



**LITTLE EAGLE  
CHILD CARE CENTER  
(LECCC)**

**Parent Handbook for Summer Camp**

**REVISED  
Summer 2015**

## WELCOME TO LITTLE EAGLE CHILD CARE CENTER!

### GENERAL INFORMATION

Welcome to Little Eagle Child Care Center (LECCC) and we are excited to offer you our annual summer camp program. LECCC is a nonprofit child care center established in 1990 to provide quality child care for the children of the local federal agencies and the general public. We have an accreditation from the National Association for the Education of Young Children and we are dedicated to offering children quality child care.

All staff members have experience as early childhood educators. All participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever changing needs of today's families and to the findings of current research.

LECCC does not discriminate against anyone on the basis of age, race, color, religion, creed, national origin, sex, handicap, sexual orientation, violence, bullying or intimidation by any student, center employee, or family members using the facility will not be tolerated. Bullying is described as an intentional gesture or any intentional written, verbal, or physical act or threat that a reasonable person under the circumstances would perceive as having the effect of harming another person or their property. Cyber Bullying is the use of an electronic device to intentionally demean, intimidate or humiliate another individual or group through any manner of communication; at any time of the day or night that negatively impacts the center's climate, creates conflict between two people, or contributes to a hostile environment.

Any employee who feels he/she has been subjected to, or witness to harassment of any kind, bullying, or cyber bullying, should report the incident to the Director immediately.

Every child is an individual in our eyes. You may see the children with special needs in our population and inclusion of all children is our goal. Please help your children learn compassion and tolerance by exposure to diverse situations. We do our best to reasonably accommodate individuals; however, we are limited by our resources as to the number of cases for which we may be able to provide appropriate services. Please make an appointment with the Director if you have any special needs or concerns regarding this matter.

We expect all children enrolled at LECCC to have respect for others. We expect that parents and guardians will read and comply with this handbook and other memos or newsletters that we may send out from time to time. We also want parents and guardians to feel free to be a part of the program, offering suggestions, comments, and constructive criticism, as well as financial and moral support.

### BACKGROUND ON LECCC

LECCC was established by the Internal Revenue Service and Enterprise Computing Center in September of 1990 to provide a quality child care facility for the children of IRS employees, employees of the Veterans Administration Medical Center, employees of other Federal agencies and the general public. LECCC is a not-for-profit corporation and is governed by a Board of Directors. Summer camp has been open on the grounds of the VA Medical Center since 1991

### OUR VISION

LECCC serves as a role model for the community, fostering happiness and developing “life-long learning skills for enduring success” for children, staff, and families. Caring, professional staff nurture this environment.

### **OUR MISSION**

Little Eagle Child Care Center is committed to offering high quality child care programs to children of all ages. We ensure our children have a rich environment full of educational materials, positive experiences, and an active learning community that prepares each child for future success in all aspects of their lives. The staff members at LECCC are well-trained education professionals that participate in on-going professional development tailored to the needs of young children. The expertise of the staff acts as a catalyst to effective communication with the children, parents, and society as a whole.

### **DAILY PROGRAM**

Little Eagle offers a summer program for children that are five years of age and have completed kindergarten, up to the age of 12. Little Eagle’s summer camp gives children the opportunity to experience, discover, and explore the great outdoors. Each year, the summer has a theme and the campers take part in crafts, games, field trips, reading programs, and experiences that will enhance their learning and knowledge of the chosen theme. Friendships will be formed as our campers are having fun and enjoying new challenges.

Our summer camp will have a daily schedule that provides for outdoor and/or off site activities 80% of the time weather permitting. All activities will be age appropriate, offer challenges and incorporate skill level, also allowing children to have part in decisions making and program development. Little Eagle also maintains the ratio for children to adults per our NAEYC regulations (12:1). We are licensed to have 45 children through our license with DHHR, but we may have more children enrolled due to part time and drop-in children.

### **NUTRITION**

LECCC participates in the USDA Child Care Food Program. The Child and Adult Care Food Program (CACFP) is a federally funded program that provides reimbursement for healthy meals and snacks served to children and adults receiving care. You will receive a monthly menu of food offered by LECCC. Participation in the program allows the facility to promote positive food attitudes and eating behaviors in children. An understanding of the role of nutrition in children’s physical, mental, and social health is emphasized. LECCC does not provide additional food preparation.

All packed lunches must meet the national guidelines for proper nutrition. Each family will be provided nutritional guidelines for proper preparation of packed lunches. Due to special dietary needs for some children and food safety concerns, all approved items brought in from the outside may be consumed only by the individual student for which they were brought, and not by any other child. If a child’s packed lunch and/or snack does not meet the nutritional guidelines provided, LECCC will provide the missing item and we will bill you accordingly. In order to promote healthy eating habit; fruits, vegetables, whole grains, and non-fat and/or low fat dairy products are encouraged. LECCC will serve lunch and afternoon snacks that will meet the nutritional standards without adding too many calories or too much fat, sugar, or salt. If a child’s lunch does not consistently meet the regulations, the staff will provide you with additional services.

## HOURS OF OPERATION

LECCC will operate the summer program Monday through Friday from 6:30am until 6:00pm. Those parents who will be late are asked to call the staff to request overtime care at least one hour prior to the scheduled pick up time. Parents are likewise asked to let the staff know in advance if they will be bringing their child early. ***A late fee will apply if the parents fail to pick your children up by 6:00pm. Late fees are applied at 6:01 and are \$10.00 every fifteen minutes.***

State licensing mandates staffing ratios and it is imperative that parents adhere to their stated drop-off/pickup schedules unless prior notice AND approval is given. We need to ensure the proper care is provided for your children. If the child is left for more than one hour, proper authorities will be contacted.

**In addition, our tuition rates are based on 9 hours of care per day. If your needs require more than 9 hours a day of child care, there is an overtime charge that will apply. Your overage charge will be pro-rated based on your tuition rate.**

## HOLIDAYS

The center will observe 9 holidays (New Year's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Columbus Day, Thanksgiving Day, and Christmas Day) and will be closed.

On rare occasions the IRS is closed by an Executive Order of the President. On these occasions, LECCC will also be closed.

There will be no credit on tuition for days the Center is closed.

## SPECIAL RELEASE FORM

Campers will need permission to participate in all water activities including swimming if and when provided to LECCC's summer camp. When applicable, all children will have the opportunity to participate in swimming lessons provided by a certified Water Safety Instructor.

## ARRIVAL AND PICKUP

Parents are expected to bring their child/children into the camp and see that they are under supervision before leaving the premises. They are expected to re-enter the building when picking up their children. Please be sure to sign your child/children in and out every day. This is a mandatory state-licensing requirement and is very important in case of an emergency. Please do not leave your car running or leave children of any age in the vehicle unattended.

## ITEMS BROUGHT FROM HOME

The center does not recommend items to be brought in from home, especially electronics. If they are brought to camp, we will not be responsible if they are broken, lost, or stolen. Please remind your child to leave their possessions at home. It is up to the discretion of the summer camp supervisor to decide a scheduled days and times for all electronic use. We strongly discourage children from bringing cell phones

to camp but if they do, the phone must stay in the child's backpack at all times. IF you need to have communication with your child, the VA's phone number is 304-263-0811 ext. 4116. All music played at summer camp will be non-explicit and acceptable for all ages. Children will not be allowed to play music from their electronic devices unless deemed appropriate.

### **SECURITY**

The center has been designed with safety and security in mind. Only those individuals listed on your authorized pickup list will be allowed to pickup your child/children. In an extreme emergency, special arrangements can be made with the supervisor of the program or the director of LECCC. Each family will receive a code at the beginning of summer to activate the door upon arrival.

### **PAYMENT**

Tuition must be paid in accordance with your tuition agreement. All payments are to be made in advance by Friday prior to services. Three payment plans are available: weekly, bi-weekly, and monthly.

If your account is not paid by Monday by 8am, you will accumulate a late fee of \$5.00.

You are expected to pay for your child's spot, not their attendance. There is no make-up, refunds, or credits given for missed.

There is charge for any returned checks. You will be asked to make future payments in the form of a cashier's check or money order.

Multi-family discount is 15% off the second child, 20% off the third child, and 25% of f the fourth child.

A one-time registration fee (per family) is payable upon enrollment into our program. IF the camper has been enrolled in the before and after school program, they will not be charged a registration fee. All families are charged an activity fee that covers all activities, arts, and craft items, transportation, entrances fees, etc. A child will not be allowed to attend the field trips until the activity fee is paid.

### **EMERGENCY PROCEDURES**

The camp is equipped with an emergency evacuating plan that shows the appropriate routes to use for evacuating the building or incase a shelter in place is required. This plan is conveniently located in the room where all the activities occur. Little Eagle maintains an emergency backpack that contains information for each enrolled child, attendance sheets, and a first aid kit. The backpack is accessible to all staff members for on-site or off-site emergencies. LECCC will conduct and document one evacuation drill one time each month during its regular hours of operation, and conduct one shelter in place drill during the summer.

### **CANCELLATION OF CHILD CARE SERVICES**

The services of Little Eagle Child Center may be terminated by either the parent or LECCC with a written two weeks notice to the other party. In the event that a two week notice is provided tuition payments are still required during the notice time period and the Center will continue to provide a space for your child(ren) during the two weeks notice period.

### **BEHAVIOR POLICY**

We have created a behavior management plan to help the camp run smoothly and remain consistent. Included in this plan are camp rules that will also be posted in our building. When camp begins, the children will be introduced to this plan so that they understand our expectations and the possible consequences to their behavior.

### **LITTLE EAGLE SUMMER CAMP RULES**

1. Respect each other.
2. Follow directions from teachers.
3. Keeps hand to yourself.
4. Use appropriate language.
5. Walk and use inside voices in the building.

### **BEHAVIOR MANAGEMENT PLAN**

Level 1: When one of the camp rules is broken, the child will have a verbal reminder.

Level 2: If a child continues to break a rule, he or she will be given a form to write down their negative behavior, why it is not allowed, and what they can do to avoid doing this again. For children that cannot write, a staff member will speak to them and ask questions concerning their behavior. The staff will record their thoughts on the paper for them. There will be a designated location in the building for children to complete this task. When they are completed, the camper will place the form in their wall pocket and give to their parent at the end of the day.

Level 3: If a child has filled out a behavior paper and continues to break this rule, an incident report will be completed. Parents are asked to read over the report and leave a signed copy with the staff member present. If this behavior continues, the parent will be called.

Level 4: If the negative behavior persists, parents will be asked to attend a meeting to discuss alternative actions.

Level 5: If the negative continues with no improvement, a child may be asked not to return to Little Eagle Summer Day Camp.

**If a child deliberately physically harms another individual at camp, parents will be notified immediately and asked to pick the child up and not return for the remainder of the day.**

**The center maintains strict confidentiality in all behavior incidents; we ask the parents to please do the same.**

### **DRESS CODE**

All children will be expected to follow the Berkeley County School's dress code. All clothing must cover the entire back and midriff areal at all times, cannot be see through, must cover all undergarments, and short and shirts must be long enough to meet the tip of the camper's longest finger when standing. There will be NO FLIP FLOPS allowed on the playground, ball field, and/or field trips. Flip flops many be worn to the pool ONLY. All apparel must not show any reference to or inference to profanity or

obscurities, drugs, alcohol, tobacco products, violence, gang related language or symbols that offend, demean, or promote hatred towards any identifiable group. If a child comes to camp in said attire, they will be asked to change. They may involve a call to the parents for pick up.

### **CONFLICT RESOLUTION**

The supervisor of the summer camp will attempt to resolve all parent concerns to the parent's satisfaction. If the concern is unresolved after being brought to the supervisor's attention, the parent has the right to formally bring the complaint to the Director of Little Eagle. If the parents continue to be unsatisfied, the complaint can be brought before the Board of Directors. The complainant should submit the written complaint to the Board of Directors through the Board President and should include a detailed description of the complaint. The Board of Directors will respond in writing within 30 days. Any decision made by the Board of Directors is final. All complaints must be made within 30 days of initial situation.

### **IMMUNIZATIONS**

Your child's health is a matter of major importance to us. Upon enrollment you must submit a health form signed by a physician. We also require that the child have standard immunizations. As your child gets immunizations and annual physicals, please keep us informed through updated paperwork for the child's file. This is the parent's responsibility.

### **ILLNESS or INJURY**

Our program will not admit or retain in care, except with the written approval of a physician, a child whom:

\*Is diagnosed as having or being carrier of a communicable disease, such as strep throat, pink eye, chicken pox, or hand, food and mouth disease.

\*Has one of the following symptoms, or a combination of any of them:

- fever of 100 degree or more
- diarrhea ( more than one abnormally loose stool in one day)
- vomiting (one occurrence)
- severe cough
- sore throat
- mouth sores
- yellow color of skin or eyes
- unidentified skin rashes, spots, or lesions
- sever itching of body or scalp
- stiff neck with headache with one or more symptoms listed above
- difficult breathing or wheezing

- complaints of severe pain or extreme irritability causing the child not to function properly.

Your child will be sent if any symptoms of illness appear during program time. In such cases, you will be contacted to pick up your child within the hour. We will isolate your child as much as possible while we wait for you to arrive.

Please do not bring non-prescription medication to the center for any reason. Little Eagle does not administer this type of medication. We will only administer prescription medication. We do require a signed consent form to administer the medication. Medication should have the original label clearly attached to the front with the prescription number, name of the medication, date the prescription was filled, the physician's name, the child's first and last name, specific legible directions for the administration and storage, and the expiration date.

In case of accidental injury, we will make an immediate attempt to contact the parent/guardian. If we can't reach you, we will call the child's physician, if necessary. We will also call an ambulance or paramedics, if warranted. Until the arrival of a parent/guardian, physician, or paramedic, a staff member will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense. The program will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the program up-to-date on phone numbers, emergency numbers, and other patient information. This should be done on a daily basis if you will not be at your regular home or work number.

#### **CHILD ABUSE**

Little Eagle Child Care Center reports unsuspected child abuse and neglect to Child Protective Services or other law enforcement as deemed appropriate to the situation. All employees at LECCC are mandated reporters.

#### **IMPORTANT PHONE NUMBERS**

<b>Director, Tricia Sheely</b>	<b>304-264-7551</b>
<b>Assistant Director, Amanda Day</b>	<b>304-264-7184</b>
<b>Supervisor, Lisa Berry</b>	<b>304-264-7752</b>
<b>VA Medical Center</b>	<b>304-263-0811 ext. 4116</b>



# **Organizational Chart for Before and After School**

## **Board of Directors**

**President: Donna Custer**

**Tricia Sheely**

Director of Little Eagle Child Care Center, 304-264-7551

**Amanda Day**

Assistant Director of Little Eagle Child Care Center, 304-264-7184

**Lisa Berry**

Summer Camp Program Supervisor, 304-264-7752

## **SAFETY/EMERGENCY DIASTER PROCEDURE**

In the event of an emergency of these premises, LECCC's summer camp site 2 first meeting place will be the C.A.R.S automotive repair shop. Our second meeting place will be T.A. Lowery Elementary School west side of the building. Parents/Guardians will be notified of the evacuation as soon as possible. Our first priority is to ensure the safety and well being off all children and staff.

LECCC will practice two fire drills a month. Children and staff evacuate the building and meet at the corner of T.A. Lowery Elementary School. A fire drill form with the date, time, how many individuals were evacuated, and time involved in the procedure is posted at all times to view.

**LITTLE EAGLE CHILD CARE CENTER (LECCC) PARENT HANDBOOK**

Revision No. 8- Effective January 2015

Acknowledgement of Receipt

I have met with the Director or designated staff member and discussed the Center's statement of purpose including the Center's policies on behavior management, reporting of abuse and neglect, health and medication, confidentiality, and information disclosure, discharge policies, and grievance procedures. I have received a copy of the Center's policies. I am aware of my right to grieve without retaliation against my child or myself. I have been informed of my right to make a complaint to the State related to the Center's compliance with the provisions of the WV Code 49-2B-1 et.seq. and the requirements of the Child Care Center Licensing Regulations.

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Parent's Name (Please Print)

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Signature

Date