



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

DATE:	July 1, 2024
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	PreSchool Daycare Services for HCPS
CONTRACT NUMBER:	2306A
COMMODITY CODE:	952.25
CONTRACT PERIOD:	July 1, 2024 through June 30, 2025
RENEWAL OPTIONS:	Two(2) one-year renewal options through 2027
USER DEPARTMENT:	Schools
Contact Name:	Kennedy Vengalia
Phone Number:	804-652-3640
Email Address:	kmwilliams@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Kiddie Kompany Day Care Center, Inc.
Address:	2507 Hungary Road
City, State:	Henrico, VA 23228-2126
Contact Name:	Paula Prospt
Phone Number:	804-266-9126
Email address:	Kiddieko@msn.com
ORACLE SUPPLIER NUMBER:	6283
BUSINESS CATEGORY:	Women, Small
PAYMENT TERMS:	Net 45
DELIVERY:	As needed and requested
FOB:	Destination
BUYER: Name:	Eileen M. Falcone, CPPB
Title:	Procurement Manager
Phone:	804-501-5637
Email:	Fal51@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

**PRICE SCHEDULE
See Exhibit A**



COMMONWEALTH OF VIRGINIA
County of Henrico

Non-Professional Services Contract
Contract No. 2306A

This Non-Professional Contract (this "Contract") entered into this 23 day of ^{June} ~~May~~ 2022, by Kiddie Kompany Day Care Center, Inc. (the "Contractor") and the County School Board of Henrico County, Virginia ("HCPS").

WHEREAS HCPS has awarded the Contractor this Contract pursuant to Request for Proposals No. 22-2306-2EMF, as modified by Addenda dated March 4, 2022, and Questions and Answers dated March 11, 2022, (the "Request for Proposals"), for Pre School/Daycare Services.

WITNESSETH that the Contractor and HCPS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the HCPS as set forth in the Contract Documents.

COMPENSATION: The compensation HCPS will pay to the Contractor under this Contract shall be in accordance with Exhibit A.

CONTRACT TERM: The Contract term shall be for a period of one year beginning July 1, 2022 and ending June 30, 2023. HCPS may renew the Contract for up to four (4) one-year terms giving 30 days' written notice before the end of the term unless Contractor has given HCPS written notice that it does not wish to renew at least 90 days before the end of the term.

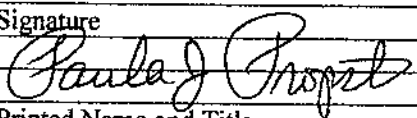

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Non-Professional Services Contract between HCPS and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals;
3. Contractor's Best and Final Offer dated April 18, 2022 (Exhibit A)
4. Contractor's Original Proposal dated March 9, 2022 (Exhibit B); and
5. The Scope of Services included in the Request for Proposals.

ADDITIONAL TERM REGARDING FERPA:

By acceptance of this Agreement, the Contractor acknowledges that it has been advised that HCPS is subject to and must comply with the Family Educational Rights and Privacy Act ("FERPA"). As such, the Contractor agrees that it will make its employees, volunteers, agents or other affiliated parties aware of their obligations to comply with FERPA with regard to Individual Student Records. Accordingly, the School agrees that its employees, volunteers, agents or other affiliated parties will maintain strict confidentiality of information contained in Individual Student Records and will not disclose any such information to third parties unless specifically authorized by HCPS or the individual student's parent or legal guardian in writing.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Kiddie Kompany Day Care Center, Inc.	County School Board of Henrico County, Virginia
2507 Hungary Road	406 Dabbs House Road
Henrico, VA 23228-2125	Henrico, VA 23223
	Digitally signed by: Oscar Knott DN: CN = Oscar Knott email = kno008@henrico.us C = US O = County of Henrico, Virginia OU = Finance, Purchasing Division Date: 2022.06.23 14:17:29 -04'00'
Signature 	
Printed Name and Title PAULA J PROPST	Oscar Knott, CPP, CPPO, VCO Purchasing Director
Date 6/23/22	Date June 23, 2022

Approved as to form:



Rachel Hart Jewell
Assistant County Attorney

6/10/22

Date

EXHIBIT A

RFP 22-2306-2EMF

Pre-school Daycare Services for Henrico County Public Schools

Response to Questions for Clarification Dated April 18, 2022

Offeror: Kiddie Kompany Day Care Center Inc.

1. Understanding that schools nationwide are facing staffing shortages, what is the turnover rate of your staff?

Response: All of the staff that work with the three and four year old group have been at Kiddie Kompany for a very long time. Our youngest staff person is a college student, working toward her masters degree in education. (Ms. Jamie has grown up at the center and was one of the children who was a four year old here at Kiddie Ko.) The Kiddie Kompany has minimal turnover compared to most companies. Ms. Paula has been here since 1979, Ms. Joyce has been here for 35 years, and Ms Marianne has been here for 8 years. The staff that are working with other groups at the center have been here for an average of 7 years.

2. Describe the expectations of HCPS staff in terms of training staff to understand your program expectations, procedures, and routines?

Response: When we have had HCPS staff changes, I meet and work daily with all county staff in terms of our expectations. If necessary we meet in the summer to plan for fall. We have a tradition of an inclusive model that we work hard to maintain. Children learn best when they work and play together in a supported way. To attain this goal, we work closely with county staff on a daily basis. Ms. Paula is very involved to make sure all of the days go smoothly. Currently our staff works very well together, in the distant past, when we have had county staff that are not as committed to these goals, Ms. Paula would take the lead and she always ready to take the lead to make sure all goals for programing are met. If training is needed we will make sure that the training and if necessary re-training is completed.

We are always open to the HCPS staff's ideas for programming suggestions, or techniques to work with any child's needs for communicating or behavior , or specific ways to address IEP goals. We take direction from the county staff and we work hard to help facilitate any issue or solve any problem that arises. We are also ready to integrate any ideas or techniques into our day if needed. In addition, from year to year as new children come to Kiddie Ko, our techniques are open to change and are driven by the IEP goals.

BABO PRICING

OFFEROR: Kiddie Kompany Day Care Center, Inc.

Provide pricing for the services as described in Section II. Scope of Services. Identify in the Description column below what services or materials are provided in the price.

Weekly Price per Student.

Description: The weekly price per student will be \$80.00 per child with no deductions for absences except on Thanksgiving Holiday, Winter Break Holiday, & Spring Break Holiday. All teacher work days, half days, or snow days will be paid at the \$80 per week price. When a child joins late, or leaves early the tuition will begin on the first day and be paid thru the last day of attendance. The county will guarantee Kiddie Ko at least eight students on an annual basis, if we do not have at least eight the county will pay for eight students.

Each student receives care, support and enrollment in our pre-k program. Students will receive snack and lunch depending on arrival time. All materials and supplies, are included in the tuition. When children are not potty trained, we help with these processes. All children are part of the group as they work toward making progress in language / reading, math / counting concepts, self-help / individual skills, social / emotional growth, and all pre-k skills such as handwriting, cutting, listening, and following directions etc. The Kiddie Ko staff work along with the county staff with the children in small group, large group, and one on one support to master skills. There are no additional charges when a student requires one on one support. The students placed at Kiddie Ko are generally the children that have mild deficits to work toward going to kindergarten with minimal support.

TOTAL WEEKLY PRICE PER STUDENT: \$ 80.00 Daily Price: \$16

Explain how your firm handles pricing deductions from the weekly price per student for holidays, snow days, or winter and spring break absences and how charges are handled if a student is either introduced or removed from the program mid-week.

The Kiddie Ko will not charge for Thanksgiving Break, Winter Break, or Spring Break. All teacher work days, single days off, or half days the county will pay as a regular school day at \$16 daily or \$80 weekly. All snow days will also be paid as Kiddie Ko is always open. If Kiddie Ko is open the county will pay. If Kiddie Ko is closed on a snow day, then the county will not have to pay for that day.

When a child joins late the tuition will begin on the first day of attendance. If a child leaves early the tuition will end on the last day of attendance. The county will guarantee Kiddie Ko at least eight students annually up to twelve students. If we do not have eight students, the county will pay for eight students.

Proposal for Preschool / Daycare Services
For Inclusive Program Opportunities
For Henrico County Public Schools

Offered by:
The Kiddie Kompany Day Care Center Inc.

RFP # 22 – 2306 – 2EMF

Due by: 2:00 p.m. March 24, 2022

County of Henrico
Dept. of Finance – Purchasing Office
8600 Staples Mill Road
Henrico, VA 23228

Submitted on the eVA Electronic procurement platform

Offered Submitted by:
Paula J Propst, Director/Owner
The Kiddie Kompany Day Care Center, Inc.
2507 Hungary Road
Henrico, VA 23228

RFP # 22-2306-2EMF Proposal for Preschool / Daycare Services for Inclusive Program Opportunities
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TAB 1

Introduction

&

Signed Forms



The Kiddie Kompany Day Care Center, Inc.
2507 Hungary Road
Henrico, VA 23228
(804)266-9126

March 4, 2022

Oscar Knott, CPP, CPPO, VCO
Purchasing Director, County of Henrico
Dept. of Finance

Eileen M. Falcone, CPPB
Asst, Division Director
8600 Staples Mill Road
Henrico, VA 23228

Dear Mr. Knott & Ms. Falcone,

The Kiddie Kompany Day Care Center, Inc. is pleased to submit the enclosed proposal in response to Henrico County's RFP #22-2306-2EMF. This cover letter is our written commitment to Henrico County to "continue" providing the excellent services and learning opportunities that have come to define the future of preschool education. Our schedule, handling, and exemplary commitment is evident in the forty-three year history the company has had of serving children in Henrico County. Since 1992, we have worked together with the County of Henrico to set a high benchmark for excellence in preschool inclusion education.

We are proud of the history and benefits this program has afforded to the many children over the years. It is through the attention to the children's safety, daily details, and cooperative interaction of the staff that has made this program so very effective. The county has our appreciation for giving us the opportunity to continue our work as we look forward to the April presentation.

If you have questions or need additional information, please contact me, at (804)266-9126 or via email at kiddieko@msn.com.

Sincerely,


Paula J. Propst, President/Owner/Director

**ATTACHMENT A
PROPOSAL SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all requirements specified in the Request for Proposal ("RFP") No. 22-2306-2EMF Preschool / Daycare Services

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME):	
	Kiddie Kompany Day Care Center, Incorporated
ADDRESS:	
	2507 Hungary Road
	Henrico, VA 23228-2125
SIGNATURE:	
NAME OF PERSON SIGNING (print):	Paula J. Propst
TITLE:	PRESIDENT, OWNER, DIRECTOR
TELEPHONE:	(804) 266-9126
FAX:	(804) 266-7557
E-MAIL ADDRESS:	kiddieko@msn.com
DATE:	March 9, 2022

**ATTACHMENT B
BUSINESS CATEGORY CLASSIFICATION FORM**

Company Legal Name: **KIDDIE KOMPANY DAY CARE CENTER, Inc.**

This form completed by: Signature *Paula J. Probst* Title: **President / Owner / Director** Date: **3/8/22**

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW: (Check all that apply.)

- Small Business
- Women Owned Business
- Minority Owned Business
- Service-Disabled Veteran
- Employment Services Organization
- NON - SWaM (Not Small, Women-Owned or Minority-owned)

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification Number and expiration date. _____ Number _____ Date _____

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? yes no

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

“Small business” means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

“Women-owned business” means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

“Minority-owned business” means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

“Minority individual” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. **“African American”** means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. **“Asian American”** means a person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. **“Hispanic American”** means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. **“Native American”** means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

“Service disabled veteran business” means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

“Service disabled veteran” means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

“Employment services organization” means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission or Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

ATTACHMENT C

VIRGINIA STATE CORPORATION COMMISSION (SCC) REGISTRATION INFORMATION

The Bidder or Offeror:

The Kiddie Kompany Day Care Center, Inc. is a Virginia Corporation since 1984 with the following SCC identification number 0250182-3.

-OR-

___ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.

-OR-

___ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location)

-OR-

___ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's/Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of ss 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: _____

**ATTACHMENT D
 PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF OFFEROR: Kiddie Kompany Day Care Center, Inc.

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act: however, the Offeror must invoke the protections of Va. Code SS 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Offeror must specifically identify the data or other materials to be protected including the section(s) of the proposal in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figure, or paragraphs that constitute trade secret or proprietary information. Va Code ss2.2-4342(F) prohibits an Offeror from classifying an entire proposal, any portion of a proposal that does not contain trade secrets or proprietary information, line item prices, or total proposal prices as proprietary or trade secrets. If, after being given reasonable time, the Offeror refuses to withdraw such classification(s), the proposal will be rejected.

Section / Title	Page Number(s)	Reason(s) for Withholding from Disclosure
Tab 2 – Statement of Scope / Schedule of Scope <i>All pages to be withheld are marked in red</i>	Page 11	Our schedule and protocols have been set forth during the last 30 years and is not for other bidders to copy.
Tab 3 – Offeror’s Qualifications, Experience, Resumes & Financial Capacity <i>All pages to be withheld are marked in red</i>	Pages 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, & 38	All Kiddie Ko’s tax documents are private and confidential & not open for release due to identity theft
Tab 3 - Paula Propst’s Resume & Background Documents with social security #'s and personal data <i>All pages to be withheld are marked in red</i>	Pages 47, 48 , 49 & 57	All personal social security numbers and personal data shall be withheld due to Identity theft
Tab 3 - Joyce Ammons’ Resume & Background Documents with social security #'s and personal data <i>All pages to be withheld are marked in red</i>	Pages 60, 61, 62 & 67	All person social security numbers and personal data shall be withheld due to Identity theft
Tab 3 - Marianne Brisson’s Resume & Background Documents with social security #'s and person data <i>All pages to be withheld are marked in red</i>	Pages 70, 71, 72, & 73	All personal social security numbers and personal data shall be withheld due to identity theft
Tab 3 – Jamie Scott’s Resume & Background Documents with social security #'s and personal data <i>All pages to be withheld are marked in red</i>	Pages 75, 76 & 77	All personal social security numbers and personal data shall be withheld due to identity theft

ATTACHMENT E
INSURANCE SPECIFICATIONS

The Kiddie Kompany's Insurance policies are in compliance with the specifications set forth by the Dept. of Education licensing standards and the County's Insurance specifications. The County of Henrico insurance specifications regarding any increased technical areas for professional liability, will be met if necessary after the contract is awarded.

See the attached COI.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Winters-Oliver Insurance Agency, Inc. 7231 Forest Ave., Ste. 202 Richmond VA 23226	CONTACT NAME: Mary Ann Sisson PHONE (A/C No. Ext): (804) 417-9243 FAX (A/C No.): (804) 744-3933 E-MAIL ADDRESS: msisson@woinsure.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Kiddie Kompany Day Care Center Inc 2507 Hungary Rd Richmond VA 23228	INSURER A: Philadelphia Insurance Company	
	INSURER B: Hartford Fire Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER: CL2231524662	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC INSR	SUBR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PHWQ2378728	3/24/2022	3/24/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PHWQ2378728	3/24/2022	3/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ 10,000			PHWB02939	3/24/2022	3/24/2023
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		N/A	14WEC085684	3/24/2022	3/24/2023	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Abuse/Molestation Cov Professional Liability			PHWQ2378728	3/24/2022	3/24/2023	Ea. Abusive Conduct Limit 1,000,000 Ea. Occurrence Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
For Insured's Records Only.

CERTIFICATE HOLDER	CANCELLATION
kiddieko@msn.com County of Henrico Risk Management P O Box 90775 Henrico, Va 23273	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE M Ann Sisson/MARYAN

**ATTACHMENT F
DIRECT CONTACT WITH STUDENTS**

Name of Bidder: *The Kiddie Kompany Day Care Center, Inc.*

Pursuant to Virginia Code SS22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the contractor shall provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code SS19.2-392.02; any offense involving sexual molestation, physical or sexual abuse, or rape of a child; or any crime of moral turpitude.

Any individual making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the Contract to provide such services and, when relevant, the revocation of any license required to provide such services.

As part of this submission, I certify the following:

None of the individuals who will be providing services that require direct contact with students on School property during regular school hours or during school sponsored activities have been convicted of a violent felony set forth in the definition of "barrier crime" in Va. Code SS19.2-392.02(A); an offense involving the sexual molestation, physical abuse, or rape of a child;

And (select one of the following)

None of the individuals who will providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of any felony or any crime of moral turpitude.

OR

One or more individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities has been convicted of a felony or crime or moral turpitude that is not set forth in the definition of "barrier crime" in VA. Code SS19.2-392.02(A) and does not involve the sexual molestation, physical or sexual abuse, or rape of a child. (In the case of a felony conviction meeting these criteria, the contractor must submit evidence that the Governor has restored the individual's civil rights.)



Signature of Owner/Director/Authorized Representative

Paula J. Propst

Printed Name of Owner/Director/Authorized Representative

Kiddie Kompany Day Care Center, Inc.

Printed Name of Vendor (if different than representative)

ATTACHMENT G

HCPS – Policy and Regulations Regarding First Aid and Medications

The Kiddie Kompany 's Medication Administration Plan meets the Dept. of Education's regulations for Administering medication.

- Our morning program is from 8:30 a.m to 12:00 p.m. and in general a child who is taking medication can be given the medication at home before and after school. Should a child need any medication, our policies mirror the county's medication policies and are found in our "Parent Handbook."
- Our director is a First Aid and CPR instructor for the American Red Cross, Ms. Propst is on site daily. Instructor training includes training and handling for cardiac events, circulatory events including stroke, anaphylaxis, epi pen use, bleeding emergencies and much more. Most of our staff are certified in Daily Health Observation, as well as Medication Administration along with first aid & CPR. During our history at Kiddie Kompany, our ambulance response time is under five minutes due to our location to Station # 11 fire house. The staff at Kiddie Kompany is well trained for any event, thankfully, due to our proactive approach and safety record, we have never had to call an ambulance for a child.
- Also attached along with our handbook is our fire drill, and emergency crisis plan document.
- Our first aid supplies are located in each classroom as well as on each of our vans. We review and update the contents of our first aid supplies monthly to keep all supplies updated and ready. Our first aid practices and supplies meets all of the Dept of Education guidelines.
- In the 30 years, we have been working and providing services for the County's children, we have had no accidents, injuries, or emergency events. During our 43 year history, we have never had an emergency event or accident where we needed to call an ambulance. We believe that our proactive approach for safety and management of the children is one of the reasons that we have a great safety record. It is our intent to continue with our safety approach to be proactive and not reactive in managing all of the children's care at the center.

Parental Contract Agreement Between Kiddie Kompany Day Care Center Inc. & Parents

The Parent _____ Agrees to:

Pay an annual enrollment fee at the time of a child's entrance and in the spring of each year thereafter. The enrollment fee is in the amount of \$ _____. The fees covers our accident insurance and laundry fees for each child. Should the enrollment fee be paid and a parent changes their plans, the fee is not refundable. Enrollment fee for summer only is \$ _____ and due on June 1st or at the time of enrollment.

Pay an advanced tuition of \$ _____. The tuition is due on Friday mornings for the next weeks care. There is no deduction for any absence (including sickness, vacation, or holidays). Payments are due on Friday, however if not paid by the end of business on Monday evening, there will be a \$5.00 a day late charge until the tuition is brought up to date. Receipts for any payment will be provided at a parent's request.

We accept cash - checks - credit / debit cards - or money orders. We do not have an online payment option. All credit or debit cards will carry a \$2.00 service fee, per transaction. When a parent reads and signs the parental agreement he/she agrees to the following: Payments are due on time. Payments, fees, collection fees, or lawyer, court collection or judgement fees will be paid by the parent if legal action is necessary to collect tuition. _____ Parent Initials

If a parent pays with a check and it is returned due to insufficient funds, it is the parent's responsibility to resolve this matter. Our bank automatically will put checks back through and this will result in a \$50.00 charge back fee to the parent. After a check is returned, unless it is found to be a bank error. No further checks will be accepted and other means of payment will be needed: credit / debit / cash / money order

If a parents have any questions regarding fees or special arrangements are made, it is the parent's responsibility to inquire and follow through.

All cash tuition is welcome, please use one of the cash envelopes at the payment to label your cash with the amount, date, and child's name. Receipt are always given for cash payments.

NOTICE - If a parent wants to withdraw a child, you must give a two week notice or the two weeks tuition will be due. _____ Parent Initials

Disenrollment Policies - The Kiddie Kompany reserves the right to dis-enroll any family we deem necessary. Examples: Non payment, non-compliance with parent policies, failure to provide enrollment documents, or behavioral problems that cannot be resolved. The parents will be given notice of one or two weeks depending on the situation.

Daily Dismissal Time - It is the KK policy that if a parent or designated pickup person comes in after 6 pm there is a \$1.00 a minute late fee due for all late pick up days. If the parent or pickup person is obviously intoxicated or under the influence, we will be forced to call another pickup person or the police in these situations.

Enrollment Info Up to date: Parents are required to keep the enrollment information up to date and once annually to maintain that all enrollment information is current. This includes all work, home, and/or cell numbers and addresses. This could also include a daily phone number for a meeting or seminar. We must always be kept up to date on changes in custody or court decrees, food sensitivities or allergies, or changes in a child's physician.

Medical Plan of Action: In case of injury, accident or illness, I authorize the Kiddie Kompany represented by the director or her designee, to follow the steps below to handle a situation concerning my child:

The 1st Priority is to assist and address any situation to comfort or give first aid to the child

- A. Call the parents or guardians next
- B. Call the child's physician or an ambulance
- C. Call the emergency contact person listed in the enrollment documents
- D. Complete an accident or incident report - see sample at the back of this book

*If there is any social custom or for a religious reason, a parent does not want their child to have medical treatment, the parent must have this request on file in writing prior to the child's first day of care.

Medication Policies for Prescription Medication, Over the Counter (OTC) Medications or Products Including Diaper Ointments, Sunscreen, and Insect Repellent.

- A. All medications and/or OTC products must have a form signed by the parent prior to use.
- B. We are not allowed to give the child any meds, or use OTC products without a form signed.
- C. Any long term medication, epi pen, nebulizer meds, must have a doctor's signature in addition to parent signature prior to administering treatment to a child.
- D. This includes the following:
 - Any oral medications
 - Any inhaled medications such as nebulizer treatments or inhalers
 - Any prescription topical creams or diaper ointments
 - Any eye drops, ear drops
 - Any EPI pen shots for an allergy - all out of date epi pens need to be replaced each year
 - Sunblock or Insect Repellent
- E. If you need us to give medications, you must complete and sign a form or medications cannot be given.
- F. The medication must have the child's name, medication name, medication dosage and time on the original prescription bottle or box. If it is an OTC medication it must have the correct dosage and age of the child receiving it or it cannot be given.

F. Prescription medications must be in the original container, bottle or box with the pharmacy label. The label must have the child's name, medication name, date, dosage and time(s) to be given. All pharmacy prescription label directions must be followed as directed by the physician. Package inserts to communicate side effects must be included with the medication for prescriptions.

G. Children requiring nebulizers or Epi-pens must have an authorization from the child's doctor. All inhaler medication shall be brought in the original pharmacy container. All long term or ongoing medications shall have a doctor's authorization on file. Doctor authorizations will now 12 months and then must be replaced by a new one.

H. Parents shall retrieve medications from the center as soon as appropriate for the situation. Should they fail to retrieve medication, after appropriate notice, the medications will be discarded.

I. Parents are responsible to notify the center should any health conditions change with a child in care.

J. Prior to coming into the center, parents are responsible for notifying staff daily whether or not a dose of medicine was given.

Sickness Policies - Should a child have a fever of over 100, diarrhea, vomiting, an unidentified rash, or any contagious conditions such as a strep infection, head lice, the flu, etc - the following guidelines apply:

- Children shall be picked up immediately within 30 minutes, if the center staff calls the parent. If a parent cannot come, it is up to the parent to get the child picked up by an emergency contact person or parent designee.
- If a child has any of the conditions stated above, the night before the morning of our regular day care schedule, the child shall be kept home. This is not a choice it is a health department policy.
- Should any child or person in a child's home come in contact with any contagious condition, this must be reported to the center immediately. An information sheet is contained in the back of this book that describes many contagious conditions. Please do not dose a child with ibuprophen or tylenol and send them with the knowledge that the child had a fever prior to giving the medication.
- Parents will be notified if their child comes in contact with any contagious condition while at KK.
- Flu Policy - According to State Health Dept & Henrico County Health Dept if a child tests positive for the flu, they must be out for 5 days following the test. If at the end of the five days, if a fever still exists, then the child cannot return until there is no fever for 24 hours.

Release Policies: If you would like someone other than you the parent or guardian to pick up your child, the following conditions must be met:

- You must supply in writing the name of the person, description, license number and vehicle type.
- Anyone picking a child up will be asked for identification. If verification cannot be made, the child will not be released.

All release information, custody or court documents, and emergency contact information shall be kept up to date by the parent(s) or guardian. All persons picking children up shall be responsible for the safety of the child(ren) in the parking lot once the child has been escorted out of the building by the parent.

Medical Form Information Policies:

All children enrolling in the center must have a complete immunization record and an up to date physical exam signed by the child's physician. It is the parent's responsibility to supply the center with the completed forms.

Parents having social or religious exemptions from medical procedures must have signed paper work available on the first day a child is at the center noting these exemptions.

Assessment of a Preschooler's Development: All preschoolers in care shall have an update on their development, growth and progress. Parents shall have an informal report regarding this assessment. Areas that are addressed are physical development, social and emotional development, cognitive growth and behavior as required by the licensing standards.

Transportation Policies - Children four years old and above will be transported in an approved child safety seat for field trips or school runs. All laws regarding child restraint devices are followed. Children under the age of five will not routinely go on field trips, unless special provisions are made with the parent.

- Van riders shall be seat-belted in or in a car seat with seat belts.
- Children will listen and follow directions while riding in the vans.
- There will be no screaming or loud noises while riding in the van.
- There will be no eating, chewing gum, or drinking drinks on the van.
- Children will be instructed to remain seated in seat belts until the van is stopped.
- There will be no throwing objects on the vans or any hands or feet out the windows.
- Any child continually breaking the rules will be verbally prompted. Should we continue to experience problems with any child, a parent conference will be scheduled to discuss the inappropriate behavior on the vans.

Food and Nutritional Policies - We serve morning snack, lunch, and afternoon snack.

- Our monthly menus are posted in each classroom for parent viewing. The food we serve is nutritionally balanced. See appendixes in the back of this book.
- Parents are allowed to bring a breakfast in for their child and we suggest an nutritional food selection for your child.
- All uneaten foods must be discarded after the child finishes the meal.
- Parents are encouraged to bring cakes, cookies or treats for parties or treat days.
- Foods for special occasions are typically served as a dessert after lunch and should be appropriately packaged with cleanliness in mind. All children in the classroom are to have an equal portion. All left over foods are discarded.
- Children requiring special foods or diets are to have their foods brought into the center by the parent. This includes snacks, lunch, and foods for special activities.

Kindergartners and School-agers:

- Lunches must be brought to KK any day that the K's or School-agers are here all day.
- Drinks are refrigerated along with any foods requiring refrigeration.
- Lunches should be able to last four to five hours in the air conditioning.
- **ALL CONTAINERS NEED TO BE DISPOSABLE !!!** We do not have space for lunch bags that are insulated, tupper-ware containers, etc.
- Please do not send foods that need cooking in the microwave.
- Any child forgetting a lunch shall be provided a lunch.
- Staff encourages children to eat the nutritional foods first and desserts last.
- Any uneaten foods are discarded.
- Lunches brought from home are encouraged to be nutritionally sound.
- Drinks brought from home are encouraged to be water or milk.
- According to the latest information regarding children's nutritional standards, water is the best drink.
- **Repeat - We want BAGGED LUNCHES WITH ALL DISPOSABLES CONTAINERS !**
- We want nutritional foods and preferably water, milk or sports drinks.

Child Abuse Policies - As per Code of Virginia S 63.2-1509:

At KK all staff are trained of the law requiring any person working with children to report suspected child abuse or neglect. We work hard at our center to make sure all children are treated with respect and to work with parents closely to support children and their needs.

Discipline Policies and Philosophy

The health and safety of the children in care form the foundation of our discipline philosophy and plan of action. As we serve the many families at KK each day, each and every parent brings an independent way of thinking into the center as they bring in their child. Each family has their own ideas as to parenting and appropriate and inappropriate behaviors whether it is in the home or at school. Cultural and religious thinking also comes from each of these homes daily. Our staff is sensitive to the variety of families we serve as we go forward each day. We use developmentally appropriate programming, predictable routines, positive modeling for language, manners and behavior. We also use a variety of transitional activities to adjust and calm chaos. Our daily goals build developing minds as we work each year to provide happy and safe days for our children with positive opportunities for learning, growing, playing and thinking.

Plan of Action - When a child begins to become out of control, we utilize a change called cool down or the thinking chair. This gives the child an opportunity to think, have a change of environment and to calm down. The thinking time can be sitting with a staff, in a chair or on the carpet. Time out on the outside is in a sitting position on a bench or in the shade. We use other interventions to work through issues with sharing, using movement and music and getting lots of exercise. Our age group begins at age two and extends through the end of fifth grade. At each different age of development different types of interventions are appropriate. We have small activity boxes to give the child an activity to refocus on while in the thinking mode.

Preschoolers - This group needs lots of opportunities for movement, individual choices, duplicates of similar toys or materials, Scheduling that enhances their attentional abilities, several story times, activities that promote working cooperatively, lots of outside play, with art and music each day.

Kindergarteners - This group although in school are emotionally young. They need lots of activities that support success, beginning reading activities, art, movement and music with lots of outside time each day. These children have lots of staff tutorial support for homework each day during school time.

School-agers - This group is the most capable and can be the most challenging. We provide lots of time for outside games and fun, art, reading, music and movement, and free-play with cubbie toys. During the school year, written homework is a main focus with support and guidance from the staff. "Achieving the best grades" and supporting "a good work ethic" are two areas that we have found that produce successful students.

Problematic Behavior and Ongoing Issues with children:

- No profane language, continual emotional tantrums, or physical abuse from a child on another child or staff will be allowed.
- Consistent lack of listening and following directions, or belligerent attitudes from a child will not be tolerated.
- Lying, stealing, name calling or other negative behaviors will not be tolerated.

Ms. Paula will not ignore or fail to address these types of issues. Continual problems with a child, can result in a parent conference, a parent required to pick up their child, or disenrollment. Often when we have issues with a child, we recommend that a child be seen by the physician for immediate referral to support better outcomes as we look to the future. In our 40 year history, Ms. Paula has heard every excuse, seen all types of behavior, and has gained a keen sense of what is needed next.

Interventions Not Allowed:

- We use no physical form of punishment.
- Behavioral incidents are not ignored : we will deal with issues promptly, including parent notification.
- Children will not be shaken, or handled roughly.
- Staff will never make negative or belittling remarks or be verbally abusive.
- Staff will not use food in any re-directive way.
- While in time out a child will not be in an uncomfortable position.

Consequences:

Should a parent fail to respond to requests for help with any of these types of problems, the action the center will take is disenrollment with one week notice. Here at KK we have a long proven record of working with the most challenging children with very good results. For this to happen, parents must be involved and on board with a plan to work through any issue. As always with any policy at KK, if you have questions, please ask, 266-9126.

Last or Missing Child Procedure Training

- All licensed centers are required to train staff in the unlikely event that a child may become lost.
- Since 1979, KK has never misplaced nor lost any children at any time.
- Our staff has been trained to know our head counts all throughout the day and maintain the safety of the children in care.
- According to state safety regulations, should any child go missing, first the police would be called, then the parent. At KK we will continue our record of an active focus on safety and head-counts each day. We count and count and re-count.

The Conclusion of the Parental Agreement Contract

This agreement includes the parents' receipt of all enrollment materials, including this document in its entirety, and including the Kiddie Kompany Emergency Preparedness Plan, copies of samples of all permission slips, medical forms, enrollment forms, etc.

This agreement contract provides for the protection of the parents as well as the center. We encourage all parents to read and understand all information and ask questions.

Financial Position: The Kiddie Kompany DCC, Inc. bases its ability to provide for the children and staff salary on our tuition. We have no provision to reduce expenses due to absentee losses, so when you read and sign this agreement contract, it is your legal guarantee that you will pay tuition and abide by all of the contents of this agreement contract.

Parent Signature

Date

The Kiddie Kompany DCC, Inc. Pool Rules

1. Children in the small building have water play and swimming three times a week in the KK pool. The small children work in the very shallow end of the pool.
2. Permission slips for all water activities are signed by parents prior to participation in the activity.
3. Children in the big building have swim lessons and water play on their designated swim days. Unless there is a medical reason, all children are encouraged to participate.
4. When any group is in the pool, all safety rules are followed – all staff in the water with the children.

Rules

No running in pool area

No spitting, splashing or dunking others

No glass in pool area

No chewing gum in pool

No hanging on the ropes

No jumping in unless supervised by a teacher

Stop and listen if whistle blows

Enter the pool on the ladder or stairs only

Consequences for NOT following the rules – will be sitting out for a short time or all day.

Parent Initials & Date

ATTACHMENT H PRICING

Proposed Weekly Price will be \$80 per student.

Currently the Price is \$70.00 per student.

The students served will get all of the programing, care and a guaranteed enrollment in our pre-k program. Students will receive a snack and lunch depending on arrival time. All materials and supplies are included in the tuition. When children are not potty trained, we help with these processes. All children are part of the group as they work toward making progress in language / reading, math / counting concepts, self-help / individual skills, social / emotional growth, and all pre-k skills such as handwriting, cutting, listening and following directions etc. The Kiddie Ko staff work along with the county staff to work with the children in small group, large group and one on one support to master skills. There are no additional charges when a student requires one on one support. The students placed at Kiddie Kompany are generally the children that have mild deficits to work toward going to kindergarten with minimal support.

Price per child for the 8:30 to 12:00 hours is proposed to increase to \$80.00 weekly. The price per day is \$16.

Current pricing is \$70 per student per week and the price per day is \$14 per student.

Pricing Exceptions:

For Thanksgiving Break, Winter Break & Spring Break, the Kiddie Kompany makes no charges during those weeks.

For single days off, teacher work days, Kiddie Ko is open and the County pays for those days.

For snow days, the County currently pays half price if Kiddie Ko is open. We are proposing that if Kiddie Ko is open the county will pay for all snow days.

When a student is dis-enrolled, we charge for that student's last day, and then that student is deleted off the invoice.

When a student joins late, we begin the charges on the first day a student is present and go forward.

TAB 2
Statement
Of
Scope of Services

Statement of Scope of Services – Program Overview and General Requirements

1. Our program meets or exceeds all academic and developmentally appropriate standards as set by the Dept. of Education.
2. Our pre-k program begins on the first day of school and goes until the last of school in June annually.
3. Each year we hold an open house to offer parents a time to meet the teacher and learn how our program works.
4. We work very closely with the county staff to develop programming and protocols that meet a child's IEP goals.
5. Our building has three large classrooms inside and a covered deck as an outdoor classroom, giving us lots of space to include the 8 to 12 students we serve each year.
6. Our program begins about 8:00 a.m. in the morning and ends at 12:00 p.m. Monday through Friday of each week.
7. Our ratio maintains one staff to six or seven children. More often the ratio is more like one staff to five children not including any county staff.
8. As previously stated, we utilize "learning units" that are very interesting to pre-k children. Language / Reading, Math / Graphing, Science / Social studies are all ingrained in each learning unit. Our program exceeds the Virginia Early Learning & Development Standards, over all. The key to our program is "work is play & play is work." Through the use of many materials, including toys, the children truly learn thru play with a focus on being outdoors.
9. Kiddie Kompany provides a monthly newsletter for the parents to know about our weekly learning units, what our "Letter of the Week" is going to be, or other reminders. On a weekly basis is a Weekly Info Guide that publishes our Songs of the Week, Nursery Rhyme of the Week, and other news such as "treat days" or special events. Once every 5 to 6 weeks our menu is printed and distributed letting the parents know what the snacks and lunches are going to be.

Specific Requirements

- As previously stated any protocols needed as driven by the IEP are developed by the special education teacher and implemented by the Kiddie Ko staff.
- Any behavior program needed for a Kiddie Ko child or a Henrico child are developed by the special education teacher & the director and implemented by Kiddie Ko staff.
- Any incidents or problems as they arise are addressed by the director and the special education teacher and all protocols are followed.
- All materials, classrooms, supplies and anything else needed, have been supplied by the center.
- Our location is at 2507 Hungary Road, Henrico, VA 23228. This is in the middle of the county and on a Henrico Co. bus route.
- Our center is open during snow days as we have our own snow removal equipment.
- The center's Emergency Preparedness Plan is included in the appendixes in the back of this document. Kiddie Ko is IN COMPLIANCE with all federal, state, and local standards. All staff that join our center are trained as soon as possible in all emergency protocols.
- Kiddie Ko has a well stocked first aid box in each classroom as well as in each van. Most staff involved with the county children are certified in First Aid and CPR. The director of Kiddie Ko is a First Aid & CPR instructor.
- Medication – If it is necessary for a child to have medication while they are at Kiddie Ko, we have several staff certified in Medication Administration to administer medication.
- ALL children serve by Kiddie Ko are protected by our confidential policies as all staff are trained to observe those policies.
- Kiddie Kompany is already inspected by the Case Supervisor of the Special Education Program on a monthly basis and there no issues or problems.
- Kiddie Ko 's buildings are ADA compliant. The pre-k bathroom has small potties to help with toileting issues.
- ALL STAFF at Kiddie Ko, have been trained in procedures to work with special needs children. ALL STAFF have had a minimum of five years on the job experience, working with special needs children at KK.
- All protocols for discipline are outlined in our "Parent Handbook." This is included in the back of this document in the appendix. Our focus is always on the positive.



Kiddie Ko. Connections

news and messages for parents



Theme: Fairy Tales and Fantasy

Mon.: We're still learning and playing in story land. We will continue exploring fairytales. In dramatic play this week we will use puppets, dress up, and toys to retell favorite stories and create our own versions. Today we will draw castles in our art center.

Tues.: In our block center will use castle blocks and small fairy tale figures. In a science center we will dissolve skittles and will color a rainbows in art.

Wed.: Is it magic... no, it's magnets. We will explore magnets in a science center. In motor group we will try to help Goldilocks get home through the obstacle course.

Thurs.: We are painting dragons in our art center. In our literacy center we will identify characters playing a beginning sound game.

Fri.: It's letter "Uu" day. We will work in our alphabet books. We will have or alphabet centers and share our show and tell treasures.

Notes, Tips, Reminder

Friday is letter Uu Show and Tell day. Your child may bring a toy/object/picture of something that begins with "Uu"

On a daily basis, please read and, if necessary, respond to any school or classroom communications sent home with your child.

Mrs. Kamechia's contact information:
Longdale: (804) 226-8755
Kiddie Kompany: (804)266-9126 (Ms. Paula)
Email: kcdobie@henrico.k12.va.us

Important Dates

March
25th- letter Uu show and tell
April
1st- HCPS Student Holiday
4-8th Spring Break

This Week's Activities

Book of the Week:

There's A Dragon at My School

More Books we'll read:

Suddenly

The Three Little Wolves and the Big, Bad Pigs

A Rainbow of My Own

Three Billy Goats Gruff

Our Rhyme

Hey Diddle Diddle

Hey diddle, diddle, the cat and the fiddle

The cow jumped over the moon.

The little dog laughed to see such sport

And the dish ran away with the spoon

Our Songs

If you're a wizard and you know it cast a spell
Abracadabra!

If you're a wizard and you know it cast a spell
Abracadabra!

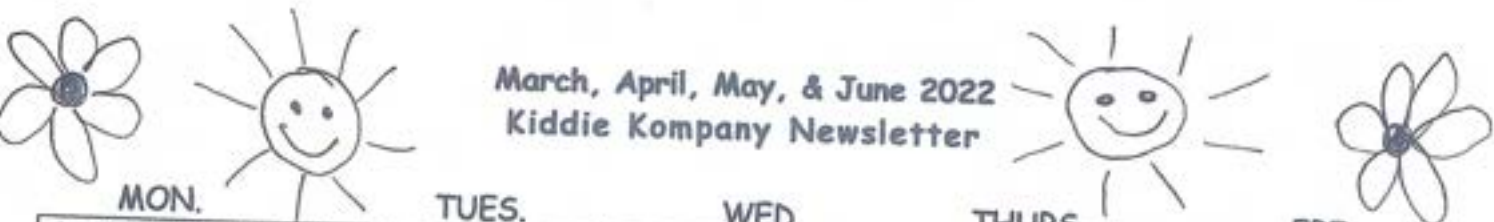
If you're a wizard and you know it
And you really want to show it

If you're a wizard and you know it cast a spell
Abracadabra!

(We'll add verses for knight, princess,
unicorn, etc.)



March, April, May, & June 2022
Kiddie Kompany Newsletter



MON.	TUES.	WED.	THURS.	FRI.
Spring Has Sprung Unit March 28 	Wind Science Fun March 29 	Wind Science Fun March 30 	Flower Sorting & Counting Bring an Item Beg. With Vv March 31 	No HCPS TUITION DUE AM April 1
SPRING BREAK FUN April 4	SPRING BREAK FUN April 5	SPRING BREAK FUN April 6	SPRING BREAK FUN April 7	SPRING BREAK FUN TUITION DUE AM April 8
Spring Unit Cont Egg Art Fun April 11 	Bunny Art Fun April 12 	Lets Find Pretty Eggs Fun April 13 	Counting Eggs Fun April 14 	Bring an Item Beginning With Ww Tuition due AM April 15
Down on the Farm Unit April 18 	"Oh Lovely Mud" April 19 	What Animal gives us milk & cheese? April 20 	Cow Art Fun April 21	Bring an Item Beginning With Xx Tuition Due AM April 22
Let's Build Barns April 25 How Eggs will Ms. Hen lay?	From Farm Garden to Grocery Store! Planting fun April 26 	Sorting & Counting Farm Animals April 27 	Mary Had a Little Lamb April 28 	Bring An Item Beginning With Yy TUITION DUE AM April 29
Pet Unit Begins Mother/baby Matching Fun May 2 	Dog Bone Math May 3 	Pet Show Art Fun May 4 	The KK Vet is In May 5 	Bring An Item Beginning With Zz TUITION DUE AM May 6
Creepy Crawlers Unit Fun May 9 	Caterpillars make Pretty Butterflies May 10 	All Insects have Antennae May 11 	Birds Love Wormies Playdough Fun May 12 	Bring an item beginning with SH TUITION DUE AM May 13
Beetles & Bug Fun Cont May 16 	Spiders live in Webs May 17 	Buzzy Bees Make Yummy Honey May 18 	Lets sort & count Bugs Fun May 19 	Bring an item beginning with CH Tuition Due Am May 20
Sea Life Unit Begins Oceans Are Salty May 23 	Octopus have 8 Legs May 24 	Crabs have big Pinchers May 25 	Bring An Item that Begins with TH May 26 	NO HCPS TUITION DUE AM May 27
Kiddie Kompany Closed for Memorial Day Holiday May 30	Sharks have big Teeth May 31 	Seahorses have Curly Tails June 1 	Rainbow Fish Art Fun June 2 	ABC Review TUITION DUE AM June 3
Welcome to the Summer season unit June 6 	Lets go to the beach June 7 	Lets Go On a Picnic Fun June 8 	Beach Ball Art June 9 	ABC Review TUITION DUE AM June 10
Popsicle Fun Today June 13 	Bubble Magic June 14 	Water Table Fun June 15 	Last Day of HCPS School Good Bye Treats June 16 	ABC Review TUITION DUE AM JUNE 17 KK OPEN

Parent Reminders:

1. As the weather gets warmer, spring cubbie clothes are needed.
2. As the sun gets brighter sunblock and insect repellent is needed



Kiddie Kompany March / April 2022 Menu



Spring!



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cheese & Crackers Grapes	Cereal Mix Apple Slices	Cheese Crackers Orange Slice	Crackers, Apple Slices Cheese Slice	Grapes, Cereal Mix Cheese Slices
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Sliced Turkey Mac & cheese Tossed Salad Roll Applesauce Milk Mar 14	Fish Sticks Oven Baked Fries Green Beans Applesauce Milk March 15	Pancakes w/Syrup Sausage Fruit Cup on Lettuce Cheese sticks Milk March 16	Sliced cheese pizza Tossed Garden Salad Applesauce Milk March 17	Turkey/Ham Sandwich Cheese, Carrot & Celery Sticks, Apple Slices Milk March 18
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Apple Slices, Cheese Slice, Wheat Crackers	Pretzels, Bologna Slices Crackers, Cookies Apples	Cheese Crackers, Wheat Crackers, Turkey Slices Cookies	Popcorn, Bologna Slices, Wheat Crackers, Cookies, Apple Slices	Cheese & Crackers, Pretzels, Grapes, Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Cereal Mix Apple Slices	Cheese & Crackers Cinnamon Grahams	Wheat Thins, Grapes Cereal Mix	Apple Slices Cheese Crackers	Orange Slices, Cereal Mix, Cheese & Crackers
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Chicken Noodle Soup P-Nut Butter Crackers Cheese, Carrot, Celery Chips Milk March 21	Spaghetti w/sauce Apple Slices Tossed garden salad roll Milk March 22	Chicken Nuggets Oven baked fries Green Beans Roll Milk March 23	Macaroni & Cheese Green Beans Sliced Ham / Turkey Applesauce roll milk March 24	Bologna Sandwich Carrots/Celery/Cheese Apples and grapes Chips Milk March 25
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Pretzels, Cheese & Crackers, Apple Slices	Popcorn, Bologna Slices, Wheat Thins, Cookies	Cheese Crackers Grapes, Wheat Thins	Pretzels, Apple Slices Graham Crackers	Banana Slices, Wheat Thins, P-Nut Butter ,
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Cereal Mix, Apple Slice Cheese Slice	Grapes, Wheat Thins Cereal Mix	Orange Slices, Cheese Crackers, Cereal Mix	Banana Slice, Graham Crackers, Cheese Slice	Cereal Mix, Grapes Cheese Crackers
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Fish Sticks Macaroni & Cheese Green Beans Applesauce roll milk March 28	P-Nut Butter Crackers Chicken Noodle Soup Apple Carrot & celery Slices Chips Milk March 29	Spaghetti w/Meat Sauce Tossed Garden Salad Applesauce roll Milk March 30	Turkey / Ham Sandwich Carrots, Celery & Cheese Sticks Apples Chips Milk March 31	Bologna Sandwich Carrots/Celery/cheese sticks Apples Chips Milk April 1
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Carrot or Celery Slices Crackers & Cheese Cookies	Grapes, Wheat Thins Cheese & Crackers Cookies	Pretzels, Apple Slice Carrot & Celery Sticks Cheese Crackers	Apple Slice, Round Crackers, Graham Crackers, Pretzels	P-Nut Butter Sandwich Cheese Crackers, Celery & Carrot Sticks
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Sliced Bananas, Cheese Slice, Crackers, Cereal	Cheese Crackers, Apples Grapes	Orange Slices, Cereal Mix, Cheese Slice	Apple Slices Cheese Crackers	Cereal Mix, Grapes Cheese & Crackers
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
P-nut butter crackers Chicken Noodle Soup Cheese, Carrot & Celery Sticks - Grapes Milk April 4	Bologna Sandwich Carrot, Celery & Cheese Sticks - Apple & Banana slices milk April 5	Chicken nuggets Baked oven fries Green Beans Roll milk April 6	Spaghetti and sauce Tossed garden salad Apples slices Roll milk April 7	Turkey Sandwiches Carrots, celery, and cheese sticks, Apples Grapes, chips milk April 8
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Carrot & Celery Sticks, Cheese & Crackers Cookies	Pretzels, Apple Slices Graham Crackers Celery sticks Cookies	Wheat Thins, Cheese Slice, Grapes, Cookies	Carrot & Celery Sticks P-Nut Butter Crackers Cookies	Popcorn, Wheat Thins Apple Slices, Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Cereal Mix, Orange Slices, Graham Crackers	Apple Slices, Cheese Sticks, Crackers	Grapes, Cereal Mix Saltines	Banana Slices, Graham Crackers, Cheese Sticks	Apple Slices, Wheat Thins, Cheese Sticks
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Chicken Noodle Soup Carrot, Celery & Cheese Sticks - Banana slices P-Nut Butter crackers Chips Milk April 11	Pancakes w/syrup Sausage Apples & Cheese slices Milk April 12	Turkey / Ham Sandwich Carrot, Celery & Cheese Sticks - Apple Slices Chips - Milk April 13	Macaroni & Cheese Green Beans Sliced Ham / Turkey Applesauce roll milk April 14	Bologna Sandwich Carrots, celery, and cheese slices, Apples and grapes, chips and milk April 15
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Carrot & Celery Sticks Pretzels, Cheese & Crackers, Cookies	Apple Slices, Wheat Thins, Cheese Slice Celery sticks Cookies	Pretzels, P-Nut Butter Crackers, Cheese Sticks Cookies	Apple Slices, Wheat Thins, Cheese Crackers Cookies	Popcorn, Carrot Sticks Cheese Slice, Crackers Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Sliced Apples Cheese Crackers	Orange Slices, Cereal Mix, Cheese Slice	Banana Slice, Graham Crackers, Cheese Slices	Grapes Cheese & Crackers	Wheat Thins, Cheese Slice, Apple Slices
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Spaghetti w/ Sauce Tossed Garden Salad Applesauce Roll Milk April 18	Hot Dogs & Mac & Cheese Tossed Salad Apple Slices Roll Milk April 19	Fish Sticks Oven Baked Fr Green Bean Applesauce Roll 15	Turkey Sandwich Carrots, Celery & Cheese Sticks Apples Chips Milk	Chicken Noodle Soup P-Nut Butter Crackers Cheese, Carrots, Celery Chips Milk

Kiddie Kompany May / June 2022 Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cheese & Crackers Grapes	Cereal Mix Apple Slices	Cheese Crackers Orange Slice	Crackers, Apple Slices Cheese Slice	Grapes, Cereal Mix Cheese Slices
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Sliced Hot Dogs Baked Beans Tossed Salad Roll Applesauce Milk May 2	Fish Sticks Oven Baked Fries Green Beans Applesauce Milk May 3	Pancakes w/Syrup Sausage Fruit Cup on Lettuce Cheese sticks Milk May 4	Sliced cheese pizza Tossed Garden Salad Applesauce Milk May 5	Turkey/Ham Sandwich Cheese, Carrot & Celery Sticks, Apple Slices Milk May 6
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Apple Slices, Cheese Slice, Wheat Crackers	Pretzels, Bologna Sticks Crackers, Cookies Apples	Cheese Crackers, Wheat Crackers, Turkey Slices Cookies	Popcorn, Bologna Sticks, Wheat Crackers, Cookies, Apple Slices	Cheese & Crackers, Pretzels, Grapes, Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Cereal Mix Apple Slices	Cheese & Crackers Cinnamon Grahams	Wheat Thins, Grapes Cereal Mix	Apple Slices Cheese Crackers	Orange Slices, Cereal Mix, Cheese & Crackers
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Chicken Noodle Soup P-Nut Butter Crackers Cheese, Carrot, Celery Chips Milk May 9	Spaghetti w/sauce Apple Slices Tossed garden salad roll Milk May 10	Chicken Nuggets Oven baked fries Green Beans Roll Milk May 11	Macaroni & Cheese Green Beans Sliced Ham / Turkey Applesauce roll milk May 12	Bologna Sandwich Carrots/Celery/Cheese Apples and grapes Chips Milk May 13
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Pretzels, Cheese & Crackers, Apple Slices	Popcorn, Bologna Slices, Wheat Thins, Cookies	Cheese Crackers Grapes, Wheat Thins Cookies	Pretzels, Apple Slices Graham Crackers Cheese Slices	Banana Slices, Wheat Thins, P-Nut Butter Crackers, Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Cereal Mix, Apple Slice Cheese Slice	Grapes, Wheat Thins Cereal Mix	Orange Slices, Cheese Crackers, Cereal Mix	Banana Slice, Graham Crackers, Cheese Slice	Cereal Mix, Grapes Cheese Crackers
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Fish Sticks Macaroni & Cheese Green Beans Applesauce roll milk May 16	Cheese Toast Chicken Noodle Soup Apple Carrot & celery Slices Chips Milk May 17	Spaghetti w/Meat Sauce Tossed Garden Salad Applesauce roll Milk May 18	Turkey / Ham Sandwich Carrots, Celery & Cheese Sticks Apples Chips Milk May 19	Hot Dogs & Baked Beans Tossed Garden Salad Applesauce Roll Milk May 20
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
Carrot or Celery Slices Crackers & Cheese Cookies	Grapes, Wheat Thins Cheese & Crackers Cookies	Pretzels, Apple Slice Carrot & Celery Sticks Cheese Crackers	Apple Slice, Round Crackers, Graham Crackers, Pretzels	P-Nut Butter Sandwich Cheese Crackers, Celery & Carrot Sticks
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Buttered Toast Cheese slice	Cheese Crackers, Apples Grapes	Orange Slices, Cereal Mix, Cheese Slice	Apple Slices Cheese Crackers	Cereal Mix, Grapes Cheese & Crackers
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Sliced Cheese Pizza Tossed Garden Salad Applesauce milk May 23	Bologna Sandwich Carrot, Celery & Cheese Sticks - Apple & Banana slices milk May 24	Chicken nuggets Baked oven fries Green Beans Roll milk May 25	Turkey Sandwich Carrot, Celery & Cheese Sticks Grapes & Apples Chips Milk May 26	Spaghetti & meat sauce Apple Slices Tossed garden Salad Roll Milk May 27
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
P-nut Butter Crackers Carrot sticks Cookies	Pretzels, Apple Slices Graham Crackers Celery sticks Cookies	Wheat Thins, Cheese Slice, Grapes, Cookies	Carrot & Celery Sticks P-Nut Butter Crackers Cookies	Popcorn, Wheat Thins Apple Slices, Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Apple Slices, Cheese Sticks, Crackers	Apple Slices, Cheese Sticks, Crackers	Grapes, Cereal Mix Saltines	Banana Slices, Graham Crackers, Cheese Sticks	Apple Slices, Wheat Thins, Cheese Sticks
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Kiddie Ko Closed for Memorial Day Holiday	Pancakes w/syrup Sausage Apple & Cheese slices Milk May 31	Turkey / Ham Sandwich Carrot, Celery & Cheese Sticks - Apple Slices Chips - Milk June 1	Macaroni & Cheese Green Beans Sliced Ham / Turkey Applesauce roll milk June 2	Cheese Toast Chicken Noodle Soup Apple & Banana Slices Carrot and celery sticks Chips Milk June 3
PM SNACK	PM SNACK	PM SNACK	PM SNACK	PM SNACK
May 30	Apple Slices, Wheat Thins, Cheese Slice Celery sticks Cookies	Pretzels, P-Nut Butter Crackers, Cheese Sticks Cookies	Apple Slices, Wheat Thins, Cheese Crackers Cookies	Popcorn, Carrot Sticks Cheese Slice, Crackers Cookies
AM SNACK	AM SNACK	AM SNACK	AM SNACK	AM SNACK
Sliced Apples Cheese Crackers	Orange Slices, Cereal Mix, Cheese Slice	Banana Slice, Graham Crackers, Cheese Slices	Grapes Cheese & Crackers	Wheat Thins, Cheese Slice, Apple Slices
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Spaghetti w/Meat Sauce Tossed Garden Salad Applesauce Roll Milk June 6	Hot Dogs & Beans Tossed Garden Salad Apple Slices Roll Milk	Fish Sticks Oven Baked Green Bea Applesauce Roll	Turkey Sandwich Carrots, Celery & Cheese Sticks Apples Chips Milk	Chicken Noodle Soup P-Nut Butter Crackers Cheese, Carrots, Celery Chips Milk



TAB 3

Offeror Qualifications
Experience, Resumes
And Financial Capacity

Tab 3 – Offeror Qualifications, Experience, Resumes and Financial Capacity

a. Company Profile

- The Kiddie Kompany began caring for children at its location in 1979. The company has been open continually since that month of July through today. In our first group of enrolled children, we had a child with mild autism. The original owners were Mrs Louise Jenkins, Mrs. Cynthia Mason, and Mrs. Paula J. Propst. Ms. Jenkins retired in 2004, and passed away in 2009. Ms. Mason departed in the early 1985 going on to teach kindergarten at Henrico's Longan Elem. School. Ms. Paula is the sole owner, director and President of the Corporation. The mission of the company has been to offer quality care, at a reasonable price providing the best programming possible to foster positive outcomes for the children. Our goal is to always operate striving toward the highest form of excellence that a child care center can achieve. A happy safe environment is our daily goal.

b. Inclusion Program

- Beginning in 1992, the Kiddie Kompany began its partnership with the County of Henrico providing space, programming and a class of typical peers to include a group of eight to twelve children with special needs. Since then we have had great success in our efforts to help the hundreds of Henrico children experience this unique opportunity. One very important aspect of our experience is that in the 30 years of this partnership, we have made absolutely sure that all Kiddie Ko staff and Henrico staff have had the most program resources, supplies, space accommodations toward making all of our children successful. Another crucial point is that in all of those years, including the 2021 – 22 school year, to date, we have never had any accidents, injuries, insurance claims or problems associated with our program. In fact, during some years, problematic parents/children were placed at Kiddie Ko, to foster communication and an improved parent sense that their child's was in a community based preschool working toward kindergarten. From 8:30 am to 12:00 pm each day Kiddie Kompany's pre-k program is Henrico's Community based program.

c. Financial Stability

- As evident during the last thirty plus years, the program has thrived under our management of resources and program provisions. For further evidence see our latest tax and income documents.

d. Enrollment

- Kiddie Kompany's licensing capacity is 75 total children in two classroom buildings. The pre-k's are housed in the rear classroom building. We currently have 65 full time children and 6 part time children. In the morning, we currently have 9 Henrico County students being served daily. We have kept our enrollment down by five or so children to provide extra space for the covid spacing protocols.

e. Staffing

- We currently employ eight full time staff and two part time staff. Four staff persons work daily with the pre-kindergarteners. Our current pre-k group size is 24 students. Our ratio is one staff per 6-7 children. This does not include any county staff.

f. Staffing Information – Pre-K

- Ms. Joyce Ammons Ms. Marianne Brisson Ms. Jamie Scott

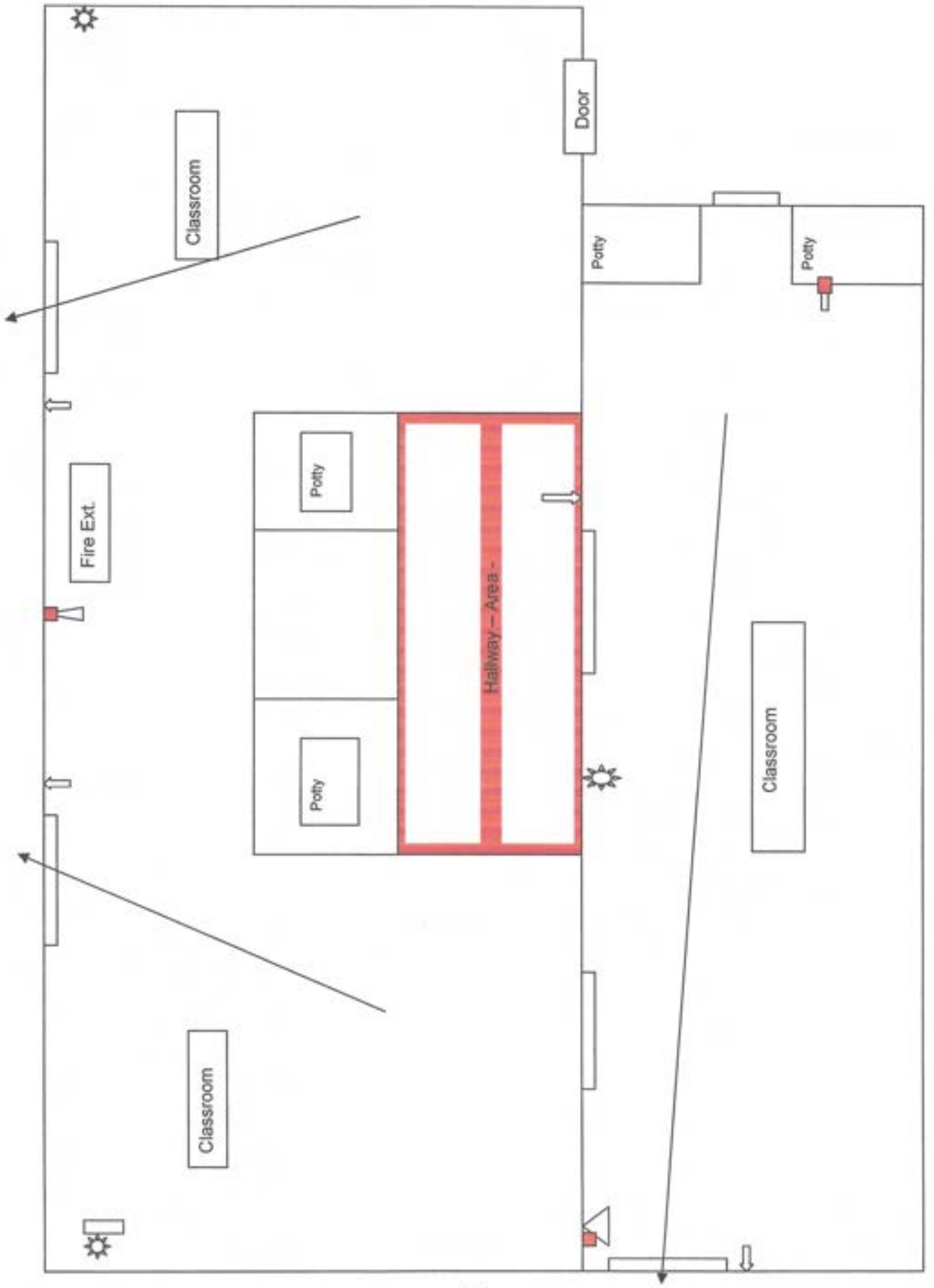
g. Staffing – Director

- Ms. Paula Propst, who works directly with the children daily.

h. The Kiddie Kompany's Enrollment is on a first come first serve basis. A parent must provide the enrollment information and a completed medical form. We do not discriminate on any basis of religion, race, gender, ethnics or cultures. We do not subscribe or promote any point of view, religious or political ideas in our programming.

i. Our location at 2507 Hungary Road, Henrico, Va 23228 is centrally located in the county on a regular bus route. Our driveway allows buses to drive into the parking lot for intake and dismissal time safely off Hungary Road.

l. Licensing - The Kiddie Kompany is licensed by the Department of Education, the County of Henrico Health Dept., & the County of Henrico Fire Marshall. We are reviewed and inspected routinely as a regular course of business.



Big Building Multi-Use Classroom Space – One story handicapped access.

Commonwealth of Virginia



DEPARTMENT OF SOCIAL SERVICES

CHILD DAY CENTER LICENSE

Issued to: KIDDIE KOMPANY DAY CARE CENTER, INC.

Address: 2507 Hungary Road, Henrico, Virginia 23228

This license is issued in accordance with provisions of Chapters 1, 17, and 18, Title 63.2, Code of Virginia and other relevant laws, the regulations of the State Board of Social Services, and the specific limitations prescribed by the Commissioner of Social Services, as follows:

<u>CAPACITY</u> 75		The maximum capacity of the original building is 21 children.
<u>GENDER</u> BOTH	<u>AGE</u> 2 YEARS THROUGH 12 YEARS	

This license is not transferable and will be in effect February 16, 2021 through February 15, 2023 unless revoked for violations of the provisions of law or failure to comply with the limitations stated above.

ISSUING OFFICE:

Virginia Department of Social Services
Central Licensing Office
1604 Santa Rosa Road, Suite 130
Richmond, Virginia 23229-5008
Telephone: (804) 662-9760

S. DUKE STOREN
COMMISSIONER OF SOCIAL SERVICES
By Sherry Q. Lumbard
Sherry Q. Lumbard

Title Licensing Administrator
Date February 4, 2021

CDC 187856
LICENSE NUMBER



**COMMONWEALTH OF VIRGINIA
VIRGINIA DEPARTMENT OF HEALTH**

HENRICO COUNTY HEALTH DEPARTMENT

CERTIFIES THAT

Paula J. Propst

is hereby granted a permit/license to operate a

Food Establishment

TRADING AS:

Kiddie Kompany

LOCATED AT:

**2507 Hungary Road
Henrico, VA 23228**

*in accordance with the regulations of the Board of Health of the
Commonwealth of Virginia.*

Facility Type: Child Care Food Service

Issue Date: June 17, 2021

Expiration Date: July 31, 2022

*Cynthia
Mahan*

Health Official

Concerns or Questions Call: 804-501-4530

THIS PERMIT IS NOT TRANSFERABLE FROM ONE INDIVIDUAL OR LOCATION TO ANOTHER



Program Inspection Summary

Inspection Number: PI-2022-000300

Inspection Date:

Feb 04, 2022

Pass

Inspection Location: **Kiddie Kompany (Fire)**
Location Address: **2507 HUNGARY RD, HENRICO, VA 23228**
Property Details:
Primary Contact: **Paula Propst**

(804) 266-9126

INSPECTION SUMMARY

Type	Inspections Completed
Fire Code Inspection	3

INSPECTION DEFICIENCIES

Violation Type	Reinspection Date	Comments
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Keith Wells

Code Enforcement Officer

Feb 04, 2022

Date

Signature of Owner/Agent/Site Contact

 **THE
LAURELS**
OF WILLOW CREEK
A Skilled Nursing and Rehabilitation Center

To Whom it May Concern:

Reference: Kiddie Kompany/Paula Propst

My name is Virginia Lockett and my daughter Alyssa Bing has attended Kiddie Ko for a couple of years. She is currently 5 years old. She has had many personal obstacles over the past 3 years such as losing her father at a young age, fire damage at home, losing her grandfather, water damage at home and being raised by a single mom. She can be challenging. My experience with Kiddie Ko/Mrs. Paula has been phenomenal. They have supported my daughter and my family. They have worked hard on Alyssa's behaviors and education. I have watched her grow and progress educationally.

I highly recommend this facility/Mrs. Paula. They are very qualified and go above and beyond for the individual and family unit.

I volunteered to write this recommendation for Kiddie Ko/Mrs. Paula because I am very grateful for their role in my child's life. I value their skills, attitude and positive contribution they have had on Alyssa.

I am willing to further communicate, should you have any further questions about this outstanding facility/Mrs. Paula.

Virginia Lockett

Virginia "Ginny" Lockett

804-929-7389

Virginalockett24@comcast.net

11611 ROBIOUS ROAD • MIDLOTHIAN, VIRGINIA 23113

www.laurelsofwillowcreek.com

804.379.4771 FAX: 804.379.4793

March 18, 2022

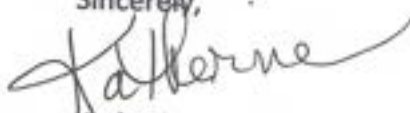
To Whom it May Concern:

My name is Katherine Hunter and my son Hank is in the Pre-K Collaborative program through Henrico and Kiddie Kompany.

Kiddie Kompany has had a positive impact on my son from the beginning. Prior to coming to Kiddie Kompany, Hank was struggling in the daycare setting. The other pre-school did not have the experience and resources to help my son with speech delay and sensory processing. Since starting at Kiddie Kompany we have seen so much growth. It is all due to Ms. Paula (Paula Propst) and her excellent staff. They have the experience and training to handle these situations with my son and other students.

It was obvious to me (as a parent and teacher) that they support a loving and organized instruction atmosphere. We could not be happier with the confidence our son now has from this program. I would highly recommend Kiddie Kompany to anyone and especially to parents with children like my son. They welcomed him with open arms. I am sure this program has been a lifesaver for many families and will be for many more to come.

Sincerely,



Katherine Hunter

804-519-6948

March 16, 2022

Shirlanda Revels

2710 Catchpenny Rd

Richmond, VA 23223

(804) 396-1913

sdrevels@henrico.k12.va.us

To Whom This May Concern,

I am pleased to write this recommendation of reference on behalf of Paula Propst, The Owner and Director of Kiddie Kompany Child Care Center. Her work ethic and the longevity of her business speaks volumes. Ms. Propst is dedicated to maintaining a safe environment for the children and staff. I am consistently impressed with her positive attitude and work performance every day. She honestly is one of the hardest working women I know!

Ms. Propst opens her arms and door to every child and teacher no matter what race or color, giving them the opportunity to be better or great. She believes in making room for growth, giving the children and staff the opportunity to thrive.

I would highly recommend Kiddie Kompany to any parent for childcare, any college student for an internship and any qualified/experienced adult for employment.

Kindest Regards,

Shirlanda Revels

Reading Facilitator

Skipwith Elementary School

Paula J. Propst – President / Owner / Director
Resume & Background Information
9428 Hollins Glen Ct.
Henrico, VA 23228

Experience and Professional History

Director / Owner / President of The Kiddie Kompany Day Care Center, Inc.
2507 Hungary Road
Henrico, VA 23228

(804)266-9126

kiddieko@msn.com

Director / Owner since 1979 - Brief history: The center was opened in 1979 expanded from my home child care business from 1977 to 1979. My mother, my sister and myself opened the business. My mother Louise Jenkins, retired in 2004 and passed away in 2009. My sister left in 1988 to teach kindergarten in Henrico's Longan Elementary School, retiring in 2021. Our philosophy has always been the same; to provide quality care and programming while allowing children to grow and develop fostering positive outcomes. I now am the sole officer and owner of the corporation and I lead all programing and operations in our small business along with our strong staff. *In 1992, I partnered with the County of Henrico's Exceptional Education Leaders to begin to include in our community setting, exceptional children that could be integrated with our typical pre-k's to provide programming that benefited all the children in our care. During the last 31 years of this unique partnership, we have had great success.* Prior to 1992, Kiddie Kompany has been one of the only typical child care centers that would enroll and work with an exceptional needs child. We have worked with typical and exceptional needs children (we have served all types of exceptional children over the years) in our center from our first year back in 1979.

Duties: I supervise a staff of eight to eleven people year round. I manage center overall operations, working with the children daily, supervise safety protocols, crisis management, property upkeep and maintenance. I work closely with the county staff for our ongoing PEDD program. I also manage parent interactions and communication, intervention for challenging children, as well as do all pre-enrollment interviews for parents who want to enroll their children. During the summer, I manage all pool activities and teach swimming daily. Our swim program has been ongoing since 1980, and has been on site since we constructed our pool in 1997. As a water safety instructor for the American Red Cross, teaching water safety has been one of the most rewarding parts of my life.

" I have found that many exceptional children over the years make great progress and strides while swimming. We are proud to have been a positive part of any child's mastering swimming, while being very challenged in other areas of their development."

As an owner, I continue to be on site every day. I work to give attention to all daily operations and my typical work week is normally 60 to 65 hours.

Education: Bachelors of Arts Degree in Psychology – 1999 Mary Baldwin College
Graduate of J. R. Tucker High School – 1970

Training and On-Site Experience

All childcare staff are require to have 16 – 20 hours of training each year.
Current Instructor American Red Cross – First Aid and CPR
Current Water Safety Instructor American Red Cross
Current Certificate Holder Medication Administration
Current Certificate Holder in Daily Health Assessment and Observation
OSHA and Blood Borne Pathogen Training
Covid Protocols and Implementation Training – Our center has not closed for even a day during the pandemic.

Employment Verification and References

Original Owner / Director of the Center since 1979 – 44 years

Professional Organizations and Community Experience

Henrico County Special Education Parent Advisory Committee – Chairperson & Vice-Chairperson
Henrico County School Superintendent's – Parent Advisory Committee on Education 2000

THE FACULTY AND TRUSTEES OF

Mary Baldwin College

GREETINGS IN GOD TO ALL WHO WILL READ THIS DOCUMENT.

BE IT KNOWN THAT

IT HAS PLEASSED US TO HONOR FOR HER ACCOMPLISHMENTS

Paula J. Propst

AND TO FURNISH HER WITH THE TITLE AND DEGREE
OF

Bachelor of Arts

AND THAT WE HAVE GIVEN HER THE FULLEST POWER
OF ENJOYING ALL THE PRIVILEGES, FREEDOMS, AND HONORS
WHICH EVERYWHERE IN ALL NATIONS PERTAIN TO THIS SAME DEGREE.
IN TESTIMONY OF WHICH, LET THE OFFICIAL SEAL WITH OUR NAMES
BE GIVEN AT STAUNTON, IN THE STATE OF VIRGINIA,
ON THE TWENTY-THIRD DAY OF THE MONTH OF MAY IN THE YEAR OF
HUMAN SALVATION NINETEEN HUNDRED AND NINETY-NINE.

James Litt

DEAN

Cynthia F. Tipton

PRESIDENT OF THE COLLEGE

Anna Kate Reid Hipp

CHAIR OF THE BOARD OF TRUSTEES



Virginia Department of Social Services (VDSS) Medication Administration Training Program

I hereby certify that

Paula Propst

(Participant Name)

has successfully completed the Board of Nursing (BON) and VDSS approved Medication Administration Training (MAT) course. This course is for individuals who work in licensed and regulated child day programs and staff who work in private schools accredited by the Virginia Council for Private Education as per subsection O of § 54.1-3408 of the Code of Virginia.

The above named has demonstrated competency in the administration of medication to children and is hereby awarded the VDSS Medication Administration Training (MAT) Certificate.

5/13/2019

(Date Received)

The above named person:

- has successfully completed a total of eight (8) hours of training in Medication Administration,
- is awarded a certificate that is **valid for three years from the issue date** listed above, and
- is certified to administer medication only when instructions and consent information have been provided in English.

Sharon Peace

Certified Trainer's Name



This certificate is valid only on SecureGuard paper with hologram seal

Certificate of Training

This certificate acknowledges that

Paula Propst

has successfully completed the Virginia Department of

Health Daily Health Observation Training.

This course satisfies the applicable training components of
22VAC40-185 of the Standards for Licensed Child Day
Centers and 22 VAC 40-111-210 for Family day Home
Providers in the state of Virginia.

Effective: January 20, 2021 Contact hours (length of training) 2.0

Authorizing signature: **Dr. Sharon E. Peace, R. N.**



American Red Cross
Training Services

Certificate of Completion

Paula Propst

has successfully completed requirements for

First Aid/CPR/AED Instructor

52

Date Completed: 9/26/2020
Validity Period: 2 - Years

Conducted by: American Red Cross



To verify certificate, scan code or visit redcross.org/digitalcertificate and enter ID.

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American Red Cross
Training Services

Certificate of Completion

Paula Propst

has successfully completed requirements for

Water Safety Instructor

Date Completed: 9/26/2020
Validity Period: 2 - Years

Conducted by: American Red Cross



To verify certificate, scan code or visit redcross.org/digitalcertificate and enter ID.

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Questions regarding the authenticity of
this certificate should be directed to
Care Courses: 1-800-685-7610



Student ID: 406934
Certificate ID: 641373

CARE COURSES



Certificate of Completion

This document certifies that

Paula J. Propst

has successfully completed

Understanding Children

and has earned 20 Clock Hour(s) or 2 Continuing Education Units (CEUs)

Monday, October 18, 2021

Student's Signature



Janna Spish

Instructor

The Care Courses School, Inc. • P.O. Box 10526 McLean, Virginia 22102 • 1-800-685-7610 • www.CareCourses.com

Questions regarding the authenticity of
this certificate should be directed to
Care Courses: 1-800-685-7610



Student ID: 406934
Certificate ID: 641481

CARE COURSES

Certificate of Completion

This document certifies that

Paula J. Propst

has successfully completed

Sanitation for Disease Prevention in Early Childhood Programs

and has earned 5 Clock Hour(s) or 0.5 Continuing Education Units (CEUs)

Monday, November 8, 2021

Student's Signature

ACCREDITED
IACET
PROVIDER



Joanna Spitch

Instructor

The Care Courses School, Inc. • P.O. Box 10526 McLean, Virginia 22102 • 1-800-685-7610 • www.CareCourses.com

Questions regarding the authenticity of
this certificate should be directed to
Care Courses: 1-800-685-7610



Student ID: 406934
Certificate ID: 641480



CARE COURSES

Certificate of Completion

This document certifies that

Paula J. Propst

has successfully completed

Managing Health and Safety in Child Care

and has earned 12 Clock Hour(s) or 1.2 Continuing Education Units (CEUs)

Monday, November 8, 2021

Student's Signature



Joanna Spitz

Instructor

The Care Courses School, Inc. • P.O. Box 10526 McLean, Virginia 22102 • 1-800-685-7610 • www.CareCourses.com

Joyce S. Ammons – Operations Supervisor – Lead Staff
6224 Lakeside Drive
Quinton, VA 23141

Kiddie Kompany Work History – Joyce was hired as a teacher's assistant in August of 1987. She assisted the lead staff in all the classroom duties for our four year old children's class. In 1988, Ms. Joyce was promoted to a lead childcare staff position. She very competently implemented programing, art activities, supervised children in all scheduled activities daily. She supervised an assistant, trained as a van driver, as well as developed good communicative abilities with the parents during intake and dismissal time.

Currently, Ms. Joyce serves as our operations supervisor. This position in addition to her classroom duties, includes management of purchasing foods and supplies with Ms. Paula, she helps with keeping up with our maintenance schedule, she is our lead covid protocols trainer, as well as managing her classroom. (In the am she works with the pre-kindergarteners and pre-schoolers and in the evening, she works with the kindergarteners.) Ms. Joyce also helps supervise all staffing issues as well as being a van driver daily as well.

Work Record: Ms. Joyce rarely misses time and has not missed one day during the pandemic. Her schedule is that she is at Kiddie Ko, from 6:30 in the morning to closing each day. She is fully vaccinated and has received her covid booster.

During the 2003 – 2004 school year, Ms. Joyce worked as the instructional aide for our PEDD program. She is highly trained and keenly aware of all necessary procedures for working with our preschoolers or the county preschoolers. Ms. Joyce knows all the safety protocols for the handling of all the children we serve on a daily basis.

Education: Graduate of Lee Davis High School – 1987

Training and On-Site Experience:

16 – 20 hours of training on an annual basis

1987 to present – extensive on the job training and experience working with exceptional needs children on a daily basis.

Current Certificate First Aid and CPR

Current Certificate Medication Administration Training

Current Certificate in Daily Health Observation

OSHA and Blood Borne Pathogen Training

Employment verification and references:

Ms. Joyce has worked at our center since graduating from high school in 1987. Her record of punctuality, days present, and dependability is excellent with thirty years of exemplary service on the job. She has been an important part of the staff that has worked directly with our county children since 1992, we our cooperative program began with Henrico Public Schools. Joyce is well trained and is able to implement any aspects of our programming and schedule.

References:

Ms. Kamechia Dabee, Current Henrico County Preschool Teacher Assigned to Kiddie Kompany

Mrs. Nancy Malone
9394 Laurel Grove Rd
Mechanicsville, VA 23116

Ms Patricia Phillips
4208 Longleaf Dr.
Henrico, VA 23294
(804) 516-7106

Mrs. Cynthia Mason (Retired Kindergarten Teacher)
9504 Southmill Drive
Glen Allen, VA 23060
(804)270-3642

Nancy Malone, M Ed
ECSE teacher Henrico County Schools, Retired
9394 Laurel Grove Road
Mechanicsville, VA 23116

March 17, 2022

Reference for Ms. Joyce Ammons

It is my honor to recommend Ms. Joyce in her position working with the pre-kindergarteners at Kiddie Kompany. Ms Joyce has been at Kiddie Kompany from my first time at the center in the 1990's. She is an excellent worker, and a dedicated care giver for all of the children in her care. Ms. Joyce's example of hard work, attention to detail, as well as a caring individual are true role models for anyone to follow.

Ms. Joyce has many roles at the center, she prepares our nutritious lunch each day, makes the schedule flow smoothly and works very well with Henrico county staff to implement the curriculum daily. Her ability to have attention to details is a quality we so appreciate at the center, as it solves problems before they become problems.

Ms. Joyce's has been a true leader to teach and implement all protocols throughout the covid pandemic. She has been present each day, and worked alongside the county staff to provide support and guidance for the center cleaning and covid practices.

Ms Joyce is truly a main support of Kiddie Kompany's operations each day. From helping with intake to leading a center activity, to playground supervision as well as any other task assigned, Ms. Joyce works diligently to make all of the children welcome and successful each day.

Sincerely,

Nancy Malone

Nancy Malone, M Ed, ECSE



Virginia Department of Social Services (VDSS) Medication Administration Training Program

I hereby certify that

Joyce Ammons

(Participant Name)

has successfully completed the Board of Nursing (BON) and VDSS approved Medication Administration Training (MAT) course. This course is for individuals who work in licensed and regulated child day programs and staff who work in private schools accredited by

the Virginia Council for Private Education as per subsection O of § 54.1-3408 of the *Code of Virginia*.

The above named has demonstrated competency in the administration of medication to children and is hereby awarded the VDSS Medication Administration Training (MAT) Certificate.

The above named person:

- has successfully completed a total of eight (8) hours of training in Medication Administration,
- is awarded a certificate that is **valid for three years from the issue date** listed above, and
- is certified to administer medication only when instructions and consent information have been provided in English.

Sharon Peace

Certified Trainer's Name

5/13/2019

(Date Received)



This certificate is valid only on SecureGuard paper with hologram seal

Certificate of Training

This certificate acknowledges that

Joyce Ammons

has successfully completed the Virginia Department of

Health Daily Health Observation Training.

This course satisfies the applicable training components of
22VAC40-185 of the Standards for Licensed Child Day
Centers and 22 VAC 40-111-210 for Family day Home

Providers in the state of Virginia.

Effective: January 20, 2021 Contact hours (length of training) 2.0

Authorizing signature: **Dr. Sharon E. Peace, R. N.**



American Red Cross
Training Services

CEU

Joyce Ammons

has successfully completed requirements for

Adult and Child First Aid/CPR/AED

Date Completed: 1/21/2021

Conducted by: Kiddie Kompany Day Care Center, Inc.

Contact Hours: 4.5

CEUs Awarded: 0.5



To verify certificate, scan code or visit redcross.org/digitalcertificate and enter ID.

Learn and be inspired at LifesavingAwards.org



360training.com

Learn2Serve Food Protection Manager Certification

THIS CERTIFIES THAT
JOYCE AMMONS

HAS ACHIEVED THE TITLE OF
CERTIFIED FOOD PROTECTION MANAGER

Learn2Serve Certified

Craig Douglas, Sr. Director of Product Development & Compliance

Issue Date: 1/23/2018

Certificate Number: L2SC-2-009962-Test A17

This certificate is only valid for five years from date of issue



360 Training • 6801 N Capital of TX Hwy, Suite 150 • Austin, TX 78731-6222 • 877-681-2235

Completion Information:

Completion Date: 1/23/2018

Exam Score: 64

Provider Name: 360training.com

Provider Number: 0975



360training.com

THIS CERTIFIES THAT
JOYCE AMMONS

HAS ACHIEVED THE TITLE OF
CERTIFIED FOOD PROTECTION MANAGER

Learn2Serve Certified

Craig Douglas, Sr. Director of Product Development & Compliance

Issue Date: 1/23/2018

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JOYCE AMMONS
2507 HUNGARY RD,
HENRICO VA 23228 US

Marianne Y Brisson - Lead Staff Resume
1915 Court Street
Henrico, Va 23228
Date of Birth: 12/13/70

Date of Employment: October 21, 2013 Hired at Kiddie Kompany Day Care Center.

Work History: Prior to being hired at Kiddie Kompany, Marianne had over twenty-five years in child care. Marianne worked in a large church run child care center and then she worked in a large independent child care center. She has had experience with ages infant through school-age children. Marianne's experience blends well with her positive and smiling disposition with all the children she works with each day. Here at Kiddie Kompany, she has worked in all of our class rooms and she has great communication skills with the children and the parents on a daily basis.

Kiddie Kompany Work Record: Marianne is at Kiddie Ko, from 6:30 am to 5:00 p.m. Her schedule allows us to know what is happening from the moment we open until we dismiss a child right after lunch or late in the day. Her work and reliability is excellent as she rarely misses time and she is never late.

Education: Marianne is a graduate of Hermitage High School. She went right to work in child care after graduation, where she received much training and on the job experience with children and all aspects of working with various ages.

Training: Each year all child care staff are required to have at least sixteen hours of training. She has had training in First Aid, Daily Health Observation, OSHA and Blood Borne Pathogens, and many other college credit courses over the years.

Covid Training: Since the beginning of the pandemic, Marianne has worked along with us with no break in her daily work routine. She is fully vaccinated and received her booster, as well as followed all our covid protocols for masking, separation etc. Her willingness to make changes or to tackle the extra work necessary to address the covid protocols, has been excellent.

Nancy Malone, M Ed
ECSE teacher Henrico County Schools, Retired
9394 Laurel Grove Road
Mechanicsville, VA 23116

March 17, 2022

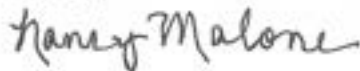
Reference for Marianne Brisson

To Whom It May Concern:

I am pleased to provide a reference for Ms. Marianne Brisson for the pre-k staff at Kiddie Kompany. Ms. Marianne has been at Kiddie Kompany for almost nine years and working with children for much longer. She is very pleasant and works to make sure all the children are well cared for. Ms. Marianne works with the Henrico County staff closely to make sure all directives and protocols are followed. She implements instructions and follows the schedule with competence. During the few times I have substituted for Ms. Kamechia Doble, (the current Henrico Preschool teacher) Ms Marianne was very helpful and supportive for the staff and the children to carry out lessons and activities each day.

I have been impressed by her willingness to do all the extra protocols during the covid pandemic as well as being present each day. I feel she is able to appreciate our mission at Kiddie Kompany to welcome the Henrico children into the center each day. She definitely helps to make each day go smoothly as we go through the morning schedule.

Sincerely



Nancy W. Malone, M Ed, ECSE

Jamie L. Scott
4208 Longleaf Drive
Henrico, VA 23294

Experience and Professional History

Currently Working Kiddie Kompany Day Care Center
2507 Hungary Road
Henrico, VA 23228

Current Position – Child Care Lead Staff
Lifeguard and Swim Instructor

Current Duties: Works with the Pre-K children in the morning in her Education Practicum
Works with the School agers in the afternoon
Van Driver for after-school pickup

Education: Graduated J. R. Tucker H.S. – 2020

Currently enrolled as a third year undergraduate in the Masters of Education &
Masters in Business Administration Program at Mary Baldwin University

Training and On-Site Experience –

16-20 hours of training on an annual basis
Worked as a volunteer at the center as a high school student
OSHA & Blood Borne Pathogen Training
Current Certificate Holder – American Red Cross Lifeguarding
Current Certificate Holder – First Aid & CPR



American Red Cross
Training Services

CEU

Jamie Scott

has successfully completed requirements for

Lifeguarding and Bloodborne Pathogens Training

Date Completed: 5/16/2021

Conducted by: Burkwood Swim and Racquet Club

Contact Hours: 29.0
CEUs Awarded: 2.9



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Learn and be inspired at LifesavingAwards.org



American Red Cross
Training Services

CEU

Jamie Scott

has successfully completed requirements for

Adult and Child First Aid/CPR/AED

Date Completed: 1/21/2021

Conducted by: Kiddie Kompany Day Care Center, Inc.

Contact Hours: 4.5
CEUs Awarded: 0.5

To verify certificate, scan code or visit redcross.org/digitalcertificate and enter ID.

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TAB 4

Service Approach And Implementation

Tab 4 - Service Approach & Implementation

- a. Location of Services – Kiddie Kompany is located at 2507 Hungary Road, Henrico, VA.
- b. Staff Assigned – Kiddie Ko has four staff to work with the pre-k's daily. This does not include any county staff.
- c. Sub-Contractors – Kiddie Ko DOES NOT USE any sub-contractors.
- d. Timeline – We are currently providing the county this service. Our projected services would be on going for the next five years, beginning on August 29, 2022.
- e. Project Description – As previously stated in the company history, we have a 30 year history of managing and providing the services as described.
- f. Current Workload – As previously stated in the company profile and history, we are currently providing the services to the County's children and we will continue to do so with the quality and expertise as we have done for over thirty years.
- g. & h. Resources & Programing -

During the last thirty years, we have developed programing materials that are immense. We have an extensive library of books that go with all of our varied unit topics. This does not include our selection of over 100 "big books." This are large sized books that enhance story time. Within each learning unit, we have collected a large amount of materials, manipulatives, learning games and toys & activity materials to enhance learning. Our program for the children focuses on language and reading, math concepts as well as social/emotional learning. Within each unit, we have puppets with a puppet theatre, books, games, puzzles, toys activities that help teach all of our learning concepts, to practice handwriting, to foster dramatic play and speech, as well as support positive self esteem.

As an example: For our dinosaur unit, we have two large tubs that are filled with activities that help teach all of the learning concepts, but with a dinosaur theme. Books, dinosaurs to classify and sort by size, color, etc. for counting. We expand that concept into a graph for all children to choose a favorite dinosaur and we graph the results. We have large stuffed dinos, dinos to use outside to build a dino habitat and pretend we are living back then. We also expand reading and letter fun with the dino names. We clap the syllables in a name such as A-pa-to-saur-us, as we learn what fossils are. We made our own fossils with our bone molds with sand and water. We molded our own dinosaurs out of playdoh, etc. etc. The above is just a small sample of our unit activities and materials. Our program more than meets the best standards of learning for three and four year olds.

- i. Current Company Inspection Reports – See following pages.
- j. Fire Drill Plan – See following pages.
- k. Zoning Requirements – See following pages.
- l. Training Topics - During the last three years, all staff have been trained in the following topics. These meet or exceed all Dept. of Education requirements. Child care staff must have at least 16 hours of in service training. (First Aid/Daily Health/or MAT are also required however, they cannot be included in the 16 – 20 annual hours of training.)
 - In 2019 – Playground Safety and Outdoor Behavior Management – 1 hour
 - OSHA and Blood Borne Pathogens – 1 hour
 - Parent Communication Strategies – 1 hour
 - Understanding Children – A course in child growth & development – 20 hours
 - POOL Safety & First Aid Review / Summer Sun Procedures / Playground Safety – 1 hour
 - In 2020 – State of Emergency – Covid Protocols – Governor's Updates and How they effect the center – 16 hours
 - OSHA and Blood Borne Pathogens / COVID Protocols – 1 hour
 - Outdoor Activities and Fun Programing / Playground Safety – 1.5 hours
 - POOL Safety & First Aid Review/ Summer Sun Procedures / Playground Safety – 1 hour
 - Daily Health Assessment - 4 hours
 - In 2021 - Playground Safety and Outdoor Behavior Management – 1 hour
 - OSHA and Blood Borne Pathogens / COVID Protocols – 1 hour
 - Managing Health and Safety in Child Care – 12 hours
 - Sanitation for Disease Prevention in ECP – 5 hours
 - POOL Safety & First Aid Review / Summer Sun Procedures / Playground Safety – 1 hour

INSPECTION SUMMARY

Facility Name /Number Kiddie Kompany Day Care Center, Inc. 187856

Inspection Date 02/08/2022

DBA

Inspection End Date 02/10/2022

Inspect. Type: M - Monitoring

UM-Unannounced Mandated

Areas of Standards Reviewed:

- | | |
|--|--|
| <input checked="" type="checkbox"/> 8VAC20-780-(2) ADMINISTRATION. | <input checked="" type="checkbox"/> 8VAC20-820-(G3) THE LICENSE. |
| <input checked="" type="checkbox"/> 8VAC20-780-(3) STAFF QUALIFICATIONS AND TRAINING. | <input checked="" type="checkbox"/> 8VAC20-820-(G4) THE LICENSING PROCESS. |
| <input checked="" type="checkbox"/> 8VAC20-780-(4) Physical plant. | <input type="checkbox"/> 8VAC20-820-(G8) SANCTIONS. |
| <input checked="" type="checkbox"/> 8VAC20-780-(5) STAFFING AND SUPERVISION. | <input type="checkbox"/> 8VAC20-820-(G9) HEARINGS PROCEDURES. |
| <input checked="" type="checkbox"/> 8VAC20-780-(6) PROGRAMS. | <input type="checkbox"/> 8VAC20-770-(BC) Background Checks (22VAC40-191) |
| <input checked="" type="checkbox"/> 8VAC20-780-(7) Special care provisions and emergencies | <input type="checkbox"/> 20-(6.1) Access to minor's records |
| <input checked="" type="checkbox"/> 8VAC20-780-(8) SPECIAL SERVICES. | <input type="checkbox"/> 22.1-(14.1) Early Childhood Care and Education |
| <input type="checkbox"/> 8VAC20-790-(9) SUBSIDY REGULATIONS. | <input type="checkbox"/> 32.1-(37) Report by person other than physician |
| | <input type="checkbox"/> 63.2-(15) Child Abuse & Neglect |

Technical Assistance Provided:

Comments/Discussion:

This inspection was conducted by licensing staff using an alternate remote protocol, including telephone contacts, documents review, and interviews.

A monitoring inspection was initiated on February 8, 2022 and concluded on February 10, 2022. The director was contacted by telephone and a virtual inspection was conducted. There were 22 children present, ranging in ages from 2 years to 4 years, with 4 staff supervising. The inspector reviewed compliance in the areas of administration, physical plant, staffing and supervision, programming, medication, special care and emergencies and nutrition. A total of 3 child records and 3 staff records were reviewed.

Information gathered during the inspection determined non-compliance with applicable standards or law and violations were documented on the violation notice issued to the program.

Please complete the "plan of correction" and "date to be corrected" for each violation cited on the violation notice and return it to me within 5 business days from today. Please specify how the deficient practice will be or has been corrected. Your plan of correction should contain: 1) steps to correct the noncompliance with the standard(s), 2) measures to prevent the noncompliance from occurring again; and 3) person(s) responsible for implementing each step and/or monitoring any preventative measures. Please do not use staff names; list staff by positions only.

Violation Notice Issued: Yes

By signature the facility representative acknowledges that the inspector reviewed all information found on the Inspection Summary, including areas of standards reviewed, date(s) and time(s) of inspection, technical assistance provided and the comments/discussion section.

Inspector
Signature

Kelly Adriazola

Representative
Signature

Paula J Propst

Licensing
Representative

Adriazola, Kelly

Facility
Representative

Propst, Paula

Date

02/10/2022

Date

02/10/2022

032-05-035 (11/99)

VIOLATION NOTICE

Facility Name /Number: Kiddie Kompany Day Care Center, Inc. 187856

Inspection Date: 02/08/2022

DBA:

Inspect. Type: M - Monitoring

UM-Unannounced Mandated

STANDARD NUMBER	DESCRIPTION OF VIOLATION	PLAN OF CORRECTION	DATE TO BE CORRECTED
8VAC20-780-(2)-160-A-1	Based on a review of staff records, the center did not ensure that each staff submit documentation of a negative tuberculosis screening at the time of employment and prior to coming into contact with children. Evidence: The record of staff #3, hired on 7/12/21, contained documentation of a tuberculosis screening dated 09/21/21. Administration acknowledged the tb screening was late.	Staff Person was in the process of getting her Covid shots and we lost track of our timeline. She was negative for TB – We will continue to Make every effort to get docs done timely	

Compliance with all applicable regulations and law shall be maintained and any areas of noncompliance must be corrected.

Within 15 calendar days of your receipt of the inspection findings (inspection summary, violation notice, and supplemental information), you may request a review and discussion of these findings with the inspector's immediate supervisor. To make a request for review and discussion, you must contact the licensing supervisor at the regional licensing office that serves your geographical area.

Regardless of whether a supervisory review has been requested, the results of the inspection will be posted to the DSS public website within 5 business days of your receipt of the Inspection Summary and/ or Violation Notice.

The department's inspection findings are subject to public disclosure.

Inspector Signature	<i>Kelly Adriazola</i>	Representative Signature	<i>Paula J. Prozet</i>
Inspector Name	Adriazola, Kelly	Facility/Program Representative	
Date		Date	

SUPPLEMENTAL INFORMATION

Facility Name/Number: Kiddie Kompany Day Care Center, Inc. 187856

Inspection Date 02/08/2022

DBA:

Inspection End Date 02/10/2022

Inspect. Type: M - Monitoring

UM-Unannounced Mandated

*****CONFIDENTIAL DO NOT POST*****

Children's Records Reviewed (all are complete unless noted)
 Child #1: Cassidy Cox
 Child #2: Dexter Halsey
 Child #3: Alaina Hemingway

Staff Records Reviewed (all are complete unless noted)
 Staff #1: Marianne Brisson
 Staff #2: Lauren West
 Staff #3: Louise Talley - late tb

Risk Ratings:
 8VAC20-780-(2)-160-A-1 A2

Information found on the Supplemental Information page is confidential and this document is not to be posted in the facility.

Inspector Signature

Kelly Adriazola

Representative Signature

Paula J Propst

Licensing Representative

Adriazola, Kelly

Facility Representative

Propst, Paula

Date

02/10/2022

Date

02/10/2022

Food Establishment Inspection Report

Page 1 of 2

Henrico County Health Department
 PO Box 90775, Henrico, Virginia 23273-0775
 (804) 501-4530

Risk/Intervention Obs. Out of Compliance: _____ Date 7/30/21
 Repeat Risk/Intervention Obs. Out of Compliance: _____ Time In 10:30
 Good Retail Practices Obs. Out of Compliance: _____ Time Out _____

Establishment <u>Fiddie Kompany</u>	Address <u>2507 Hungary Rd</u>	Telephone <u></u>	Person in Charge <u></u>
Permit Holder <u></u>	EHS <u>Cynthia Mehan</u>	Purpose of Inspection <u>Routine</u>	GIAA: In _____ Out _____ SF Designated Area _____ Outdoor Area _____ Exempt _____

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Risk Factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury.
 Public Health Interventions are control measures to prevent foodborne illness or injury.

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item

Mark "X" in appropriate box for COS and/or R

IN=in compliance OUT=not in compliance N/O=not observed N/A=not applicable COS=corrected on-site during inspection R=repeat violation

Compliance Status		COS		R	
Supervision					
1	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Person in charge present, demonstrates knowledge and performs duties			
2	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Certified Food Protection Manager			
Employee Health					
3	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Management awareness; policy present			
4	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Proper use of reporting, restriction & exclusion			
5	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Procedures for responding to vomiting and diarrheal events			
Good Hygienic Practices					
6	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/O	Proper eating, tasting, drinking, or tobacco use			
7	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/O	No discharge from eyes, nose, and mouth			
Preventing Contamination by Hands					
8	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/O	Hands clean & properly washed			
9	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	No bare hand contact with RTE foods or approved alternate method properly followed			
10	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Adequate handwashing facilities supplied and accessible			
Approved Source					
11	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Food obtained from approved source			
12	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Food received at proper temperature			
13	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Food in good condition, safe, & unadulterated			
14	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Required records available: shellfish stock tags, parasite destruction			
Protection from Contamination					
15	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Food separated & protected			

Compliance Status		COS		R	
Protection from Contamination (continued)					
16	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Food-contact surfaces; cleaned & sanitized			
17	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Proper disposition of returned, previously served, reconditioned, & unsafe food			
Time/Temperature Control for Safety					
18	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Proper cooking time & temperatures			
19	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Proper reheating procedures for hot holding			
20	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Proper cooling time & temperatures			
21	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Proper hot holding temperatures			
22	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Proper cold holding temperatures			
23	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Proper date marking & disposition			
24	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O	Time as a public health control; procedures & records			
Consumer Advisory					
25	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Consumer advisory provided for raw or undercooked foods			
Highly Susceptible Populations					
26	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Pasteurized foods used; prohibited foods not offered			
Food/Color Additives and Toxic Substances					
27	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Food additives: approved & properly used			
28	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Toxic substances properly identified, stored, & used			
Conformance with Approved Procedures					
29	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A	Compliance with variance, specialized process, & HACCP plan			

GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Mark "X" in box if numbered item is not in compliance Mark "X" in appropriate box for COS and/or R COS=corrected on-site during inspection R=repeat violation

Compliance Status		COS		R	
Safe Food and Water					
30	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Pasteurized eggs used where required			
31	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Water & ice from approved source			
32	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Variance obtained for specialized processing methods			
Food Temperature Control					
33	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Proper cooling methods used; adequate equipment for temperature control			
34	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Plant food properly cooked for hot holding			
35	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Approved thawing methods used			
36	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Thermometers provided & accurate			
Food Identification					
37	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Food properly labeled; original container			
Prevention of Food Contamination					
38	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Insects, rodents, & animals not present			
39	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Contamination prevented during food preparation, storage & display			
40	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Personal cleanliness			
41	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Wiping cloths: properly used & stored			
42	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Washing fruits & vegetables			

Compliance Status		COS		R	
Proper Use of Utensils					
43	<input checked="" type="radio"/> IN <input type="radio"/> OUT	In-use utensils: properly stored			
44	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Utensils, equipment & linens: properly stored, dried, & handled			
45	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Single-use & single-service articles: properly stored & used			
46	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Gloves used properly			
Utensils, Equipment and Vending					
47	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Food & non-food contact surfaces cleanable, properly designed, constructed, & used			
48	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Warewashing facilities: installed, maintained, & used; test strips			
49	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Non-food contact surfaces clean			
Physical Features					
50	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Hot & cold water available; adequate pressure			
51	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Plumbing installed; proper backflow devices			
52	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Sewage & waste water properly disposed			
53	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Toilet facilities: properly constructed, supplied, & cleaned			
54	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Garbage & refuse properly disposed; facilities maintained			
55	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Physical facilities installed, maintained, & clean			
56	<input checked="" type="radio"/> IN <input type="radio"/> OUT	Adequate ventilation & lighting; designated areas used			

Person in Charge (Signature) [Signature]
 EHS (Signature) [Signature]

Date 7/30/21

85 Follow-up: YES NO (Circle one) Follow-up Date _____

Food Establishment Inspection Report

Page 2 of 2

Henrico County Health Department
 PO Box 90775, Henrico, Virginia 23273-0775
 (804) 501-4530

CIAA: In SF Designated Area

Date 7/30/21

Establishment Kiddie Kompany Address Hungary, VA Purpose of Inspection _____ Time In _____ Time Out _____

TEMPERATURE OBSERVATIONS

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
<u>Butter</u>	<u>42</u>				

OBSERVATIONS AND CORRECTIVE ACTIONS

Correct the alleged violations cited in this inspection report within the time frames stated below, as provided by sections 12VAC5-421-3930 and 3950 of the Virginia Food Regulations. The Regulations can be viewed in Food Safety at vdh.virginia.gov.

2. 55: No CFPM Certificate observed today.
Keep a copy posted.

~~Comments:~~ Comments: Small patches of paint on shelves are worn.

Permit Issued.

This inspection report sets forth the health department's observations, alleged violations, and recommendations for compliance, but it is not a case decision as defined at Code of Virginia §2.2-4001. If you have additional facts you believe bear on this inspection and would like to schedule an Informal-Fact Finding Conference (IFFC) pursuant to Code of Virginia §2.2-4019, please contact the Environmental Health Specialist referenced on this inspection report within fifteen days of receipt of this document. Should an IFFC be scheduled and you fail to appear absent good cause, the Virginia Department of Health may issue an adverse case decision as contemplated by Code of Virginia §2.2-4020.2. This form contains information that could be subject to disclosure under Code of Virginia, §2.2-3700.

Person in Charge (Signature) [Signature]

Date 7/30/21

EHS (Signature) [Signature]

Date

The Kiddie Kompany Day Care Center, Inc. Emergency Preparedness Plan

Center Address – 2507 Hungary Rd
Henrico, VA 23228

Phone – (804)266-9126 (main line)
2nd Line – (804)266-2552
Fax – (804)266-7557

Established in 1979
email – kiddieko@msn.com

Center Emergency Officers – Paula J Propst
Trisha Phillips
David Propst

Lead Staff – Joyce Ammons & Kelly Pope

24 hour Emergency Contact Line – (804)266-9126

Important Emergency Numbers: **911**

Non-Emergency Police – (804)501-5000
Non-Emergency Fire – (804) 501-4900

Poison Control – (800)222-1222
Henrico Health Dept – (804)501-4529

Licensed by Virginia Dept. of Education License # CDC – 187586
1604 Santa Rosa Road
Henrico, VA 23294
Licensing Specialist – Ms Kelly Adiazola (804)840-8245

Center Safety Officers: Paula J Propst
9428 Hollins Glen Ct.
Henrico, VA 23228
Home Ph : (804)266-2686
Cell Ph: (804) 337-2496
Email – kiddieko@msn.com

Trisha Phillips
4208 Longleaf Drive
Henrico, VA 23294
Cell Ph: (804)516-7106

David Propst
9428 Hollins Glen Ct
Henrico, VA 23228
Home Ph – (804)266-2686
Cell Ph – (804)380-3101

Facility Information: Three Buildings on the Property:

Building # 1 – Front building (built in the 1940's) – Frame building on brick & block foundation – Renovated for child care

Building # 2 – Middle building (built in the 1980's) – Office and Storage – Frame on concrete floor

Building # 3 – Rear building (built in 1980 – Addition added in 1982) – Frame building on block foundation

Pool & Pool Building # 4 – built in 1997 – Block building on concrete

Plan Administrator – Paula J. Propst

Reviewed by / date Paula J Propst 1/5/21

Reviewed by / date Paula J Propst 1/3/22

Reviewed by / date _____ 87 _____

OUR SAFETY MISSION – Introduction

Our emergency preparedness plan is for the staff and children to practice and learn what we will do in an emergency. Since 1979, we have been practicing and ready for what the day might bring, however, we are fortunate that we have not been faced with any disasters, fires or emergencies. Each month we practice our fire and/or emergency drills to get the children and staff comfortable with those routines.

We strive each day to have a safe, healthy, and happy day. We are proactive in our safety training, "First Aid and CPR", Medication Administration, OSHA training, as well as our COVID protocols.

Our emergency directors are Paula Propst, Trisha Phillips, and David Propst

Staff Supervisors are Joyce Ammons & Kelly Pope. All other staff are trained as well to follow all emergency protocols as directed by any of the above.

Parents are encouraged to ask questions and talk to Ms. Paula if they ever have a question or a concern. (804)266-9126 or email us kiddieko@msn.com.

Authorities and References

All state licensed childcare centers are required to have Emergency Fire & Disaster Plans.

According to 22VAC40-185-550 Procedures for Emergencies the Kiddie Kompany has complied with this requirement.

In April of 2017, a review and update of our plan using the *Henrico County Emergency Management Planning Criteria for Child Day Care Facilities revised*

Area Phone Numbers

To Report any Emergency - fire/police/or other issues - 911

Poison Control - 1 (800) 222-1222

Any non-emergency police issue - 501-5000

Any non-emergency for fire - 501-4900

ALL EMERGENCY NUMBERS ARE POSTED AT EACH PHONE, IN EACH CLASSROOM AND AT THE POOL PHONE.

Dominion Va Power - 1 - 866-366-4357 or www.dom.com

Water or sewage - County of Henrico Public Utilities - (804) 501-4275 or utilities@henrico.us

Virginia Dept of Social Services - (804)662-9772

Henrico County Division of Fire - Robert Foresman, Senior Emergency Management Specialist
7721 East Parham Road P O Box 90775
Henrico, VA 23273-0775

Office phone - 501-5857 Cell phone - (804) 316-3563

Hazard Analysis

Our operation began in 1979. In our history we have met and /or exceeded the standards necessary to meet the safety needs of the children and families we have served as well as provided a safe work environment for our staff. We feel up to the challenge of addressing issues concerning severe weather / and plans well practiced for fire and other disasters.

We are located less than a mile from the railroad track and within the area of evacuation should there be a hazardous chemical spill from a derailment.

Examples:

(In the past when weather has taken trees down, we have had our tree specialist on site within an hour after the storm was over and debris cleared before the day was over. During snow events, we have cleared our parking areas before Hungary Road was plowed as we have our own equipment to remove snow and a crew here to shovel before dawn. The two times in the last 37+ years when we lost power, we had children picked up within an hour after beginning the calling process to address the lack of A/C - HEAT. Our staff routinely practices and trains for scenarios that include all types of issues and tragedies. We are all trained in CPR/AED/ & First Aid as well as medication administration. We do not take our preschoolers on field trips due to the liability, however, we are well trained in transporting children as we do that safely each day (**and to date we have never had a vehicle accident since 1979.**) The lessons we have learned are that you cannot relax your guard or assume the best, but be prepared for everything to the best of your ability and feel blessed when a day is good.

Licensing capacity is a total of seventy five children - 21 in the front bldg. and 54 in the rear bldg.

Emergency Fire or Disaster Evacuation Plan and Procedures

1. In Case of Fire: Sound fire alarms by manually pulling alarm switch and use the intercom to announce the type of emergency. Emergency Officer or Lead Staff will call 911 as soon as all buildings are evacuated.

All children will be taken outside to the designated gathering places on the fenced playgrounds.

Big bldg. children - On the fence wall in front of the pool

Little bldg. children - On the back fence of the top playground

Ms. Paula or other lead staff will cut the main breakers off on the way out of building/s.

In the little bldg. - front or rear door and / or rear windows can be used as exits in the event of fire.

In the big bldg. - all classrooms can be exited out of rear classroom doors / front doors could also be used if necessary

Staff will know and maintain headcounts of the children at all times during any emergency or incident and follow protocols that are practiced each month during routine fire drills and shelter-in-place drills. Fire drills and shelter in place drills are held monthly.

2. For Other Types of Emergencies - Use intercom to make center wide announcements. (For example: tornado watch or warning, intruder, localized hazard [chemical explosion], police emergency, etc.) Paula will confer with lead teachers to give one on one direction for specific issues.

Code Red - Fire / Serious Illness or Injury or Incident

Code Yellow - Unidentified Vehicle or Person on Property

Code Blue - Serious Incident in Pool

Code Orange - Serious Behavior Problem in Center

Code Green - Ms. Paula needed for immediate assistance

Code Red - Call 911 Fire - Serious Illness or Injury - Intruder/Active Shooter
Vehicular Accident involving bldg. - Off Site Train
Derailment / Explosion / Chemical Hazard - Serious
Weather Building Damage - Fire - Vehicular
Accident - Lost or missing child

For Code Red Incidents - Staff will maintain calm and know head counts at all times. A determination will be made depending on the situation, whether to evacuate or shelter in place with doors locked and shades drawn. All directives given to staff once Fire/EMS/Police arrive will be followed.

Code Yellow - Alert Ms. Paula or Mr. David - Strange Vehicle - Unknown person
on property - Intruder on property

For Code Yellow Incidents - Staff will maintain calm and know head counts at all times. Ms. Paula or other lead staff will go outside to address visitor and make the determination of action to take based on why person is on property. Should trouble arise the police will be called and the children put in lockdown inside until typical schedules can be resumed.

If the children are on the playground, all children should be grouped at the farthest point away from the parking lot. Should it be necessary all children will be taken inside and put in shelter in place mode until regular schedules can be resumed.

In the event that a weapon is ever observed other than a parent who is a police officer, the police will immediately be called.

Examples of Code Red Scenarios:

Vehicular Collision Into Building

- A. Call 911. Call on the intercom for assistance.
- B. A head count and scene survey will be taken immediately.
- C. All injured children and staff will be assessed and taken to a safe triage area and given first aid while we await EMS. All uninjured children and staff will be moved to other parts of the center.
- D. Parents will be called immediately.

Lost or Missing Child Incident

On site: Head counts are taken at least hourly if not every few moments. If a child is not immediately counted, we check all bathrooms, buildings etc., to locate the child. (Lost children have not been an issue as the staff communicates constantly to make sure of a child's diaper/potty/other issues are being met and all staff know if another staff has a child away from the group.) Playground protocols for all age children, are that staff are in sight and sound of all children in care. Head counts are known at all times. Ms. Paula and all lead staff are immediately notified and involved in the search, If a child is not found, we would immediately call 911, and then the parent. All questions will be answered as asked and information given to parent and emergency response officers/or EMS.

Off site: If our kindergarteners or school-agers are on a field trip, we take headcounts getting on the vans, getting off the vans and constantly during the trip. Children are escorted to and from the bathroom by a staff at all times. In the rare event, that a child is not in attendance, an immediate search would be made – maintaining the other children in area with ample staff supervision. Should the child not be immediately located, we would call 911, and the parents immediately.

Since 1979, we have taken hundreds of field trips, and with our safety rules in place, have never misplaced, nor lost a child.

Off Site Chemical Explosion - Freight Train (less than one mile west of KK on Hungary Rd)

- A. According to Henrico Co. EMS and Fire, in the event of this rare accident, we would be contacted by county EMS and we would be told when to evacuate to our off site location. Depending on their recommendations, we would be told how far to relocate.
- B. Head counts and safety would be maintained during this process.
- C. Parents will be called/texted/emailed immediately to come for their child at that location.
- D. Emergency evacuation information would be left at the center and additional addresses and maps of our off site location. An emergency message would be left on our two main phone lines as well to give parents all information necessary.

Code Blue – Serious Incident in the Pool

Serious Injury or Problem in Pool

- A. Should a Code Blue call come from the pool, we will call 911.
- B. We will merge and consolidate staff and children to free up extra staff to help in the pool momentarily.
- C. Ms Paula and/ or Ms. Kelly will deal with the injury until EMS arrives, while all other staff and children will be taken out of the pool area and inside.
- D. Like any other incident all staff will remain calm and know your head count.
- E. Parents will be called immediately.

Behavior Problem With a Child or Upset Parent Call Ms. Paula

Code Orange

- A. Sometimes during parent or family divorce, problems, separation, etc. children and / or parents experience emotional stress. On some rare occasions these situations can erupt into difficult and challenging encounters for our staff.
- B. If it is an upset child, we will relocate the child away from the other children. If it is an upset parent, we will relocate the parent to the office. Should the encounter escalate, the police will be called.

3. The staff will know their head count in their group or class during each hour of the day. (Anytime during the day that children come in or leave, headcounts will be modified.) During a fire drill or any emergency, the children will be counted as they are moved out of the building calmly and safely. Headcounts will be continued to be taken throughout the crisis period until any danger is over and normal routines resumed.
4. For a tornado or other weather emergency, children will be moved to the safest part of each building as a "shelter in place." For the children in the small building it is: Shades down and all children and staff in the hallway. For the children in the big building it is: Blinds down and all children will be in the kitchen area and right next to the center interior walls. Children will be kept on the floor facing towards the inner walls with arms covering the children to provide direction, care and assist any child that needs emotional support, or address any issues that arise. All injuries will be given immediate first aid. If fire, police, or EMS are on the property, their directions will be followed to the letter.
5. All areas of the building will be checked during the fire drills and during any evacuation. Bathrooms, under furniture, closets, and any hiding areas will be visually checked. Before exiting the building all children are counted and doors will be shut. All medications and or necessary supplies needed for the children will be carried out as well. Lead staff will turn off the main breakers in the panel box as we are leaving the building.
6. As soon as possible after any emergency, problem or issue, parents will be notified. The situation will be explained and any injuries or information reported to them regarding their child/dren.
7. We utilize the battery NOAA weather radio to stay up to the minute on any weather situation or condition. We also have the weather apps available on our cell phones and on the computer as well as a regular battery radio.
8. Communication between buildings and the office is a normal daily routine. In any situation we will utilize all devices: cell phones, intercoms, or regular phone lines (and /or a runner between bldgs..)

9. Emergency Exit Strategies for the Front Building # 1
 1. Out the main rear door
 2. Out the Front Door and around the right side of the building
 3. Out any of the windows – staff first and children will be handed through the window.
 4. Gathering point is on the top playground under the covered deck.

10. Emergency Exit Strategies for the Rear Building # 3
 1. Out the rear doors of each classroom.
 2. Out the front door of the Kindergarten and School-age room
 3. Out any window
 4. Children from the big building gather on the playground in front of the pool fence (7ft fence)

<h3>Local Emergency – Transportation Plan</h3>
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1. School Pick Up schedules are well defined and arrival and departure times from the center to each school. Should a vehicle not arrive here on the regular schedule, a call is place to the van driver via cell phone. If the driver is having difficulty they communicate that to the center immediately. If the driver cannot be reached, another vehicle is dispatched to retrieve the children and check out the issue.
2. Traffic patterns are pre-planned and all drivers know all routes that will be taken for each school run.
3. Each van is equipped with center information, emergency and medical supplies, and insurance data as well as vehicle registration. Transportation routes and evacuation plans are kept in each van.
4. In the "rare" occurrence that a natural disaster or other emergencies should occur during a regular daycare day or school run. We would utilize our off-site evacuation location. All school runs would be completed before evacuating to an off site location.

Off Site Locations :

Propst Residence: 9428 Hollins Glen Court
 Henrico, VA 23228
 (804) 266-2686
 Next Door to the day care

Phillips' Residence: 4208 Longleaf Drive
 Henrico, VA 23228
 (804)337-2496

Off Site Evacuation Officers: Paula Propst, Trish Phillips & David Propst

At Kiddie Kompany our front building is licensed for 21 children with three to four staff daily. Our rear building is licensed for 54 children with five staff daily. Our total licensing capacity is 75 children. If evacuation is necessary we may be able to utilize the other building on the property or Ms. Paula's house next door.

In the rare event, we were asked by the county to evacuate, due to a chemical spill accident from the train, we would utilize our off site location at : Phillips' Residence
 4208 Longleaf Drive
 Henrico, VA 23294

Transportation: If Henrico Fire instructed us to evacuate to our above listed off site location, we would use our four KK van using car seats and booster seats making as many trips as necessary to move all children and staff.

The route we would use is: Turn right on Hungary Rd to Woodman Rd. Turn right on Woodman Rd to the light on Parham Rd. Turn right on Parham Rd and stay on Parham until the light at Staples Mill Rd. Turn right on Staples Mill Rd. Follow Staples Mill Rd to the light at Hungary Rd. Turn left on Hungary Road.

Route Continued: Stay on Hungary Rd until you get to N. Lakefront Dr. Turn left onto N. Lakefront dr. Take an immediate right turn onto Prestondale Ave. Make an immediate left turn onto Longleaf Drive. Drive to 4208 Longleaf Dr. on the right about mid-way down on Longleaf.

Communicating with the parents will happen as soon as all children and staff are safely relocated. All parents will be called or contacted to alert them of our situation for immediate pick up locations. All children's files, with all contact information will be taken with us at our off site location. Our locked file cabinet has wheels to roll around and be placed in a vehicle. This also includes all staff's emergency needs/ information / medical needs as well as any and all necessities children or staff will need during the emergency period.

Emergency Supplies such as food, water, any medication we have on that day if any, diapers/pull-ups first aid supplies, Items such as cups, plates, gloves, paper towels, hand soap, masks, etc. will be taken as well. (Any medical devices such as nebulizers, puffers, EPI pens, etc will be taken as well) Supplies should be able to sustain us for at least 12 to 24 hours. Messages and signage will be left on our answering system to alert parents as well as signs on the doors. Other supplies such as extra clothes, blankets, activities, and all children's personal items (backpacks, etc) will be taken as well. Within 24 hours we will notify our licensing specialist of our emergency issue and keep all logs, records of phone calls, events, incident/accident reports on file for our specialist to review afterwards.

Staff Supplies and Medical Needs: All necessary supplies for staff's needs, medical needs, as well as all emergency contacts / and – or emergency numbers for all staff is included in the emergency information and or supplies as listed above and below.

Our Emergency Supplies include: (but not limited to) Solar Flash Lights, Regular Flashlights, hand crank NOAA weather radio, generator, water, clothes. Blankets, emergency food etc. Coolers with ice will provide appropriate temperatures for food or medication. Our generator is portable and is able to provide power for heat or lights for 12 hours on one tank of gas.

Extended Care - If in the unusually rare situation that a parent or emergency contact persons could not be reached, then over - night care would be provided for the children and staff. Appropriate ratios for over night care would be maintained as well as all meals necessary would be provided. Should a parent not be able to be located after 12 hours, we would call licensing and the police for assistance in that event. At all times the care and concern for the child/children would be our first priority.

Continuity of Care -

In an event where an emergency requires care of the children over and above our regular schedules, our care would continue until such times and the situation could be safely resolved, releasing the child to a parent or emergency contact for the child.

In the event of the owner's (Ms Paula) illness or death, lead staff along with Ms. Paula's daughter Trisha Phillips would communicate the situation to parents. There are plans in place to maintain the center, until another director is appointed and / or hired. If the center had to be closed, the parents would get at least 30 days notice to make other arrangements. An abrupt abandonment of our care schedule or care of the children will never happen as we will always take our responsibility of the child and to the families very seriously.

Ms. Paula's daughter's salon is next door to the center, located at 2511 Hungary Road, Henrico 23228. She is uniquely convenient to the workings of the center to make sure all protocols for continuity of care are on track and smoothly handled.

Procedures and Practices

During Practice Drills - Emergency Supplies & File Cabinet for Emergency Information will be included in the drilling practice at least twice yearly.

Fire Drills – We have emergency drills monthly. The children in the front building are taken outside by the staff and assemble at the back fence on the covered deck. Head counts are taken before we leave the building, during the drill and once we have assembled on the deck. Ms Paula checks all rooms, and or bathrooms to make sure all children are evacuated, closing doors, etc. Ms. Paula then follows the children outside and takes a final head count and records the log.

The children in the rear building are taken outside by the staff and assemble at the back fence in front of the pool (7ft fence). Head counts are taken before the children exit and again after the children assemble at the fence. Ms. Paula checks all rooms and bathrooms, closes all doors and follows the children outside and takes a final head count and records the log. In the event of an real emergency, as soon as the children were evacuated, Ms. Paula or other lead staff would call 911. An emergency log would begin with notes as to the incident and details of the event timeline.

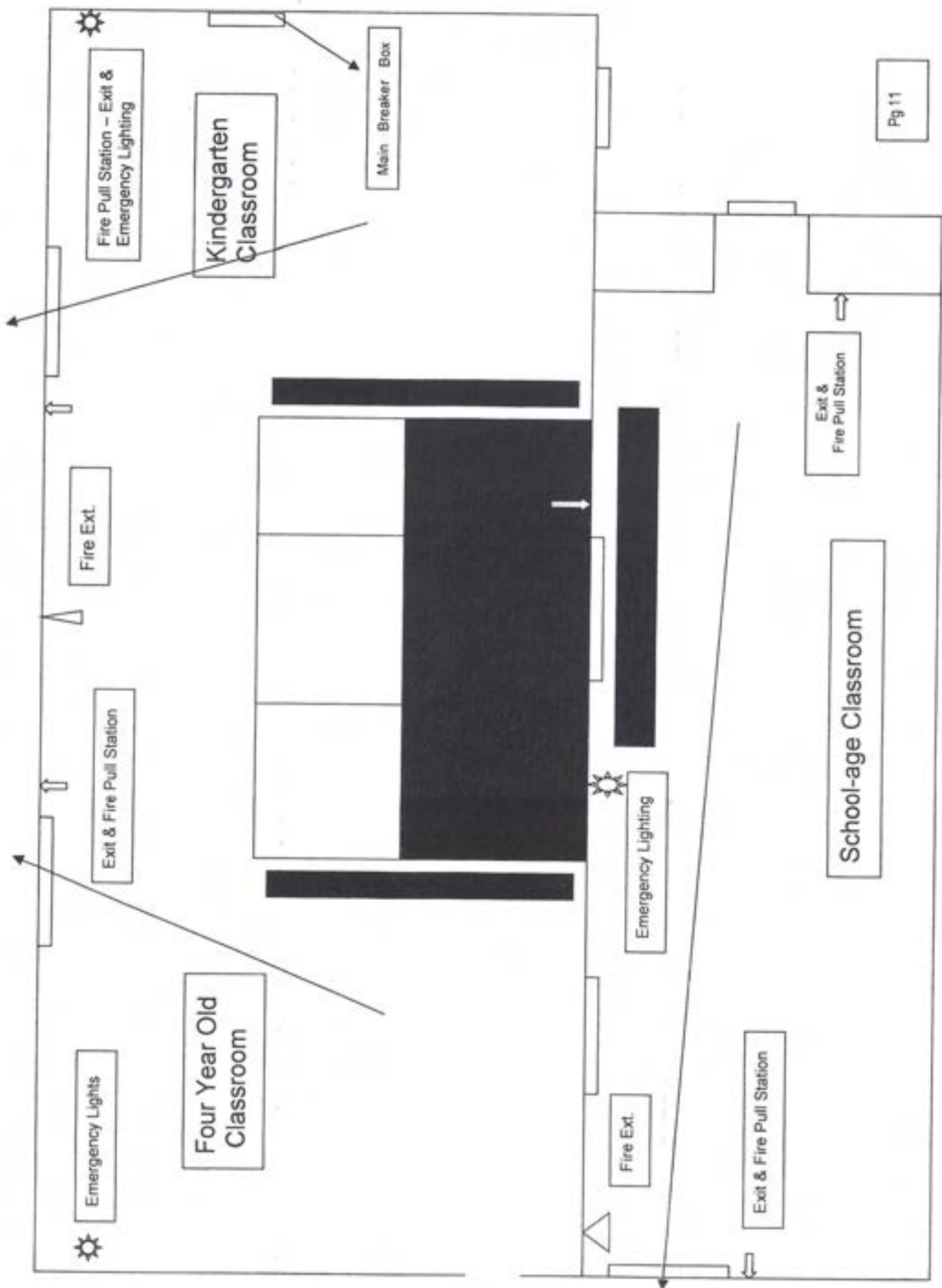
Shelter in Place – A least 2 shelter in place drills are done each year. The children in front building assemble inside the center hallway with staff in each door way.

The children in the rear building, are gathered in the center of the building far away from the windows, and if necessary covering their heads until the drill and / or event is over. Head counts are taken during the drill and afterwards in both buildings.

Intruder Alert – If we have a strange vehicle or person in the parking lot, staff go out to meet them prior to them coming in where we can address them outside. If there is a weapon displayed the staff inside will get the children into the designated areas and call 911 immediately. All visitors are directed into the office building if they have business at the center (not in sight of the children). The only weapons ever on our property, are those worn by our fathers who are Police Officers. We train all staff to watch the parking lot at all times to keep awareness high during each day.

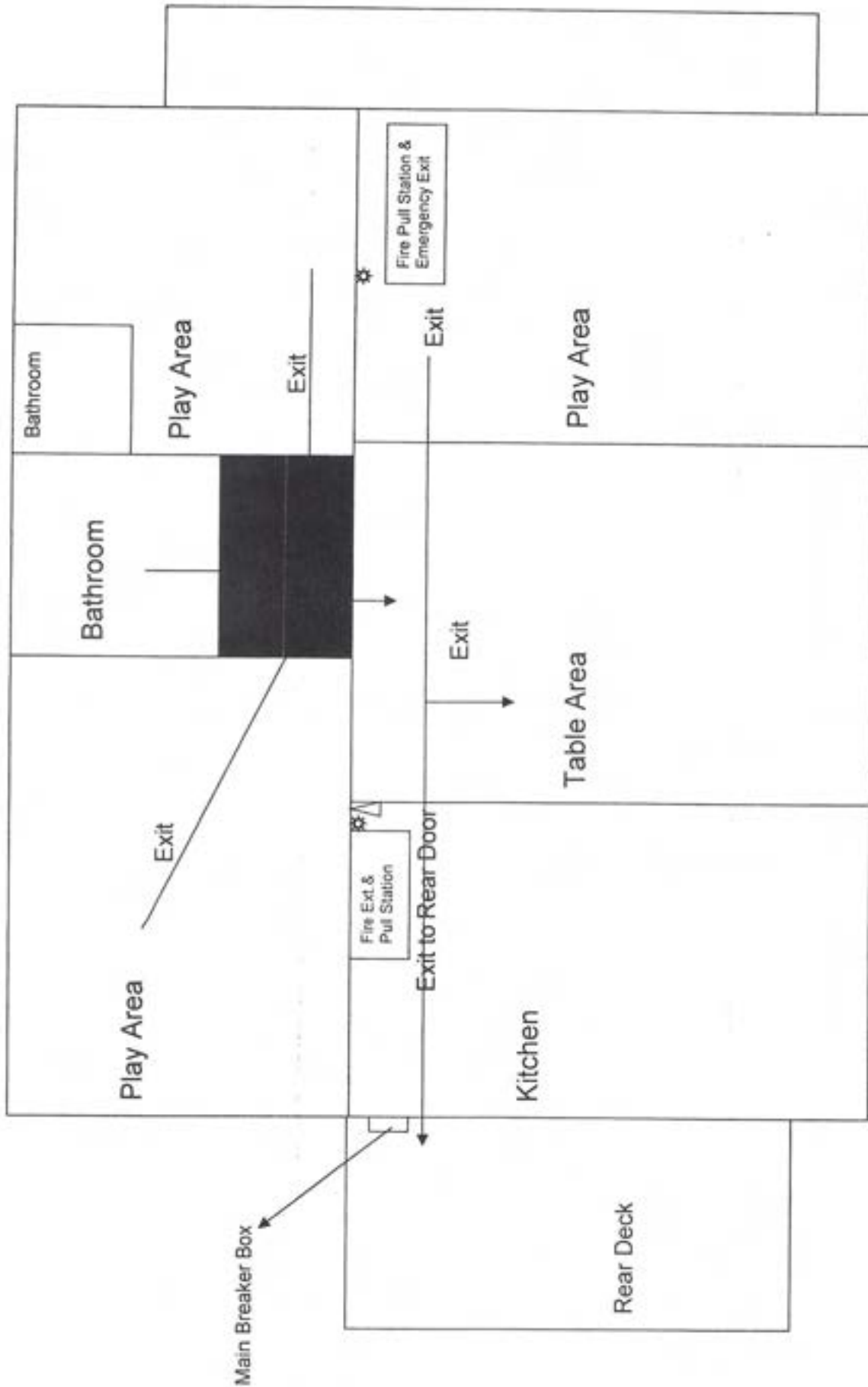
Transporting Children - If we transport children from school, on a field trip or to our off site location; we count the children when getting on the van, and then when they get off the van. While transporting children, safe behavior is encouraged with all children remaining calm, seat belted, and using a quiet voice. Any ongoing issues with behavior can be a safety issue, and are discussed with the parents as necessary. Masks are worn while on the vehicles at all times as well as drivers and front passenger windows cracker to allow for fresh air throughout the van. All seats and high touch surfaces are disinfected daily before children get on the van and after they get off the vans.

Swimming Pool Safety Drills Each spring as we open the pool each year, all children are taught about pool and water safety. We review pool rules, water safety and review safe but fun pool behavior. The lifeguards and Ms. Paula, review water rescue protocols for safe back board use, reaching and swimming rescues as they pertain to our pool. Chemical handling and safety are constantly reviewed on a daily basis when the pool is open. All staff have updates and reviews for pool safety, head counts, sun protection and OSHA rules as they pertain to pool activities each spring. Parents also received a copy of our pool and playground rules as well as all updated pool guidelines along with swim permission slips each spring.



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Big Building Evacuation Plan - Shelter in Place - Center Hall and Wall Areas



Plan For Emergency Evacuation to the Rear of the Building - Shelter in Place in the Center Hallway Small Building

Map to Propst/Scott Residence as secondary site for off site evacuation

4208 Lingleaf Drive



Prestondale Ave.

North Lakefront Drive



1st Free Will Baptist ch.

Driving Directions

From Kiddie Kompany, take a left turn onto Hungary Road. Stay on Hungary Road, over the railroad tracks, thru the light at Hungary Springs, thru the light at Staples Mill Rd. After about 2 miles, turn left on North Lakefront Drive as soon as you pass the 1st Free Will Baptist Church. Go one Block and turn right onto Prestondale Ave. Turn left on Lingleaf Drive and arrive at 4208 Lingleaf Drive on the right side about half way down the street.

Hungary Road



Staples Mill Road



Hungary Springs Road

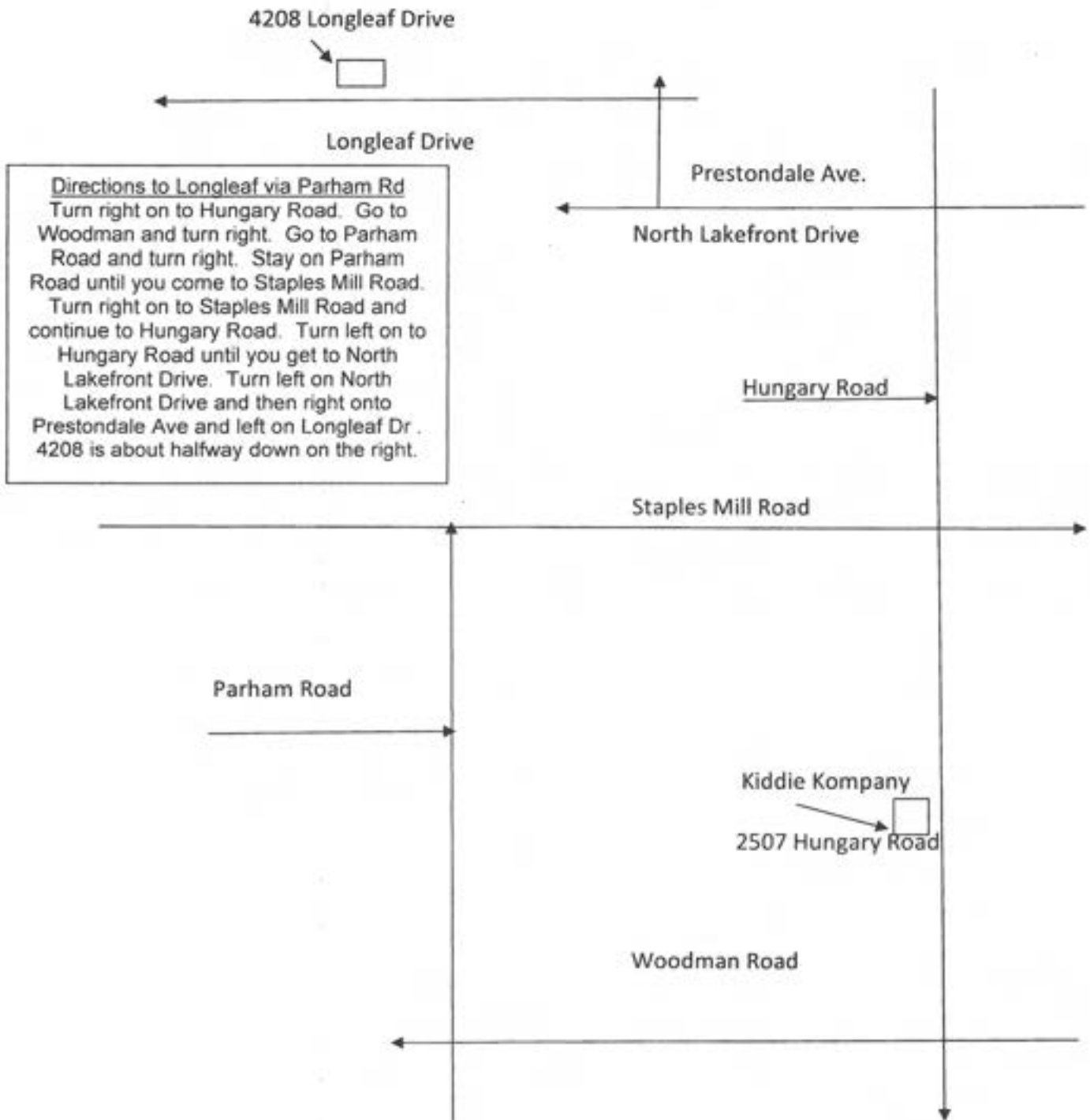


Railroad Tracks



Kiddie Kompany Day Care Center Inc.

Directions to Longleaf Drive via Parham Road



TAB 5

Pricing
And
Cost Proposal

Pricing and Cost Proposal

1. The price per child shall be \$80.00 per student per week. The daily price shall be \$16.00 per day per child.
2. The county does not currently guarantee to place a specific number of children at the center. We propose that beginning in 2022 – 2023 school year, that Kiddie Kompany is guaranteed at least 8 students up to 12 students in any one year. If county placement criteria prevents children from being placed, then the county will compensate Kiddie Ko. for at least eight students.
3. The Kiddie Kompany has not been closed even one day for the covid pandemic. Should we experience another situation like the pandemic, the county agrees to pay a one month tuition amount as a notice to withdraw. During the covid, we were not notified of any changes, or any information from the county. The children just did not arrive and the school year was over.
4. Due to the Kiddie Kompany's record of being open on snow days, the county will pay for all snow days, teacher work days, half days, or other single days off as we are open and here.
5. We will continue to: MAKE NO CHARGES FOR – Thanksgiving Break, Winter Break, or Spring Break.
6. Should however, the school calendar change to several more weeks off during the school year, the Kiddie Kompany reserves the right to charge for these extra weeks off as the school calendar is in a transition phase and we are unable to anticipate what the future will bring.

TAB 6

APPENDIX

- Zoning Document
- Center Business Structure / Building Layout
 - Extra Parent Letters of Reference
 - Parent Handbook

Center Business Structure - Zoning Document

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

BOARD OF ZONING APPEALS

ROBERT J. DAHLSTEDT
Director of Planning
(804) 747-4607

March 28, 1980

N. S. Newman, Chairman
R. A. Wright, Vice-Chairman
J. T. Baylor
J. W. Nunnally
C. H. Wilson, Jr.
Robert J. Dahlstedt, Secretary

Re: Use Permit-9-80

Mrs. Louise L. Jenkins
4112 N. Lakefront Drive
Richmond, Virginia 23229

Dear Mrs. Jenkins:

The Board of Zoning Appeals at its meeting on March 27, 1980 granted you a conditional non-transferable use permit revocable for cause, as required by Section 19.433 of the Zoning Ordinance, in order to expand present day care center by addition of a new building on Parcel 98-A1-25, located at 2507 Hungary Road. The Board granted this request subject to the following conditions:

1. The parking layout shall provide for a minimum of 12 parking spaces.
2. The operation of the facility shall be designed so as to minimize traffic congestion on the site and to prevent traffic backup into Hungary Road.
3. The parking lot, driveways, and loading areas shall be subject to the requirements of Section 17.3 of Zoning Ordinance No. 179.
4. The facility shall house no more than 75 children at any one time.

The rules of the Board of Zoning Appeals provide that unless the above action of the Board granting a use permit is exercised and all permits necessary for the prosecution of the work are taken out by March 27, 1981, such authorization shall be considered void.

The approval of this use permit satisfies only the requirements of Section 19.433 of the County of Henrico Zoning Ordinance, No. 179. The applicant shall be responsible for securing any other necessary permits as required by law.

When applying for your building permit, please refer to case UP-9-80.

Very truly yours,



A. E. Clarke
Acting Secretary

cc: Planning Inspector

Center Business Structure, Building Layout

Kiddie Kompany is located at 2507 Hungary Road, in central Henrico County, and is fully accessible to all those with disabilities.

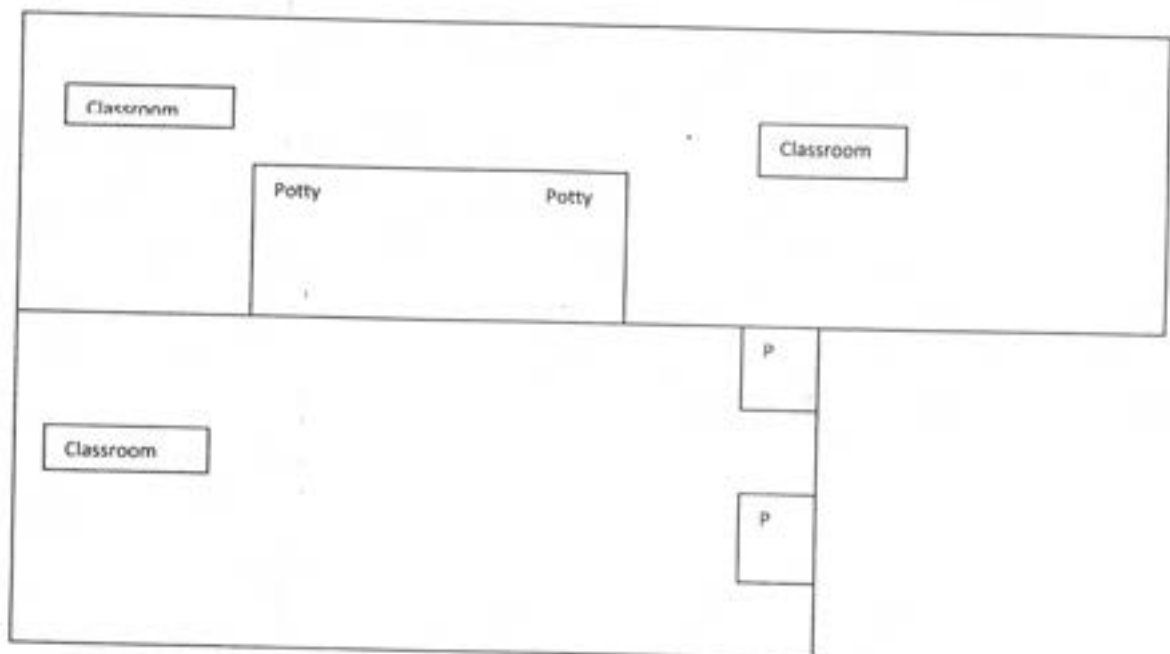
1. Center Business Policy of Non-Discrimination

Kiddie Kompany does not hire subcontractors. As a corporation, Kiddie Kompany does not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the company. The company agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. This follows Va Code 52.2-4311.

2. Center Policy on Providing a Drug-Free Workplace

Kiddie Kompany complies with all Virginia State laws regarding no drugs, or other illegal products are to be in or located around a childcare center. We agree to (i) provide a drug-free workplace for all employees; (ii) post in a conspicuous place, available to all employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the company that a drug free workplace; and (iv) include the provisions of foregoing clauses in every purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

3. Drawing of Classroom

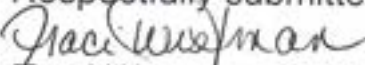


Traci A. Westman
2043 Chartwood Ln.
Sandston, VA 23150

To Whom It May Concern,

I am writing on behalf and in support of the preschool program located at Kiddie Kompany in Henrico County. My son attended the preschool program with Nancy Malone as his teacher. I had heard about the program prior to my son's attendance and the strong emphasis on early education but was more than pleased with my own son's experience. It went beyond my expectations setting the groundwork for him to meet success in elementary school.

I have extended experience with many forms of early childhood programs. As a elementary teacher I see the effects of a strong well developed program and how it impacts the success of the individual child. The beauty of the program at Kiddie Kompany is that it is a well developed program and incorporates both the child with identified needs as well as children developing on a more "typical" growth path. Mrs. Malone and the staff at Kiddie Kompany work with each individual family to identify the specific needs and celebrate the development of each child. It is a whole child approach that incorporates beautifully the academic and emotional development of a child. Clear expectations and goals are set forth and are met with the support for any areas that need any type of remediation. The personal attention, follow through and educational experience of the staff at Kiddie Kompany is unparalleled. It is their commitment to excellence and complement of Henrico County faculty (Mrs. Malone) that I would highly recommend that the program remain at Kiddie Kompany. Early childhood is what they do BEST and to change and try and make that fit in within a setting with older children would take away from the success that has been attained for many years at Kiddie Kompany.

Respectfully submitted,

Traci Westman, M.Ed.

March 23, 2012

To Whom It May Concern,

It is my pleasure to recommend Kiddie Kompany Day Care, under the direction of Mrs. Paula Propst, to continue to provide services for Henrico County Public Schools PEDD Program. Mrs. Propst and the Kiddie Kompany staff have been an important service provider for this program for almost 20 years.

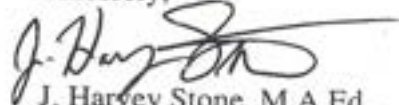
I have worked with Mrs. Propst for many years and it is my experience that the program she provides is second to none. Mrs. Propst and her highly trained staff take their jobs working with young people very seriously. They embody the professionalism, compassion, and community awareness that is the cornerstone of education. The staff knows that working with young learners requires an investment in each learner as an individual with specific backgrounds, needs, and ambitions.

When I began my career with HCPS I worked as a lifeguard and swimming instructor for Kiddie Kompany during their late Spring and Summer sessions. During those years, the Kiddie Kompany proved itself to be very accepting environment with care and concern for each student regardless of their background. During my tenure as a summer staff member for at Kiddie Kompany I worked with students with Exceptional Needs on the intellectual, physical, and emotional needs spectrum. Mrs. Propst works to ensure that every single teacher continues to learn and grow so they can meet the needs of each student. Mrs. Propst's center has students with varying levels of ability as does the PEDD Program. It is of upmost concern to Mrs. Propst and her leadership team that every child be provided with the environment needed to grow and find acceptance for who they are. Every staff member knows that a student's cognitive and emotional growth must be encouraged and nurtured, just as their physical needs are rapidly changing.

Mrs. Propst's devoted teachers and team leaders have been working at the center for more than 20 years which shows how established the center is. It is an important part of the community and you can count on Kiddie Kompany just like the community has for many years. Mrs. Propst has high standards and that coupled with her long-standing community status is evidence that the PEDD Program should continue to rely on Kiddie Kompany as you move forward.

Please feel free to contact me about this reference at jhstone@henrico.k12.va.us or 804-339-4281.

Sincerely,



J. Harvey Stone, M.A.Ed.
National Board Certified Teacher
2009 Henrico County Teacher of the Year



Completing the Circle of Communication

Paula Propst
Kiddie Kompany
2507 Hungary Road
Richmond, VA 23228

April 3, 2012

To Whom It May Concern:

It is with great pleasure that we provide this letter of recommendation for the exceptional education program at Kiddie Kompany in Henrico, Virginia. We have had the opportunity to establish a working relationship with Nancy Malone and the staff at Kiddie Kompany. Our clients that have attended this program have demonstrated significant gains in communication skills as a result of this program and the expert leadership of the staff.

Most recently, we have collaborated with Nancy Malone and the staff regarding a current client. This client presented with difficulty generalizing learned communication patterns into his everyday environment. As a result of his enrollment at Kiddie Kompany and the professional collaboration that has occurred, this child is learning to communicate.

We have provided speech-language pathology services in the Henrico community for more than 20 years in the private sector and as public school speech therapists. We have consistently referred children to this program and have seen excellent results from this innovative program. It provides a bridge for children with challenging needs to be assimilated into the general education curriculum of Henrico County Public Schools. This has provided the opportunity for children to be served in the least restrictive environment and to have typically developing role models.

It is without hesitation that we recommend Kiddie Kompany to provide continued services to the students of Henrico County. Please do not hesitate to contact us if you have any questions.

Kindest regards,

A handwritten signature in black ink that reads "JoAnn R. Cullop".

JoAnn R. Cullop, M.Ed., CCC-SLP
Owner/Speech-Language Pathologist

A handwritten signature in black ink that reads "Kathryn S. Alter".

Kathryn S. Alter, M.S., CCC-SLP
Owner/Speech-Language Pathologist

To: Henrico County Public Schools

Date: April 4, 2012

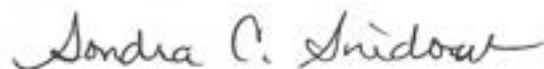
Subj: Kiddie Kompany Child Care Center

I am the Teachers for Tomorrow I and II instructor at Hermitage High School and have had contact with Kiddie Kompany Day Care Center staff for several years. My students visit the facility annually to conduct their preschool observation portion of our required curriculum. The reason that I have chosen Kiddie Kompany for this required component is because of the positive experience that my students have when visiting and observing. I know that they will see a balanced program. Also, it gives my students a look at an early childhood special education class which for many of them, this is their first exposure to exceptional education. They can see first-hand that learning issues are not always visible.

The nurturing staff interacts positively with all the children enrolled. The activities which the teachers use with the children are well planned and provide the right combination of the academic and social skills they will need to enter Kindergarten along with the time to play and use their imaginations. My students benefit from observing a balanced program as evidenced by their observation summaries.

I encourage you to keep the early childhood special education class at Kiddie Kompany Day Care Center as they are a valuable resource to our community and to Henrico County Public Schools. They truly live up to their mission of "meeting the needs of children and families".

Thank you for your support.



Sondra C. Snidow, MEd
Teachers for Tomorrow I & II Instructor
Hermitage High School

Dawn S. Hawkins
508 Wadeward Road
Richmond, Virginia 23229

March 28, 2012

Dear Henrico County Public Schools Representative:

I am writing to express my enthusiastic support of the Henrico County Public Schools (HCPS) pre-school program at Kiddie Kompany. We had an excellent experience at Kiddie Kompany and are hopeful that many other special needs students will be able to benefit from their program in the years to come.

My son, Joshua Hawkins, was diagnosed with Asperger's Syndrome, at four years of age. At the time, he was enrolled in a private preschool program in Henrico County that he had attended since he was two. As he got older, he began to experience more difficulties in his preschool environment, and in the Winter of 2010, we had to take him out of school due to increased anxiety and inability to function in the classroom. After we qualified for services through Henrico County, Joshua received a placement at Kiddie Kompany for the last 7 weeks of the 2010-2011 school year.

The placement at Kiddie Kompany was the best thing that has ever happened to Joshua and to our family. The HCPS teacher and the Kiddie Kompany staff facilitated an easy transition into the classroom by providing a warm and welcoming atmosphere and a structured learning environment. In a gentle and supportive manner, they were able to convey their behavioral and academic expectations of my son and lay out a plan and stepwise process for him to meet those expectations. He responded well to the environment and showed more progress in his 7 weeks at Kiddie Kompany than we had seen in the entire previous year.

We had such a positive experience with the HCPS program at Kiddie Kompany that we spoke with the Director, Paula Propst, about the possibility of Joshua continuing to attend Kiddie Kompany during the summer after the HCPS school year ended. Ms. Propst was very receptive to the request and developed a schedule for our family that suited our needs. We found her to be very warm, welcoming, and accommodating to Joshua. She, and her entire staff, made his transition to Kiddie Kompany's summer program seamless. They were able to continue to provide extra support to Joshua, while fully integrating him into the program. Over the summer, as I got to know the Kiddie Kompany staff better, I grew more and more impressed with their experience and the level of care that they provide for children at the facility. It is a family atmosphere, where the children are happy and thriving. The staff speak respectfully to the children and encourage them to "do the right thing". In response to the positive atmosphere, the kids are kind and respectful to each other and to the staff, and seem to really want to be a part of the community environment.

Further, as the parent of special needs child, it is also apparent that they are able to provide additional support to children who need it.

My son Joshua has had a very successful first year of kindergarten at Maybeury Elementary School. I strongly believe that his success is linked to the positive experience that he had at Kiddie Kompany. I am very thankful that he was able to participate in the program and highly recommend that HCPS continue to work with the facility to implement the preschool PED program for children with special needs. Continuing the HCPS partnership with Kiddie Kompany is beneficial to the residents of Henrico County and to the children enrolled in the program.

Please do not hesitate to contact me by telephone (804.285.0311) or email (saady.hawkins@gmail.com) if you would like to speak further about my recommendation of the Kiddie Kompany program.

Sincerely,


Dawn Hawkins

Cc: Paula Probst
Kiddie Kompany, Inc.

Crestview Elementary 1901 Charles Street. Richmond, VA 23226

Date: April 3, 2012

Paula Propst
2507 Hungary Road
Richmond, Va. 23228

To Whom It May Concern:

As physical therapist with Henrico County Public Schools, my job in the school system is to help children physically access their school environment by enhancing their gross motor skills. I do this by direct therapy with the children as well as by developing a program that the teachers and staff can implement on a daily basis. This process takes teamwork and getting the staff on board because I am asking them to add one more thing to their already long list.

This is where I have to compliment Kiddie Kompany. They make my job easy. The staff provides many opportunities for gross motor development within the school day. Circle time typically provides some type of coordination and direction following physical activity that helps connect the body to the mind. Every child is required to participate even if they require physical assistance to complete the activity.

They also have a playground that is accessible to even the smaller children. It provides many different surfaces to navigate such as mulch, sand, steps, logs to crawl over, and a ramp. Navigating these various surfaces on a daily basis helps develop gross motor skills, balance, and coordination. Movement has been scientifically linked with a better retention of new information and Kiddie Kompany embraces this philosophy. It is a pleasure to work at this school and know that we are all on the same page with the children's developmental skills.

Sincerely,



Karen Karwowski
Physical Therapist HCPS
kmarwowski@henrico.k12.va.us

Cc: Paula Propst, Kiddie Kompany

11825 Thomas Mill Drive
Glen Allen, VA 23059
March 20, 2017

RE: Kiddie Kompany / Paula Propst

To Whom It May Concern:

As one of the original Kiddie Kompany's parents, I truly appreciated the care my children were given for over 10 years until they aged out of the program.

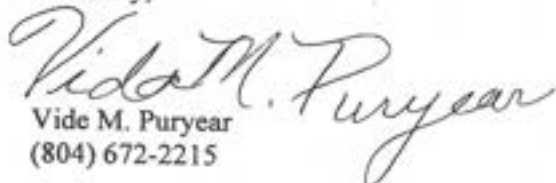
The center provided a safe and nurturing environment allowing my boys to excel in school, sports and their personal lives. Kiddie Kompany provided me with a sense of well being knowing that my boys were well taken care of while I was at work.

I have now known Paula Propst for over 35 years and she is a well educated, caring individual who always puts the safety and care of her "Kiddie Kompany Kids" first. Paula constantly strives to provide exceptional care, educational opportunities and play activities for the children while maintaining a strong dedicated staff.

This is the second time I have written a reference for her and I am glad to participate.

Please feel free to contact me.

Sincerely,


Vide M. Puryear
(804) 672-2215

Kathryn Hoskins
10551 Jordan Drive
Glen Allen, VA 23060

March 20, 2017

Dear Sir or Madam:

Subject: Reference – Paula Propst

I have known Paula Propst for thirty-five years, and I am pleased to be writing a reference letter for her and Kiddie Kompany Day Care Center. I have four adult children whom all attended Kiddie Kompany Day Care. Each child started when they were two years old and continued on through the after school day care program. I am proud to say that my five-year-old grandson has been attending since he was two.

Leaving my children and grandson in the care of Paul Propst and her staff is like leaving them with a family member. Paula consistently shows attention to detail and shows passion in everything she does. I have found throughout the years that Paula and her staff have been responsible, trustworthy, and compassionate. My grandson brings the most creative artwork home almost every day. Paula handles everything with the utmost professionalism and is cheerful, and loving. She and her staff really care on every level and want the children to excel to their fullest potential. If at anytime I had a concern regarding my children, I knew I could confide in Paula and could trust her good judgment to the fullest.

Kiddie Kompany is an excellent Day Care Center and I would not hesitate for one moment to recommend it to family and friends.

Sincerely,



Kathryn Hoskins
kathyhoskins@comcast.net
(804) 337-2893

“ the Kiddie
Kompany ”

“ day care center ”



“ Established in 1979 ”



The Kiddie Kompany Day Care Center Incorporated

2507 Hungary Road

Henrico, VA 23228

(804) 266-9126 ☆☆ FAX (804) 266-7557

For More Information, Visit our Website at kiddiekompany.com

Email - kiddieko@msn.com

Paula J. Propst, B A

**Owner, Program Director &
Tenured Teacher**

Mission:

Since our beginning in 1979, we have worked to achieve the highest form of excellence in which a child care center may operate. We strive for the atmosphere to reflect quality care, safety, concern and a loving environment for each child. Our goal for each child is to provide programming in our daily activities to enhance learning and to help a child develop with the most success he or she may achieve. In our center we work to provide help and support for every family as well.

Enrollment & Parent Information

Enrollment at the Kiddie Kompany is on a first come, first serve basis. We do not discriminate on any basis of race, religion, disability or the gender of a child. Anyone who would like to enroll is welcome by meeting the tuition and registration requirements required by the Virginia Dept. of Social Services. Children are required to have a medical form with shots record and the results of the physical exam signed by a physician. Children must accompany parents for a pre-enrollment visit prior to admission. Children ages two through twelve (or the end of fifth grade) are accepted. Enrollment is limited to the space availability at the time of the inquiry and being able to meet the safety needs of the child at the time of the inquiry.

Proof of Identity

A parent is required to provide proof of identity to enroll a child at KK. The type of documents that will be acceptable are a certified copy of a birth certificate, birth registration card, notification of birth from a physician, hospital, or mid-wife record, passport, copy of child's birth from adoption or placement agency. Children that are already enrolled in public school are not required to have a director view their birth certificate.

Non-Custodial Parent Information

Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the non-custodial parent of a student enrolled in a day care center must be included, "upon such request of such non-custodial parent" as an emergency contact for events occurring during the day care activities. (06/05)

Curriculum & Learning Program Information

1. Scheduling is an important aspect of our day. Learning for young children comes naturally as we practice the same routines each day. When we wash hands, take turns, work in centers, eat lunch or snack, run and play outside, or do a puzzle, young children learn each day to use language in appropriate ways, to wash their hands, to share and follow directions. As we go through each day's schedule, learning occurs all day every day.
2. Unit Topics - Our instructional units are themes for activities of interest to the children. Unit topics last from one to two weeks and we practice all of the basic concepts through the instructional units. Topics such as seasons, holidays, dinosaurs, space, friendship, community helpers, insects, sea life, or transportation are some of the units we utilize. Basic concepts such as counting, colors, shapes, beginning math concepts, letters, sounds etc. are visited and revisited throughout each learning unit. We plan our programming to allow all children at every level of learning to be challenged.
3. Arts & Crafts - The joy of experiencing art is the main reason to provide art experiences. Children love to express themselves with hands on painting, playdoh, coloring, etc. Tactile experiences such as rolling playdoh or painting with shaving cream are fun and helpful in developing fine motor coordination. We also reinforce the basic concepts in our art centers to have lots of fun with these child directed activities.
4. Music - We sing at circle, play musical instruments, enjoy movement time, even fall to sleep to the gentle sounds of classical music. Music is in our center every day. It is the language of happy children.
5. Center Time - Each day the children have choices of what center "play" activity they want to choose. Centers are available for children to work in groups of 2 to 5 children in cooperative play. Our activities in centers range from blocks, housekeeping, art centers, music and movement, table activities, manipulatives such as stringing beads, cars & mats, etc. This is an important time to expand and develop skills in language, sharing, listening and following 2 or 3 step directions, and working in a group cooperatively. "Fun" is mostly how the children think about centers.
6. Outside Time - The Kiddie Kompany places great emphasis and importance on outside play and learning times of our daily schedule. Running and playing outdoors is essential for good health and happy children. This type of activity and exercise is an essential stress reliever for the children. During the warmer weather we especially enjoy the lengthened days, water fun, picnics, and popsicles outside. Unless there is a medical reason, all children will be taken outside for lots of outside time.

All Children's Personal Articles and Clothing Guidelines

Clothing - All ages of children are asked to keep an extra set of clothing at KK in the child's cubbie. It is very helpful for all the children in care to have extra clothes in the event there is a spill at lunch or a child gets dirty on the playground. (This includes the school-agers.)

KK Clothes - If your child wears KK extras home, please promptly wash and return them.

Labeling - All items coming into the center which includes coats, jackets, hats, clothing toys, books, etc. need to be labeled. We have had dozens of coats or outfits that are exactly the same.

Cubbies - All children have labeled individual cubbies. We keep blankets, sheets, clothing, combs &/or brushes or toys in the child's cubbie.

Seasonal Items - In the winter, we need knit hats and mittens. In the summer, we need a bathing suit and towel - all labeled please.

Any personal items with lotion, sunblock, hair detangler, or insect repellent need to labeled and replaced when needed.

Children Requiring Diapering/Pullups/Toilet Training

Diapers - All diapers need to be disposable, unless there is a medical reason for cloth ones. We suggest that parents bring quantities that will last more than a week. We label the diapers with the child's name and date on the package.

Diapering Wipes - Please bring in labeled containers of wipes for your child. KK uses non-alcohol, hypo-allergic wipes when others are not available.

Diaper Ointments or Creams - When a child needs (Over The Counter) OTC diaper products or prescription ointments or creams, we will need the parent to complete a form giving our staff permission and direction to apply these products at diapering times. All prescription products must have the original pharmacy label with the child's name on the container. All other OTC products must have the child's name on them.

Toilet Training - When a parent feels their child / (children) is ready for toilet training please let us know. This process should begin at home and we will continue the process here at the center. We have the children on an every twenty minute / thirty minute potty schedule. As we work with the child and keep them on a consistent schedule, training becomes easier. We like to begin this process in Pull-Ups, as this makes the process more sanitary and easier for the child to learn to pull them up and down. Also during the toileting process, we may need lots of extra clothes. You will be notified if your child(dren) is low on diapers, pullups, or clothes. If your child borrows KK extra diapers, or pullups, please replace them ASAP.

Insect Repellent and Sunblock - During the warmer months, spring into late fall, the center requires that all children use sunscreen and insect repellent. (Neither of these products are ever applied to the face.) Both of the above products are necessary for children to play outside or play in the pool a parent signature for sunscreen and insect spray is required. The staff will log application times and any adverse reactions for the record. The parents are encouraged to read the label of all OTC products and understand the dangers, if listed, that could be hurtful to your child. All products, lotions, OTC medications, or prescription medications are used in accordance to the pharmacy directions, or the manufacturers labeling, or physician's directions. Any questions regarding the use of any medications or products on your child should be directed to your child's physician. All specific allergic reactions or conditions regarding your child(ren), must be communicated to center staff or in writing. ** (See sample forms in the back of parent handbook.)

Parental Contract Agreement Between Kiddie Kompany Day Care Center Inc. & Parents

The Parent _____ Agrees to:

Pay an annual enrollment fee at the time of a child's entrance and in the spring of each year thereafter. The enrollment fee is in the amount of \$ _____. The fees covers our accident insurance and laundry fees for each child. Should the enrollment fee be paid and a parent changes their plans, the fee is not refundable. Enrollment fee for summer only is \$ _____ and due on June 1st or at the time of enrollment.

Pay an advanced tuition of \$ _____. The tuition is due on Friday mornings for the next weeks care. There is no deduction for any absence (including sickness, vacation, or holidays). Payments are due on Friday, however if not paid by the end of business on Monday evening, there will be a \$5.00 a day late charge until the tuition is brought up to date. Receipts for any payment will be provided at a parent's request.

We accept cash - checks - credit / debit cards - or money orders. We do not have an online payment option. All credit or debit cards will carry a \$2.00 service fee, per transaction. When a parent reads and signs the parental agreement he/she agrees to the following: Payments are due on time. Payments, fees, collection fees, or lawyer, court collection or judgement fees will be paid by the parent if legal action is necessary to collect tuition. _____ Parent Initials

If a parent pays with a check and it is returned due to insufficient funds, it is the parent's responsibility to resolve this matter. Our bank automatically will put checks back through and this will result in a \$50.00 charge back fee to the parent. After a check is returned, unless it is found to be a bank error. No further checks will be accepted and other means of payment will be needed : credit / debit / cash / money order

If a parents have any questions regarding fees or special arrangements are made, it is the parent's responsibility to inquire and follow through.

All cash tuition is welcome, please use one of the cash envelopes at the payment to label your cash with the amount, date, and child's name. Receipt are always given for cash payments.

NOTICE - If a parent wants to withdraw a child, you must give a two week notice or the two weeks tuition will be due. _____ Parent Initials

Disenrollment Policies - The Kiddie Kompany reserves the right to dis-enroll any family we deem necessary. Examples: Non payment, non-compliance with parent policies, failure to provide enrollment documents, or behavioral problems that cannot be resolved. The parents will be given notice of one or two weeks depending on the situation.

F. Prescription medications must be in the original container, bottle or box with the pharmacy label. The label must have the child's name, medication name, date, dosage and time(s) to be given. All pharmacy prescription label directions must be followed as directed by the physician. Package inserts to communicate side effects must be included with the medication for prescriptions.

G. Children requiring nebulizers or Epi-pens must have an authorization from the child's doctor. All inhaler medication shall be brought in the original pharmacy container. All long term or ongoing medications shall have a doctor's authorization on file. Doctor authorizations will now 12 months and then must be replaced by a new one.

H. Parents shall retrieve medications from the center as soon as appropriate for the situation. Should they fail to retrieve medication, after appropriate notice, the medications will be discarded.

I. Parents are responsible to notify the center should any health conditions change with a child in care.

J. Prior to coming into the center, parents are responsible for notifying staff daily whether or not a dose of medicine was given.

Sickness Policies - Should a child have a fever of over 100, diarrhea, vomiting, an unidentified rash, or any contagious conditions such as a strep infection, head lice, the flu, etc - the following guidelines apply:

- Children shall be picked up immediately within 30 minutes, if the center staff calls the parent. If a parent cannot come, it is up to the parent to get the child picked up by an emergency contact person or parent designee.
- If a child has any of the conditions stated above, the night before the morning of our regular day care schedule, the child shall be kept home. This is not a choice it is a health department policy.
- Should any child or person in a child's home come in contact with any contagious condition, this must be reported to the center immediately. An information sheet is contained in the back of this book that describes many contagious conditions. Please do not dose a child with ibuprophen or tylenol and send them with the knowledge that the child had a fever prior to giving the medication.
- Parents will be notified if their child comes in contact with any contagious condition while at KK.
- Flu Policy - According to State Health Dept & Henrico County Health Dept if a child tests positive for the flu, they must be out for 5 days following the test. If at the end of the five days, if a fever still exists, then the child cannot return until there is no fever for 24 hours.

Release Policies: If you would like someone other than you the parent or guardian to pick up your child, the following conditions must be met:

- You must supply in writing the name of the person, description, license number and vehicle type.
- Anyone picking a child up will be asked for identification. If verification cannot be made, the child will not be released.

All release information, custody or court documents, and emergency contact information shall be kept up to date by the parent(s) or guardian. All persons picking children up shall be responsible for the safety of the child(ren) in the parking lot once the child has been escorted out of the building by the parent.

Medical Form Information Policies:

All children enrolling in the center must have a complete immunization record and an up to date physical exam signed by the child's physician. It is the parent's responsibility to supply the center with the completed forms.

Parents having social or religious exemptions from medical procedures must have signed paper work available on the first day a child is at the center noting these exemptions.

Discipline Policies and Philosophy

The health and safety of the children in care form the foundation of our discipline philosophy and plan of action.

As we serve the many families at KK each day, each and every parent brings an independent way of thinking into the center as they bring in their child. Each family has their own ideas as to parenting and appropriate and inappropriate behaviors whether it is in the home or at school. Cultural and religious thinking also comes from each of these homes daily. Our staff is sensitive to the variety of families we serve as we go forward each day. We use developmentally appropriate programming, predictable routines, positive modeling for language, manners and behavior. We also use a variety of transitional activities to adjust and calm chaos. Our daily goals build developing minds as we work each year to provide happy and safe days for our children with positive opportunities for learning, growing, playing and thinking.¹

Plan of Action - When a child begins to become out of control, we utilize a change called cool down or the thinking chair. This gives the child an opportunity to think, have a change of environment and to calm down. The thinking time can be sitting with a staff, in a chair or on the carpet. Time out on the outside is in a sitting position on a bench or in the shade. We use other interventions to work through issues with sharing, using movement and music and getting lots of exercise. Our age group begins at age two and extends through the end of fifth grade. At each different age of development different types of interventions are appropriate. We have small activity boxes to give the child an activity to refocus on while in the thinking mode.

Preschoolers - This group needs lots of opportunities for movement, individual choices, duplicates of similar toys or materials, Scheduling that enhances their attentional abilities, several story times, activities that promote working cooperatively, lots of outside play, with art and music each day.

Kindergarteners - This group although in school are emotionally young. They need lots of activities that support success, beginning reading activities, art, movement and music with lots of outside time each day. These children have lots of staff tutorial support for homework each day during school time.

School-agers - This group is the most capable and can be the most challenging. We provide lots of time for outside games and fun, art, reading, music and movement, and free-play with cubbie toys. During the school year, written homework is a main focus with support and guidance from the staff. "Achieving the best grades" and supporting "a good work ethic" are two areas that we have found that produce successful students.

Problematic Behavior and Ongoing Issues with children:

- No profane language, continual emotional tantrums, or physical abuse from a child on another child or staff will be allowed.
- Consistent lack of listening and following directions, or belligerent attitudes from a child will not be tolerated.
- Lying, stealing, name calling or other negative behaviors will not be tolerated.

Ms. Paula will not ignore or fail to address these types of issues. Continual problems with a child, can result in a parent conference, a parent required to pick up their child, or disenrollment. Often when we have issues with a child, we recommend that a child be seen by the physician for immediate referral to support better outcomes as we look to the future. In our 40 year history, Ms. Paula has heard every excuse, seen all types of behavior, and has gained a keen sense of what is needed next.

Interventions Not Allowed:

- We use no physical form of punishment.
- Behavioral incidents are not ignored : we will deal with issues promptly, including parent notification.
- Children will not be shaken, or handled roughly.
- Staff will never make negative or belittling remarks or be verbally abusive.
- Staff will not use food in any re-directive way.
- While in time out a child will not be in an uncomfortable position.

Consequences:

Should a parent fail to respond to requests for help with any of these types of problems, the action the center will take is disenrollment with one week notice. Here at KK we have a long proven record of working with the most challenging children with very good results. For this to happen, parents must be involved and on board with a plan to work through any issue. As always with any policy at KK, if you have questions, please ask, 266-9126.

Back Section of Kiddie Kompany Parental Handbook

Appendix Contains:

- A. Appendices List
- B. Sample Accident Form
- C. Licensing Information Page
- D. Sample Swim & Field Trip Permission Slip
- E. Sample OTC Skin Products Permission Slip
- F. Sample Medication Permission Form
- G. - J Communicable Disease Chart
- K. Photo of Pool Activity

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS

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 homes, 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, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications 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 within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program that will be investigated if it violates a standard.

Three types of licenses may be issued to programs. 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, which cannot exceed six months, is issued when the program is temporarily unable to comply with standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100.00 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

Central Regional Office
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

You may also contact THE VIRGINIA DEPARTMENT OF SOCIAL SERVICES (VDSS) –
<http://www.dss.virginia.gov>

- Click on "Child Care" and related links for information about:
 - Licensed Child Care Facilities Search (by name, county/city, zip code and type of facility). Includes links to asbestos inspections, considerations for operating a licensed child care facility, family day home FAQ's, and licensing

Kiddie Kompany DCC., Inc. - Medication Authorization Form

For Prescription and Non-prescription Medications

VDSS Division of Licensing Programs New Form – KK Revised 7/1/2017



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

INSTRUCTIONS:

- Section A must be completed by the parent/guardian for **ALL** medication authorizations.
- Section A and Section B must be completed for any **long-term medication authorizations** (those lasting longer than 10 working days).

Section A: To be completed by parent/guardian

Medication authorization for: _____
(Child's name)

The Kiddie Kompany **MAT** Certified Staff have my permission to administer the following medication:

Medication name: _____

Dosage and times to be administered: _____

Special instructions (if any): _____

This authorization is effective from: _____ until: _____
(Start date) (End date)

Parent's or Guardian's Signature: _____ Date: _____

Section B: to be completed by child's physician

I, _____ certify that it is medically necessary for the medication(s) listed
(Name of Physician)

below to be administered to: _____ for a duration that exceeds 10 work days.
(Child's name)

Medication(s): _____

Dosage and Times to be administered: _____

Special instructions (if any): _____

This authorization is effective from: _____ until: _____
(Start date) (End date)

Physician's Signature: _____ Date: _____

Communicable Disease Reference Chart for School Personnel

DISEASE	INCUBATION PERIOD	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Chickenpox* (Varicella)	10-21 days, usually 14-16 days. (Incubation period in persons who receive VarIZIG or IGIV extends through day 28.)	By direct contact with vesicular fluid or by airborne spread from respiratory tract secretions. Infectious from 2 days before rash onset until all lesions are crusted over and no new lesions appear within a 24-hour period (average is 4-7 days).	Sudden onset with slight fever and itchy eruptions which become vesicular (small blisters) within a few hours. Lesions commonly occur in successive crops, with several stages of maturity present at the same time. Communicable for as long as 5 days (usually 1-2 days) before eruption of vesicles and until all lesions are crusted (usually 5 days). Communicability may be prolonged in immunocompromised people.	CASE: Exclude from school for at least 5 days after eruptions first appear or until vesicles become dry. Avoid exposure to women in early pregnancy who have not had chickenpox and/or varicella vaccine. CONTACTS: Check vaccination status of contacts and recommend vaccination if needed. On appearance of symptoms, exclude from school.
Conjunctivitis, Acute Bacterial (Pink Eye)	Varies depending on causative agent.	By contact with discharges from the conjunctivae or contaminated articles.	Pink or red eyeball with swelling of the eyelids and eye discharge. Eyelids may be matted shut after sleep. May involve one or both eyes.	CASE: Exclude from school while symptomatic or until 24 hours of antibiotic treatment has been completed. CONTACTS: School exclusion not indicated.
Diarrheal Diseases* (Campylobacteriosis, <i>E. coli</i> O157:H7, Giardiasis, Salmonellosis, Shigellosis, etc.)	Campylobacteriosis: 1-10 days, usually 2-5 days. <i>E. coli</i> O157:H7: 1-8 days, average 3-5 days. Giardiasis: 3-25 days, usually 7-10 days. Salmonellosis: 6-72 hours, usually 12-36 hours. Shigellosis: 12-96 hours, usually 1-3 days.	By the fecal-oral route through direct contact or by ingestion of contaminated food or water.	Ranges from sudden onset of fever, abdominal pain, diarrhea, nausea, and sometimes vomiting in salmonellosis, to cramps and bloody stools in severe cases of shigellosis and <i>E. coli</i> O157:H7. Dangerous dehydration may occur in younger children. In giardiasis, persons may be asymptomatic or have decreased appetite and weight loss.	CASE: Exclude from school until cessation of acute diarrhea. Stress importance of proper handwashing. CONTACTS: School exclusion and stool cultures not indicated in absence of symptoms. Consult with your local health department for advice during suspected school outbreaks.
Fifth Disease (Erythema Infectiosum)	From 4-21 days.	Primarily through contact with respiratory secretions.	Rash characterized by a vivid reddening of the skin, especially of the face, which fades and recurs; classically, described as a "slapped face appearance." Mild symptoms of fever, body aches, and headache may occur 7-10 days before rash.	CASE: Exclusion from school not indicated. CONTACTS: School exclusion not indicated. Pregnant women and immunocompromised persons should seek medical advice.
Hepatitis A*	From 15-50 days, average 28-30 days.	By the fecal-oral route through direct contact or ingestion of contaminated food or water.	Fever, loss of appetite, nausea, abdominal discomfort and weakness followed by jaundice. Many unrecognized mild cases without jaundice occur, especially in children. Communicability greatest from 7 days before to several days after onset of jaundice.	CASE: Follow advice of child's physician and/or your local health department. CONTACTS: School exclusion not indicated. Stress importance of proper handwashing.

NOTE: THESE RECOMMENDATIONS APPLY ONLY TO SCHOOL-AGED CHILDREN - A more complete discussion of these conditions and other communicable diseases may be found in *Control of Communicable Diseases Manual* (2008) published by the American Public Health Association and the 2009 *Report of the Committee on Infectious Diseases (The Red Book)* published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

* Officially reportable in Virginia to the local health department. All outbreaks and unusual occurrences of disease are also reportable.

DISEASE	INCUBATION PERIOD	TRANSMISSION	CLINICAL MANIFESTATIONS	RECOMMENDATIONS
Norovirus	From 12-48 hours	Primarily by the fecal-oral route through direct contact or ingestion of contaminated food. Transmission is also possible through contact with surfaces contaminated by, or direct contact with, the vomit of an infected person.	Sudden onset of vomiting and/or diarrhea, abdominal cramps, and nausea.	<p>CASE: Exclude from school until 24 hours after symptoms resolve. Stress importance of proper handwashing as virus is shed in stool for weeks after symptoms resolve.</p> <p>CONTACTS: School exclusion not indicated.</p>
pediculosis (Head Lice)	Eggs hatch in 7-12 days and reach maturity 9-12 days later.	By direct contact with an infested person or their personal belongings such as combs, brushes, and hats.	Severe itching and scratching, often with secondary infection. Eggs of head lice (nits) attach to hairs as small, round, gray lumps.	<p>CASE: Notify parents; inform that child has lice and should be treated. School exclusion is not indicated.</p> <p>CONTACTS: Inspect head for evidence of infestation. Refer for treatment if infested.</p>
Pertussis*	From 4-21 days, usually 9-10 days.	By direct contact with respiratory secretions of an infected person by the airborne route.	The initial stage begins with upper respiratory symptoms and increasingly irritating cough. The paroxysmal stage usually follows within 1 to 2 weeks, and lasts 1 to 2 months. Paroxysmal stage is characterized by repeated episodes of violent cough broken by a high-pitched inspiratory whoop and vomiting. Older children may not have whoop. Convalescence may require many weeks.	<p>CASE: Exclude from school until a physician advises return (usually 5 days after initiation of appropriate antibiotic therapy). Discuss with your local health department.</p> <p>CONTACTS: Exclude on first indication of symptoms.</p>
Ringworm of the Body (Tinea Corporis)	Unknown.	By contact with lesions of an infected person, animals or fomites.	Circular well-demarcated lesion that can involve face, trunk, or limbs. Itching is common.	<p>CASE: Exclusion from school not indicated as long as lesions are covered or child is receiving treatment.</p> <p>CONTACTS: School exclusion is not indicated.</p>
Rubella* (German Measles)	From 12 to 23 days, usually 14 to 17 days.	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Mild symptoms; slight fever, rash of variable character lasting about 3 days; enlarged head and neck lymph glands common. Joint pain may occur, especially in older children and adults. Communicable for 7 days before onset of rash and at least 7 days thereafter.	<p>CASE: Exclude from school for 7 days after onset of rash. Avoid exposure to women in early pregnancy. Check immunization records of all students. Discuss with your local health department.</p> <p>CONTACTS: Discuss with your local health department; unimmunized contacts may need to be excluded. Those who are pregnant and not immunized should be urged to seek medical advice.</p>

NOTE: THESE RECOMMENDATIONS APPLY ONLY TO SCHOOL-AGED CHILDREN. A more complete discussion of these conditions and other communicable diseases may be found in *Control of Communicable Diseases Manual* (2008) published by the American Public Health Association and the 2009 Report of the Committee on Infectious Diseases (*The Red Book*) published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

* Officially reportable in Virginia to the local health department. All outbreaks and unusual occurrences of disease are also reportable.

Kiddie Kompany Kompool

NO Rough Play
or Splatting etc.







COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

Addendum No. 1

Date: March 4, 2022
Request for Proposal: #22-2306-2EMF Preschool/Daycare Services for Henrico County Public Schools
Receipt Date/Time: March 24, 2022; 2:00 p.m.
Subject: Sec.V.DD.1-Contract Period

Ladies/Gentlemen,
Please make the following corrections, deletions and/or additions to the above referenced RFP:

Sec.V.DD.1 Reads – “The contract period shall be from September 1, 2021 through August 31, 2022. Contract prices shall remain firm for the contract period.”

Change to read: “The contract period shall be from July 1, 2022 through June 30, 2023. Contract prices shall remain firm for the contract period.”

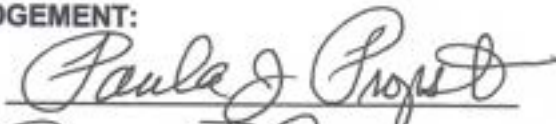
All other specifications and General Terms and Conditions shall remain the same.

Offerors must take due notice and be governed accordingly. Acknowledgement of the receipt of this addendum shall be made in your proposal. Failure to acknowledge this addendum may result in your proposal being declared non-responsive.

Sincerely,

Eileen M. Falcone, CPPB
Assistant Division Director
Fal51@henrico.us

ACKNOWLEDGEMENT:

Signature: 
Print Name: PAULA J PROPST
Company: Kiddie KOMPANY DCC, Inc.
Date: 3/25/22