

**Religiously Exempt Child Day Centers
Model Form**

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL (Check appropriate response)

Attached are position descriptions of staff presently employed with the Center.

Staff position descriptions are posted for your review.

DESCRIPTION OF FACILITIES

The Center is located at 111 John E. Mann Street, Warrenton, VA 20186.

The size of the building is 25,473 Square Feet.

The number of rooms used for the Center is 4.

The kitchen facilities are available for use by the Center.

Play equipment consist(s) of access to all Physical Education supplies (such as, jump ropes, balls, etc); outdoor playground equipment; indoor and outdoor basketball hoops; outdoor soccer goals; outdoor Gaga Pit; board games; crafting supplies; and library computers.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE: Snack time will occur outside under the Pavilion on days with suitable weather conditions. Otherwise, snack will occur inside Trinity Hall (the school Cafeteria/Gymnasium location).

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 70. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 270.

FOOD SERVICE (Check appropriate response)

The Center intends/does not intend to provide food service. The description of the service consist(s) of the following:

_____ hot breakfast

_____ cold breakfast

_____ combination (hot/cold) breakfast

_____ mid-morning snack

_____ hot lunch

cold lunch (Students are required to bring a lunch from home that is labeled with the child's name and date on early school dismissal days. A limited choice selection cold lunch will be provided only in the event of a forgotten lunch on early dismissal days from school. A forgotten lunch fee will be applied).

afternoon snack (will be provided daily as part of the original fee for use of the program).

HEALTH REQUIREMENTS FOR STAFF

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

PUBLIC LIABILITY INSURANCE

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

**DIOCESE OF ARLINGTON
EXTENDED DAY PERSONNEL
JOB DESCRIPTION**

I. CHRISTIAN FORMATION STANDARDS

1. Demonstrates Christian caring in relationships with children and families
2. Is comfortable speaking openly and freely about the Catholic faith
3. Takes part in Religion activities and enthusiastically leads children in their parts
4. Frequently talks about God's love for all children

II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS

1. Complies with Diocesan and Local Program Policies
2. Arrives on time and assists in preparation for children's arrival
3. Discusses the monthly planning, and role in the implementation of the curriculum with the director
4. Attends and participates in all required meetings
5. Attends appropriate continuing education seminars and workshops annually
6. Keeps director informed of concerns
7. Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
8. Uses leave time wisely, if applicable
9. Promotes activities to parents and participates in events sponsored by the program
10. Presents professional demeanor in dress and manners
11. Assumes additional responsibilities when the need arises
12. Is aware of and implements regulations applicable to the program, including fire, health & emergency

III. PHYSICAL SPACE STANDARDS

1. Maintains a safe, clean, and healthy environment
2. Is knowledgeable of and utilizes universal precautions
3. Understands prescriptions on a prescription bottle
4. Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
5. Keeps storage areas neat and orderly
6. Maintains a clean and orderly area
7. Reports any damage or misuse of equipment and facility to director immediately
8. Performs rotated duties with thoroughness and in a timely manner
9. Provides close supervision of children in active play through appropriate positioning and monitoring of designated areas
10. Uses playground as an extension of the indoor facility

IV. CURRICULUM AND DAILY STRUCTURE STANDARDS

1. Assists in implementing a program which promotes the philosophy and objectives
2. Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
3. Assists in conducting smooth transitions between activities, using creative methods
4. Demonstrates flexibility, and is understanding of schedules that change

V. INTERACTION WITH STUDENTS STANDARDS

1. Provides warm and individual greeting to each child
2. Maintains an organized daily departure and is aware of each child's list of approved persons for pick- up
3. Expresses respect for all children
4. Smiles and laughs with the children
5. Discusses any discipline measures with the director, and uses them with kindness and consistency
6. Encourages children to verbalize, and listens to them
7. Praises children liberally to raise self-esteem
8. Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
9. Maintains a calm and assured manner, even in crisis
10. Uses a moderate tone of voice in all circumstances
11. Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
12. Recognizes that only the director should discuss student problems with parents
13. Provides clear directions and descriptions
14. Encourages expressive language by asking open-ended questions
15. Allows child to choose activities, but encourages new experiences occasionally
16. Encourages cooperation, sharing, and mutual respect
17. Works towards developing a positive self-image in each child

V. INTERACTION WITH PARENTS STANDARDS

1. Maintains a friendly attitude toward all parents
2. Helps maintain program when a parent visits
3. Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
4. Informs parents about day-to-day happenings in the program
5. Respects the confidentiality of all information discussed concerning the child and the family