



COVENANT

presbyterian church

CHILD DEVELOPMENT CENTER

Parent Handbook

September 2021

Dear Parents,

With the current COVID-19 pandemic and its tragic impact on our world. Covenant Presbyterian Church Child Development Center (CDC) has made temporary changes to our handbook. These changes are temporary and will remain in place until it is safe to return to normalcy. The revisions are to ensure a safe and healthy environment for the staff, children, and families.

Changes impacted by COVID-19

Arrival and Dismissal: Each morning and afternoon, the families will enter through the Covenant Presbyterian Church Welcome Center. Upon entering, each person entering (guardian and children) must wash hands at the handwashing station and undergo a temperature check before entering the CDC. At this time, families are not permitted to enter the classrooms. Children will be greeted at their classroom door by their teacher each morning. After being greeted, the teacher will escort the children into the classroom. At pick-up, a teacher will escort the children to the door upon each family's arrival. While families are not permitted in the classroom, they are allowed in the Covenant Presbyterian CDC. At this time, only one family member is permitted to enter the Covenant Presbyterian CDC at time of arrival and dismissal.

Nutrition Policies: At Covenant Presbyterian CDC, family- style dining is a part of the mealtime process. Family-style dining is an opportunity for children to strengthen their self-help skills. To limit the spread of COVID-19, all meals prepared by Friendship Trays will be pre-plated each day.

Volunteers: Covenant Presbyterian CDC hopes to welcome the use of volunteers again soon. Due to the current pandemic, volunteers are not allowed in the center at this time. This decreases the number of possible exposures in the center.

Illness: To reduce the spread of COVID-19 and potential exposures, we continue to follow the Center for Disease Control's recommendations and guidance toolkits for Child Care Centers. Anyone showing symptoms of COVID-19 will immediately be excluded from the children and staff until symptoms have subsided, or a medical health care professional has given clearance to safely return to school. COVID-19 symptoms include but are not limited to:

- Fever
- Cough
- Sudden loss of taste or smell
- Fatigue
- Congestion or runny nose
- Sore throat
- Nausea or vomiting
- Diarrhea

Field Trips: The three- and four-year-old classrooms may go on walking field trips across campus, and in the community room. Off campus field trips are not permitted at this time.

***PLEASE NOTE:** Changes in the future will be updated as needed*



Welcome to Covenant Presbyterian Child Development Center! It is our pleasure to work with you to develop healthy, happy children.

Our goal is to provide high quality childcare and educational opportunities in a safe, fun and loving environment for children from a variety of backgrounds, following the Playway method of education. It is our responsibility to spark interest, to help children become independent, and to provide encouragement and comfort. To do this we work hard to:

- Develop children's social and emotional skills.
- Provide activities that are interesting, creative and encourage expression.
- Work with families to provide a whole-child approach.
- Customize learning opportunities to meet each child's unique needs.

As part of Covenant's commitment to serving families from a variety of backgrounds, the CDC has established a Financial Assistance endowment to subsidize childcare costs for those in need of financial assistance.

This handbook has been written to help parents understand the policies and procedures at our school. We welcome feedback and questions at any time. Covenant Presbyterian CDC is referred to as the "School" herein, and the "Parent" is the person(s) who signs the School Enrollment Contract and the Acknowledgment of Receipt of Parent Handbook.

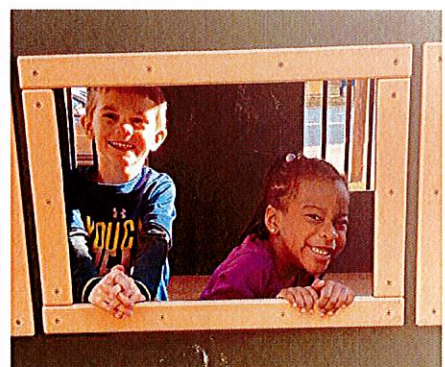
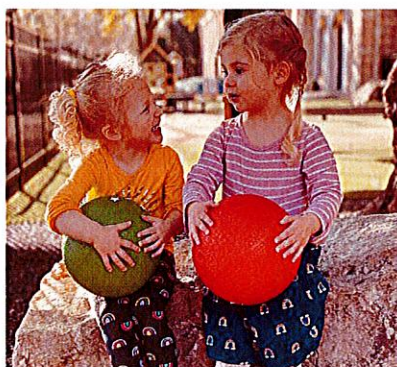


TABLE OF CONTENTS

Enrollment	7
State Licensing Regulations	8
Non-Discrimination Statement	8
Education Programs.....	8
Daily Schedule	10
School Calendar	10
School Closings and Delays.....	10
Arrival and Dismissal	11
Nutrition Policies	13
Naps	14
Diapering and Toilet Training.....	15
Staffing.....	16
Tuition and Enrollment.....	18
Parent and Family Involvement.....	21
Birthday Celebrations	23
Invitations and Fliers	23
KidReports.....	23
Health and Illness Policy	24
Administration of Medications	26
Cleaning and Janitorial Service	27
Field Trips.....	28
Social Networking and Arrangements.....	28
Security	29
Behavior Management (Discipline) Policy	29
Child Abuse and Neglect (Mandated Reporters)	33
Parent Forms	34

Enrollment

The Covenant Presbyterian CDC does not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, marital status and/ or disabilities.

Prior to enrollment each family will submit an interest form on our website: www.covenantpresby.org/child-development-center . If you are interested in joining our waitlist a \$25 fee will apply to join. Once the fee has been paid, you will be added to the waitlist. Five to seven days after your form is submitted, you will receive an email to let you know your waitlist space. Prior to enrollment each family is required to schedule an interview with the administrator (that involves both parents when possible), schedule a visit to the school with their child to meet with the prospective teacher, and complete the Covenant Presbyterian CDC enrollment packet.

Infant age children: Must be at least six weeks old prior to their first day at the school. Toddler age children: Must be 13 months or older and able to walk on their own.

Covenant Presbyterian CDC is a year-round independent school serving children ages six weeks to six years old/entry into kindergarten. We offer full-day, year-long childcare. We are open Monday through Friday from 7:30 a.m. to 5:30 p.m.

Record Keeping

Now that your child is enrolled, it is important for your child's safety that we always maintain current records. Each year, each child must have an updated physical form, with immunizations that match State of North Carolina requirements. The form must also be signed and dated by your pediatrician and include the child's date of birth.

Throughout the year, please update us in a timely manner about any information that changes (your address, phone number, employment, and so on) by completing the appropriate forms, which can be obtained online or at the Covenant Presbyterian CDC reception area. Return completed forms directly to the Program Director. We

want to make sure the information is received and processed in the office without getting lost. Please do not give this information to a teacher or send it to school in a child's backpack.

State Licensing Regulations

North Carolina Regulations state that preschool ages span from birth to Kindergarten (Children are eligible for kindergarten if they are the age of five by August 31).

Covenant Presbyterian CDC is licensed and regulated by the NC Division of Child Development and Early Education (NCDCDEE). We strive to always maintain compliance with all applicable childcare requirements. If you have a concern, please talk with the Director or Assistant Director as quickly as possible so it can be addressed. Additionally, if you would like to report your concern directly to the NCDCDEE, call 800-859-0829. The NCDCDEE childcare consultants keep the reporter's name confidential when investigating complaints.

Non-Discrimination Statement

Covenant Presbyterian CDC does not discriminate based on race, religious creed, color, gender, sexual orientation, national origin, age, marital status, or disability. This policy applies to our decisions regarding, but not limited to, admission, financial aid, and employment.

Education Programs

The Program for Infant/Toddler Care (PITC) (Used with the Infant and Toddler classrooms) *A Relationship-Based Curriculum*



The goal of **PITC** is to help infant/toddler care teachers recognize the crucial importance of giving tender, loving care, and assisting in the infants' intellectual development through an attentive reading of each child's cues. The PITC's videos, guides, and manuals are designed to help childcare managers and infant/toddler care teachers become sensitive to infants' cues, connect with their family, and

culture, and develop responsive, relationship-based care. The training materials provide the foundation for a style of care in which infant/toddler care teachers study the infants in their care, reflect on and record information about the children's interests and skills, and search for ways to set the stage for the child's next learning encounters.

**The Creative Curriculum (6th Edition) (Used
with the two to five-year-old classrooms)**

**The Creative Curriculum®
for Preschool**

The Creative Curriculum® for Preschool is a research-based, comprehensive curriculum that features exploration and discovery as a way of learning. The foundational volumes help teachers create a high-quality learning environment and build a thorough understanding of best practices, while the Daily Resources help teachers plan and manage every moment of their day.

As part of the Daily Resources, the Teaching Guides and additional instructional tools provide a wealth of ideas and detailed plans for filling every day with meaningful and engaging experiences designed for all children. Special support helps teachers individualize instruction for English- and dual-language learners in the classroom. What's more, the curriculum takes the guesswork out of meeting the early learning standards for North Carolina.

Daily Schedule

Our program provides a flexible schedule to meet the needs of the children. Infants will be cared for under Primary Caregiving to help build and strengthen bonds between the child and teacher. Their schedules and routines will be individualized for their needs and age groups. Daily routines will include toileting, sleeping, resting, mealtimes, and playing.

School Calendar

Our current calendar can be found at www.covenantpresby.org/child-development-center

Holidays: Covenant Presbyterian CDC will be closed for the following holidays:

New Year's Day	Independence Day
Dr. Martin Luther King Jr. Day	Labor Day
Easter Monday	Thanksgiving (Thursday & Friday)
Memorial Day	Christmas Eve & Christmas Day

Teacher preparation day: In addition to the holidays above, Covenant Presbyterian CDC will also be closed one day in August to allow teachers to prepare their classrooms for the new school year.

Early Release: Covenant Presbyterian CDC will have early release days on the 2nd or 3rd Thursday every other month at 2 p.m. (please see school calendar for dates). This will allow us to conduct teacher trainings throughout the year and provide time for parent/teacher conferences twice per year.

School Closings and Delays

We follow our own school calendar, but school closings, delays, and early dismissals will be influenced by the City of Charlotte emergency information agency. If the governmental offices are closed, we will most likely be closed as well.

Our primary means of announcing school closings and delays will be via:

- Constant Contact emailing system
- Remind Text messaging system

Arrival and Dismissal

Arrival

School begins at 7:30 a.m. Children may arrive any time between 7:30 a.m. and 11 a.m.

All children should be in the classroom by 11:00 a.m. Aside from doctors' visits, it is very important not to interrupt the daily schedule by arriving late. Please call the school if your child will be late or absent and follow the drop-off procedures described below. If you are late, we will try to acknowledge you as quickly as possible, but please understand that we will be engaged with the children, which must take priority.

- Drop children off at their classroom by signing them in and allowing the teacher time to do a daily health check before leaving. Please be sure your child's diaper is clean at drop-off.
- Be patient with each other and let us know if something is not working so we can work to fix it.

Dismissal

Children may be picked up anytime. Please help us keep the rest of our afternoon classes and appointments on schedule and arrive no later than the stated end time. Licensing regulations do not allow us to keep children on site beyond 5:30 p.m. Any children picked up after 5:35 p.m. will have a late fee of \$1 per minute for the first 10 minutes. After 5:45 p.m. a fee of \$5 per minute will be added.

When children are not picked up by 5:30 p.m., an administrator will contact family members to ensure that someone is on the way. All children must be picked up within 30 minutes of being contacted. If we are unable to get in touch with the parent(s) or guardian, we will begin calling down the pick-up list. If we have not received a commitment to pick up the child from an authorized pick-up by 6:00p.m., then Covenant Presbyterian CDC is required to notify the Children and Families Service Center and the Police will be called to take custody of the child. This can be very uncomfortable for the parent, the staff, and especially the child-so please make

every effort to comply. Habitual tardiness can result in being exited from the program. Please pick up on time!

Parking

There is no "carpool" for drop-off or pick-up. Please park in any designated parking spot or around the church circle. After parking, please walk your child(ren) into their respective classrooms to sign them in.

Please remember children are not to be left unattended in your car-even to walk to the entry. It is illegal to leave any child under eight years old alone in a car, and all Covenant Presbyterian CDC staff are mandated reporters. Bring children into the building with you or ask a trusted adult to watch them for you. Teachers are not allowed to watch children who are not within the licensed space. Thank you for this attention to child safety.

Pick-Up Permission

Children will only be released to a person listed on your emergency pick-up list.

We will ask the individual picking up your child(ren) to show a photo ID before they are allowed into the center. Parents may only add individuals to the emergency pick-up list in person. Please add at least two people you can trust in case you are not able to make it to school in time for pick-up for any reason.

Please call the school if you anticipate a problem with pick-up. Parents should make back-up plans.

Sign-in and Sign-Out Policies

You must sign your child in and out of School each day as part of pick-up and drop-off. You may only use your full legal signature (no initials or shorthand) and your signature must be legible. The sign-in and sign-out clipboard is in your child's classroom

Absence

If your child is going to be absent, you must inform the office by 10 a.m. by calling the main line and speaking with the Director or Assistant Director, who will in turn inform your child's teachers. Attendance is important and helps children learn their routines. Please do your best to attend each day. Excessive absences can be cause for termination.

If you have a vacation or need extended time away for personal reasons, please contact the School Director to ensure that your child's spot is not lost. Tuition cannot be prorated for vacations or absences.

What to Send with Your Child

We will store personal items for your child in a cubby. North Carolina Licensing Division requires that the following be in your child's cubby:

- ☐ An extra pair of closed-toed shoes
- ☐ A jacket or sweatshirt
- ☐ Two complete changes of clothing (including shirts, shorts/ pants, socks & underwear)

Nutrition Policies

AM Snack

AM Snack will be available each morning. Three days a week we will have a hot AM Snack delivered to the facility. The other two days we will serve a cold AM snack out of our receiving kitchen. Am snacks will consist of at least three food groups.

Lunch

Lunches are served pre-plated each day. The teachers will be eating child-sized portions at the table with the class to model eating, trying new foods and proper plating. Lunch will consist of five food groups (grain, dairy, vegetable, fruit and meat or meat alternative).

PM Snacks

PM snack, which will be available for your child in the afternoon, will include two food groups and water or milk. After everyone has had a chance for first snack, students are welcome to have an additional snack.

Food Allergies

If your child has a food allergy, we can make accommodations. We will need a note from your pediatrician detailing the allergy and severity. We will share this information with our caterer, who can either substitute a different ingredient or cook a separate meal for your child. We can accommodate only certified allergies, and beef or pork preferences. Our Food Service Coordinator will ensure that all the plates, bowls and utensils are properly washed and sanitized in our receiving kitchen. You do not need to bring these materials from home.

Infants

Infant milk, formula and food will need to be provided from home. Please label all bottles and food with your child's name. Any breast milk should be labeled with the date it was expressed and any frozen breast milk should also have the date it was frozen and thawed.

Naps

Nap time will be offered to children starting after lunch (around 12:30 p.m.) and will last until 3 p.m. We will not force children to sleep, and we will not wake them up from napping unless there is an emergency. For children who do not want to nap, we encourage them to rest their bodies for the first 30 minutes. If, after 30 minutes, the child does not want to sleep, we will offer some quiet activities to do while lying on the cot.



Diapering and Toilet Training

Diapering

Please provide diapers, wipes, and diaper rash cream for your child to store at the center. Children's diapers are checked and changed every two hours and whenever soiled. Please check your child's diaper before dropping off in the morning and change it if soiled.

North Carolina Division of Child Development has developed a specific procedure for sanitary diaper changing that all teachers will follow. A poster with this information is also posted next to each diaper changing station with these procedures:

1. Get organized. Before bringing the child to the diaper changing area, wash your hands, gather, and bring the supplies that you need to the diaper changing table (clean diaper, diaper cream, moistened wipes for cleaning the child, disposable gloves, a receptacle for the disposal of the dirty diaper, clean clothes if needed, and sanitizing solution for the diapering surface).
2. Put on disposable gloves.
3. Bring the child to the diaper changing area. Keep soiled clothing away from you and away from any surfaces you cannot easily clean and sanitize after the change.
4. Clean the child's diaper area. Remove stool and urine from front to back by using a fresh wipe each time.
5. Remove the soiled diaper without contaminating any surface not already in contact with stool or urine. Fold the soiled surface of the diaper inward. Put soiled disposable diaper, liner, soiled towelettes, then gloves in a covered, plastic-lined, hands-free covered receptacle. If reusable cloth diapers are used, put the soiled cloth diaper and its contents (without emptying or rinsing) in a plastic bag or into a plastic-lined, hands free covered can give to parents.
6. Put on a clean diaper and dress the child.

7. Wash the child's hands for a minimum of 15 seconds and return the child to a supervised area.
8. Clean and sanitize the diaper changing surface. Clean any visible soil from the changing surface with detergent and water, rinse with water. Wet the entire changing surface with the sanitizing solution. Put away the spray bottle of sanitizer.
9. Wash your hands.

Toilet Training

Our approach to potty training is one of positive reinforcement and encouragement. Potty training is a learning experience, and we strive to support families with this milestone in their child's life. Cooperation between families and teachers is essential for potty training to be a successful learning experience for your child. Please note that potty training starts at home, and we will work together as a team to follow what's being done in the home. Accidents happen, so please leave multiple changes of clothing in your child's cubby. Potty training can sometimes be frustrating, but please be patient and understand that every child develops differently.



Staffing

Selection and Training of Staff

Covenant Presbyterian CDC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Our teaching staff are chosen based on education and overall fit for Covenant Presbyterian CDC's philosophy. All staff go through state mandated orientation and training within the first two weeks of employment. Orientation topics include, but are not limited to child abuse and neglect, the Covenant Presbyterian CDC operational policies and procedures, adequate supervision of children, shaken baby syndrome, prevention of infectious diseases, instruction in assigned duties, childcare laws and rules review.

Teacher Qualifications

Covenant Presbyterian CDC is striving to become a 5-star licensed center. To be able to apply for a star rating, we must be in operation for six months. However, during this interim period we will uphold the same regulations and requirements of a 5-star center, including:

Teacher Education Requirements

- **Lead Teachers** - All will have their North Carolina Early Childhood Credentials (NCECC) and an Associate Degree or higher in Early Childhood Education or a related field, with two years of experience.
- **Assistant Teachers** - 50% will have their NCECC credential or equivalent or a level I or higher certification on the NCECC with additional coursework.

All staff will be certified with pediatric CPR and First Aid. Infant/Toddler teachers will be given specific Infant Toddler Safe Sleep and Sudden Infant Death Syndrome training.

Teacher/Student Ratios and Supervision

Our teacher-to-student ratios vary by age group.

Age	Max Group Size	Teacher-to-Child Ratio
Infants	8	1:4
Toddlers	10	1:5
Twos	16	1:8
Threes	18	1:9
Fours	18	1:12

Toilets and napping areas are located so that they may be supervised easily by staff. There will always be at least two adults on site when any child is present. If a teacher is absent, screened substitute teachers will be hired by Covenant Presbyterian CDC to maintain teacher-to-student ratios.

Tuition and Enrollment

Tuition is due in full on the first day of each month. Tuition rates for the 2021-22 school year are as follows:

Classroom	Amount Per Month	Number of Spaces
Infants	\$1425	16
Toddlers	\$1350	20
Twos	\$1275	16
Threes	\$1175	18
Fours	\$1175	18

Financial Assistance

Covenant Presbyterian CDC welcomes applications for financial assistance. One of every four seats is reserved for children whose families have qualified for Financial Assistance. Complete information on the Financial Assistance Program and how awards are determined can be found in the Financial Assistance Policy section of our website at: www.covenantpresby.org/child-development-center

Term of Contract: The term of your contract with Covenant Presbyterian CDC is for one school year. Your child may stay within the program until the first day of kindergarten.

Tuition Policy

- Tuition is due on the 1st of each month in full and is considered late if received after the 7th
- A locked collection box can be found in the reception office for checks (do not deposit cash). If you are paying with cash, turn it in to the Director or Assistant Director to receive a receipt for your cash payment.
- Payment reminders may be sent by Covenant Presbyterian CDC, but not necessarily every month.
- Any legal fees incurred by Covenant Presbyterian CDC to collect payment will be the responsibility of the Parents. Please contact Covenant Presbyterian

CDC in advance of the due date if extenuating circumstances make your payment difficult so that alternate plans can be made. Waivers will be handled on a case-by-case basis for a specific term and do not guarantee waivers in the future.

- No adjustments will be made to the tuition for days missed due to illness, vacations, snow days, or any other absences or closures.
- Failure to pay by the 7th of each month can result in termination from the program.

Sibling Discount

Covenant Presbyterian CDC offers a 10% older sibling tuition discount to families with more than one child enrolled at the same time. The 10% tuition discount applies to the oldest enrolled sibling, with the younger enrolled siblings being charged full tuition.

Provisional Enrollment

Provisional Enrollment is when a child's enrollment is conditioned upon one or more provisions required by Covenant Presbyterian CDC and agreed to by the Parent. We want to be able to accommodate all families and children in our center. However, the School is not equipped to handle all situations. It is Covenant Presbyterian CDC's policy to work with the Parent to resolve any problems pertaining to a child's enrollment, including behavioral or health difficulties. As professional educators, we have access to a broad range of resources to help with problems beyond the scope of our professional experience. Many difficult situations can be resolved through communication, changes in parenting or teaching styles, research and education, and the obtainment of services such as physical or occupational therapy. The cost of these additional services will be the responsibility of the Parent.

Withdrawal Policy

Covenant Presbyterian DC requires a two-week written notice for the withdrawal of a child from Covenant Presbyterian CDC, while encouraging parents to give as much notice as possible. The parent is responsible for their child's tuition through the later

of (i) the end of the required two-week notice period, or (ii) the date given in the parent's written notice for the withdrawal of their child from the program.

The Director may initiate a withdrawal for non-payment of tuition or fees or for any other reason with a two-week notice after a reasonable effort is made to communicate with the parents and to come up with a payment plan or otherwise resolve the difficulty. A pro-rated refund will be made upon withdrawal, if applicable

Financial Policy

The financial health and stability of the Covenant Presbyterian CDC is essential to the success and longevity of the center. The Director will be responsible for drafting the annual budget and presenting it to the Advisory Council members for approval. Budgeting shall reflect the Advisory Council's strategic objectives and not risk financial jeopardy or fail to show a generally acceptable level of foresight.

The Director is delegated the responsibility for the day-to-day financial management of the school within the agreed budget guidelines. He/she will develop the following procedures: annual budget preparation, audit trails, cash reserves and associated budget, curriculum budgeting, family discount, property and financial reporting calendar, financial delegations, financial operation, financial review, internal control, theft, and fraud prevention.

The Director must always protect the financial viability of the program and shall not: Incur unauthorized debt, violate generally accepted accounting practices, use tagged funds for other purposes, spend more funds than allocated, fail to collect tuition in a timely manner, fail to make payments including payroll in a timely manner, sell or purchase property without authority, spend more on a single item than the established limit without approval.

Parent and Family Involvement

Observations and Tours (Access to Programs and Facilities)

Covenant Presbyterian CDC has an open-door policy. Parents of current students are welcome to come observe a class in session at any time. Please observe quietly and come without any other children to minimize distractions to the children who are working in the classroom. Feel free to take notes and we can discuss your questions by phone afterward.

Prospective families can set up a tour by filling out an interest form on our website www.covenantpresby.org/child-development-center. Tours are usually scheduled in the morning before 11 a.m. or in the afternoon after 3 p.m. so that the Director will be free to have a conversation with the family and the children will be active (not napping).

Volunteering

Volunteers in the classroom are welcomed. You, a grandparent, an uncle or aunt, or other significant family friends are welcome to come to the classroom and share special skills, interests, and experiences with the children. Possibilities include but are not limited to:

- Read a book
- Play an instrument, teach new songs
- Tell a story
- Assist with a special art lesson in drawing, painting, sculpture (no arts/crafts projects)
- Do some science or math experiments
- Show photos from a past trip
- Tell about your job, hobbies, etc.
- Cooking activities, holiday foods, ethnic recipes, healthy snacks
- Teach a dance or exercise program, yoga
- Share information about your culture/country, teach a language
- Talk about your favorite artists, musicians, bring examples of their work
- Gardening and planting

If you would like to volunteer, please check in with your child's teacher, who will work with you to schedule and facilitate your participation. North Carolina Division of Child Development and Early Education has specific requirements for volunteers (who are not parents / guardians of an enrolled child working in their own child's class) including:

- All volunteers must be 13 years of age or older.
- Volunteers will never be left alone with children or counted in child-staff ratios.
- If volunteering more than one day per week, volunteers must have a Tuberculin (TB) test or screening indicating the individual is free of active tuberculosis within the last year.
- Completion of a health questionnaire saying that you are emotionally and physically fit to care for children.

Parent-Teacher Conferences

- **Scheduled:** We will conduct two parent-teacher conferences each year, one within the first three months of the new school year and the second approximately six months later. During the parent– teacher conferences, you will receive a copy of the Developmental Summary of your child. This is a great opportunity to share information about your child's development, ask questions and discuss any concerns you are seeing in your child or the classroom.
- **Interim Conferences:** Should the parent or the teachers feel the need to meet during the year, a 20-minute conference may be scheduled. Please contact your child's teacher if you want to set up a time for an interim conference.

Family Surveys

An objective evaluation of the program, management and staff is conducted via the National Association for the Education of Young Children (NAEYC) family survey. This survey will be conducted annually in June. Family perspectives are essential to the Covenant Presbyterian CDC. Our program will provide all enrolled families the

opportunity to respond confidentially and anonymously to this survey; for example, no names, identifying information, or coding may be used. At least half of all enrolled families must return the survey for the results to be considered valid. The program compiles the results and reports them to Advisory Council.

Birthday Celebrations

A birthday celebration is a wonderful way to celebrate your child's life. Parents are welcome to celebrate their child's birthday in the classroom during snack time. Parents may provide a healthy snack for the entire class. Please do not send in any sugary snacks or foods that contain nuts. Check the list of this year's food allergies, which is posted in your child's classroom.

North Carolina Division of Child Development and Early Education PROHIBITS balloons of any type to be accessible to the children. Please do not bring balloons to the school for any celebration.

If you would like to invite children in your child's class to a celebration outside of school, please follow Covenant Presbyterian CDC's policy on Invitations and Fliers.

Invitations and Fliers

Parents are welcome to share announcements or distribute invitations to their classroom. We do ask that a copy of the announcement or invitation be shared with the Director for approval prior to being shared/distributed, and that every child in the class receive the announcement or invitation, so no child is left out.

KidReports

Teachers and administrators at the Covenant Presbyterian CDC will make every effort to ensure parents are kept in the loop on their child's daily activities (naps, feedings, diapers, etc.). This will be done via KidReports. You will be able to download the app onto your phone and communicate with the teachers on their provided iPads. The teachers can share information throughout the day on your child's experiences. Families with infant-aged children will also receive information about the feeding time and amounts, napping times, diaper changes and reminders

to send additional diapers, wipes, formula, or breast milk. Our expectation is that parents will communicate with teachers on non-emergency topics via the app. We discourage texting and/or emailing on personal devices or email accounts as it is important that information shared between parents and teachers is recorded in our centralized system.

Health and Illness Policy

Health Forms

Your child's health record is an important part of the enrollment process, and regulations pertaining to the form are governed by the State. Please check your health form carefully before submitting it to the school to make sure that there are no blanks. The law now requires a doctor's indication of all screenings noted on the form, and all exemptions must be signed and notarized by the parent.

Tobacco / Smoking Restriction

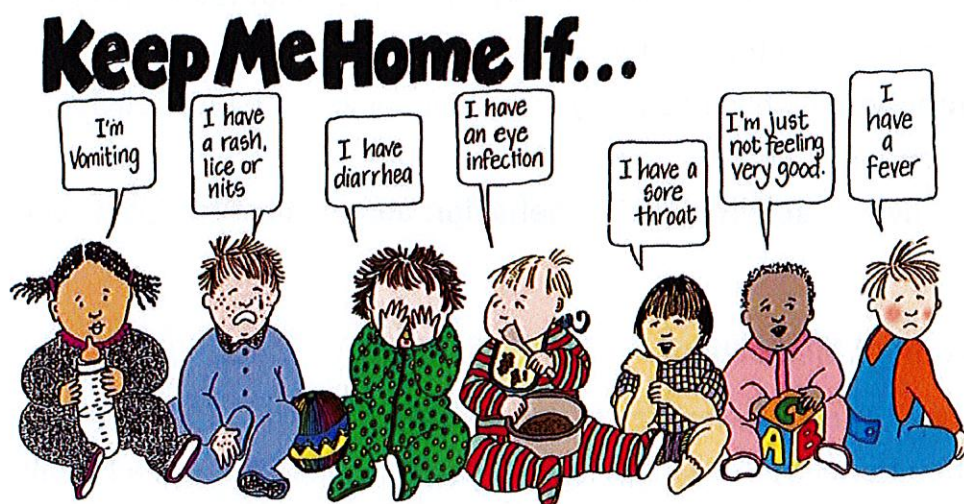
Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of Covenant Presbyterian CDC, in vehicles used to transport children, or during any off-premises activities. All smoking materials shall be kept in locked storage.

Illness Policy

To maintain the health and safe environment for all, Children who are sick must remain at home. If your child shows signs of being sick at home such as (but not limited to) a consistent cough, green nasal discharge, lethargy, vomiting, diarrhea, rash please be sure to keep your child(ren) at home. We empathize, but please have a back-up plan if you cannot stay home with a sick child.

If a child is sent to school sick with any of the above-mentioned symptoms or becomes ill while he/she is at school, we will contact a family member immediately. Please note that all contacts listed on the emergency contact list will be contacted if

parents cannot be reached. Please be certain that emergency numbers always remain correct and up to date. Any child sent home because of an illness may not return to school until they have been symptom free for 24 hours. See the health illustration below for guidelines.



Symptoms to keep children at home

When your child(ren) has any of the symptoms that are listed below, please be sure to keep him/her home. If your child shows any of the following symptoms below while at school, you will be contacted to pick your child(ren) from school. Sick children must be picked up within thirty minutes of being contacted by the school. If you are unable to do so, please be sure to have a backup plan in place.

- **Fever:** A child has a temperature of 100.1 degrees Fahrenheit or higher. Child must be fever free (without medication) for 24 hours before returning to school.
- **Vomiting:** A child should not return to school for 24 hours following the last episode of vomiting.
- **Lice, scabies:** A child may not return to school until they have been treated.
- **Diarrhea:** A child has two within an hour or three within the school day. Can return to school 24 hours symptom free
- **Consistent cough and/or runny nose:** A child is continually coughing and/or has greenish nose discharge. Symptoms may be contagious and require treatment from your healthcare provider.

- **Sore throat:** A child has sore throat or complains about a sore throat with fever or swollen glands in the neck
- **Rash:** A child has a body rash that has not been identified by a health care professional and especially with fever or itching.
- **Ear infection:** A child has earache with fever. Without fever the child can attend school, but the child may need medical treatment and follow-up.
- **Eye infection:** A child has an eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from the eye.
- **Unusually low activity level or behavior:** abnormally tired, pale, lack of appetite

Administration of Medications

We are licensed to administer medication, provided a current Medication Administration Permission and Log Form is on file, signed by both a Parent and a pediatrician. Forms are available on Covenant Presbyterian CDC's website and from the administrator's office. Parents will be notified at pickup when their child has been administered any medication. Only staff trained in the administration of medication will do so. The training is renewed annually.

Prescription Medication

Parents must provide the medication administration permission and log form. We can store and administer prescribed inhalers, Epi-pens, and emergency oral medications (such as Benadryl) with a parent's consent.

When you supply medication, it must be in its original container and clearly labeled. All medications will be locked in a medication box, which may be stored in the refrigerator if necessary. "Emergent, first line of defense medication," such as asthma medication, will be stored unlocked, but it will be safe and inaccessible to children so that we can get to it in an emergency. **WE CANNOT SHARE MEDICINE AMONG SIBLINGS OR WITH OTHER CHILDREN.**

Non-Prescription Medication

Non-prescription medication will be stored in its original container, clearly labeled, in a locked box or cabinet with the Medication Administration Permission and Log Form.

Sunscreen and lip balm may be applied only after we have received the "Medication Administration Permission for Over-the-Counter Topical Medications and Fluoridated Toothpaste" form. These items will be stored inaccessible to children.

Documentation

The school will keep accurate documentation of all medications administered to your child, including:

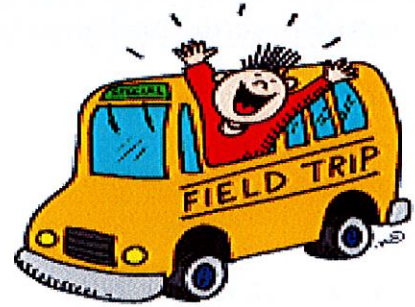
- The date the medication was administered
- The time the medication was administered
- The dose that was administered
- The signature of the staff administering
- Any comments

Cleaning and Janitorial Service

Covenant Presbyterian CDC has an outside agency come daily to clean the center and each classroom, including floors, trash, and all hard surfaces. The teachers will also be responsible for keeping the center clean and sanitary. A bleach solution will be made each day to disinfect surfaces and toys. Infants will have a "dirty bucket" where teachers will place toys that have been mouthed by infants. They will reintroduce the toys to the classroom after they have been disinfected and washed in a dishwasher or laundered in a washing machine. Sheets and blankets will be laundered daily for infants and weekly (or whenever soiled) for toddler ages and up. The outdoor play yard will be checked daily for safety concerns before allowing children outdoors to play.

Field Trips

Parents must give permission for children to attend field trips away from campus. Each classroom plans its own field trips and parents are informed of each trip ahead of time. Infants, toddlers, and two-year-old classrooms do not leave the church campus. Their field trips consist of walking excursions on campus. The three- and four-year-old classrooms may go on walking field trips across campus, in the community room, and on field trips using chartered or city buses.



If you do not wish for your child to attend an outing, please make alternative childcare arrangements. We do not have the staffing to care for a child who is not able to attend an outing.

Parents are always welcome to join the class on our field trips. We would love to have you attend. Please speak to your child's teacher to express your interest. Siblings and other children can distract the parents and teachers assisting on field trips and therefore may not attend field trips.

Social Networking and Arrangements

- Teachers may not provide care for enrolled students or their siblings outside of school. In cases where a teacher is providing care for a personal family member or for a close family friend, then it will be considered an arrangement entirely apart from Covenant Presbyterian CDC.
- Teachers may not post pictures of or information about, enrolled students on the Internet, including on any personal web site or on a social networking site or in any other public forum, such as a newspaper.
- Covenant Presbyterian CDC will post photographs to our website, Facebook page, Newsletters and Marketing flyers. We will use first names only and written permission from a parent or legal guardian will be required before posting.
- Parents taking photographs of other children should obtain permission from each child's parent before sharing the photographs.

Security

- The school has installed a fire alarm and security system that is monitored by a third-party company. All exit doors are kept locked from the outside through the day. Emergency exit doors will be inaccessible from outside.
- There is a camera system installed in the building. The Director and Assistant Director will have access to the camera system and will monitor the classrooms periodically as well as utilize the system for any investigations.
- Covenant Presbyterian CDC will have monthly fire and lockdown drills. Teachers will assist children in exiting the building in a timely order in case of a fire and sheltering in place in the case of a lockdown.
- All guests are required to check in with the receptionist at our front entrance.
- Please do not hold the door for people you do not know. Our children are taught that only a teacher will open a door-please help us to present a consistent message.
- You must sign your child in and out each day with a legible signature using your full name, with no initials, shorthand, or squiggles. We will release children only to people who are on your approved list and present a picture ID

Key Fob Policy

The purpose of the Key Fob policy is to protect the property and privacy of the Covenant Presbyterian CDC by limiting access to key staff and legal guardians of children enrolled. A maximum of two key fobs can be assigned to the legal guardians of children enrolled in the center. No key fob should be transferred or exchanged from one person to another. There is a \$25 fee for any lost, stolen, or misplaced key fobs.

Behavior Management (Discipline) Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, 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 facility 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 the 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 ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.
13. DO use short, supervised periods of time-out sparingly.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks, use profanity, or verbally abuse 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 the children alone, unattended or without supervision
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Our programs goals for helping children develop self-control and learn acceptable forms of social behavior are:

- Helping children grow their social and emotional competence in preparation for kindergarten.
- Providing children, a safe, caring, and loving environment where they can learn through play.

We help children resolve conflict and develop problem solving skills with peers by:

- Providing children and those around them words to use to work through challenging behaviors.
- Assist children in coming up with solutions to problems that arise day to day.
- Reading books and using puppets to role play common conflicts in the classroom.

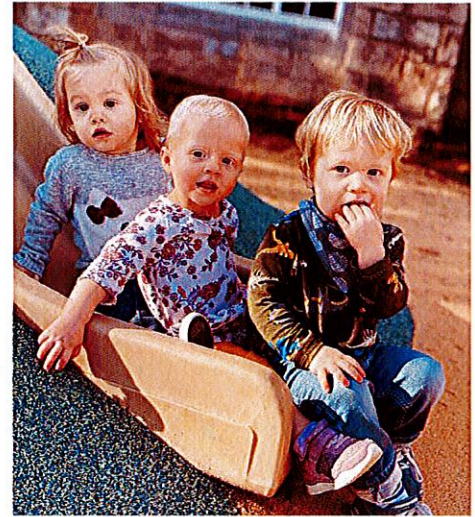
We ensure staff follow the programs discipline and behavior management policies and practices and use behavior management strategies appropriately by:

- Training teachers during orientation and throughout the year on positive reinforcement and teaching techniques.
- Observing in each classroom and providing trainings and follow-up as needed.

Local resources that can assist with services and support when persistent challenging behaviors continue to occur are Child Care Resources Inc., Smart Start and the North Carolina Partnership for Children, Inc., The nurturing Parenting Programs and the North Carolina Parenting Education Network (NCPEN).

Our program is designed to learn about and understand your child as best we can. We recognize that children share developmental milestones, but not all at the same time. Children also adopt different behavior patterns in different settings. The best thing we can do as educators and parents is to work together to share information and to develop strategies to help children mature and develop in the healthiest way we can. Know that you are welcome to share your observations and concerns with your child's teacher or the Director.

An important role of educators is to help children learn how to function in a classroom-or in the world-with other people. To that end, we work daily on helping to develop courtesy for each other and respect for self, others, and property. Most times, we can provide positive guidance, set clear limits, redirect a child, or explain how to adjust behavior to adapt to the classroom. For example, "pencils are for writing; if you point a pencil at your friend's face, you won't be able to color right now." We also help children develop the skills to express their ideas, opinions, feelings, and desires with other children and with adults.



Children at our school will always receive continuous supervision by staff, including during disciplinary action. If we believe that a child's behavior is harmful to self or to others (such as throwing objects while emotions are raw, hitting, or biting), then a teacher will intervene immediately to keep the children safe. This may mean that the arms, and perhaps the legs, are firmly but gently covered by the teacher's own arms or legs in a secure hug. The teacher will explain to the child that he or she will be released as soon as he or she can be calm (and gives a specific behavior to change stop biting, stop throwing, etc.). A child climbing on a shelf, for example, will be gently lifted off without negotiation, but the teacher will then explain why.

At no time will a teacher ever engage in abusive, neglectful, corporal, humiliating, or frightening treatment or punishment. Children's rights include the right to eat, use the toilet, sleep, or not sleep, and do or not do physical activities. Children will not be restrained, except as described above to protect the health and safety of that child or other people. We do not believe in time out and will not use it with children at Covenant Presbyterian CDC.

Child Abuse and Neglect (Mandated Reporters)

Staff and administrators are required by law to report actual or suspected child abuse, neglect, or the imminent risk of serious harm to any children involved with our program.

Please remember: Do not leave children unattended in your cars! It is illegal and we are mandated reporters. Bring them in with you or ask a trusted adult to watch them for you. Teachers are not allowed to watch children who are not signed in.

For detailed information about the definition of child abuse and neglect, please refer to NC General Statute 14-318.2. Child abuse and neglect includes but is not limited to:

- Any non-accidental physical or mental injury (shaking, beating, burning)
- Any form of sexual abuse, including exploitation
- Neglect of a child (failure to provide food, clothing, shelter, education, mental care, and appropriate supervision)
- Emotional abuse (excessive belittling, berating, or teaching which impairs the child's psychological growth)
- Behavior that puts the child at risk

Mandatory Reporting procedure will be as follows:

1. Teachers will report suspected abuse to the Director. Together they will communicate with either the Mecklenburg County Department of Social Services (24 hours a day) at (980)314-3577 or the Intake Unit at the North Carolina Division of Child Development and Early Education office at (800)-859-0829, depending on where the suspected abuse took place. Parents and teachers who suspect the Director of abuse should contact the department directly. The reporter's name is required but may be kept confidential.

2. Within 12 hours, make and log an oral report that includes:

- The name and age of the child and other juveniles in the home
- The address of the child

- The present whereabouts of the child
- Names of parents/guardians
- The phone number of the child and all parents/guardians
- Relevant information such as physical or behavioral indicator, nature and extent of injury, maltreatment, or neglect
- An exact description of what the reporter has observed
- The time and date of the incident
- Information about any previous injuries or incidents
- How the reporter learned of the abuse
- The name of any person suspected of causing injury
- Any other information the reporter thinks will be helpful
- What action was taken to help the child, including medical attention that was given to the child

3. A copy of this report, and any ensuing phone calls or communication, must also be kept on file at Covenant Presbyterian CDC.

4. Covenant Presbyterian CDC has a zero-tolerance policy for abuse and neglect. If an allegation is made against a staff member, then that employee must be suspended or reassigned job duties during the investigation.

5. The Director must immediately inform the parents/guardians of the child that a report has been made to Mecklenburg County Department of Social Services.

Parent Forms

Parent forms are located on the following pages. Please review, sign, and return all forms to the Director or Assistant Director.



Acknowledgment of Receipt of Parent Handbook

_____ (Parent/ Guardian name) acknowledge that the Covenant Presbyterian Church Child Development Center staff discussed the facility's policies with me at the time of my child's enrollment and provided me a copy of the Covenant Presbyterian Church Child Development Center Parent Handbook.

I understand the policies and procedures given to me and agree to adhere to all the school policies.

Please Note: The Covenant Presbyterian Church Child Development Center reserves to right to change our policies and procedures at any time to reflect the needs of the program, children, and families we serve.

We may also make changes or modifications in our policies if required by our licensing agency. Covenant Presbyterian Church Child Development Center will inform parents in writing of any changes made.

Parent/ Guardian Signature: _____ Date: _____

This page is intentionally left blank



Acknowledgement of Receipt of Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, 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 facility 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 the children.
3. DO Model appropriate behavior for the children
4. DO modify the classroom environment to attempt to prevent problems before the 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 ignore minor misbehaviors
10. DO explain things to children at their age level.
11. DO stay consistent in our behavior.
12. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise 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 the children alone, unattended, or without supervision
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or other ethnic groups.

Our programs goals for helping children develop self-control and learn acceptable forms of social behavior are:

Helping children grow their social and emotional competence in preparation for kindergarten. Providing children, a safe, caring and loving environment where they can learn through play.

We help children resolve conflict and develop problem solving skills with peers by:

Providing children and those around them words to use to work through challenging behaviors. Assist children in coming up with solutions to problems that arise day to day. Reading books and using puppets to role play common conflicts in the classroom.

We ensure staff follow the programs discipline and behavior management policies and practices and use behavior management strategies appropriately by:

Training teachers during orientation and throughout the year on positive reinforcement and teaching techniques. Observing in each classroom and providing trainings and follow-up as needed.

Local resources that can assist with services and support when persistent challenging behaviors continue to occur are Child Care Resources Inc., Smart Start and the North Carolina Partnership for Children, Inc., The nurturing Parenting Programs and the North Carolina Parenting Education Network (NCPEN).

Director:

I, Alexis Modebelu, the undersigned facility director/operator of the Covenant Presbyterian Church Child Development Center, do hereby state that I have given and discussed the facility's Discipline and Behavior Management Policy with the child's parent or guardian.

Signature of Director: _____ Date: _____

Parent or Guardian:

I, the undersigned parent or guardian of _____, do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Parent/Guardian Signature: _____ Date: _____

This page is intentionally left blank



Documentation of Discussion Parent Participation Plan

_____ (Parent/ Guardian name) have received and read the Covenant Presbyterian Church Child Development Center Parent Participation Plan.

I understand there are many ways for me to be involved in my child's classroom and school, including:

- Read a book
- Tell a story
- Assist with a art lesson in drawing, painting, sculpture (no arts/crafts project)
- Do some science or math experiments
- Show photos from a past trip
- Tell about your job, hobbies, etc.
- Cooking activities, holiday foods, ethnic recipes, healthy snacks
- Play an instrument, teach new songs
- Teach a dance or exercise program, yoga
- Share information about your culture/country, teach a language
- Talk about your favorite artists, musicians, bring examples of their work
- Gardening and planting

There are many more ways to volunteer then those listed. If you have an idea, please speak to your child's teacher or the school director.

Parent/Guardian Signature: _____ Date: _____

This page is intentionally left blank



Acknowledgement of Receipt of North Carolina Summary of Child Care Law for Centers

_____ (**Parent/ Guardian name**) have received and read a copy of the North Carolina Summary of Child Care Law for Centers, provided to me by the Covenant Presbyterian Church Child Development Center.

I understand that North Carolina law requires any person who suspects child maltreatment at a childcare facility to report the situation to the Intake Unit at Division of Child Development and Early Education at (919)-814-6300 or 1-800-859-0829.

I understand my Parental Rights including:

- Parents have the right to enter a center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

How to Report a Problem:

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a childcare center when there has been a complaint. If you believe that a childcare provider fails to meet the childcare requirements, or if you have questions, please call the Division of Child Development and Early Education at (919)-814-6300 or 1-800-859-0829.

Parent/ Guardian Signature: _____ Date: _____

This page is intentionally left blank

Summary of the North Carolina Child Care Law and Rule for Child Care Centers

Licensed centers must, at a minimum, meet requirements in the following areas.

What is Child Care?
The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, at least once a week for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is carried out through the Division of Child Development and Early Education. The purpose of regulation is to protect the health and well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Two through Five Star Rated License

Centers that meet the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star rated license. The number of stars a program earns is based upon the education levels their staff meet, the program standards met by the program, and one quality point option.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is not in a safe environment. North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-959-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. North Carolina law requires any person who suspects child abuse or neglect in a family to report that to the county department of social services.

Parental Rights

- Parents have the right to enter a center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined, issued an administrative action, and may have their licenses suspended or revoked. Administrative actions must be posted in the facility. If you believe that a child care provider fails to meet the child care requirements, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-959-0829.

The administrator of a child care center must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must have current certification in CPR and First Aid. All staff must complete health and safety training and a minimum number of ongoing training hours annually. IT'S-SIDS training is required for the administrator and any caregiver that works with infants 12 months of age or younger. One staff member must complete the Emergency Preparedness and Response in Child Care training and plan.

Criminal Background Checks

Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every three years thereafter.

Reviewing Facility Information

From the Division's Child Care Facility Search Site, the facility and visit documentation can be viewed <http://www.ncchildcare.gov/cfss>

A public file is maintained in the Division's main office in Raleigh for every licensed center. These files can be viewed during business hours (8am-5pm) by contacting the Division at 919-814-6300 or 1-800-959-0829 or requested via the Division's web site at www.ncchildcare.gov.

Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom. A sample staff/child ratio chart can be found on the DCOEE website under "Provider Documents and Forms".

Age	Teacher: Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:5	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	35
5 years old and older	1:25	35

Centers located in a residence that are licensed for six to twelve children may care for up to three additional school-age children, depending on the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Record Requirement

Centers must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parent of children up to five years of age.

Curriculum and Activities
Four and five-year programs must use an approved curriculum in classrooms serving four year old children. Other programs may choose to use an approved curriculum to earn a quality point for the star-rated license. The Division website maintains a list of approved curriculums for four-year-old children. Activity plans must be available to parents and must show a balance of active and quiet activities. A written activity plan that includes activities intended to stimulate the developmental domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore and use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather conditions permitting) and must have space and time provided for rest. They must provide age-appropriate toys and activities. Centers must complete the Emergency Preparedness and Response in Child Care training and plan.

Transportation

Child care centers providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Discipline and Behavior Management

Each program must have a written policy on discipline. Must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child Care Resource and referral agencies can provide help in choosing quality care. For more information about choosing quality child care, parent resources and/or the in North Carolina law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-959-0829; or visit our homepage at www.ncchildcare.gov

This summary shall be posted for the public to view in accordance with G.S. 110-402



Division of Child Development and Early Education
NC Department of Health and Human Services
333 Six Forks Road Raleigh, NC 27609

Child Care Commission
<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised June 2019

