



PARENT HANDBOOK FOR THE CAMPAGNA KIDS PROGRAM

Campagna Kids is funded in part by the City of Alexandria's Department of Community and Human Services and the Alexandria City Public Schools.

418 South Washington Street • Alexandria, VA 22314 • (703) 549-0111 • Fax: 703-549-6651



Dear Campagna Kids Families,

Welcome to our Campagna Kids Program! Our team of dedicated and trained professionals is ready to provide a well-rounded program which supports your children's social, intellectual and educational development in a safe, caring environment. Our program has something for everyone, from a curriculum that includes a variety of STEAM activities and projects, to tutoring and homework assistance, to dance, Zumba and other sports and creative arts. Year after year, responses to our annual survey from parents and children are very positive, with from 95% to 99% saying they are satisfied with the overall program, staff professionalism and staff friendliness.

In addition to our School Year Before and After Care Program, we also offer Winter Gap, Spring Gap and Summer Camps, as well as many activities and special events throughout the year at your assigned site. Please be on the lookout for periodic emails about these offerings, and we will also provide flyers and other information at your child's Campagna Kids site. We are excited about our plans for the coming year, and we are confident parents and children alike will find our program offers both enriching and enjoyable experiences.

It might also be helpful to know that we are deeply committed to improving the quality of the program and to equipping our program staff with the necessary tools to execute their responsibilities. We encourage you to offer kudos, make suggestions and express your concerns directly with the Site Directors at your child's site. You may also provide feedback online at <https://campagnacenter.schoolforms.org/forms/contact-us> or email me directly at kdoxsee@campagnacenter.org.

I look forward to various opportunities to meet you and your children this year, and to the opportunity to make a difference in the lives of the children we serve.

Sincerely,

Kathy Doxsee
Senior Director
Out of School Time Programs

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HISTORY AND FUNDING

The Campagna Kids (CK) Program of The Campagna Center was created in 1977 at the request of the City of Alexandria. The Campagna Center has been a beacon of hope in our community since 1945, providing vital services to Alexandria's children, youth and families. Our mission is to deliver exceptional educational and social development programs for children, teens, and adults. We offer early childhood education, health and nutrition awareness, before- and after-school programs, tutoring and mentoring, career and college readiness planning, and classes for English language learners. We achieve our mission by partnering with parents; schools; local, state, and federal governments; faith-based institutions; and individuals, corporations, and foundations that share our belief that the entire community benefits when individuals are able to achieve their highest potential.

Campagna Kids is funded, in part, by the City of Alexandria's Department of Community and Human Services and the Alexandria City Public Schools, which provides space at no-cost for operating the program. Parent¹ fees are necessary to cover costs not supported by grants and other fundraising efforts of The Campagna Center. The program currently conducts school-age programs in eleven of the twelve city elementary schools and spring, winter, and summer camps in selected schools.

PROGRAM GOALS

It is the goal of the Campagna Kids Program to provide a safe, secure environment designed to meet the developmental needs (social, academic, and physical) and reinforce learning to support success in school. Research documents the important linkage between access to high-quality and safe after-school programs with parents being able to focus on employment related responsibilities to support their families. The Campagna Center takes seriously its commitment to delivering services that are of the highest quality possible.

PROGRAM DESCRIPTION

A strong component of the Campagna Kids Program is its flexible, option-oriented socialization format. Through the provision of various enrichment related activities, we work to engage your child's mind, body, and creativity. Campagna Kids offers positive social interaction and learning experiences through a combination of structured and non-structured activities.

A site director supervises each program and is assisted by experienced and well-trained staff members. The Campagna Kids program follows the guidelines of the National Afterschool Association which indicates supervision of the children is in a 1:12 (adult-to-child ratio) environment during both the school year and summer program. Virginia Licensing requires supervision of the children in a 1:18 (adult – to – child ratio).

ELIGIBILITY AND REGISTRATION

Eligibility:

School Year Campagna Kids Program: Any student from kindergarten through grade 5 enrolled in the Alexandria City Public Schools (ACPS) is eligible to participate. In a few limited cases we have been able to enroll 6th grade children who have not exceeded 12 years in age.

¹ The words "parent," "guardian" and "parent/guardian" are used interchangeably throughout this document to refer to the primary caregiver of the child.

Summer Program: Children entering kindergarten in the fall and completing grade five are eligible for enrollment in the Summer Camp program.

Registration:

Registration for all Campagna Kids Programs must be completed online through our website at <https://campagnacenter.schoolforms.org/login.aspx>. The registration process is considered complete when:

1. An application for admission has been completed and submitted;
2. Appropriate registration fees have been paid; and
3. All required documents have been submitted to determine eligibility and assignment of monthly fees.

Enrollment in the Campagna Kids program is on a first-come, first-served basis with the following exception, Parents with children currently enrolled in the Campagna Kids program are given priority consideration and permitted to confirm their plans to return one (1) weeks prior to open enrollment. Each year parents must register their child(ren) in order to secure a space in the coming school year. Registration dates for Campagna Kids programs are published online at www.campagnacenter.org. It is important for parents to periodically check the website for registration updates throughout the school year.

ADMISSION AND WITHDRAWAL

Admission:

Admission is based on our application review process and the number of available slots at each program site. Applicants who are eligible for admission after all slots are filled will be placed on a waitlist until existing or additional slots becomes available. Admission notification will be provided by the Registrar.

Withdrawal:

Using the proper form, parents must notify both the Campagna Kids Site Director and the Registration & Admission's Office of their intent to withdraw their child from the program. Please call or email to confirm receipt of the withdrawal notice. If this form is not filled out in its entirety and returned to the Registration & Admission's Office **two (2) weeks** prior to the child's anticipated withdrawal, the parent will be charged a full month's fee. Completed withdrawal forms can be faxed, emailed or hand delivered. Parents can use:

Fax: (703)549-6651

Email: shayes@campagnacenter.org

Mailed: 418 South Washington St. Alexandria, VA 22314

PROGRAM FEES

Campagna Kids operates under a cooperative agreement with the City of Alexandria and the program fees are based on a sliding fee scale. The fee schedule is published on our registration website and is included in this Handbook (Appendix B). It is also available upon request.

Parents must provide proof of income to determine their appropriate monthly fee. Parents who fail to provide proof of annual income will be required to pay the maximum fee on the fee schedule. Should a parent's annual income change from the amount indicated on the initial fee agreement, the parent should contact the Finance Office immediately (703) 224-2338 to have

their fee adjusted. Parents will be asked to provide proof of income before any adjustments are made.

Fees paid by parents for participation in the program.

- Parents that participate in the school year program are required to pay parent fees based on our sliding fee schedule.
- City of Alexandria employees, including ACPS, and all TCC employees are entitled to a 15% discount off the sliding fee scale when registering their child for the CK program
- Non-residents working in the City of Alexandria may register their child for the Summer Camp, but they are required to pay the full fee listed on the sliding fee schedule.

FEE SUBSIDY

1. For parents that are eligible for state assistance to cover the cost of child care assistance, The Campagna Center will conduct a preliminary CCDF screening, and if found eligible for one of the City's child care programs, they will be referred to the Alexandria Department of Community and Human Services Early Childhood Division for further screening and eligibility determination. CCDF eligible parents electing not to participate in CCDF are subject to the full fee based on the Campagna Kids prevailing sliding fee scale".
2. All fees are based on the City of Alexandria's established sliding scale, according to annual household income. However, the Campagna Kids Program also works closely with the City of Alexandria Department of Human Services and the Virginia State Department of Social Services to secure subsidy for parents needing tuition assistance. The Campagna Center staff can direct parents to the appropriate contact person at the Department of Human Services.

PAYMENTS

All fees are to be paid monthly from September through June during the regular school-year. Samuel Tucker fees are to be paid monthly from August through June because of the non-traditional school-year. Summer Camp fees are payable in June and July. Winter and Spring Gap Camp fees are due at the time of registration. Campagna Kids issues monthly invoices to all parents at least two (2) weeks prior to the due date. Parents are responsible for making timely monthly payments according to the payment agreement terms, whether or not an invoice is received.

Fees are due by the first day of the current month in which service is provided. For example: Payment for September must be received by September 1st. Payment for October must be received by October 1st.

Fees are delinquent after the 15th of the month and a twenty-five dollar (\$25) late fee will be added to your account. Payments may be made by check or money order through the mail, by credit card, or with cash, in person at the Finance Office. Payments can also be made on our website at <http://www.campagnacenter.org/programs/program-payment>. **Payments will not be accepted at the Campagna Kids sites.**

Please make checks payable to "The Campagna Center." Be certain to include your child's ID number or their name(s) on all payments including checks, credit card authorizations, or money orders. Parents are strongly encouraged to enroll in the automatic credit card payment

authorization option. This is an easy and hassle-free way for parents to make their monthly childcare payments and avoid any late fees.

Payments may be mailed to our post office box or directly to our office:

The Campagna Center
PO Box 604
Alexandria VA 22313

The Campagna Center
418 S. Washington Street
Alexandria VA 22314

NON-PAYMENT

If an account becomes delinquent, service will be discontinued. Outstanding balances on an account will make the child ineligible for enrollment for any services (that includes Spring/Winter camp, summer camp and school year). If your payment is not received by the last day of the current month, your account will be classified as delinquent and your child will be immediately withdrawn. In order to re-activate your account and enrollment in the program your account balance must be paid in **FULL**.

If the service is terminated due to non-payment, your account will be sent to the collection agency used by the Campagna Center and a fee of **\$35** will be charged to reinstate the service, once the outstanding balance is paid.

RETURNED CHECK

Checks returned by the bank for any reason must be replaced with cash, money order, credit card payment, or certified check. A returned check fee of **\$25** will be charged to any account in the event of a returned check or declined credit card. After two declined payments, The Campagna Center may opt to no longer accept check/credit card as a form of payment and parents will be required to pay by cash (in person at The Campagna Center) or by money order or certified check. Parents/Guardians are responsible for updating The Campagna Center if credit card payment information changes.

PROGRAM STRUCTURE, HOURS OF OPERATION AND ACTIVITIES

While there are differences in the length of day across the school year, summer and our gap camp programs, in general Campagna Kids operates by adhering to the following general practices as we serve children and those practices are noted below:

- Each child's safety is the concern of the Campagna Kids Program. Parents, guardians and designees over the age of 18 must come into the building to sign the child in for the morning program and out of the after school program each day.
- Parents will be contacted by phone regarding a child who does not check in and is not on the winter/spring/summer camp absentee list, unless the parent notifies the Site Director by phone or by written note in advance of the expected absence.
- Daily activities that are fun, recreational and/or educational are planned each week. Activities are usually designed around themes.
- Field trips will be routinely scheduled during summer camp. Parents are responsible for checking the weekly events schedule for dates and times.

- Snacks and/or meals -A breakfast snack, lunch and an afternoon snack- may be provided by the Campagna Kids Program during Gap and summer camps. Information regarding meals will be given to parents at the time of registration.
- Children may be grouped throughout the day according to age, grade, or interest.
- Parents should contact the Site Director at the child’s school if they have questions regarding any part of the Campagna Kids program.

School Year Hours of Operation

The Campagna Kids Program is in operation **Before School (from 7:00 a.m.) at designated sites and After School (until 6:00 p.m.), on all school days.** The program is closed for teacher workdays, staff development days, and all school holidays. The before school program accepts children beginning at 7:00 a.m. Children **cannot** be left on school grounds before this time. Parents must escort their children to the designated room and make sure a Campagna Kids employee is present before leaving the child.

Daily Schedule for Campagna Kids School Year Program

After School Care (1:30pm – 6:00pm)

- | | |
|-----------|--|
| 2:30-3:00 | Children arrive, are checked in and have free time |
| 3:00-4:00 | Snack Time and Outdoor Activities |
| 4:00-5:30 | Activity Time <ul style="list-style-type: none"> - Academic Hour” Curriculum - Tutoring Support and Skill Development - Homework Assistance - Educational Games - Creative Arts |
| 5:30-6:00 | Program Close-Out <ul style="list-style-type: none"> - Children are picked up and signed out |

Sites officially close at 6:00pm.

Program Activities

Morning activities - include games, arts and crafts projects, mixed group activities, and time in the gym or outside. Although food is not served in the before school program, children can participate in the school breakfast program. At the designated time, children will be dismissed to their classrooms.

After school - children are dismissed from their classrooms to come to the Campagna Kids Program, where attendance is taken. Parents will be contacted regarding a child who does not check in and is not on the school’s absentee list. **Parents should notify the Site Director if they are aware of a scheduled absence.**

Children’s Personal Belongings – Each child will have a personalized container to place their personal belongings such as lunch boxes, back packs, and coats. Campagna Kids is not liable for lost personal items. No personal items, such as toys, games or money, or electronic devices

should be brought to the Campagna Kids Program. The Campagna Kids program cannot ensure the security of such items and strongly recommends that they are not sent or brought.

After School activities - Time is allocated in the afternoon to include a nutritious snack, homework assistance, quiet time, socializing with friends, and enrichment activities. Enrichment activities include arts and crafts, large and small group activities, cooking projects, music, dance and drama, aerobic exercises, as well as special events.

PICK-UP POLICY

All children must be signed out by a parent or designated person that is 18 years or older and who is also listed on the Emergency Contact Form. The Campagna Kids Program requires all parties authorized to pick up a child from the program to show Campagna Kids staff a government issued photo identification. Any persons not designated on the emergency pick up list in the child's file, must show a government issued photo identification and give the family pass code before being allowed to pick a child up from the program. No child or children will be released to persons not included on the authorized pick up list without the proper identification and password. The family password will be created during enrollment and can only be changed in writing by the parent or legal guardian.

If the Site Director determines that the designated person is not capable of responsibly caring for the safety of the child due to inebriation or other incapacitating conditions, the child will not be released and an emergency contact person will be notified. All children must be picked up by 6:00 P.M. or a late fee will be assessed beginning at 6:01. Every effort will be made to make contact with the listed emergency contacts. Emergency contacts will be called starting at 6:15 pm. **Any child remaining after 7:00 pm will be released in the custody of Child Protective services or the local police department.**

***** When parking to pick up children, please be sure to comply with any posted Reserved Parking and No Parking signs. These restrictions are in effect 24 hours per day; 7 days per week.**

LATE PICK-UP POLICY

If a parent is later than 6:15 P.M. picking up their child, the Campagna Kids staff will contact any authorized person listed on the emergency form that is 18 years or older to pick up the child. When contact cannot be made with parents or emergency contacts, the Child Protective Services (CPS) Department will be contacted and children will be released to CPS or the Alexandria Police (for any late pickups after 7 pm).

Only persons listed on the emergency form can pick up children from Campagna Kids. If a child is to be released to someone not listed, the family emergency procedure will be employed.

Parents are responsible for the safety of their children before 7:00 A.M. and after 6:01 P.M, providing that they have been signed out of the program

LATE PICK-UP FEE POLICY

Parents will be charged a late pick-up fee of **\$10.00** (per child) for every fifteen minutes or increments thereof that the child remains in the Campagna Kids site after 6:01 P.M. Payment will be automatically added to the monthly bill as no cash can be accepted at the CK site. Three late pick-ups can result in suspension or dismissal from the program.

HOMEWORK ASSISTANCE POLICY

Homework assignments allows parents to see what their child is learning and provides insight to the teacher as to how well the student comprehends assigned lessons. The Campagna Kids program will provide designated homework time for those students who wish to do their homework during Campagna Kids hours. Campagna Kids provides teachers for skill building in reading and math. In addition to the teachers the Campagna staff will supervise the homework area and will offer homework assistance, if needed. It should be noted that not all sites have a homework space that is separate from other activities and that provides optimum conditions for attention to homework.

Although each site will have qualified staff to supervise the homework process, the staff's responsibility is to provide the opportunity for students to complete their work. It is in everyone's best interest that the CK Program not act as a continuation of the academic school day, but supplement lessons learned, while incorporating after school enrichment activities. Parents should review all homework on a daily basis to check for completion of the work and to assess their child's progress. The CK staff makes every effort to assist the children in completing their homework; we cannot guarantee that all of the child's homework will be completed, though we will work very closely with parents that wish to see their children use this time to complete their homework.

DISCIPLINE AND BEHAVIOR POLICY

Discipline:

It is our desire for each child to have a positive, and respectful, experience with other children as well as the Campagna Kids staff. This helps to ensure that an atmosphere of fun and learning is maintained for all children served. The environment and the activities offered will be structured to provide appropriate limits for children to help them develop self-control while maintaining self-esteem. Within those limits, children will have the opportunity to make choices, interact with others (peers and adults), work with materials, and express themselves; all with the support of caring adults. When we encounter difficulties we will use the following strategies to provide positive discipline and guidance:

Staff will use warnings with appropriate consequences; and other techniques used may include the following:

- Redirection to another activity
- Temporary separation from the group/activity until the child is ready to return
- Modeling the appropriate/desired behavior
- Conferencing with the staff in the room

We will not use these strategies for addressing challenging behaviors:

1. Staff will not use physical punishment or disciplinary action.
2. Staff will not verbally threaten or belittle a child.
3. Staff will not punish a child for toileting accidents.
4. Staff will not force or withhold food.

Behavior:

The primary objective of the Campagna Kids Program is to provide a safe, pleasant and productive environment for all children entrusted to the care of the Campagna Kids Program. To accomplish this objective, certain guidelines have been developed.

If a child exhibits inappropriate behavior, staff will work with the child and family to improve the behavior. **Any behavior that could result in physical or psychological harm to a child or staff member constitutes unacceptable behavior. This includes, but is not limited to continuous disruptive behavior (kicking, fighting, abusive language), willful destruction of property, refusal to follow directions from a staff member, or leaving the center without permission.**

The Staff will engage in the following actions to address continued behavior problems:

1. CK staff will document behavior and communicate with parents about problems.
2. The Site Director and Senior Director will work together to address ongoing behavior problems with the parent(s).
3. The staff and parents will work together to develop behavior modification strategies that will be used reduce disruptive behavior. Such strategies may include a reward system for good behavior, behavioral contracts, or moving the child to an older or younger group.
4. Long-term behavior problems could result creating a behavior contract with parents whereby parents would be obligated to pick up their child immediately after being called by the Site Director.

All incidents will be documented by CK staff in the form of an incident report. In the event of unacceptable behavior that could result in harm to a child or staff member, immediate suspension may result. Should this become necessary, a meeting will be conducted with the Site Director or Assistant Site Director, the Senior Director of Out of School Time (OST) Programs and one other staff member to determine whether or not the child will be allowed to return to the program and if so, when.

In addition, the Campagna Kids Program upholds all policy, guidelines, and rules defined in the Student Guidelines of the Alexandria City Public Schools.

Suspension:

Every attempt will be made to remedy behavior problems but at any time a child may be suspended from the program if the child endangers himself, others, or school property. Suspensions require the approval of Campagna Kids Administration and the president & CEO. Three suspensions in one school year or one during the summer session may result in permanent expulsion from the Campagna Kids program -- including all school sites and sessions.

FIELD TRIPS

Campagna Kids uses various means of transportation for field trips, including school buses, and in the summer, public transportation. For their safety, students are subject to all rules and

regulations of the Alexandria Public Schools and Public Transportation Policy while riding on, or waiting for, the bus, van, or train.

SPECIAL NEEDS/INCLUSION POLICY

Campagna Kids would like to welcome all children with special needs into the Campagna Kids Program. Unfortunately, CK staffs are not trained to meet the needs of all children with special needs. In addition, the CK 1:12 adult/child ratios do not provide the one-on-one attention often necessary for a child with special needs. Some children may not adjust well to our large group setting. Due to these limitations, CK staff will need to meet with the parents to assess whether or not the Campagna Kids program can address their child's specific need. Campagna Kids strongly urges parents to share the Individual Education Plans for any child with special needs that participates in Campagna Kids program. We will safeguard the confidentiality of this information.

DIETARY RESTRICTIONS

Any allergies to foods or dietary restrictions should be provided during the enrollment process and is forwarded to the CK Site Director at your child's site. Any allergies to foods or dietary restrictions **MUST** be provided during the registration process. If medication must be administered following an allergic reaction to exposure or ingestion food, you must provide those medications and associated medical directions for your child's physician. No outside food will be permitted at any location unless prior written approval has been received from the Site Director or Campagna Kids Administration. It is in the best interest of the child that we monitor all outside food brought into the program in an effort to reduce the risk of allergic reactions.

EMERGENCY CLOSING

All Campagna Kids sites follow the same schedule as Alexandria City Public Schools with respect to emergency closings, delayed openings, and early closings.

Campagna Kids parents must pay attention to the local radio and television stations on days in which weather or other conditions might affect opening and or closing times for Campagna Kids. Weather-related closings and schedule changes are announced starting at 6:00 a.m. on local radio and television stations, as well as on the ACPS Web site and the ACPS Information Hotline (703-866-5300). Parents may also visit our web site, www.campagnacenter.org to view weather related closings or changes in hours of service. We strongly encourage parents to sign- up for e-blast, so that these announcements may be received electronically. Please see a Site Director if you are interested in receiving e-blasts.

Delayed openings:

One Hour Delay: When ACPS opens one hour late, none of the Campagna Kids sites will offer Morning Care, but all will offer After School Care. No CK staff will be on site in the morning.

Two Hour Delay: When ACPS opens two hours late, no Campagna Kids sites will offer Morning Care, but all will offer After School Care. No CK staff will be on site in the morning.

Early Closings:

One Hour Early Closing: When ACPS closes one hour early, there will be no Campagna Kids after School Care. **All children must be picked up from the school.** No CK staff will be on site.

Two Hour Early Closing: When ACPS closes two hours early, there will be no Campagna Kids after School Care. **All children must be picked up from the school.** No CK staff will be on site.

Emergency Closings:

In the event that ACPS schools are closed due to weather or other emergencies, all Campagna Kids sites will be closed.

Emergency Announcements Resulting in Closings:

No Evening Activities: On days where evening activities are cancelled, Campagna Kids will operate under regular business hours and will close at 6:00 pm.

No After school Activities/ After School Activities Cancelled: On days in which school-related after school clubs are cancelled due to inclement weather, Campagna Kids will close at 5:00 pm. **Parents must pick up their children by 5:00 pm or the standard late fee charges will apply (per child) for any time thereafter that the child remains.**

In the event of a bomb threat to the school, policy developed by the Alexandria City Public Schools will be followed. If the school is evacuated, it is possible that parents will be contacted to pick up their child. The Campagna Kids program coordinates with ACPS to follow ACPS emergency procedures.

FAMILY EMERGENCY PROCEDURE

In the event that a parent is unavailable to pick up a child, all efforts will be made to contact each person listed as an emergency contact. In the event that someone not listed as an emergency contact is asked to pick up a child, the following must take place:

1. The primary or secondary parent must verbally or in writing, notify the Site Director or Assistant Site Director of the request.
2. When the person arrives they must provide a valid government issued Identification and the verbal family password.
3. The Site Director or Assistant Site Director must then call and speak to the legal guardian or the parent who made the arrangement to verify the name of the person and the password.

PARENT INVOLVEMENT

Parent involvement continues to be an important part of the Campagna Kids program. All parents are urged to participate in the Campagna Kids Programs and are welcome to visit their child's site at any time. A parent orientation will take place within the first two weeks of the new school year. Special events such as holiday parties, parent appreciation breakfasts, and parent

information programs are scheduled throughout the year by each Site. Parents will be invited to attend these events with their child.

In addition, a Parent Advisory Committee, consisting of two representatives from each CK site, meets periodically to provide guidance and assistance to the Senior Director of OST Programs. The continued success of the Campagna Kids Program relies on parent input and involvement. If any parent is interested in being a representative for their child's site, they should contact the Site Director, Assistant Site Director or the Campagna Kids office at (703) 549-0111 as soon as possible. Every voice counts.

COMMUNICATION

Help Campagna Kids help the children in the program by maintaining good channels of communication.

1. If a parent has a question about the program he/she can discuss this with the Site Director. If further involvement is needed, parents may call the Senior Director at 703 549-0111 x 110.
2. If parents have questions about their accounts, they should call Sophia Hayes at (703) 549-0111 ext. 118.
3. If parents have questions about upcoming or current registrations, they should call the Campagna Kids Enrollment Coordinator at 703-549-0111 ext. 136.
4. Parents are encouraged to keep the Site Director informed on any major changes effecting the child (e.g. a death in family, moving, divorce, illness, or a change in the family's emergency contacts), so that the program may respond appropriately to the child's needs.

The Campagna Kids Program strives to provide parents with reminders of upcoming events such as parent meetings, scheduled field trips and other important events. A Parent Board is maintained by each site where important information will be posted.

ACCIDENT, INJURY, INCIDENT OR ILLNESS OCCURENCE POLICY

In case of an accident resulting in injury occurring during the Campagna Kids program, first aid will be administered. If the injury requires additional medical attention, parents will be notified and the child will be taken to the nearest emergency room by emergency transportation.

All injuries will be documented using the accident report form and parents are requested to sign the form within 24 hours, indicating that they have been made aware that the accident occurred and what procedures were followed. If an emergency with a child occurs, a Site Director or Assistant Director will contact the parent/guardian by telephone. Telephone calls to the parent/guardian will occur by the end of the incident day. A written report of the incident/accident will be provided at the site to a parent or guardian or an email with the incident report attached will be sent to the parent/guardian within 24 hours of the incident, if the parent or legal guardian does not pick up the child.

In cases requiring additional medical care, the Campagna Kids Program carries insurance for costs not covered by the parent's individual insurance. It is the parent's responsibility to contact the Site Director within twenty-four hours after the accident to report this additional care.

Parents must submit all medical bills relating to the accident to the Site Director and also sign an insurance claim form.

The Site Director or other appropriate official shall notify the parent immediately if a child is lost, experiences a serious accident, needs emergency medical care while at a CK site. The Site Director shall notify the parent at the end of the day of any known minor accidents or injuries.

Should a child become ill while at the Campagna Kids Program, parents will be notified and expected to pick the child up as soon as possible. In case of a contagious disease, the Site Director should be notified at once.

INSURANCE

Campagna Kids provides supplementary accident insurance for children participating in the program. The coverage is intended to cover accidents or medical costs not covered by the family's health care insurance.

It is the responsibility of the family to contact the Campagna Kids administrative office at the Campagna Center, if necessary, to file a claim. It is also the responsibility of the family to meet the accident policy's deductible requirement.

The Campagna Kids program will assume the responsibility of forwarding the appropriate insurance forms, once completed by the parent and attending physician, and any related medical bills to the Campagna Kids insurance company after the family's health insurance has paid all allowable charges.

MEDICATION POLICY

The Campagna Kids staff is not authorized to administer non-prescription medicine to any child without written authorization from a parent. If a child requires prescription medicine while at Campagna Kids, a medication authorization form must be requested in advance from the Site Director and completed by the parent and certified by the child's physician, before medication will be accepted at the site and given to the child. No medication will be given without this authorization. A Campagna Kids staff member who is trained and qualified in administering medication will give the required dosage which is kept in a medication log. All medication will be stored in a locked box.

All Medications lasting longer than 10 days **must** have the Physicians section of the Medication Authorization Form completed prior to any medication being accepted. Failure to do so will result in our inability to administer the medication.

All medication is to be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be given. Non-prescription medication shall be in the original container with the direction label attached and dosages must be consistent with the manufacturer's instructions for age, duration, and dosage, 22 VAC 40-185-510. Expired medication will be returned to a parent or legal guardian on the date of expiration otherwise it will be discarded appropriately.

Sunscreen and Insect repellants are over-the-counter medicines. **If your child uses either, you will need to complete a medication authorization form every ten (10) days.** The sunscreen and insect repellent must be labeled with your child's name. The Campagna Center will store it in a locked place. Designated staff will retrieve sunscreen as needed. Your child may apply the sunscreen to him/herself if over the age of nine. However, children under the

age of nine must be assisted with sunscreen application. Staff will apply the appropriate amount of sunscreen in the child's hands and oversee the application; they will not directly apply it to your child.

PHYSICAL EXAM / IMMUNIZATION RECORD

Every Campagna Kids student is required to have a Health and Immunization Form on file with the Campagna Kids Administrative Office before arrival in the Campagna Kids program. Immunizations must be recorded on either a Health Department form or a physician's form, have the child's name, and be signed or stamped by a licensed physician, the physician's designee, or an official of a local health department. All immunizations must be up to date (at least between the child's 4th and 6th birthday). Physical examinations shall be within 12 months prior to attendance for children 5 years of age and must include the date of the physical examination and be signed or stamped by a licensed physician, the physician's designee, or an official of a local health department. Blank forms are available at the Campagna Kids Administrative Office. The only exception to this policy is an affidavit filed on a Certification of Religious Exemption form which is received within the same period.

CHILD ABUSE OR NEGLECT

Campagna Kids is mandated to report any suspected child abuse or neglect to the Department of Child Protective Services without parental/guardian consent.

LICENSING INFORMATION

The Campagna Kids Program sites are licensed by the Virginia State Department of Social Services. As such, the Campagna Kids Program is required to provide parents with the following information:

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 home, 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, such as adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and service qualification 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 announced and unannounced visits to the program by licensing staff from 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 program. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license is issued when a program is temporarily unable to comply with the standards.

Operating without a license when required constitutes a misdemeanor, which, upon conviction can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation

If parents would like additional information about the licensing of child day programs or would like to register a complaint, they should contact the Regional Office of Social Services that is closest to them.

Division of Licensing Programs
Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
(703) 934-1505

All Campagna Center sites follow the guidelines established by the **National Afterschool Association**. Standards in the following areas are followed by all CK sites.

1. Human relationships
2. Indoor environment
3. Outdoor environment
4. Activities
5. Health, safety, and nutrition
6. Administration

NON-DISCRIMINATION STATEMENT

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632- 9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

CAMPAGNA KIDS SITE LOCATION AND CONTACT INFORMATION

Site	Address	Phone Number	Fax Number
John Adams Campagna Kids	5651 Rayburn Ave Alexandria, VA 22311	703.379.8332	703.549.6651
Patrick Henry Campagna Kids	4643 Taney Ave Alexandria, VA 22304	703.370.4931	703.549.6651
Jefferson Houston Campagna Kids	1501 Cameron Street Alexandria, VA 22314	703.836.0544	703.549.6651
Lyles-Crouch Campagna Kids	530 S. St Asaph Street Alexandria, VA 22314	703.836.3696	703.549.6651
Douglas MacArthur Campagna Kids	1101 Janneys Lane Alexandria, VA 22302	703.461.0471	703.549.6651
George Mason Campagna Kids	2601 Cameron Mills Rd Alexandria, VA 22302	703.683.2515	703.549.6651
Maury Campagna Kids	600 Russell Road Alexandria, VA 22301	703.683.0054	703.549.6651
Mount Vernon Campagna Kids	2601 Commonwealth Ave Alexandria, VA 22305	703.683.4468	703.549.6651
James K. Polk Campagna Kids	5000 Polk Avenue Alexandria, VA 22304	703.370.8845	703.549.6651
William Ramsay Campagna Kids	5700 Sanger Avenue Alexandria, VA 22311	703.379.8429	703.549.6651
Samuel Tucker Campagna Kids	435 Ferdinand Day Dr. Alexandria, VA 22304	703.751.1752	703.549.6651