

**St. John's New Mission
United Church of Christ
Daycare**

Parent Handbook

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Dear Parents,

We welcome your child to the St John’s New Mission Daycare. We at St John’s New Mission Daycare are committed to providing safe and protective, Christian-based care for your child. We strive to foster children’s trust in and enjoyment of other people and to teach them respect for the rights of other people.

We use praise and positive reinforcement to help each child develop a positive self-image.

At St. John’s New Mission, a family oriented church, we understand how important quality childcare is to families in our community such as yours and are committed to providing care for your child or children in a loving environment. We appreciate the trust you have placed in our program by bringing your children to us for care.

We encourage you to discuss your child’s development with the teacher and/or the director. The best assurance for the success of your child’s experiences is the close cooperation and understanding of parents and staff.

Sincerely,

The Staff

PURPOSES AND GOALS

St. John's New Mission Daycare attempts to meet the wide range of spiritual, physical, emotional, social, and intellectual needs of each child within the framework of a protective and loving environment. Our prime purpose is to provide a warm, accepting climate in which each child is encouraged to reach their own potential. Our Daycare hopes to provide:

- A bright, stimulating environment designed to accommodate a variety of activities.
- A wide range of interesting equipment, toys, and materials geared to specific developmental stages and needs of children.
- A well-planned curriculum.
- A range of supportive services meeting the spiritual, social, psychological, and nutritional needs of growing children and their families.
- An experienced, competent staff trained in child development and deployed in such a manner, which encourages continuing child-adult interaction.

Our program is geared to meet the needs of families by offering a Christian-based daycare program for children ages 6 weeks through 5th grade.

Our ministry has the following goals in mind as we work together with individual children and families:

- To help children enhance their self-image.
- To foster children's trust in and enjoyment of other people.
- To teach children respect for the rights of others.
- To develop children's ability to solve problems and make decisions.
- To provide ample opportunity for children to develop intellectual, physical and social skills.
- To encourage expression of ideas and feelings through the effective use of language.
- To provide a variety of materials that encourage creative play and learning activities that challenge children.
- To support families in their responsibilities toward their children by encouraging communication between the family and the Daycare concerning the child's progress, problems and concerns.

THE DAY CARE CENTER

The Daycare strives to meet the high standards set by the State of North Carolina.

1. Our Daycare is:
 1. Licensed by the State of North Carolina Department of Health and Human Services, Division of Child Development
 2. Approved by the local Environmental Health Specialist
 3. Approved by the local fire department
 4. Approved by the building inspector.
5. The Daycare is:
 6. A non-profit organization

7. Supervised by a Director, who together with the St. John's New Mission Daycare Committee make decisions to insure the smooth operation of the Daycare.
8. The staff receives orientation about our program immediately after being hired. They receive on-going training through workshops within the Daycare, within the county, and within the state.

CHILD/STAFF RATIOS

<u>Age</u>	<u>Ratio</u>	<u>Maximum Group Size</u>
Young Infants	1 staff per 5 children	10
Older Infants	1 staff per 5 children	8
Younger Toddlers	1 staff per 6 children	12
Older Toddlers	1 staff per 6 children	6
Two Year Olds	1 staff per 9 children	18
Three Year Olds	1 staff per 10 children 2 staff per 14 children	14
Four Year Olds	1 staff per 13 children	13
Afterschool	1 staff per 15 children	28

ENROLLMENT

The Daycare maintains a waiting list as needed for each of the classes. The Director will be responsible to review the waiting list and contact parents as spaces become available. Priority is given to families who already have a child enrolled in the Daycare.

Parents or guardians and children are invited to visit the Daycare before enrollment. A visit to the child's intended classroom to view activities and a meeting with the Director is suggested. Please take ample time to review the Parent Handbook.

The following forms must be completed and turned in to the Director before your child can begin to attend:

- Child's application

- Physical and immunization record (which must be kept up-to-date as the required shots are administered to the child)

- Signed discipline policy statement

- Signed handbook acknowledgment and policy agreement

Based on the age of your child, there are several items that we require you bring to the Daycare to support their care needs (see section on Supplies/Materials that follows). It is your responsibility to make certain that the items are available at the Daycare when your child is in attendance. *All items must be clearly labeled with your child's name.*

DAYS/HOURS OF OPERATION

1. We are open Monday through Friday at 7:15 am until 5:45 p.m.
2. Daycare services are for your working hours plus transportation time. Guidelines suggest that children spend no more than 9 hours per day at the Daycare.
3. Children must arrive by 9 am. If you are unable to deliver your child to the Daycare on time, please call the Daycare before 9 am to allow for ample time to arrange for meals and transportation for outings.
4. Children must be picked up by 5:45 p.m. You will be charged a late fee of \$5.00 for each 5 minute period beyond the 5:45 p.m. deadline. Payment of the late fee is due immediately. (For example, if you arrive at 6:00 p.m. on August 4th the late fee will be \$15.00 and is due on August 4th). In the event of repeated late pickups the Director has the right to refuse the child admittance to the Daycare.
5. Holidays: The Schedule of dates the Daycare is closed will be distributed the first week of January of each year. The following holidays and workdays are observed:
 - New Year's Day
 - Good Friday
 - Spring workday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Fall workday
 - Thanksgiving - 2 days (Thursday and Friday)
 - Christmas - 2 days if Christmas Day falls on a Sunday, Monday, Friday or Saturday
 - 3 days if Christmas Day falls on a Tuesday, Wednesday or ThursdayIf an observed holiday falls on Saturday, the Daycare will be closed on the Friday before the holiday. If the observed holiday falls on Sunday, the Daycare will be closed on the Monday after the holiday.
6. Inclement Weather - The decision to operate on a full, delayed or shortened schedule in the event of inclement weather is based on the safety of the children and staff. Such schedule changes will be announced on local television stations (Channels 2 and 8) and by changing the message on the Daycare answering machine. If the Daycare decides to close early due to inclement weather, parents will be contacted and children must be picked up prior to the specified closing time.

Afterschool Program: if the local school system **closes early** due to inclement weather **and the Daycare decides to remain open**, children in our afterschool program will be picked up at school and brought back to the Daycare. An additional fee will be charged based on the

number of additional hours of care provided. Due to the difficulties in providing full time staff on short notice, child care services will NOT be provided for children in our afterschool program when the local school system elects to close for a full day due to inclement weather.

FEES FOR SERVICES

1. **Due Date** : Fees are due to the Daycare on the first day of the service period. In the event that fees are not paid by Friday of that week you will incur an additional \$25 late fee. In the event that your fees are beyond two weeks late, you will not be permitted to drop your child off for care and your child's position at the Daycare will be forfeited.

For example, if your payment is due on Monday, August 4th and you do not pay the fee until Friday, August 8th, you will owe an additional \$25. If your payment is due on Monday, August 4th and you have not paid by Friday, August 15th you will not be permitted to drop your child off for care on Monday, August 18th.

Past due accounts will be turned over for collection.

2. **Emergency Situations** : In the event of an emergency causing you to be delayed in making full payment of fees, please talk with the Director in advance of the due date. Special situations will be considered on an as needed basis.
3. **Absences / Closure** : You are responsible for your weekly fee even when your child does not attend due to illness, vacation, or the when the Daycare is closed. Please understand that we are operating on a budget and our expenses continue whether your child attends or not.
4. **Payment Information** - Please make checks payable to St John's New Mission Daycare. Checks may be placed in the mailbox inside the Director's office or given to the Director personally.

If paying by mail, send to:
St John's New Mission Daycare
2121 Edgewood Avenue
Burlington, NC 27215

There will be a \$30 bad check fee charged by the Daycare in the event your check is returned for non-payment of funds.

5. **Cash payments** : Cash payments are not recommended; however, if you must pay by cash, hand it directly to the Director and wait for a receipt. Do not give cash to a teacher or place cash in the Director's office. In the event that a cash payment is misplaced, you must have proof of payment in the form of a receipt. Without such proof you will be liable for the full payment.
6. **Registration Fees**
Registration fee: A \$50 registration fee is due at the time your application is accepted and payment of this fee will hold a space for your child in the Daycare. Expenses associated with the enrollment conference with the Director and processing are included in the fee.

Registration Fee for After School Program: A \$30 registration fee is due at the time your application is accepted and payment of this fee will hold a space for your child in the After-school Program.

Registration Fee for Summer Day Camp: A \$80 registration fee is due at the time your application is accepted and payment of this fee will hold a space for your child in the Summer Day Camp Program.

7. Weekly Fees :

Infants and Toddlers	\$140
Two Year Olds	\$134
Three and Four Year Olds	\$129
After School	\$50 An additional \$10 per day will be charged for teacher workdays
Summer Day Camp	\$90

NO PART TIME POSITIONS ARE AVAILABLE

There is no discount for a family that has more than one child attending the Daycare.

1. Financial Assistance : Families in need of financial assistance should make application with the Department of Social Services. If you receive assistance through the Work First Program, we must receive a day care voucher before enrollment. If you stop working, your job is changed or your hours are changed, it is your responsibility to inform your social worker immediately.

The Director is required by Social Services to notify your social worker if your child is absent for 5 days during the month. Social Services will not pay for days absent in excess of 10 per month. If your child is absent for more than 10 days, you will be held responsible for the full payment on those extra days. If Social Services reduces your support from full time care to part time care, you will be required to pay the difference in the fee. The Church Secretary or Director will tell you the amount due.

If you are delinquent in paying your Parent Fee, the Director is required by Social Services to notify your social worker immediately.

CRITERIA FOR PROMOTION

Criteria for moving to the Toddler Room :

- Child must be approximately 15 months old.
- Drinking from a cup - no bottles while at school.
- Eating regular table foods.
- Walking.

Criteria for moving to the Two-Year Old Room :

- Child must be at least two years old.
- Must be off the bottle.
- Child does not have to be potty trained yet, but efforts to complete this process will be made during the year.

Criteria for moving to the Three-Year Old Room :

Child must be at least three years old.

Child must be potty trained. We regret that we cannot accept your child into the program if he or she is not potty trained, because diaper changing facilities are not available in these classrooms.

SUPPLIES AND MATERIALS

INFANTS : A child that is at least 6 weeks of age and up to 12 months.

For the infants in our care the Daycare will provide:

1. Safe, clean, attractive and caring environment.
2. Crib sheets, bath cloths and bibs changed and washed daily.
3. Age-appropriate toys, cleaned and sanitized daily.
4. Solid food when appropriate after having been introduced by parents at home.

Parents shall provide for their infant:

1. Completed application, medical report, discipline policy consent and contact form, current phone numbers to reach you, including pager, cell phone and extension numbers, when applicable.
2. All information specific to your child's needs, including information for feeding and napping
3. Diaper bag
4. Filled and **capped** bottles (per state law) provided daily and labeled with child's name and date. No glass bottles are accepted.
5. Changes of clothing appropriate for weather, including socks or leotards
6. Diapers
7. Baby wipes
8. Diaper cream with signed form to administer
9. One small blanket for cover

PLEASE NOTE: Do not bring juices or formulas to the Daycare in the can. Sanitation guidelines prohibit Daycare staff from filling your child's bottles on your behalf.

See Sudden Infant Death Syndrome (SIDS) Policy and Procedures attached

TODDLERS :

Parents must supply their child's cubby with the following items:

1. A clean blanket for nap time
2. Disposable diapers or pull ups
3. Baby Wipes
4. A complete change of clothes including socks
5. Please have a suitable wrap (coat, sweater or jacket), mittens and hat available for your child to wear when we go outside. It is a state licensing law that all children go outside once a day and we comply with this requirement. When the weather is extremely cold or hot, we will limit the time spent outside.
6. Please check your child's cubby daily and on Fridays – take home all items to be washed.

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME.

TWOS :

Parents must supply their child's cubby with the following items:

1. One complete change of clothes appropriate for the weather including socks and at least two extra pair of pants (because of potty accidents).
2. Two or three pair of training pants.
3. Blanket for cover at nap time.
4. A disposable diaper to go home in (if still in diapers).
5. Baby Wipes (if still in diapers)
6. Please have available a suitable wrap (coat, sweater or jacket), mittens and hat for when we go outside. It is a state licensing law that all children go outside once a day and we comply with this requirement. When the weather is extremely cold or hot, we will limit the time spent outside.
7. Please check your child's cubby daily and on Fridays – take home all items to be washed

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME.

THREES/FOURS :

Parents must supply their child's cubby with the following items:

1. At least one complete change of clothes appropriate for the weather.
2. A light blanket for cover during nap time. Your child may also bring a small pillow to sleep on.
3. Please have available a suitable wrap (sweater, coat or jacket), mittens and hat for when we go outside. It is a state licensing law that all children go outside once a day and we comply with this requirement. When the weather is extremely cold or hot, we will limit the time that we spend outside.
4. Please check your child's cubby daily and on Fridays – take home all items to be washed.

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME.

DIAPER CHANGING/TOILET TRAINING

Each child will be checked and diapers will be changed as needed. Children will be changed at designated changing areas. Changing areas will be sanitized after each use. Baby wipes provided by parents will be used to clean the child's bottom when diapers are changed. Parents must provide any cream needed for a child's diaper area together with a signed permission form for administering. Please dress your child in clothing that is easy to remove for diapering.

Every effort will be made to begin potty training your child when he/she shows signs of being ready. The process will be a team effort between the parents and the teachers. If the parents are unwilling to cooperate with the staff, we will not continue to potty train, because this gives the child mixed messages between home and Daycare and causes confusion. Only when the home and Daycare are willing to work together on potty training will we begin. When potty training does begin, you need to bring several pairs of training pants and weather appropriate clothing. Please check your child's cubby daily for soiled clothing.

ARRIVING AND LEAVING SAFELY

1. Parent or a designated, responsible adult must escort each child into the Daycare and sign in on the designated log sheet. Please do not allow an older brother or sister to bring your child into the Daycare.
2. If there is anything that needs to be discussed with your child's teacher, please take the time to do so, especially if it will help make your child's day better. If additional time is needed, a separate conference can be arranged.
3. Children should arrive by 9:00 am in order to be able to participate fully in the planned activities for his or her group. A lunch count is taken by our Director at 9:00 am and if your child is not here, then he or she will not be counted for lunch. If the child will be arriving later than 9:00 am because of a doctor's appointment or in the event you are running late, you may call the Daycare and let us know to expect your child for lunch.
4. Children may leave only with the person you approve in writing on the Enrollment Form. Your child will not be able to leave with anyone else, unless you have notified the Daycare. Picture identification of the person picking up the child may be required. Children must be signed in and signed out on the designated log sheet each day.
5. In cases where parents are separated/divorced, we cannot be involved in custody battles. We will require a copy of the court order if one parent is without parental rights. We expect parents to comply with court orders; failure to do so is breaking the law. We cannot physically prevent any parent from taking a child. However, the Daycare will contact the custodial parent and the police if a child is removed without parental authority.
6. **INFANT/'TODDLER PARENTS:**
Discussion between parents and teachers is encouraged every day in the morning and in the afternoon. This allows for specific instructions to be given by you in the morning and allows for the teachers to tell of special occurrences that happened during the day.
Please put bottles capped and labeled in the refrigerator.
7. Please exercise extreme care when entering or exiting the Daycare parking lot. Watch for pedestrians and other vehicles. The maximum speed limit on Daycare property is 10 mph and speeding is expressly forbidden.

ATTENDANCE

1. Notify the Daycare when your child will be absent and give the reason for his/her absence.
2. Give the Director a two-week notice when you plan to stop Daycare services..

YOUR CHILD'S DAY

A daily schedule and activity plan is posted in every room and is designed to meet the needs of that specific age group. It will consist of teacher directed activities, group activities, individual activities and free choice activities.

1. The day will include:
Lunch and two snacks:
 - a. Two nutritional snacks will be served. A complete lunch will be served which will consist of meat, vegetable and/or fruit, bread and milk.
 - b. Monthly menus are posted in the hall.
 - c. Remember to call the Daycare before 9:00 am if your child will be late so that a lunch can be prepared.
 - d. Children's allergies to any foods will be posted in the child's room.

2. Outside play is a state daycare-licensing requirement for every child at least once a day and we will comply with this regulation. If it is raining, we will stay inside and if the weather is extremely hot or cold, we will limit the time that we are outside. Please dress your child accordingly.

3. Varied indoor activities:
 - a. Times when the child can choose what he/she wants to do.
 - b. Times when the teacher will lead activities with your child.
 - c. Times when your child will work in a group and times when individual work and play is done.
 - d. Indoor activities include:
 - i. Language
 - ii. Problem solving
 - iii. Cooking
 - iv. Music
 - v. Creative art
 - vi. Games
 - vii. Manipulatives and puzzles
 - viii. Block building
 - ix. Dramatic play

4. Rest Time: Children are encouraged to rest quietly, but are not forced to go to sleep. The time spent resting depends on the age of the child and the group of children in the classroom.

A child learns best through hands-on experience. To do well when entering kindergarten and all through life, a child needs to be able to explain what he/she sees, what he/she has done and how he/she feels. Children learn best when they feel good about themselves. We strive to provide many experiences that help each child's growth. If you have any questions about your child's day, please make an appointment with the Director and/or the teacher, so they can have time to answer all your questions.

FIELD TRIPS / SPECIAL PROGRAMS

The Daycare believes that field trips are a part of a good developmental program for children. A part of learning is seeing things when they happen. A field trip is much more memorable than a story about the same things. Trips away from the Daycare may be arranged for the children by the classroom teacher to reinforce their unit of study or give varied experiences. When we take our children on field trips, the following guidelines and procedures are followed:

1. The Parent or Guardian must sign a permission form giving their consent for their child to go on a field trip.
2. Each child will wear a name tag stating their name, the group they are with, the Daycare's phone number and the parent's home and work phone numbers.
3. Each teacher will carry a copy of each child's application that is in her group. This application allows a doctor or hospital to give treatment in case of an accident.
4. Each teacher will carry a list of names of the children in her group and will be responsible for those children while on the trip.
5. All vehicles used to transport children have current North Carolina Liability Insurance.
6. When riding in a car or van, each child under 3 years old will ride in a child passenger restraint device appropriate for his/her size and age. Children three years and older will be buckled into a seat belt. Each child will have his or her own seat belt.
7. The children will not be left unattended in the car or van at anytime.
8. Children will always be loaded and unloaded from the curbside of the car or van.
9. A first aid kit will be taken in each car or van.

Short walks in the community may be spontaneous to provide exercises in our environment. When possible, we try to offer on-going activities with other community programs.

The children's birthdays may be celebrated. If you would like to bring anything for a small party to be held at the afternoon snack time, please call your child's teacher to make arrangements several days ahead of time. **All food must be "store bought" pursuant to State daycare and sanitation regulations.**

CLOTHING/CHILDREN'S THINGS

1. Children learn through their activities. They will get wet or dirty. Dress your child in comfortable, washable clothes. Let your child know it is all right to get dirty. Clothing that is too tight restricts movements and limits independence; clothing that is too loose presents similar concerns. Please be aware of clothing items that may get caught on playground equipment or riding toys.
2. Consideration should be given to appropriate clothing. Be aware of how much time and effort must be given to removing clothing for diaper changes. Also, keep in mind your preschooler's ability to quickly unfasten and re-fasten their own clothing to make bathroom time go as timely and smoothly as possible.

3. Shoes or sneakers should be worn. Please, no flip-flops or clogs for safety reasons. Pull-on boots are fine.
4. In winter, hats, gloves or mittens, warm jackets or coats are needed. Children go outside every day. We keep the children inside only when it is raining.
5. Please keep a complete change of clothes in your child's storage area/cubby.
6. Labeling all clothing with your child's name will help us keep clothing with the right child. We try very hard to keep track of clothing, but we cannot be responsible for lost clothing.
7. Each child will have his/her own designated bed, crib, mat or cot and his/her own designated linen. Each child will also have his/her own storage area/cubby for storing wraps, extra sets of clothing, and personal belongings. Crib sheets are changed and washed at least daily or whenever they become soiled or wet. Cot sheets are changed and washed at least weekly or whenever they become soiled or wet.
8. Please check the storage area every evening, taking home everything but the change of clothing and blanket.
9. Children should not bring small items (hair accessories, rings, coins, etc.) that may be a choking hazard to themselves or someone else.
10. Please leave toys at home.

MEDICINE

1. Our staff **cannot** give medicine (either prescription or over-the-counter) to your child (no antibiotics, no Tylenol, no cough syrup, no decongestant, etc.)
2. Over-the-counter diaper creams may be used with a signed permission slip which will be effective for up to one year.
3. No aspirin, ibuprofen, acetaminophen, or other fever suppressants will be given. If your child needs these items, then he or she has a fever and should be at home.
4. Please apply sunblock and/or bug spray to your child before coming to school.

HEALTH/SAFETY

1. Medical Forms . A health care provider's medical report and a parent's contact form are required for enrollment and must be updated when changes occur.
2. Immunizations are expected to be up-to-date upon enrollment and kept updated as long as the child is at the Daycare. If the child's immunizations are not up-to-date, the parent must agree in writing to a schedule for completing all immunizations. If, due to sickness, immunizations are not given, then we must have on file a doctor's statement stating why the immunizations were not given and plans for future immunizations.
3. Referrals . Parents are notified when health or developmental growth appears to need attention. Referrals will be made for evaluation or treatment for hearing, speech, vision, oral problems or other physical or behavioral concerns.
4. Consultation . The Daycare has made arrangements for consultation concerning health matters with:
 - a. Alamance County Health Department

- b. Local pediatricians
 - c. Mental health programs
 - d. Emergency unit of local fire department: 911
5. Communication . Conversation with parent, guardian or designated, responsible adult is encouraged to facilitate constant flow of information concerning each child's health and well-being.
 6. Fire drills will be conducted monthly at various times during the day. The fire alarm will activate and staff will direct children out designated routes. Evacuation routes and alternate routes are posted in each classroom. Roll books are taken along for confirmation that each child has been evacuated. When an alarm is automatically activated due to heat, smoke, or malfunction, the children will be evacuated before investigating the situation.
 7. Tornado Warnings (when a tornado has been sighted): When information is received, a horn will alert staff and children. The children will be directed to an inside hallway or bathroom, free of glass and loose furniture, and will sit or lie on the floor. In this event a battery-operated radio will be turned on for information.
 8. Extreme Environmental Conditions (for example a chemical spill): Parents will receive notice on local radio. Children will be evacuated to our church facility at 1908 South Mebane Street, Burlington, N.C. by community emergency services (Fire and Rescue Departments). Parents are advised not to come to the Daycare facility.
 9. Balloons may be a safety hazard. Balloons should not be a part of decorations, gifts or activities in the Daycare. Mylar balloons are an exception.
 10. Peanuts/peanut products . Since children may be allergic to peanuts and peanut products we ask that parents not send or bring into the Daycare facility any candies, cakes, cupcakes, cookies, crackers, sandwiches or other foods which contain peanuts or peanut products (such as peanut butter, Reese's cups, Snickers, peanut brittle, peanut M&M's, peanut butter crackers, etc.) or which contain or are cooked in peanut oil. These guidelines are being established to help prevent reactions in children who may be allergic to peanuts.

ILLNESS / INJURY

1. When a child becomes ill at the Daycare, parents or legal guardians will be notified as soon as possible. The lead teacher may call or will alert the Director.
2. In the event parents cannot be contacted, the person designated for emergencies on the child's application will be contacted.
3. Parent, legal guardian or emergency person will be advised if the child must be removed from the Daycare and reminded of policies concerning return to the Daycare. In the event that these people cannot be reached in case of illness, emergency or accident, the Daycare will rely on the previously named agencies for consultation and proceed as advised.
4. A child will be removed from the Daycare and should not attend when he/she has a communicable infection or chronic illness. A child should be well enough to go outside and participate in the total planned program of the Daycare. Communicable disease are: Measles, Mumps, Chickenpox, German Measles, Diarrhea, Hepatitis, Meningitis, Strep throat, Tuberculosis, Whooping Cough, Ringworm, Staphylococcus (boils or carbuncles), Impetigo, Pink-eye, or Conjunctivitis.

5. When a child becomes ill, we require them to stay home until the illness is gone in order to prevent spreading it to others. We will ask you to come pick up your child (or keep your child home) in the following instances:
 - a. If your child develops a fever that registers above 100 degrees. Your child must be completely without fever for 24 hours without medication before returning to Daycare. For example, if your child is sent home on Monday, then he can return on Wednesday if he has had no fever all day Tuesday, including late afternoon Tuesday when fevers quite often go up. **The only exception to this policy is if you take your child to the doctor and he/she is diagnosed with an ear infection.** In this event your child may return to the Daycare the next day **with a doctor's written statement containing this diagnosis.**
 - b. If your child develops loose bowel movements and has **three** or more during the day (or fewer if the bowel movements are very close together). Your child may return **only** after he or she has eaten a regular meal and has had a normal bowel movement. If you bring your child back to Daycare and his/her bowels are still loose, we will call you again to pick your child up. PLEASE MAKE SURE YOUR CHILD IS HAVING NORMAL BOWEL MOVEMENTS BEFORE RETURNING THEM TO SCHOOL. **Viruses are contagious even without a fever so please assist in not spreading them by following the above guidelines.**
 - c. If your child vomits at Daycare. Your child will need to stay out at least 24 hours before returning and will need to be able to eat our regular meals. DO NOT ASK US TO ONLY FEED YOUR CHILD CRACKERS. With respect to infants: if your child needs to be on pediolyte or weak tea, then he or she needs to be at home.
 - d. If your child has red eyes with a discharge. If you believe your child has allergies then you **must** have a **doctor's written statement containing this diagnosis** or your child will be sent home.

6. NOTES ABOUT TEETHING: Teething causes children to get cranky and fussy which can keep them from resting well. Because of lack of sleep and irritability their resistance may go down, causing them to pick up viruses easier such as diarrhea. We do not believe teething causes diarrhea, but we do believe that teething causes children to be more susceptible to viruses. **DO NOT BRING YOUR CHILD TO SCHOOL WITH DIARRHEA.**

7. In the event of problems with a child concerning food intake, accidents or unusual behavior, a caregiver shall remove the child from the group. Observation will take place to determine necessary action to deal with the existing condition.

8. Allergies that are suspected or develop while your child is attending our program should be reported immediately. A written statement from your doctor about the condition is needed for the child's safety and proper care. We will respond as necessary: a) first aid procedure, b) contact parent or legal guardian; and c) document symptoms and procedures for child's record..

9. Slight injuries while at the Daycare will receive first aid treatment by staff. First aid treatment will consist of cleaning with a mild soap and water and applying ice if necessary. When emergency care is needed, the Daycare will do everything possible to contact you. The decision to call an ambulance, take the child to the emergency

room at the hospital, call a doctor or your emergency person will be determined by the seriousness of the injury or illness.

10. Accident/Injury report forms are filled out and signed by the staff person who witnessed the injury. This form is presented to the parent for the parent's information and signature. The form is filed in the child's folder in the Daycare office.

11. **Always keep your telephone number and address up-to-date at the Daycare.** Please inform the Director of any changes concerning your telephone number or address. During emergencies your child will need you right away. Medical care can be delayed when the parent is not present. We must always be able to reach you or the designated person.

12. You should pick up your child within 30 minutes of receiving a phone call from the Daycare unless other arrangements have been made in advance with the Director. (For example, in instances where the parent works in Greensboro).

13. Listed below are times when you should keep your child at home because these may be a sign of contagious illness and need attention very soon:

- a. Complaints of stomach upset or has vomited in the last 24 hours
- b. Has had diarrhea during the last 24 hours
- c. Has had a fever in the last 24 hours
- d. Has a rash
- e. Has open, draining sores
- f. Complains of earache
- g. Has red eyes or crusting on lashes

14. **HEAD LICE POLICY**

- a. The Daycare has a "No-Nit" Policy, which calls for the exclusion of a child from child care until all lice, nits (eggs) and egg cases have been removed.
- b. Due to the highly contagious nature of head lice, whenever a child is found to have head lice or nits, the parent/guardian shall be contacted and must make arrangements to remove the child from the daycare immediately. If the parent or guardian cannot be reached, the next person on the emergency contact list will be called.
- c. On the same day, the other children in the same classroom will be screened for adult lice or nits (eggs) as well as any siblings of the infested child and associated classroom.
- d. Upon return to the Daycare, the parent must present proof of treatment (a lice treatment box top, label, empty bottle, or a note from a medical provider) to the Director before the child can stay at the Daycare. The child will be rechecked for lice or nits. If lice or nits are found, the child will be sent home for further treatment.
- e. Repeat occurrences of head lice may result in the permanent exclusion of a child/family from our Daycare.
- f. Families may consult their doctor or buy an over-the-counter lice treatment product. Some families may be eligible for assistance in obtaining lice treatment products from the Alamance County Health Department.
- g. The Daycare staff will follow all appropriate classroom decontamination procedures as specified by the North Carolina Child Care Health and Safety Resource Center.

Head Lice Frequently Asked Questions

What Are Head Lice?

Head lice are one of the three species of lice - small insects - that prey on humans. Head lice are also parasites, which means they look to a host for food and a hospitable place to lay their eggs – in this case the human scalp. It is when lice begin to feed that the scalp usually begins to itch.

What Does It Mean When My Child Has Head Lice?

It does not mean that you or your child have been guilty of poor hygiene, only that lice landed by chance in your child's hair. Head lice can – and do – affect anyone. Children are particularly vulnerable because they congregate in groups and work and play in close proximity. Head lice can't fly, but they're adept at crawling quickly from one head to another. Children should be cautioned about sharing combs, articles of clothing and other personal items. Lice don't need much encouragement to spread.

How Can I Tell if my Child Has Head Lice?

Adult female lice lay eggs that are small, oval, and silvery white. They are called nits, and looking for them is the easiest way to discover whether your child has head lice. Nits may look like dandruff or particles of dried hair spray. Lice lay their eggs close to the scalp, tightly attached to the hair shaft. Check your child's scalp (move the hair aside), the nape of the neck, and behind the ears. A magnifying glass may help.

What Can I Do About Head Lice?

Effective treatment is available without a prescription. Most products are shampoos that require a second treatment seven to ten days after the first. It is important to follow label directions exactly and, of course, consult your doctor if you have any questions.

Checklist for Head Lice Treatment and Prevention

1. Pediculicide treatment (shampoo or cream rinse)
2. Removal of nits with fine tooth comb or pulling out nits with fingernails
3. Wash clothes, bed linens, towels, hats, coats, and other washable items in hot soapy water, dry in hot dryer or iron on hot setting.
4. Hang coats and hats separately and hang so they do not touch
5. Dry clean or seal in plastic bag any articles that cannot be washed or dried
6. Clean combs, brushes, barrettes, etc by soaking in medicated shampoo or cream rinse for at least one hour
7. Vacuum all mattresses, pillows, blankets, rugs, upholstered furniture, and fabric care seats
8. Check all family members or others who may have had close contact recently
9. Encourage sharing of toys, not clothing or head gear

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline. Based on this belief of how children learn and develop values, this Daycare will practice the following discipline and behavior management policy:

WE

1. DO praise, reward and encourage the children.
2. DO reason with and set limits for children.
3. DO model appropriate behavior for the children
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO explain things to the children on their levels.
10. DO use short supervised period of "time out." (Time out is described below).
11. DO stay consistent in our behavior management program.
12. DO emphasize safety and your child's well being.

WE

1. DO NOT spank, shake, bite, pinch, slap or otherwise physically punish children.
2. DO NOT make fun of, yell at, threaten or verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting or sleeping.
6. DO NOT leave children unattended or without supervision.
7. DO NOT place the children in locked rooms, closets or boxes as punishment.
8. DO NOT criticize or belittle children's parents, families or ethnic groups.
9. DO NOT allow discipline of children by children.

"TIME OUT"

"Time-Out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity, but within the teacher's sight. During "time-out" the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

If you are having problems you would like to discuss with the teacher and/or Director, they will be glad to meet with you. Just ask for an appointment so plans can be made to put extra staff in your child's room, then you can talk without interruption.

At the time of enrollment, our written discipline policy will be reviewed with you and you will be asked to sign that you understand and have received this form.

PARENT INVOLVEMENT

1. Parent-Staff Conferences.
 - a. Parents are encouraged to ask for a conference any time they have a concern or need for a progress report.
 - b. Teachers will contact parents when the child moves from one classroom to another. Parents will meet the new teacher and visit the new classroom.
 - c. Parents are always asked to meet with staff to discuss signs of readiness for toilet training and to plan the procedure together.
 - d. Parents will be asked to meet with the staff in cases where there are behavior problems or developmental concerns.
2. Celebrations. Parents are invited to attend holiday presentations in the classroom or entire Daycare activities such as the 4 year old graduation ceremony.
3. Field Trips. Parents are encouraged to participate in trips planned away from the Daycare. Trips reinforce specific topics of study and add varied experiences and enjoyment to the program. Parents can help provide supervision for small groups of children. Each child must have written parental permission in order to participate.
4. Birthdays. Birthdays are remembered at the Daycare. Parents are welcome to bring special afternoon snacks for the class and to help celebrate their child's birthday. Please coordinate with the child's teacher.
5. Open Door Policy. We want you to feel welcome in our Daycare. However, parents and visitors need to be aware of your child's reaction to seeing you at times other than pickup. Inform your child so they will be prepared to see you and know they will not leave with you when you come to visit. Children are easily upset when their routine changes. We want to avoid children becoming upset unnecessarily, which affects the total group and requires staff time since it disrupts the planned activities and smooth flow of the day. Opportunities for a visit by parents to observe and gather information about the Daycare are available by appointment or drop-in *when* the Director is available.
6. Custody. In the event of a child custody situation, our first responsibility is for the child's care and safety. We cannot be involved in custody battles. We will require a copy of the court order if one parent is without parental rights. We expect parents to comply with court orders; failure to do so is breaking the law. We cannot physically prevent any parent from taking a child; however, the Daycare will contact the police and the custodial parent if a child is removed without parental authority.
7. Parents need to inform the staff if:
 - a. You have noticed any unusual behavior.
 - b. Your child has been given medication in the past 24 hours.
 - c. The usual family schedule has changed (absence of family members)

- d. Your child will be later than 9 a.m. in arriving.
- e. A parent intends to remove the child from the Daycare. The Daycare requires 2 week notice.
- f. There has been a change in the residence, employment, home number, etc. We need to make necessary changes on our emergency cards.
- g. Your child will be absent.

CHILD ABUSE AND NEGLECT

By North Carolina law, the Daycare must report suspected child abuse and neglect. When this situation arises, the teacher will tell the Director. The Director will notify the Protective Services Unit of the Department of Social Services, which will be responsible for the investigation of a reported situation.

SUBSTITUTE CAREGIVERS

1. A substitute will be contacted when needed to meet child/staff ratios in the absence of regular employees. A substitute must complete an employment application, meet job requirements, and have a current medical report signed by a physician.
2. The Director will contact substitutes, arrange work schedules and establish responsibilities.
3. Whenever possible a floater or part-time staff member will substitute.

THE CHILDREN WE SERVE

1. We are licensed to serve children from 6 weeks to entering Kindergarten. In addition we have an after-school program and summer day camp program for elementary age children.
2. Children with special needs are considered for enrollment when we can give good care within our normal daily planning. The parent must be willing to allow other agencies to share information about the child, meet with the staff as often as needed and to carry out any agreement made with the staff.
3. When after careful consideration, the Daycare Staff and Director determine the needs of the child cannot be met or that the child's behavior or limits are detrimental to the program, parents will be asked to make other child care arrangements. (See Termination Policy).

TERMINATION POLICY

Our Daycare is primarily equipped to provide services for children without special needs. When special needs develop, we will continue care as long as:

1. The total program is not interrupted.
2. We can provide a safe environment for the child.
3. We receive cooperation with the parents or guardians involved.

If any of the above three guidelines cannot be maintained, the following steps will be taken:

1. Conference with the parent or guardian, outlining the situation with a plan for improvement.
2. Problem-solving help obtained from Alamance County Mental Health.

In the event that a child displays dangerous and/or violent behavior, the parent or guardian will be contacted immediately and asked to remove the child from the Daycare. Violent tantrums and disrespectful language are not acceptable behavior. Termination of services may result if the behavior continues. The final decision to continue care for an individual child will be made by the Daycare Committee and the Director.

AGENCIES WE COOPERATE WITH

Below is a list of other agencies and programs that the Daycare works with in the surrounding counties:

1. Alamance County Mental Health Center: SWING
2. Department of Social Services:
3. Schools: Other education programs
4. Christian Counseling Center
5. Alamance Partnership for Children (SMART START)

SUMMER POLICY

1. You may elect to take your child out for the summer and go on the waiting list for fall.
2. During the summer months, we are obligated to try to maintain full enrollment; therefore, your child's spot will be filled if at all possible.
3. When you are ready to enroll your child again in the fall, call the office to see if a space is available. You will be expected to pay a registration fee at this time.
4. We will work with those children who have been previously enrolled first, before going to our outside waiting list, but no promises of a space will be made.
5. Please remember that if your child is enrolled at the Daycare during the summer months, payment is required every week, even when you may be on vacation.

PRIVACY POLICY

In accordance with applicable privacy laws and out of respect for the privacy of our Daycare employees, children and their families, communications and information about persons involved in our program are confidential and not to be shared with unauthorized individuals. Our staff will not discuss details of any incident within our daycare with anyone except in accordance with these guidelines.

PARENT HANDBOOK ACKNOWLEDGMENT

I have read the most recent copy of the parent handbook dated _____. I understand all the policies stated therein and am willing to follow these guidelines. I do understand that infractions of our policy will result in a conference between the parent and the Director and may result in termination of my child.

SIGNATURE OF PARENT OR GUARDIAN

DATE

If your child is an infant, please also sign the following statement regarding Sudden Infant Death Syndrome (SIDS).

I confirm receipt of the letter regarding Sudden Infant Death Syndrome (SIDS) and understand the policies stated therein.

SIGNATURE OF PARENT OR GUARDIAN

DATE