is the parent's responsibility to sign in on the classroom clip boards daily and complete all requested emergency information.

Children will only be released to individuals named on the Registration Form as those authorized for pick up. If someone who is not listed on that form is to pick up a child on a given day, the parent will need to supply the Center with a written note stating who is authorized to pick up the child on that date. The center does not allow siblings under 16 to pick-up children. **Parents and children need to enter and exit through the center's front door.** The playground gate is for emergency exiting only.

Late Pickup

If a parent is late picking up a child, a phone call to the parents will be made to discover if there is a problem. If unable to reach the parents, a call to one of the "Emergency Contact" people listed by the parent will be made requesting they pick up the child.

If a parent is late picking up a child after closing (5:30), **a late fee of \$10.00 per child will be charged for up to 10 minutes and \$1.00 per minute after that.** Payment is due the following day.

Release of Children

Children will only be released to their parents and individuals listed on their registration form as "authorized to pick-up". Proof of identity is required when picking a child up. If someone not listed on the form is going to pick up the child, the CDL must be NOTIFIED IN WRITING beforehand.

In accordance with section 63.2.-1813 of the code of Virginia, a custodial parent or guardian shall be allowed admittance to any child day program. Staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's record stating that the parent does not have custodial rights.

Children Arriving Late/Absent

The Center requests that parents notify the teacher when their child will be arriving late, changing their normal schedule, or absent for the day. Please call the Child Development Center office at 683-3320 before 9am if possible. For Pre K and K classes, please call 683-5465. If you know the day before that the child will be late or absent on the following day, please notify the child's teacher in advance.

Student Information Changes

If at any time family information changes (address, telephone, health, allergy, authorized individuals for pickup, employment, or emergency information) please contact the office and the child's teacher. Health information must be updated every six months or as needed. Please ask your child's teacher for your child's Health Information Form before taking your child for a well-baby or well-child checkup.

Personal Belongings

Every child in the Center will have a cubby for storing personal belongings. Each child is required to bring a complete change of clothes which will be stored in the cubby. All coats, jackets, mittens and "extras" brought from home will also be stored in these spaces. **All items sent from home (including baby bottles, jackets, toys, etc.) must be marked with permanent marker with your child's name. Licensing prohibits children from bringing food into the classroom.** Please allow your child to bring only one beloved "comfort" toy to the Center at a time. We would feel badly if toys got lost and keeping track of many extras for each child could be difficult. Please do not allow your child to bring any weapons-type toys (guns, knives, bows and arrows, etc.) In addition to storing your child's belongings, the cubbies will be used to send messages home to the parents from time to time, so please be sure and check your child's cubby every day.

Discipline Policy

Our policy regarding discipline is based on a positive approach, the goal of which is to instill inner discipline and self-control. Our teachers have all been trained in the use of positive alternatives to punishment and have gained expertise in the use of many techniques including positive reinforcement, redirection of less-than-positive behaviors, and, as a last resort, "take a break." Whenever "take a break time" is used, it is offered as an opportunity for the child to get herself or himself "under control," as opposed to being a punitive action. It will not be used in a way that is embarrassing or belittling to the child and will always be presented in a positive light, such as "When you get yourself under control, we will be happy to have you join us again." Also a child may be given a timer to choose how much time he/she needs until he/she is ready to cooperate.

Sick Children Policy/Accident Insurance

Our intention is to make every effort to insure the health of your child. For this reason, the following guidelines regarding health practices have been established in compliance with the Norfolk Health Department. All lead teachers has been trained in matters regarding childhood illnesses and health and safety practices. Please keep your child home when he/she has a fever of 100° under the arm or above, diarrhea, rash, vomiting, discharge from the eyes or green discharge from the nose. Your **Child should be fever-**

and symptom- free for 24 hours without medication before returning to school.

If the illness prevents your child's comfortable participation in the program activities, they may not return to school.

If a child should become ill while at the Center, he or she will be removed from the classroom. At that point, the child's parent will be called and the parent will be requested to come for the child AS SOON AS POSSIBLE. Parents are required to pick up their child within one hour. Failure to comply could lead to expulsion from the program.

If your child has been free of symptoms for 24 hours but still is in need of medication, Center staff will dispense medication **according to the following guidelines.**

Parent/guardian's will be required to fill out a Medical Form with instructions on the time and amount of medication to be dispensed. This form must be filled out and signed each day that medication is to be administered.

- No non-prescription/or over the counter medication can be given by Center staff.
- All prescription medication shall be in the original bottle labeled with the child's name, the name of the medication, the dosage amount, and the time to be given.
- All medication will be kept in a locked container.
- Sun screen needs to be applied prior to coming to school (as needed). No sun screen can be applied at the Child Development Center.
- Bug repellent needs to be applied prior to coming to school (as needed).
No bug repellent can be applied at the Child Development Center.
- Every year parents will be asked to read and sign the policy booklet. The Center will be required to keep a record of this information.

During registration, all parents must sign a form stating their understanding of and agreement to these policies.

The Old Dominion University Child Development Center is fully covered with all necessary medical/professional and liability insurance. This program also covers medical care for accidents that are an unfortunate but natural part of childhood, (such as falls while running, for example).

Immunization and Health Information

It has always been our goal to provide the children in our Center with the safest and healthiest environment possible. The Child Development Center continues to take positive steps towards this goal and we are continually enhancing our health policies and procedures. We use guidelines from Virginia State Licensing for Childcare, State and Local Health Departments, National Association for the Education of Young Children (NAEYC), and the Center for Disease Control. We are also required by the Virginia Department of Health to periodically audit each child's medical health and immunization history. The Entrance Health Form is completed and signed by a physician and the parent upon entrance to the center and must be updated each year. The office or teacher will let you know if updated information is needed. If you schedule a well check-up or immunization, please stop by the office to take a new Health Form for your physician to complete. We appreciate parents helping us with the collection of this valuable information.

Emergency Preparedness Plan

A copy of our emergency plans is available upon request at both centers.

Back Up Plan for Phone Outages

In the event of campus-wide phone outages resulting in the inability to receive incoming calls from parents, the following plan will go into effect:

A cell phone has been purchased for both the Child Development and Child Study Center. When phone service is out, the cell phone will be placed in a location that it can be heard by a staff member. When a parent calls the center and gets a recording that the line is not in service they will call the appropriate number listed below. **Please note that these phones are only for emergency use.** We are billed per minute of usage. The staff member designated, Christine Charlton (CSC) and Betty Anne Ward (CDC), will relay information as needed to other staff members via the center cell phone or their personal cell phones.

Child Development Center: 633-8380

Child Study Center: 633-8381

Field Trips

We will be planning field trips to various places of interest on a periodic basis. All transportation to and from field trips will be provided by qualified personnel and children will be transported in car seats at all times. **Parents will sign a general permission slip during the registration process and will be informed regarding each individual field trip.**

Participation in University Programs

The Child Development Center serves as a training facility for undergraduate and graduate students at Old Dominion University majoring in Early Childhood Education, Special Education, and Speech and Language Pathology, as well as other disciplines throughout the University. Qualified faculty members approve and supervise any videotaping, filming, testing, case discussion or classroom presentations where there are children involved.

At the time of registration, parents are provided and return a permission slip, regarding their child's participation in these activities.

Staff Policy Regarding Suspected Child Abuse

Staff of the Center has been trained on matters relating to child abuse. Should staff become concerned about a particular child, consultation with the Coordinator and/or the Chair of the Department of Child Study/Special Education will take place. If warranted, procedures will be followed to either consult with the parent about the concern, or a report will be made to the local Child Protective Services agency.

Withdrawal from the Program

When it is time for your child to withdraw from our center, we require one month notice in writing including reason for withdrawal. Parents will be responsible for the tuition during the one month period.

We do not anticipate any problem that would require the Center to ask for a child's removal from the program. Any problem that might come up will be addressed by the staff, with the parents, as members of a team. However, should a problem become unmanageable, after sincere attempts have been made to work it out, Center policy will include asking the parents to make other arrangements for their child.

The Agreement Form that all parents are asked to sign during registration includes a statement to this effect.

Discontinuance Policy

The Early Childhood programs and the childcare programs at Old Dominion University may discontinue a child for reasons which include, but are not limited to: parent failure to pay tuition or fulfill participation requirements; disturbance of the Center's program by a parent; continued disagreement or dissatisfaction of a parent to the point of disruption for the teachers and/or children, or determination by the transdisciplinary team that a child may need a more restrictive environment. Before dismissal is recommended, the following steps will be followed:

1. Gather documentation for a minimum of two weeks on the concern.
2. Meet with the parents to discuss concern.
3. Meet with the transdisciplinary team to discuss strategies. The transdisciplinary team includes faculty from the three disciplines of the Department of ESSE.\
4. Attempt implementation of suggested intervention.
5. Reconvene team meeting for consideration of discontinuance in program. If a child is being dismissed the transdisciplinary team will make referrals to other programs within the community, when appropriate).

In the event the parent is not in agreement, an appeal may be made to the Director of the Child Development Center.

Transfer of Records or Child Information

Upon written request including specific permission from parents, we will share information contained in a child's record with the requestor. This may include: physical form, immunization record, developmental continuum, or other assessment forms.

Licensing Information from the State Agency

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. Three types of licenses may be issued to programs.

The Old Dominion University Child Development Center has been carefully established according to the guidelines issued by the Department of Social Services in order to operate as a fully licensed facility.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

Regional Office of Social Services
Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, Virginia 23462-5496
(757) 491-3990