



2018 CAMP HANDBOOK

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www.fauquiercommunitychildcare.org
Tax ID #: 54-1590790
501(c)3 Non-Profit Corporation

PROGRAM INFORMATION

PROGRAM OVERVIEW

FCCC is a licensed program committed to providing professional care for school-age children in a safe, caring and familiar environment. The program, delivered through a non-profit corporation, is governed by a volunteer Board of Directors consisting of agency representatives, community members and parents. Day to day operations are overseen by the Executive Director. Each site is managed by a Site Manager and their staff of Child Care Supervisors and Assistants sufficient to maintain licensing ratios. FCCC provides children with a wide variety of developmentally appropriate activities, a positive environment that encourages the development of problem solving skills through social interaction.

Our Mission Statement: Fauquier Community Child Care (FCCC) seeks to elevate the quality of all child care services available in Fauquier County for children, youth and families. FCCC promotes the growth and development of the whole child in an atmosphere where our core values are preserved. FCCC provides continuous high quality, affordable, accessible, safe child care to meet the out-of-school needs of children being supported in Fauquier County Public Schools within nurturing environments that encourage children to grow, interact and play. FCCC also supports other providers and services to improve child care for all youth and children within child care programs in Fauquier County.

ADMISSIONS/ENROLLMENT

FCCC programs are open to all school-aged children, without regard to race, sex, religion, national or ethnic origin.

- To be eligible for FCCC's K-4 Camp program rising kindergarteners must be age 5 by September 30, 2018 and entering Kindergarten in the fall; all others must be graduated Kindergarten through 4th grade.
- To be eligible for FCCC's Teen Camp program children must have graduated 5th grade and do not turn 15 before 7/27/18.
- All children participating in the program must be able to manage their toileting needs independently.
- All accounts are verified for outstanding balances. Any balance must be paid before enrollment is considered final.
- All enrollment paperwork must be complete in its entirety for a child to participate.
- Program operation at each site is contingent upon adequate enrollment; if a camp site is closed for low enrollment, enrollees will be notified as quickly as possible.

SERVING STUDENTS WITH SPECIAL NEEDS

Each of our centers serves between 20 and 70 children on a daily basis. FCCC serves all eligible children if there is space is available, including children with special needs unless accommodating the student would require a fundamental change to the program or the student poses a threat to the health and safety of self or others.

FCCC will consider each student with special needs individually to determine if FCCC is the best fit for the child. FCCC will consider the following factors in making determinations for the child's enrollment in FCCC:

- The child's ability to function in an environment of 20-70 children
- The child's ability to function in a large open space such as the gymnasium or outdoor spaces.
- The child's ability to function with a staff to child ratio of 1:15
- The child's need for individual supervision

Where appropriate, FCCC will request parent permission to consult with teachers and school administrators.

MANDATORY RECORDS

A physical (no more than two years old) and immunization records must be provided for all **NEW** enrollees; both documents must be signed and/or stamped by the physician. FCCC is required to verify the identity of all children enrolling in our summer camp program. In order to verify identity you must show an original certificate of birth at time of enrollment. All records must be submitted to secure enrollment in the program.

CONFIDENTIALITY

All information obtained will be kept confidential. Additional information, such as the USDA Income Eligibility Form, is requested solely for the purpose of completing governmental reports, grant applications and audits. Your assistance in completing all information is necessary for FCCC to remain in compliance with the USDA's Child and Adult Care Food Program.

Requests for release of information must be made in writing to the Executive Director.

CUSTODY

- A custodial parent has a right to be admitted to the site when their child is in care.
- Appropriate legal documentation shall be on file when a custodial parent or the court system denies the non-custodial parent visitation or permission to pick up a child.

PARENT INVOLVEMENT

Parents are encouraged to become actively involved with the program by volunteering to attend and assist with programs, participate in family events and projects, or share skills or interests with the children. You will be kept apprised of program information and community affairs through flyers, calendars, our web site and the Parent Board located at each site.

If you would like to accompany your child on a field trip FCCC is required to have criminal background clearances and a completed volunteer application for each chaperone. To insure that FCCC has ample time to process the necessary documents by the time summer camp begins we ask that all paperwork be complete by May 18, 2018. Paperwork is available at the main office.

ILLNESS POLICY

In order to maintain the health and safety of all children the Department of Social Services Division of Licensing requires that all licensed child care adhere to the following regulation.

22 VAC 15-30-570. Preventing the spread of disease.

- A) A child shall not be allowed to attend the center for the day if they have:
 - 1) A temperature over 101°F;
 - 2) Recurrent vomiting or diarrhea; or
 - 3) A communicable disease.
- B) If a child needs to be excluded according to subsection A of this section, the following shall apply:
 - 1) Arrangements shall be made for the child to leave the center as soon as possible after the signs or symptoms are noticed; and
 - 2) The child shall remain in the designated quiet area until leaving the center.
- C) When children at the center have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified within 24 hours or the next business day of the center's having been informed unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately.
- D) The center shall consult the local department of health if there is a question about the communicability of a disease.
- E) When any surface has been contaminated with body fluids, it shall be cleaned and sanitized.

To remain in compliance with the above regulation the Executive Director must be notified within 24 hours if a child or a member of the immediate household contracts a contagious illness. Life threatening diseases must be reported immediately. FCCC is required to post a written notice on the Parent Bulletin Board informing parents of the presence of the illness in the program. All identities will be kept confidential. Children must be free of fever, vomiting, and diarrhea for 24 hours before returning to FCCC.

MEDICATION POLICY

FCCC will only administer medications required for emergencies or by law. Emergency Medications include any medication needed for any severe adverse reactions to foods and/or environmental allergens. Emergency medications are also defined as medications needed for a child with special health care needs. All emergency medications must be in the original container with the prescription label affixed. The dosage amount and time to be administered must match the dosage amount and administration time on the medication container label. The medication label must contain the first and last name of the child to whom the medication is to be administered. An FCCC Emergency Medication Authorization form, and a Plan of Action form, must be completed by both the parent and signed by the prescribing physician. Authorization to administer the emergency medication is valid for 12 months.

- FCCC does not have the ability to keep medication refrigerated.
- Children are not permitted to deliver or self-administer medication to be taken during program hours.
- Due to the possibility of adverse reactions, the program is unable to administer the first dosage of any new medication.

DAILY REMINDERS

SIGN-IN & SIGN-OUT PROCEDURES

Each child must be walked into the program and signed in. Do not leave your child unsupervised by dropping them off early. Each child must be signed out at the end of the day; please sign full name or initials. Children will be released to an authorized person as directed by their custodial parent(s) or legal guardian(s) (must be 16 or older), photo identification required.

BELONGINGS

Clearly mark your child's belongings with their first and last name to help prevent lost items. We are not responsible for missing or damaged items.

DRESS CODE

FCCC follows the dress code of Fauquier County Public Schools. The following items are considered improper dress and parents will be notified. Should improper attire persist the child will not be allowed to attend FCCC.

- Sunglasses are not permitted indoors
- Sheer garments
- Garments that expose the midriff.
- Short-shorts or skirts. Minimum length is fingertip length.
- Clothing with offensive language.

FCCC encourages children to play and take part in physical activities. In order to keep the children safe FCCC enrollees must wear closed toed shoes that remain securely on their feet. Tennis shoes are preferred.

One-piece bathing suits or a full coverage tankini are required when swimming.

Children must wear their FCCC T-Shirt on Field Trip days.

Rising kindergarteners, please provide an extra change of clothes.

LUNCH

A bag lunch with two non-caffeinated drinks needs to be brought every day. Children may not attend without a lunch. If your child does not have a lunch the parent will be called and will be given an opportunity to have a lunch brought to their child prior to the children leaving the site for their daily activities. If FCCC provides your child a lunch you will be charged \$5.00, due upon pick-up. No glass, hot drinks, caffeinated drinks or soda are permitted.

SUN BLOCK & INSECT REPELLENT

Please apply sun block to your child prior to arriving to camp each day. FCCC will provide sun block for off-site field trips. FCCC's enrollment packet requests written parent authorization noting any known adverse reactions to sun block and insect repellent. Your signature also allows FCCC staff to apply sun block when necessary. If your child has an allergy or sensitivity to sun block we ask that you provide sun block for them. Sun block and/or insect repellent must be in their original containers labeled with your child's name. An authorization form must be completed in order to apply insect repellent.

BUS SAFETY AND CONDUCT RULES

Any violation of these rules will be reported to Administrative Staff of FCCC and may result in disciplinary action.

- Children are to remain seated at all times while the bus is in motion.
- Any damage to seats or other equipment must be paid for by the child's parent or guardian.
- The bus will be kept clean, sanitary and orderly.
- Profanity, loud conversation, loud noises and yelling are prohibited.
- Fighting while on the bus will not be tolerated.
- No objects, including body parts, may pass through a window.
- Remain seated until the bus has come to a complete stop.
- When crossing the road, cross ten to fifteen feet in front of the bus after the driver has given the "Go Ahead".
- Items cannot be placed in the aisle, near the front or rear door, or occupy a seat needed by another child.
- The bus driver or staff member may assign a seat to a child.
- While on the bus you must obey the bus driver at all times. The bus driver is an FCCC Staff Member and is entitled to respectful behavior and manners.

CODE OF CONDUCT

Failure to abide by the Code of Conduct can result in discipline action and/or dismissal.

- I will treat other people with respect, the same way I would like them to treat me.
- I will be honest, fair and responsible.
- I will use my hands responsibly.
- I will only use appropriate language when speaking to others.
- I will follow the FCCC rules.

DISCIPLINE

The goal of discipline is to assist the children in developing the skills to solve problems independently, without physical or verbal aggression. Staff will model appropriate conflict resolution techniques and will be available to assist children in resolving conflicts.

Other acceptable methods of discipline employed by FCCC include positive reinforcement, time out, redirection and discussion intended to solve a dispute, and, combinations of each of these strategies as appropriate to the child and the circumstances. Unacceptable measures of discipline such as physical punishment or withholding food will not be used.

Upon recommendation from an FCCC staff person, the Executive Director reserves the right to restrict a child from a field trip or special activity as a consequence of inappropriate behavior. If a child is denied the privilege of attending a field trip, it will be the responsibility of the parent to provide alternate care for that day. FCCC reserves the right to remove a child from the program when parents fail to support the program. Failure to follow the FCCC policies, engaging in inappropriate behavior or language will result in dismissal from the program.

- **First Infraction:** Policy Reminder and written Incident Report given to parent. Parent signature required.
- **Second Infraction:** Policy Reminder, written Incident Report and a meeting with Administrative Staff, Site Staff and parent(s). Parent signature required.
- **Third Infraction:** Immediate removal from the program for 5 enrolled business days, or appropriate time as determined by the Executive Director. Written Incident Report and a meeting with the Executive Director and appropriate staff. Parent signature required. Fees are not refunded.

BULLYING POLICY

FCCC will not tolerate physical aggression and stealing. Children engaging in such activity are subject to expulsion at the discretion of FCCC. Bullying among children is understood as a negative act or acts committed by one or more students against another, having an intimidating, detrimental, or hurtful effect. Bullying is defined as direct behaviors, such as teasing, taunting, or threatening which are initiated by one or more children against another child. In addition to direct acts, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Such prohibited conduct includes (in addition to those bullying behaviors described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily harm directed toward another child.

If a child at FCCC is bullying or is involved in bullying another child the following actions will be taken:

- **First Infraction:** A verbal warning will be issued to the child along with a written warning to be given to the parent. The written warning will require signatures from both the parent and the child.
- **Second Infraction:** Child may be suspended from program for up to 5 days.
- **Third Infraction:** Child will be removed from program until such time as the child's parent(s) has met with the Executive Director who will determine the child's eligibility to re-enter the program.

In following these procedures, we aim to encourage improvement in your child's conduct. The procedure is not necessarily a progressive one and we reserve the right to initiate the process at any stage, including termination from the program, or to jump stages if your child's conduct warrants such a decision.

THREATS

All potential threats whether verbal or physical are taken seriously at FCCC. If a child threatens another child or a staff member the following protocol will be followed. The child will receive an incident report. The child may be suspended from FCCC for up to 30 days depending on the incident. Tuition is not prorated or refunded for suspensions.

FCCC will inform the Principal of the school who may choose to have a threat assessment conducted.

PAYMENT INFORMATION

Household Size	Full Fee Income	Step 1	Step 2
	Camp Only Care - \$157 (8:30am-3:30pm, K-4 Camp) (8:30am-4:00pm, Teen Camp)	Camp Only Care - \$135 (8:30am-3:30pm, K-4 Camp) (8:30am-4:00pm, Teen Camp)	Camp Only Care - \$114 (8:30am-3:30pm, K-4 Camp) (8:30am-4:00pm, Teen Camp)
	Combined Care - \$179 (6:30am-6:30pm)	Combined Care - \$152 (6:30am-6:30pm)	Combined Care - \$130 (6:30am-6:30pm)
2	above \$29,638	\$20,827 - \$29,637	below \$20,826
3	above \$37,297	\$26,209 - \$37,296	below \$26,208
4	above \$44,956	\$31,591 - \$44,955	below \$31,590
5+	above \$52,615	\$36,973 - \$52,614	below \$36,972

FEES

- Each enrollee is charged a **WEEKLY FEE**. When a family enrolls more than one child a 10% discount is applied to the fee that is of equal or lesser value for that week (not valid for Punch Cards).
- Fees are due on the **WEDNESDAY BEFORE** the week of camp your child is to attend. Fees not paid on this day are assessed a **late fee of \$5.00 per child, per day**. Failure to keep your account current may result in dismissal from the program.
- There is a \$30.00 fee for returned checks.

PAYMENT METHODS

FCCC accepts cash, check, and money order payments. Checks and money orders should be made payable to **FCCC** or **Fauquier Community Child Care**. Cancelled checks, payment book stubs and/or receipts requested at the time of payment will be your only record for income tax purposes. **Checks must be written in black or blue ink.**

FCCC does not hold payments or accept post-dated checks.

PAYMENT BOOKS are provided to each family at time of enrollment. When making a payment, complete and attach the appropriate coupon to your payment and complete the stub portion for your records. To ensure your child's account is credited properly a payment coupon must accompany payment.

ANNUAL STATEMENTS

Annual statements are available for a fee of \$10.00. Payment for this service must accompany your written request. Statements are provided for informational purposes only; this statement should not be considered final documentation of fees paid.

REGISTRATION FEE

A \$55.00 Registration Fee will be charged for all enrollees. The registration fee includes a T-Shirt that is required to be worn on Field Trip days. Registration fees are non-refundable.

TUITION ASSISTANCE

- Qualifying for a sliding scale tuition rate (**Step 1 or Step 2 Fees**) requires proof of your annual **household** income. Your annual income includes all wages, child support, social security, etc. **Two most recent pay stubs and FCCC's Income Verification Form are required for proof of income.** You will be charged full fee tuition until required documentation is received and verified.
- To contact the Department of Social Services for assistance call (540) 422-8450.

LATE PICK-UP FEES

When children are picked up after scheduled closing time a late fee is assessed. **The fee is \$5.00 per child for each 5 minutes** or portion thereof after Camp Only or Combined Care hours, depending on your care package. **Payment is due from the parent at the time of pick-up.**

Chronic late pick-ups will result in dismissal from the program:

- **First Infraction:** Policy Reminder with late fees designated.
- **Second Infraction:** Policy Reminder with late fees designated.
- **Third Infraction:** Immediate removal from the program for 5 enrolled business days with late fees designated. **Fees are not refunded.**

PUNCH CARD

Punch Cards are designed for families who need occasional or short term before or after camp only care. Occasional use is defined as no more than once a week. Short-term care is to be no longer than two days per week. Pre-approval from the Executive Director must be obtained before being used for a longer period of time. A Punch Card entitles you to 10 hours of care. Any portion of an hour used will constitute the use of an entire hour. Punch Cards are not always the most cost-effective way to manage your child care needs. Upon request, FCCC will advise you as to the cost-effectiveness of using a Punch Card for your particular needs.

Punch Cards expire 12 months from the issue date. Accounts are charged for a new Punch Card when the current one expires.

- Punch Cards can be used if your child is currently enrolled in Camp Only Care and you need occasional care beyond the Camp Only hours.
- Punch Cards cannot be used for Camp Only Care.
 - Punch Card families must call the site 24-hours before care is needed to ensure that we are able to accommodate the child. If a site is full the Site Manager may not be able to care for the child on that day, in accordance with licensing standards. Failure to provide 24-hour notice may be considered failure to support the program.

In order to purchase and use a Punch Card a family must:

- Complete an enrollment packet for the child.
- Enroll as Camp Only Care.
- Pay a \$55.00 non-refundable registration fee.
- Follow the Punch Card Policies as stated: I understand that a Punch Card has 10 hours of care and any portion of an hour used will be counted as 1 hour of care per child. I understand that Punch Cards are non-refundable and can only be transferred between siblings. I also understand that I must provide FCCC 24-hours notice prior to using our Punch Card and that all other FCCC policies apply.

WITHDRAWING FROM THE PROGRAM - TERMINATION OF SERVICE

- Changes or cancellations from the FCCC Summer Camp program must be received by the administrative office, in writing, before 6:30 PM, May 25, 2018. If changes or cancellations are not made by 6:30 PM, May 25, 2018 your account will be charged for the number of weeks on your Payment Agreement.
- Parents will receive written confirmation of a withdrawal or cancellation.
- Final fees are determined by the accounting department; contact them for your balance.
- Children may be removed from the program for the following reasons:
 - Use of inappropriate language, acting out physically, or disrupting activities.
 - Willful destruction of FCCC or FCPS property.
- Children can be removed from the program when:
 - The account is delinquent.
 - Children are picked up after 6:30pm.
 - There is inappropriate behavior towards FCCC staff or children by a parent, guardian or authorized pick-up.
- Fees are non-refundable for the termination of services by either party.

RE-ENROLLMENT

A \$55.00 fee will be charged for each re-enrollment.

REFUND POLICY

- Fees are not reduced or refunded for non-camp days or extended absences due to any circumstances, including weather related events.
- The Summer Camp Payment Agreement requires all cancellations be made by 6:30PM, May 25, 2018.

EMERGENCY PROCEDURES

EMERGENCY INFORMATION

Parents must furnish and keep up-to-date all information in their child's file. It is the parent's responsibility to provide new phone numbers, employers, medications, allergies, etc. Information can be given to staff, faxed, or e-mailed.

EMERGENCY CLOSINGS

If an emergency arises and forces the closing of the program during operation hours, parents will be notified by One Call Now, our emergency notification system, to pick up their children as soon as it is safely possible.

Electrical power failure, lack of water or air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees, may result in FCCC facilities being closed at the discretion of the Executive Director.

EMERGENCY PREPAREDNESS PLAN

- Evacuation plans are posted at each site.
- The sites will practice fire, evacuation, and shelter-in-place drills monthly.
- If it becomes necessary to evacuate the building, your child will be moved by bus to another school building as follows:

Bradley	Grace Miller	(540) 439-1909 (FCCC) or (540) 422-7590 (school office)
Grace Miller	Bradley	(540) 349-1837 (FCCC) or (540) 422-7510 (school office)
Greenville	Bradley	(540) 349-1837 (FCCC) or (540) 422-7510 (school office)
Teen Camp	Bradley	(540) 349-1837 (FCCC) or (540) 422-7510 (school office)

If it becomes necessary to evacuate from weekly field trips, your child will be moved by bus to their FCCC Summer Camp site.

The Phone Number for Fauquier Emergency Services is (540) 422-8800.

The Phone Number for the Fauquier Public Information Line is (540) 422-8810.

The Phone Number for Fauquier Hospital is (540) 316-5000.

Call 911 for emergencies.

First Aid supplies, medication and emergency information for all children will be taken by staff to the evacuation site. Staff will contact Emergency Services, parents and support staff as needed. When possible, local media will be contacted regarding changes to the FCCC schedule.

Lock-down (shelter-in-place) procedures are short-term measures designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment or a threatening situation (such as tornadoes, floods, suspicious persons or terrorist threat). Children will be gathered at pre-determined points and moved to a designated safe area in the building.

2018 CAMP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
				MAY 25 Cancellation deadline, in writing by 6:30PM
JUNE 4 WEEK 1	5	6 <i>Payment due for Week 2</i> <u>Teen Camp Field Trip:</u> Park & Cookout, Marshall (lunch is provided)	7 <u>K-4 Camp Field Trip:</u> Park & Cookout, Marshall (lunch is provided)	8
11 WEEK 2	12	13 <i>Payment due for Week 3</i> <u>Teen Camp Field Trip:</u> Lake Anna, Spotsylvania	14 <u>K-4 Camps Field Trip:</u> Fauquier Community Theatre, Warrenton	15
18 WEEK 3 <i>Teen Camp is at Bradley all week*</i>	19	20 <i>Payment due for Week 4</i> <u>Teen Camp Field Trip:</u> Kings Dominion, Doswell (8:00AM-8:00PM)	21 <u>K-4 Camps Field Trip:</u> Lake Anna, Spotsylvania	22
25 WEEK 4	26	27 <i>Payment due for Week 5</i> <u>Teen Camp Field Trip:</u> Verdun Adventure Bound, Rixeyville	28 <u>K-4 Camps Field Trip:</u> Leesylvania State Park, Woodbridge	29
JULY 2 WEEK 5	3 <i>Payment due for Week 6</i> <u>Teen Camp Field Trip:</u> Puzzle Room Live, Culpeper	4 FCCC CLOSED -HOLIDAY-	5 <u>K-4 Camps Field Trip:</u> Atlantis Waterpark, Bull Run	6
9 WEEK 6	10	11 <i>Payment due for Week 7</i> <u>Teen Camp Field Trip:</u> Wilderness Resort, Spotsylvania	12 <u>K-4 Camps Field Trip:</u> Claude Moore Colonial Farm, McLean	13
16 WEEK 7	17	18 <i>Payment due for Week 8</i> <u>Teen Camp Field Trip:</u> Atlantis Waterpark, Bull Run	19 <u>K-4 Camps Field Trip:</u> Waterworks Waterpark, Dale City	20
23 WEEK 8	24	25 <u>Teen Camp Field Trip:</u> Haymarket IcePlex, Haymarket	26 <u>K-4 Camps Field Trip:</u> Verdun Adventure Bound, Rixeyville	27 LAST DAY OF CAMP

****WEEK 3 TEEN CAMP will be held at BRADLEY the entire week due to Vacation Bible School at Our Saviour Lutheran Church. ALL DROP-OFFS AND PICK-UPS WILL NEED TO BE MADE AT BRADLEY.***

FCCC IS UNABLE TO PROVIDE CARE JULY 30-AUGUST 3 AND AUGUST 6-10.

WEEKLY SCHEDULES

In our effort to improve communication FCCC will be providing weekly calendars at each camp site. The weekly calendar will keep you apprised of daily activities and times when the children will be leaving and returning to their camp site. FCCC will also post these weekly calendars to our website.

FCCC CONTACT NUMBERS

Bradley K-4 Camp	(540) 349-1837
Grace Miller K-4 Camp	(540) 439-1909
Greenville K-4 Camp	(540) 349-8544
Teen Camp	To Be Announced

- Children are not allowed to receive personal phone calls.
- **Children may not bring personal cell phones with them to the program.**

NOTES

FCCC COLLABORATIVE PARTNERS



Community Alliance for Drug Rehabilitation and Education
www.fauquier-cadre.org



Fauquier 4-H Club
lgeer@vt.edu



Fauquier Alliance for Youth
www.fauquierallianceforyouth.org

Fauquier County Department of Social Services
www.fauquiercounty.gov/government/departments/socialservices



www.fauquiercounty.gov/government/departments/parksrec



Fauquier County Public Schools
www.fcps1.org



PATH FOUNDATION

www.pathforyou.org



Piedmont Pediatrics
www.piedmontpediatrics.com

Farrar Timberlake Foundation



FCCC is a United Way agency.

- Combined Federal Campaign Number: 76827
- Commonwealth of Virginia Campaign Number: 4526

www.piedmontunitedway.org



CIVIL RIGHTS STATEMENT: Nondiscrimination: In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
COMPLAINT PROCEDURES: To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. www.usda.gov

FCCC is licensed through the Virginia Division of Licensing. The Division of Licensing can be reached at their Northern Virginia Regional office at 540-347-6345.

Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through age 18 in after school care programs in needy areas.

Contact Information If you have question about the CACFP, please contact your

Center/ Sponsoring Organization

or

State Administering Agency

Sponsor Name: FCCCI
Address: 400 Holiday Court
Suite 105
Address: 26 Ashby Street
Warrenton, VA 20186
540-347-6970 (fax) 540-347-3518

Special Nutrition Programs: CACFP
Virginia Department of Health
Division of Nutrition, Physical Activity,
& Food Programs
109 Governor Street 9th Floor
Richmond, VA 23219
1-877-618-7282