

*Welcome Friends,*

*Welcome to the Regional Center for the Advancement of Children located on Haywood Community College campus.*

*Our mission is to provide a safe, nurturing, challenging teaching and learning environment that instills and fosters a desire for learning among children, families, and students.*

*Our child care program maintains high standards for child care with low staff/child ratios, nutritious meals, qualified staff, spacious classrooms, pre-k, and outdoor learning environments.*

*Children at the Center benefit from the “Creative Curriculum,” which focuses on how children develop and learn, their learning environment, and the role of the teacher and the family based on research and theory.*

*We are committed to serving as positive role models and providing nurturing and safe care responsive to the individual needs of children. We respect the family as the primary and most important caregiver and look forward to forming a strong partnership with families in the care of their children.*

*By working together, we will give children a sense of self-confidence and security so that they can explore the world with enthusiasm and curiosity.*

*Respectfully yours,*

*Dr. Rose H. Johnson, President  
Haywood Community College*

*Sara Galvin, Director  
Regional Center for the Advancement of Children*

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# Center Operational Policies

## **Arrival and Departure**

Every child must be accompanied by an adult when entering and leaving our center. Please greet and notify the staff your child is present. If your child is not going to attend, please call the center to let staff know. A contact number will be given out when enrolled.

Each classroom has a sign in and out form you should complete daily. Children will be released to only to those who are designated on the Emergency Release Form. Children cannot be released to individuals under the age of 18. When someone other than the parent is to pick up a child, he or she will be asked to provide identification.

All legal parents have the right to pick up their child unless there is a legal document stating otherwise.

**In case of emergency:** Children will be released only to those people listed on their application form as being allowed to pick them up. Please be sure you have listed at least three people who may pick up your child. Any changes to your instructions must be made in writing. **For your child's protection, there will be no exceptions made to this policy.**

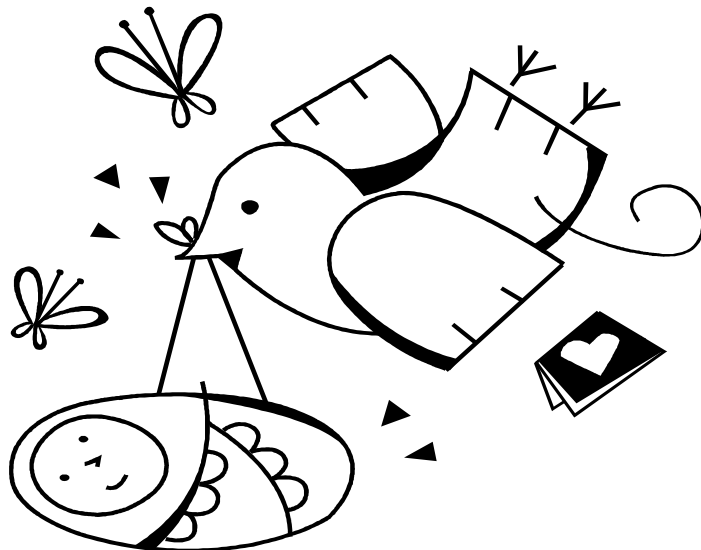
## **On time Pick Up**

Our staff is hired to provide child care services for a specific number of hours each day. It is important for parents to pick up their children at a designated time daily. Children miss their parents if the day is long. Fatigue can stress your child. For your child's well being, we urge you to come and pick up your child on time. If you find that you are going to be detained, please notify the center immediately so that we can assure your child that he/she has not been forgotten.

During the enrollment process, parents should notify the hours needed and notify the center director of any changes that may occur. Repeated tardiness picking up your child may result in losing their slot in our program. If a child is left after hours and the center has not been notified the Department of Social Services (DSS) will be contacted.

## Application and Registration

1. Parents must meet with the Center Director for a pre-enrollment conference prior to attendance in the program.
2. Parents will be expected to complete an application form, discipline policy, emergency release form, and a food service form. All forms must be completed and turned in to the Center Director prior to enrollment in the program.
3. Parents will be given a medical examination form and immunization record which must be completed by a doctor or health care professional. This form must be turned in to the center at enrollment time. We are required by the State of North Carolina all immunizations must be updated and completed for the duration your child is enrolled in our program. A health care nurse checks our records often and you will be notified if your child needs any updates with immunizations.
4. Parents of infants need to provide a written feeding schedule so that we can coordinate with the child's home feeding schedule. All children under (12) months old must have a current feeding schedule on file at the center. Parents are responsible for making any changes in their child's schedule as eating habits change.



**Registration Fees**

A 25.00 initial registration fee will be charged at the time of enrollment. If a child is withdrawn from the program for any reason, a subsequent 25.00 registration fee will be charged to re-enroll the child in the program.

**Private Fees**

Fees will be charged on the current fee schedule approved by the Advisory Council. Fees must be paid in advance prior to the child's attendance in the program. Fees are due by the 5<sup>th</sup>, working day of the month unless waived by the Center Director. Fees are assessed by the month your child is enrolled.

**Returned Check Policy**

If you pay with a check and the check is returned then you will be charged 25.00 plus the amount owed. You will have to pay in cash to the HCC cashier's office. Second offense then you will be required to pay in cash there after. If you fail to pay in a timely manner then you will be turned over to a collection agency.

**Current Fees are as of**     June 1<sup>st</sup>, 2008

Infants (under 12 months)	<u>720</u>
1 year old	<u>720</u>
2 year old	<u>640</u>
3 year old	<u>600</u>
4 year old	<u>600</u>
5 year old	<u>600</u>
School age	<u>          </u>

**Subsidized Care**

Subsidized Child Care assists parents in helping pay for child care and is available for families who meet the eligibility requirements. All parents who feel they may qualify for subsidized child care, or having difficulty paying for their child care should contact their local subsidized child care social worker. Parents must verify proof of their family income. The social worker will determine the fee. Fees assessed by the social worker will be printed on the child care Voucher/Action Notices and are due on the first enrollment day of the month. In the event of any changes in the family income or size, parents are required to notify their child care social worker immediately.

## Food

HCC child care provides children with a nutritious breakfast, lunch, and afternoon snack. Our menus are based on what children like and meet the guidelines required by the United States Department of Agriculture Feeding program. Children need to be present at the times designated to participate in these meals. We are an Equal Opportunity Provider.

Parents are advised not to bring any additional food into the center. Special Dietary considerations should be discussed in advance with the Center Director. Specific diets or allergies to food may require a written approval from a physician.

The feeding policy for infants is as follows: infants shall be held by the caregiver while the infant is taking a bottle. Bottle propping by the caregiver is not permitted. Mobile toddlers will not be permitted to carry their bottle throughout the classroom. If the child is able to sit alone, the child shall sit in an age appropriate chair, at an age appropriate table to feed himself/herself. Parents are encouraged to inform the staff of any changes in eating habits, such as, introducing solid foods, weaning from the bottle, etc., as soon as possible.

HCC child care does not provide formula so you will need to provide it in bottles labeled and dated with your child's name on it.

Bottles that contain formula, milk, or juice shall be refrigerated until the child desires to be fed. All contents remaining in the bottle, after each feeding, will be discarded. This is a sanitation regulation in child care. This makes it important to bring in smaller bottles with the approximate amount of a feeding that your child needs.



Breast feeding is a special bond formed by the mother and child. We do promote breastfeeding in our center. Moms, you are welcome to come and breast feed your child. Bottles of breast milk shall be dated and labeled with the child's name on it. All breast milk shall be used only for the intended child.

### **Field Trips**

The application completed for enrollment in our program has a form where you sign for your child to go outside the center and fenced in areas of the playground. Our field trips consist of moving around the campus on activity days. Parents are always welcome to join in the fun! If we were to leave campus parents will be notified with a separate permission slip.



### **Clothing**

Parents are responsible to always supply a change of clothing at all times. Please keep in mind of the seasonal changes and send appropriate clothes for the season. This is a child care regulation that we must follow. You will be notified to bring in more clothes as needed.

Remember...active children playing indoors and outdoors will get their clothes dirty. Be sure that your child is dressed for involvement in fun, creative sometimes messy, activities that promote valuable learning experiences.

### **Diaper Bags**

The only items allowed in a diaper bag are diapers, clothing, wipes, and baby toys. It is the parent's responsibility to remove all medications and bottles/cups upon arrival and give them to the staff. The parent also needs to collect medications and bottles/cups at the end of the day.

### **Toys**

HCC child care is adequately equipped with age appropriate toys and materials, and we recommend that children do not bring toys from home to prevent lost or stolen items. Staff will not be responsible for these toys. Toys to sleep with will be stored in the cubbies or carried home each day in a backpack. Please label any items with your child's name for easy identification.

**Child/Staff Ratios**

Please review our Star Rated License. The child/staff ratio for each group will be posted in each room. Each classroom will have the appropriate child/staff ratio according to the center's star rating. Emergencies not included.

**Staff Professional Development**

All staff is required to be seeking or obtain Early Childhood Credential I & II if working inside the classroom. Lead teachers/teachers are strongly encouraged to obtain an A.A. Degree in Early Childhood. All staff is required to receive annually CPR and every three years First Aid. From time to time the center will be closed for staff development days, but parents will be notified in advance of these closings.

**Holidays**

A schedule of holidays observed by the center will be given at time of enrollment by the Center Director.

**Safe Sleep Policy**

The policy will be gone over at time of enrollment and a handout will be given.

**Discipline Policy**

The policy of the North Carolina Division of Child Development states no corporal punishment may be used. At time of enrollment you will be given our policy on discipline and behavior policy.

**Tobacco Free Policy**

HCC is a tobacco free campus as of January 1, 2008. The use of tobacco products is prohibited on HCC property except within the confines of privately owned vehicles. This policy applies to all students, faculty, staff, and visitors. Citations will be given if this policy is not followed.

**Campus Security**

HCC security patrols the campus at all times. If you were to need assistance please call (627-4514) office or (646-5680) pager.

**Employment Policy**

HCC is an affirmative action, equal employment opportunity employer that does not discriminate on the basis of race, color, religion, sex, age, disability, political affiliation or national/ethnic origin.

# Health and Safety Policies

## **Infectious Disease Policy**

Child care centers, because of their nature, are places where children are frequently exposed to contagious diseases. In order to reduce the risk giving an infection to other children, and for your own child's protection, the following policy will apply:

### **CHILDREN MAY NOT ATTEND WHEN:**

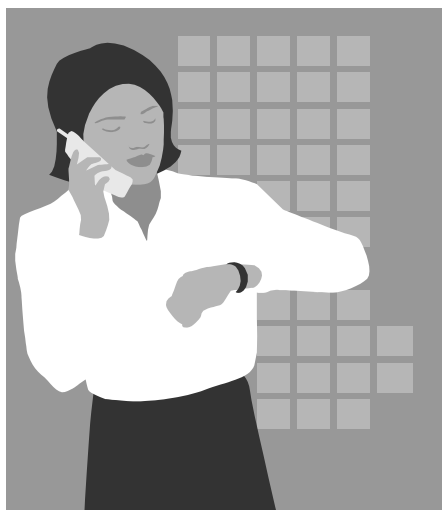
- A child does not feel well enough to participate in daily activities
- A child has any of the following symptoms...
  1. Fever (101 degrees F. or greater and accompanied by behavior changes or other signs of illness).
  2. Signs of possibly severe illness (uncontrollable coughing, wheezing, extreme irritability, difficulty breathing, lethargic).
  3. Diarrhea (changes from the child's usual stool pattern, such as increased frequency of stools, looser/watery stools).
    - After 2 incident with diarrhea the child must go home regardless of any accompanying symptoms
- A child has been diagnosed from a health care provider and the child has been treated and/or no longer contagious with the following...
  1. Infectious conjunctivitis/pink eye (with eye discharge) may return after 24 hours after treatment started.
  2. Scabies, head lice, other infestations may return after 24 hours after treatment started and child is **FREE OF ALL NITS**. Must have a written notification from a health care provider stating **NIT FREE**.
  3. Impetigo may return after 24 hours after treatment and all sores have crusted over.
  4. Strep throat, scarlet fever, or other strep infection may return after 24 hours after treatment started and the child is free of fever.
  5. Pertussis may return after 5 days after treatment started.
  6. Tuberculosis (TB) until a health care provider determines that the disease is no longer contagious.
  7. Chicken Pox until 6 days after start of rash or all sores are no longer infected.
  8. Mumps until 9 days after start of symptoms (swelling of "cheeks").
  9. Hepatitis A until 7 days after start of symptoms (jaundice).
  10. Measles until 6 days after start of rash.
  11. Rubella (German measles) until 6 days after start of rash.
  12. Oral Herpes (if child is drooling) or until the lesions are dry.
  13. Shingles until lesions are healed.

These are many contagious diseases, but not limited to that your child can be exposed. So please understand when staff contacts you to keep your child at home it is for the safety and well being for the other children and staff. It will be under the Director's discretion if a child returns without proper written documentation and the child still shows signs of being contagious your child will be asked to stay home until fully recovered. Thank you in advance for your cooperation with this policy!

Fresh air and exercise are critical for your child's development. If your child is not well enough to play outside we recommend you keep your child home one extra day to insure a complete recovery.

*If any child develops a contagious or infectious disease while at the center, the parents will be informed. Parents will be required to pick up their child immediately so please update contact information as needed.*

The center staff will inform you if your child has been exposed to a contagious or infectious disease while at the center. In return we would appreciate to be informed by the parents if your child has been exposed to a contagious or infectious disease.



## Medications

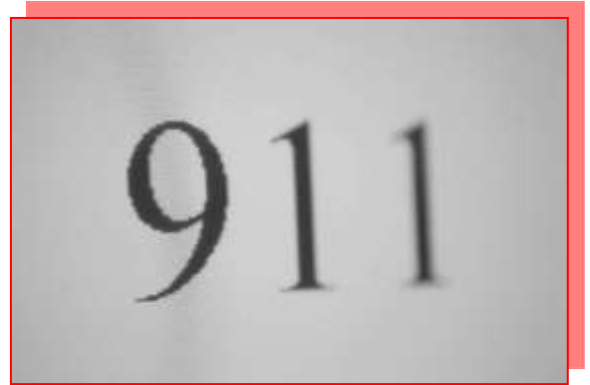
In order for center staff to administer medication the following regulations will be followed...

1. Provide prescription medicine in its original container with the pharmacy's label which lists the child's name, date the prescription was filled, the physician's name and directions of dosage.
2. No medication can be administered at the center without written permission for the parent. A medication permission form must be completed and signed by the parent with the child's name, name of medication, exact dosage, time(s) of day to be given, day(s) to be given and what the medication is being used for.
3. Over the counter medications shall be administered as authorized in writing by the child's parent, not to exceed the amounts and frequency of dosage specified in the printed instructions accompanying the medication. Please be sure the medication is appropriate for your child's age or we have to require a doctor's prescription which specifies exact dosage. The child's name should be written on the medicine container.
4. All medications can be kept at the center only for the length of the prescribed course of treatment. No medications can be kept indefinitely, or to be given "as needed".
  - A written statement from the parent may give blanket permission for up to 6 months to authorize administration of medication for asthma and allergic reactions.
  - A written statement from the parent may give blanket permission for up to one 1 year to authorize the administration of sunscreen and over the counter diapering creams.
5. All medications must be given directly to the center staff by an adult. DO NOT bring pre-measured medication in a syringe or bottle because we can not administer it that way.
6. If only two doses are given during a 24 hour period, we would prefer the parent administer the medication before and after child care services are needed.



## **In case of an EMERGENCY:**

During the enrollment process the parent is required to sign an emergency form and have it notarized. In case of emergency the center staff will take appropriate action to notify 911, transport the child to get medical care, and parents/guardians contacted immediately.



Emergency phone numbers will be posted near telephones and the staff will be instructed on how to act appropriately to emergencies. A first aid kit will be located at the center and required staff will be trained in First Aid and CPR.

It is critical that we have telephone numbers where you may be reached in case of an emergency or illness. Please keep us informed of any changes and updated as needed with numbers or contact information.

During an evacuation from the college's campus the center follows this procedure...

- Staff loads children into their vehicles
- Transports to the Wal-Mart/Food Lion parking lot
- Staff contacts parents by phone as soon as possible

This procedure was approved by the NC Division of Child Development.

## **Reporting Suspected Child Abuse or Neglect policy**

North Carolina law states, anyone who cares for children are required to report any suspected cases of child abuse or neglect. We are required to follow this law accordingly and we will cooperate with officials as needed.

## *Parent Participation*

All parents are expected to:

1. Visit the center before the child's first day of attendance to help the child become familiar with the program.
2. Obtain a medical examination and immunization record for the child and complete the medical examination form.
3. Complete the additional forms necessary, but not limited to Emergency Release Form, Discipline/Behavior Form, and Food Forms.
4. Exchange information about your child's progress and discuss needs with center staff.
5. Notify center staff if there is a problem and work together to find a resolution.

All parents are welcomed to the center any time. We do have an OPEN DOOR POLICY (meaning you are welcomed at any time). We do want you to know there will be times we may ask you to be quiet if it is during an activity (like nap time or storybook time) so other children are not disturbed.

The center staff wants this to be a place where you and your child feel like your right at home. Please don't hesitate to call if you have any questions, comments, or concerns. Let's work together and make your child's early years count!

Thank you for allowing us to make a difference in your child's life!

