

# NORTH STAR CHILD CARE

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## WELCOME TO OUR SUMMER CAMP

### Includes:

Daily Field Trips- Swim Club, Splash Valley, Thunder Valley, Skate & Play, Movies, Bounce Roanoke, Bowling, Mill Mountain Zoo, Cheer/Dance, Basketball, CiCi's Pizza, Golden Corral, and SO MUCH MORE!

Hot Breakfast, Hot Lunch, and Snack!!

Lots of Extras! Moon Bounce! Climbing Tunnel! Nerf Wars! Basketball Court! Sandbox! Arts & Crafts!

***This institution is an equal opportunity provider and employer.***

## **MISSION STATEMENT**

At North Star Child Care, we believe in the value and uniqueness of each child and family that we serve. Our child care experience is designed to promote each child's own individual social, emotional, physical and cognitive development to its highest potential through age-appropriate activities, positive social interactions and providing good role models. To provide this level of care, we hire people who want to make a difference and we develop close relationships with each family. We take great pride in knowing each child's circumstance and situation. We feel this is a necessity because of the many different and unique family environments. Since 1995 we have cared for every child that has walked through our doors. Many are grown with children of their own and we are still with them, cheering them on every step of the way. As caregivers and educators, our mission is to provide a safe and developmentally sound learning and playing environment which fosters a child's natural desire to explore, discover, create, and become a lifelong learner. When a child is happy, we are happy! When a child exceeds, we exceed! We are always working, always productive, always caring for all the children, all the time! Our mission is to make the world a better place, one child at a time.

*-Susan Rolfe, Owner*

## **GENERAL CENTER INFORMATION**

Owners/Directors – Susan Rolfe/David Rolfe  
Administration/Directors – Audrey Kinsley/Lexie Carter  
Manager – Shelly Silver

We are a licensed child care facility and subject to random unannounced inspections.

## **FIELD TRIPS**

The children will be separated into four groups based on their age. In the morning, two groups will go on a field trip and the other two groups will stay at North Star. In the afternoon, the groups that stayed at North Star will go on the field trip. Therefore, two groups will always be at North Star and two groups will always be on a field trip. Please refer to the enclosed calendar for the field trip information. All children will be transported by buses to insure the comfort and safety of the children.

***All children attending the Field Trip will need to arrive to North Star prior to their departure. No child will be allowed to be dropped off at the Field Trip destination.***

## **POOL**

We have chosen this pool for safety purposes. Two pools are available for the children, depending on their swimming ability. There is a fenced in baby pool for our little ones. There is a very shallow end for our non-swimmers and an area of the pool for our beginner swimmers. Lastly, there is a deeper end for our expert swimmers. Every child will complete a swim test. Based on the results of the swim test, the children will wear either a red, yellow, or green wrist band indicating what area of the pool they can swim in. We record these results in the computer with their name. If a red wrist band is worn, then the child must stay in the shallow end of the pool. If a yellow wrist band is worn, then the child can go as far as the slide. If a green wrist band is worn, then the child can go to the diving board area. All pools are enclosed in fences and our teachers always supervise the children swimming. Our staff is trained in first aid and CPR and the facility will provide lifeguards.

*We realize the extreme importance of safety with children around water; therefore, each parent will complete a swimming questionnaire.*

**Please put sunscreen and insect repellent on your child before arriving.**

Children may bring a **SMALL** amount of spending money for the field trips. Please, give the money to our staff when bringing the children in the morning. They will place this in the child's money pouch, and they will be given the money when we arrive at the outing.

*North Star Child Care is not responsible for how your child chooses to spend their money.*

## **NUTRITION**

Daily, we will serve **hot breakfast, hot lunch and a snack**. We have a full kitchen, which is inspected regularly by the health department. Our menu must pass guidelines set forth by social services, the health department and the USDA. We offer a variety of food items, so that all children enjoy their meals. Our weekly menu is posted on our bulletin board at the front counter. We do offer various sandwich selections for our picky eaters! Food brought in by children must be given to a staff member, labeled with the child's name and stored accordingly.

## **TRANSPORTATION SAFETY PROCEDURES**

While riding on the bus, the children will remain seated and each child's arms, legs and head will remain inside the vehicle. Doors will be closed properly. At least one staff member will always remain in the vehicle when children are present. Emergency contact numbers and information about children will be available on the bus.

## **CONFIDENTIALITY STATEMENT**

Young children have not yet developed a sense of judgment about the difference between information that can be shared about their families and information which properly stays within the family. Very often young children are the source of much gossip and conversation about the private lives of their families. Teachers and caregivers unwittingly become the receivers of

shared confidences both from children and their parents. It is critical that children's and parent's confidences are not repeated to other teachers, to the caregiver's friends or families.

We agree to respect the confidentiality of verbal and written reports of children, families and teachers within our classrooms, the center and in our non-work environment.

### **WHILE AT NORTH STAR CHILD CARE**

We would like to present our child care as a safe and controlled environment for our children. We have five separate areas and when the children are not on their daily field trip, they move from area to area.

There are five aspects associated with our child care.

1) **GAME/CHANGING ROOM-**

During the summer, our Homework room turns into our GAME ROOM! In this area we provide two TVs and game systems with age appropriate games, multiple board/card games, coloring sheets, magnets, blocks, etc.

2) **GYM**

We encourage group play and exercise! We provide balls, walking stilts, scooters, and lots of toys which promote physical activity. There is a climbing net and a basketball hoop! We also have a climbing tunnel and swings! Our big bounce house is up every Thursday!

3) **ACTIVITY ROOM**

Through an **activity** room, we encourage creative play and movement. There is always music and dancing going on. We provide bins of miscellaneous manipulatives, magnets, games, action figures, barbies, and so much more! There are Lego tables as well!

4) **OUTSIDE**

Our **outside** playground provides an area to allow competitive play among our children and enhance gross motor and coordination skill. Outdoor games include but are not limited to basketball, baseball, and kickball. For children who are not seeking competitive play, our outdoor area also features a four-person bouncer, a sandbox, cornhole and many other activities.

5) **MOVEMENT ROOM**

This room is filled with laughter and giggles! We encourage movement in this room by dancing and doing yoga. We encourage creative play with our Lego tables, car rugs, and bins of miscellaneous manipulatives.

We accept children between the ages of 5 and 12 years of age, including 4-year-olds eligible to start Kindergarten this year.

**We do have a separate preschool program for those 3-5 years old,** which utilizes all these rooms as well and attend all morning field trips!

## **ADMISSION PROCESS**

Admission and registration include completing the application form with registration fee, the USDA form, the swimming permission slip, the sunscreen permission slip, and the social media form. Furthermore, providing a completed immunization form and physical record both signed and dated by your child's physician, and presentation of their birth certificate for documentation. Your application will be complete after the Administrator and applicant(s) sign the registration form. We will provide storage place for all children. Each child will have a cubby in the cubby room to store personal belongings. We recommend bringing the least amount as possible. Please mark your child's name on any item that must be brought in.

**Children may not bring toys or any form of electronics, including phones.**  
**North Star Child Care is not responsible for ANY lost items.**

A parent has the right to enter the center at any time. Parental involvement is encouraged. You are welcome to come along on our field trips.

We will require annual updates from the parent of required information in your child's record.

## **PAYMENT**

Payment is due each week. If payments are late, we will add a \$7.00 late fee per week to your account. We offer the ability to make online payments and you may pay with a debit or credit card. If paying by check, please place your check in our payment box on the counter. If paying by cash, please see a staff member and we will give you a receipt. You will not be charged for vacation weeks with one week's notice.

<b>SUMMER CAMP CHARGES</b>		
<b># of Days Per Week</b>	<b>First Child</b>	<b>Second Child</b>
5	\$169.00	\$159.00
4	\$159.00	\$149.00
3	\$149.00	\$139.00
2	\$119.00	\$109.00
1	\$69.00	\$59.00
<b>*ACTIVITY FEES INCLUDED*</b>		

## **HOURS OF OPERATION**

**Our regular operating hours are Monday through Friday 6:30 AM to 6:30 PM.**

Additionally, we will be closed on Memorial Day, The Fourth of July, The day after The Fourth of July and Labor Day.

## **DROP OFF POLICIES**

While dropping your child off, you must physically walk them into the building and let a staff member know that they have arrived. If your child will be dropped off late, you must call and notify a staff member of their expected arrival time.

**All children, attending the Field Trip, will need to arrive at North Star prior to the departure time. No child will be allowed to be dropped off at the Field Trip destination.**

If your child is not going to attend North Star Child Care on a particular day, please call and make North Star Child Care aware. This action helps to ensure the safety of your child.

Parents and staff should exercise care while in the parking lot during arrival and departure. Always hold your child's hand when approaching or exiting the building. Running in the parking lot is not permitted, and there is no parking in the fire lane. Children in vehicles must be attended to by an adult.

## **PICK-UP POLICIES**

North Star Childcare only allows people who are on the authorized pick up list to pick up children. If in case of an emergency you need someone else to pick-up your child, please call and give us that person's name and description, also advise that person that we will ask for some identification.

When your child is picked up, a staff member will verify your child is going with the correct individual by checking identification. We appreciate your consideration in this matter.

You must escort your child in and out of the building. Children may not go into the parking lot by themselves. If you are picking them up while they are outside, you must greet them at the counter.

## **AFTER HOURS POLICY**

If a parent/guardian is going to be late picking-up a child, that child will be cared for by the staff. The staff will always have visual contact of the child. If the child is not picked-up within a reasonable time, the designated emergency contact will be called to pick-up the child.

If no one can be contacted one hour after closing, we will call The Child Protective Services Agency.

Parents who arrive between 6:30-6:45 PM, will be charged a \$25.00 late fee per child.  
Parents who arrive after 6:45 PM, will be charged a \$45.00 late fee per child.

## **DISCIPLINE POLICY**

We strongly believe in a rewards and consequence program. We would rather reward good behavior, then restrict privileges as a result of inappropriate behavior. Rewards are given often. Through an organized play policy, we avoid accidents. Should a child misbehave, the discipline technique will be appropriate to the child's developmental level and circumstances. There shall be no physical punishment or disciplinary action administered to the body; the children will never be shaken. The staff will not verbally abuse a child. If additional measures need to be taken, the following measures will happen:

1. Three warnings will be allowed, where the parent will receive a letter explaining problems.
2. Should problems continue, a parent will be called and required to pick-up the child.
3. Furthermore, the child will be suspended for a designated time period.
4. If problems continue, the child will be required to leave.

A two-week notice will be required to remove children from the program. Please inform Audrey or Shelly as soon as possible. If the child care needs to remove your child from the facility due to behavior, we will give you three warnings as notice. If a child can not follow directions, requires one on one attention, is violent or puts the other children in potential harm; they will be asked to leave immediately.

## **HEALTH & MEDICATIONS**

No child will be permitted into the center if he/she appears ill. If a child becomes ill while at the center, he/she will be isolated from the other children (someone will always be with him/her ) and the parents will be notified immediately. A staff member will be nearby to comfort your child until you arrive. Please inform us of any health or developmental problems, so we can work better with your child.

Children who have a fever of 101 or higher, vomit or have diarrhea will need to be picked up immediately. They will not be allowed to come back until 24 hours have passed without fever, vomit and diarrhea.

Nonprescription medication may be given to a child only with written authorization from a guardian. Prescription medication will also require a doctor's signature. All medication must be in its original container with the child's name, time to be administered, amount of dosage, the route in which it is to be given and the duration of the medicine. Nonprescription medication shall be in its original container with the direction label attached. Medicines will be returned to parents at the end of its duration. New permission forms must be signed each week. Please give medicines to a staff member to put into a locked designated area and not to your child to put in his/her cubby.

Parents will be notified within 24 hours if a child in attendance has a communicable disease. If a child has a life-threatening disease, you will be notified immediately. Please, inform North Star if your child or any member of your household develops a reportable communicable disease.

## **SUSPECTED CHILD ABUSE**

We are mandated by law to report any suspected child abuse cases. The staff will continually look for signs of child abuse or neglect. Should it be suspected, we will notify the Child Protective Services agency immediately.

## **EMERGENCIES**

All staff members are certified in CPR and First Aid.

**Monthly fire drills** will be held and recorded with annual notification made to the Fire Department. Staff is trained in sounding fire alarms, fire extinguisher use, evacuation routes, headcounts, closing doors and windows and assembly points.

**Shelter in place drills** will be conducted twice per year for various scenarios (tornado, intruder, etc.) and the dates on which they occur will be recorded.

**Minor injuries** are recorded in a log and parents are notified verbally or in writing. Staff will wear disposable gloves, whenever it is possible, if they might come into contact with blood, excrement or vomit.

In the case of a **seriously injured child or medical emergency**, the child will be stabilized and emergency authorities will be contacted. Parents will be notified immediately. The child will be transported to **Carilion** if a rescue squad cannot respond immediately.

In the case of a **missing child**, staff members will stay with the remaining children while the others initiate a search. If the child is not found within several minutes, emergency services and the child's parents will be contacted.

In case of a natural disaster, severe weather or other emergencies; the children will be kept in a safe place and parents notified as to the most appropriate course of action. We will make every effort to contact the parents. If parents cannot be contacted, we will call the emergency contacts listed on the child's information form. Staff will remain with children at all times until picked up by parents or emergency contacts. If no one can be contacted, the staff will leave messages and remain with the child until someone can be reached. If no one can be reached after 1 hour, the local authorities will be contacted.

For more information, please refer to the **emergency preparedness report** that is posted in the lobby.

## **INJURY PREVENTION PLAN**

During the annual staff orientation meeting, a review of the injury log will be discussed with recommendations made for preventing the injuries that have occurred most frequently. Children will always be closely supervised to reduce injuries.



## **GENERAL SAFETY**

Safety checks of the rooms and outdoor environment are made daily and potential hazards will be remedied immediately. Smoke alarms, fire extinguishers, and first aid kits are inspected regularly to ensure that they are complete and functioning. All hazardous substances will be kept out of the reach of children or in cabinets with childproof latches.

The teachers will always account for children through careful supervision. A headcount of each group is taken upon arrival on the playground and rechecked several times during outside time. Attendance is recorded upon entering the building in all groups. Children are always under visual supervision.

## **SUNSCREEN AND INSECT REPELLENT**

It is the responsibility of the parent to apply sunscreen on their child each morning before he/she arrives at North Star during the summer months. North Star personnel will apply generic hypoallergenic sunscreen (with a minimum of SPF 15) to children each day, as needed. Parents may supply sunscreen for North Star to apply. An authorization form must be completed and the sunscreen given to the Front Desk labeled with the child's name and expiration date clearly written on the sunscreen container. **Do not put sunscreen in a child's backpack.**

If you would like your child to have protection from possible insect bites while outside, we ask that you please provide a repellent. The Insect Repellent authorization form must be completed. All insect repellents must be clearly labeled with the child's name and expiration date given to the Front Desk staff. **Do not put insect repellent in a child's backpack.**

## **INSURANCE**

North Star Child Care carries a comprehensive general liability plan that covers children on school premises, during transportation and at all field trip facilities.

## **WEBSITE**

Our website address is [www.northstar4kids.com](http://www.northstar4kids.com) .

## **PERSONNEL**

*We hire only exceptional, highly qualified staff.*

**Please visit our website for a list of employees with training and personal information.**