



Child Development Center

License ID# 51000263

245 College Road
Post Office Box 2350
Smithfield, NC 27577
(919)209-2010

Parent Handbook



Dear Parent & Guardians,

We are elated you have chosen Johnston Community College Child Development Center to serve your child and your family.

This caring and professional teaching staff is committed to providing the very best for your child. JCC has provided a warm, safe and secure environment in which to serve children. No expense has been spared to make the center inclusive, inviting, and enriching. Our unfolding curriculum is based in thematic learning through activity plans developed by the lead teaching staff. These plans key into children's prime individual learning styles through art, pre-science and math, dramatic play, literacy and language development, music, fine motor manipulative and gross motor development. Many options increase young children's abilities to learn through discovery and exploration.

Johnston Community College Child Development Center is committed to excellence in child development programming. We maintain a Five Star Child Care Center license- the highest offered in North Carolina. We are also accredited by the National Association for the Education of Young Children (NAEYC), holding ourselves to the highest quality standards in the field of Early Childhood. Our teachers have strong backgrounds in early childhood education. Our program offers smaller group sizes. Lower child/staff ratios have been found to be strong indicators of quality in early childhood programs.

Please read the parent handbook carefully and put it away for future reference. Some of our policies are different from other centers in the community. In every case, we have tried to be as clear as possible and to model 'best business practice' and developmentally appropriate practices for the young children in our program. If you have questions, please ask for clarification, your questions, concerns, suggestions, ideas, encouragement and involvement are an integral part of our program.

The education of a young child is an immense task. We are delighted to share in this vast undertaking. Working together, we will make certain your child celebrates an early care and education experience filled with opportunities and learning and wonder!

CONTACT INFORMATION:

CDC Director- Camille Collins	(919) 209-2010
Fireflies (1's) Parent Line	(919) 464-2468
Grasshopper (2-3's) Parent Line	(919) 209-2138
Busy Bee (3-4) Parent Line	(919) 209-2067
Dragonflies (4-5's) Parent Line	(919) 209-2226
JCC Director of Education Programs-Tonia Padrick	(919) 209-2500

Support Services

JCC Financial Aid/ Tuition Assistance	919.209.2036
Johnston County Child Care Subsidy (Department of Social Service)	919.989.5457
Johnston County Partnership For Children	919.202.0002
Johnston County Health Department	919.989.5262
Johnston County Schools (Developmental Assessments)	919.934.5962
Johnston County Mental Health	919.989.5500

PHILOSOPHY OF EARLY EDUCATION

We believe that children learn best when...

- They are treated with respect.
- They are provided with an environment of choices.
- They are cared for by nurturing adults, who recognize and adapt to the individual growth and development rates of each child.
- They are given challenges, allowed to take reasonable risks, and encouraged to pursue topics of their own imagining.
- They are aided by teachers who observe their interests, enrich and scaffold their learning, and provide information and experiences to enhance their knowledge and understanding

MISSION

As an integrated part of the college, the mission of JCC Child Development Center is to create a living, functioning example of early childhood education “best practices.” In this way, we meet the needs of the families we serve by providing the best possible environment for our students to learn and grow. We also meet the needs of the college and the community at large, by helping train teachers to work with young children in a caring, respectful, and enriching way. Each Fall and Spring semester, we host a number of JCC Early Childhood Education students completing their Practicum course, the capstone to their ECE course of study. These student teachers work alongside the CDC staff of mentor-teachers, and learn to observe, care for, and effectively work with young children in the classroom setting. Our goal is to provide the best care possible for young children, and to help Early Education Students become next generation of Early Education Professionals.

COMMUNICATION & PARENT PARTICIPATION

- I. We strive to communicate openly and frequently with families, parents, & guardians in multiple ways. Informal communication happens on a daily basis at drop-off and pick-up times, or other times a parent may choose to visit the classroom. Teachers may contact families by phone and email when possible, and/or leave written notes. A monthly newsletter and curriculum calendar will be shared with parents by email or handout, and will be posted on the Parent Information Board just inside the classroom, as well. Communication (in any form) is strongly recommended and supported by all CDC staff members.
- II. Parent Participation is strongly encouraged at Johnston Community College Child Development Center. We have an Open Door policy, and Parents should feel free to visit the school frequently to observe the program and participate with their children at work and play. All families have access to the CDC facility observation rooms and specific days/times can be scheduled with the director if needed. Participation also involves collaboration with teaching staff.
- III. As part of our enrollment process, we require an initial interview and orientation with the parent(s). At this time, the Center's philosophies, goals and objectives will be discussed through the program and parent/guardian handbook will be explained. We also require that at least one visit to the CDC be made by the parent/guardian with the child to allow him/her to become acquainted with the surroundings and staff and work on a transition plan for the child.
- IV. Teacher/Parent conferences will be held at least two times each year (Spring & Fall). This will serve as an opportunity for parents to meet with staff to discuss/collaborate on their child's needs and developmental progress and to exchange information about the program and its operations. Parents may request a formal conference to discuss their child at any time during the year involving any aspect of their progress/development.
- V. JCC Child Development Center also suggests the following ideas for those parents /

caregivers who wish to become more actively involved in their child's experience:

- ✓ Volunteering in the active classroom
- ✓ Collaborating with teaching staff on their child's developmental progress
- ✓ Collaborating with teaching staff and administration on child specific development assessments utilized and frequency
- ✓ Collaborating with teaching staff on assessment scoring and interpretation
- ✓ Providing much valued input through completion of parent surveys.

VI. From time to time program challenges will occur. In order to provide the best service, we need you to bring concerns to the attention of the staff member(s) involved. If you feel additional information/observations are needed, please notify the director.

JCC Child Development Center operates under the jurisdiction of Johnston Community College and is subject to all college policies and procedures.

VII. All Developmental Assessments will be discussed with parents/caregivers before they are utilized and parents/ caregivers will be involved in the decision making process on which tool is administered.

EMERGENCY PROCEDURES

OVERVIEW

In an effort to provide a safer environment for our JCC campus child development center, we have developed a comprehensive Emergency Preparedness and Response (EPR) Plan in connection with local fire, police, emergency medical services and other responding agencies and in accordance with NC childcare licensing rules and regulations. Following is the information you, as a JCC Child Development Center parent/guardian, will need to know and follow in the event of an emergency at your child's school.

The safety & well-being of our students is one of our primary concerns. With this in mind, we have developed plans for emergencies that could possibly occur. **Please keep us up-to-date on any changes to your contact information and your child’s medical information.** To help prepare your child for any emergency, we will have monthly fire drills and periodic tornado drills.

“LOCK-DOWN” EMERGENCY

During a lockdown all exterior and interior doors are locked and children are confined to their classrooms. No entry or exit of the facility is allowed. A lockdown takes place if a threat or possible threat is identified inside the school. Main entrance doors will be locked during a lockdown and a sign will be posted at the main entrance if possible. *If you are notified of a lockdown at the school, do not come to the school, stay in a location where you can get further information. Children will not be released until the incident has ended- per our Emergency Preparedness Response plan and school policy.*

“SHELTER-IN-PLACE” EMERGENCY

During a shelter-in-place, children are taken to an inner hallway or a room with few to no windows and take refuge there until it is safe to release them. Shelter-in-place takes place if there is threat of a tornado or high winds or if there is a hazardous material released into the atmosphere and it has been determined, with the assistance of outside agencies, that evacuation or early dismissal could possibly place children in danger. During a shelter-in-place, children will not be released until the incident is over and we are cleared to do so by JCC security officials.

FIRE EMERGENCY POLICY (BUILDING EVACUATION)

In the event of a fire we will evacuate the children from the classrooms using the outside door exits. The children and staff will proceed to the fence exit doors nearest the Smith building, children and staff will proceed to follow the gravel vehicle path to the grassy area across from the Smith building where they will wait until the clear signal has been communicated from the conductor of the drill, Smithfield fire department, or JCC campus officials. In the circumstance where we are not allowed back in the building, we will proceed to walk the children in the Public Safety Services Building (next building past the Smith building). We will have the Emergency Information sheets each parent completed upon enrollment and will begin calling each family immediately to come to the Public Safety Building to pick up their child. As you turn into the campus from Market Street (Hwy 70), the Public Safety Services Building is the fifth entrance on campus. If you are not familiar with our campus, we encourage you to locate and walk inside the Public Safety Services Building so you will know where to pick up your child.

OFF CAMPUS EVACUATIONS (procedure)

In the event of a campus-wide evacuation, we will relocate with the children to the JCC Workforce Development Center (WDC) campus. Our method of transportation would be:

- JCC 15 Passenger Van: A JCC staff or faculty member would drive.
- Staff and Faculty individual cars.
- Transportation assistance by the Smithfield Fire/Police Department.

We will have the Emergency Information sheets with us and will begin calling parents to pick up their children upon our arrival.

The Workforce Development Center (WDC) is located at 135 Bestwood Drive, Clayton, NC 27520

From Smithfield:

1. Take Highway 70 Business West.
2. Shortly after Highway 70 Business merges with Highway 70 Bypass, turn right onto Powhatan Road (between the Speedway station and Hertz Equipment Rental).
3. Go approximately 1/2 mile and take the first right onto Bestwood Drive (at the YMCA sign).
4. Go to the end of the road. Bestwood Drive becomes the driveway to the WDC.

From Clayton:

1. Take Highway 70 Business East to Powhatan Road.
2. Take a left on Powhatan Road (between the Speedway station and Hertz Equipment Rental).
3. Go approximately 1/2 mile and take a right onto Bestwood Drive (at the YMCA sign).
4. Go to the end of the road. Bestwood Drive becomes the driveway to the WDC.

From Raleigh:

1. From I 40 East take exit 309 (Smithfield/Goldsboro). (This is the Hwy 70 Bypass)
2. Take exit 326 (Smithfield) and make a left at the top of the ramp.
3. Travel approximately 1.5 miles to the next stoplight.
4. Take a right onto Powhatan Road.
5. Go approximately 1/2 mile and take a right onto Bestwood Drive (at the YMCA sign).
6. Go to the end of the road. Bestwood Drive becomes the driveway to the WDC.

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The fire emergency policy will be followed in all emergency situations unless children have to be evacuated from the JCC campus.

Phone number and contact person for the Public Safety Building:

Receptionist 919-209-2368

Campus Operator 934-3051 ext. 0



Map Legend

- | | |
|---|------------------------------------|
| A - Elsee Building | H - Britt Building |
| B - Arts Building | I - Transport Technology Building |
| C - Wilson Building | J - Public Safety Services Complex |
| D - Tart Building / Paul A. Johnston Auditorium | K - Sports/Recreation Complex |
| E - Learning Resource Center (LRC) | L - Arboretum Complex |
| F - Health Sciences Building | M - Sanders Maintenance Building |
| G - Smith Building | N - Lakeside Greenhouse |

OFF CAMPUS EVACUATIONS-Toxic Spills, Gas Leaks, Bomb Threats

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- Staff and Faculty individual cars.
- Transportation assistance by the Smithfield Fire/Police Department.

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9. Travel approximately 1.5 miles to the next stoplight.
10. Take a right onto Powhatan Road.
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12. Go to the end of the road. Bestwood Drive becomes the driveway to the WDC.

HEALTH & SAFETY

POLICY FOR INFECTIOUS AND CONTAGIOUS DISEASES

The policy of Johnston Community College Child Development Center is to maintain a healthy environment for the children and staff. We will communicate with parents and staff concerning health care issues as they arise. Parents will be notified if their child may have been exposed to an infectious or contagious disease. Every precaution possible will be taken to make the center safe and healthy.

Johnston Community College Child Development Center will continue to care for mildly ill children who have a temperature (taken under the arm) that is less than 100.00 degrees. Parents will be contacted to pick up their child if the child is unable to participate in activities. Parents are required to pick up their sick child within one hour of being contacted by the center staff. Failure to pick up your child within one hour, or if the staff is unable to contact an authorized pick up person within one hour, will result in a fee of \$10.00 per hour that your child remains at the center.

Children that have fevers above 100.00 degrees, episodes of vomiting, sudden onset of diarrhea, red eyes or eyes accompanied by a discharge, scabies, or lice may not return to the center until symptoms subside or treatment has been completed. Children must be free of fever, vomiting, and diarrhea for 24-hours before returning to the center. Should a physician's diagnosis require that a child be isolated, that child may not attend the CDC until they have written clearance for medical provider.

MEDICATION

The staff will administer medication to children only as directed by the parent or guardian and using properly labeled and ready to use medications. The following procedure must be adhered to if a parent/guardian wishes a staff member to administer medication to a child:

1. Parents/guardians must furnish the CDC with a signed permission slip, using a standardized form that is available in the classroom.
2. Written permission must state the amount and frequency of dose and the time the last dose was administered.
3. All drugs, prescription or non-prescription, must be labeled with the child's name.
4. A prescription drug must be labeled by the pharmacy with the child's name, physician's name, dosage and date, and be brought to the center in its original container.
5. Non-prescription drugs will be administered only upon receipt of written instructions from a parent as to the time and dosage to be given. The drug's container must be labeled with the child's name and directions for administration. Non-prescription drugs may be given for up to three consecutive days without a Doctor's note.
6. In compliance with state law, all medications will be stored in a locked cabinet location and kept out of reach of children. If refrigeration is needed then the medicine will be in a locked box in the center refrigerator.

PROCEDURES FOR EMERGENCY MEDICAL CARE PLAN

1. Parents/Guardians must provide the Center with information necessary in the event of an emergency involving their child, and Emergency data **MUST** be updated **IMMEDIATELY** if changes occur.
2. Should a child have a minor accident (a small scratch or scrape), a staff member will administer first aid. Should a child have a more serious accident (a head bump, cut, etc.) appropriate action will be taken and the parent or guardian notified.
3. A staff member certified in first aid and CPR is on duty at the CDC during all hours of operation.
4. In case of accidental injury or an emergency health problem which requires attention beyond emergency first aid, the following steps will be taken:
 - ⇒ Call appropriate medical resources.
 - ⇒ Contact parents or guardians.
 - ⇒ Contact the person listed on the application to call in case of emergency, if the parents or guardians cannot be reached.
 - ⇒ Until the arrival of the parent or guardian, EMT, or physician, the Director or supervisor in charge will make all decisions regarding the emergency care of the child.
 - ⇒ The Johnston Community College Child Development Center Emergency Medical Care Plan will be followed.
5. PARENTS/GUARDIANS are financially responsible for any medical expenses incurred.

DAYS AND HOURS OF OPERATION

1. The Child Development Center will operate five days a week, year round 7:30 a.m. until 5:30 p.m. **The Center will follow the Johnston Community College academic calendar for all holidays/closures (for staff and/or student appointed closures).**
2. **Children are expected to be present by 10:30am each day (see ARRIVAL & DEPARTURE section for more information)**
3. The center will be closed and tuition prorated for the following holidays/ breaks: Spring Break (up to 1 week), Fall Break (up to 1 week), & the Christmas Holiday (up to a maximum of 2 weeks) *Full-time yearly enrollment consists of payment for 48 weeks per year.*
4. The current operational calendar with closures will be provided at the time of enrollment.
5. Tuition for inclement weather days must be paid. **If the center is closed 1 or 2 days for inclement weather, a full week of tuition is still due.**
6. **For weeks that the center is closed 3 or more days, tuition may be prorated by the director as needed.**
7. Tuition for days when children are sick or absent for any reason must be paid in full.

ARRIVAL AND DEPARTURE PROCEDURE

1. Procedures are established for arrival and departure of each child to ensure that proper records are maintained.
2. **Children need to be present in the classroom no later than 10:30am for the following reasons:**
 - **To be included in lunch preparation counts and ensure they have a meal prepared for them**

- **To make sure your child is included in morning structure learning times**
 - **To be included in daily morning special activities**
 - **To not disrupt the flow of the morning and to maintain consistency in routine for your child and the other children present**
3. **Parents are responsible for notifying the classroom teachers/director if a child will arrive later than 10:30am. This will be considered only for an extenuating family circumstance, doctor/dentist appointment, or on an “as needed” basis as approved by the director. This ensures fluency of the classroom environment/atmosphere for the other children present.**
 4. A parent/guardian is responsible for bringing their child to the classroom upon arrival at the Center.
 5. A parent/guardian must come into the child’s room in order to sign-out and pick up.
 6. The Staff will release a child only to the parent(s) or legal guardian(s) or to persons authorized and identified on the child’s application. Picture identification will be required for persons unknown to Staff.
 7. In the event a relative or friend not identified on the application needs to pick up a child, the parent/guardian should provide, in advance, written notification to the Center. Telephone notification will not be accepted. Children WILL NOT be released to any unauthorized persons.
 8. Upon arrival at the center, parents/guardians are to sign in their child each day. The Teacher should be notified of the child’s arrival. Parents are to help the child wash hands upon entering and get belongings in their cubby. Parents should also notify us of any information needed for that day before preparing to leave.
 9. When picking up children, the parent/guardian is encouraged to allow the child to finish a project or group activity and collect any artwork, soiled clothing and/or outerwear. The parent/guardian should prepare his/her child for leaving and notify the staff. It is necessary to sign the child out each day.
 10. Since children may be arriving and departing at various times, it is important for parents/guardians to enter quietly and try not to disturb any activity in progress.

11. **Parents/guardians are asked to NOT drop-off /pick-up children during scheduled rest naptime. Consult the daily schedule posted in each classroom for these times.**
12. Parents who wish to stay for an extended period with their child should park their car in the front of the buildings. Parking is not allowed in our “drop off” area or in the back of our building. All vehicles not parked in appropriate areas on campus are subject to parking fines and towing at owner’s expense.

INCLEMENT WEATHER INFORMATION

The decision to postpone or close any activity at the College will be made by the President. Please call the JCC main campus number (919-934-30510) or WRAL “school closings” for information regarding college closures or delayed opening.

- A. Operate on a regular schedule. No Delay.
- B. Operate on delayed schedule for students. The Center will be open when the college opens for students.
- C. If the college is closed and classes are canceled for students, the center will be closed. If the college closes early during operation hours, the center does as well.

FEES & TUITION SCHEDULE (revised July 2017)

An annual registration/materials fee of \$50.00 will be charged for each child payable upon enrollment and is due upon their annual enrollment date each year.

1. Tuition is based on ENROLLMENT NOT ATTENDANCE. Deductions or refunds will NOT be made for days your child is sick, absent, dropped-off late / picked-up early.
2. Late Pick-up Fee: Any parent/guardian who arrives after 5:30pm will be charged a \$10 late fee. Parents will receive ONE written warning for a late pick-up of their child. Instances of excessive or consistent late pick-ups will be handled on an individual basis with the center director and may result in denial of services.
3. Tuition is due in advance, on Monday of the week of care.
4. Failure by the parent/guardian to pay tuition will result in suspension of the child.
5. Registration fees and tuition should be placed in the locked payment box located in each classroom (*checks made out to JCC Child Development Center*) out-of-state checks are not accepted. If child care tuition is paid in the JCC Business Office, please put a copy of the receipt in the payment box so we can update your payment records.
6. Fees may be subject to change as the increased cost of operation warrants. The CDC will notify in writing, parents/guardians no less than 30 days in advance of change in fees and/or tuition as a result of an overall fee structure increase.
7. Parents/guardians will not be required to pay for specified JCC holidays. These holidays are as follows: Spring Break-(1 week only), Fall Break (1 week only), Winter Break (2 weeks - as specified on the CDC yearly closures calendar).
8. During inclement weather (closings/cancelations) – full tuition for the week is still due if facility is open for 3 or more days.

FINANCIAL AID

Information on obtaining financial aid for childcare tuition can be obtained from the Johnston Community College Financial Aid Office, and from the NC Department of Social Services. You will need to give the Director, in writing from the funding source, the amount of funding you are approved for and the dates the funding will cover. If funding does not cover the entire tuition fee, you are responsible for paying the difference. If your funding source does not cover between semesters, it will be your responsibility to pay in order for your child to continue in the child development center.

JCC Child Development Center TUITION FEES revised June 2017

Age Group	Weekly Rate (community and student rate)	Full-time JCC Employee Discounted rate
1-year old classroom (Fireflies)	\$185	\$175
2-3 year old (Grasshoppers)	\$170	\$160
3-5 years old (Busy Bees & Dragon Flies)	\$145	\$135

**Employee discount applies to full-time Johnston Community College Faculty or Staff only*

Annual Registration/ Materials Fee (non-refundable)

\$50.00

Late Charges

\$10.00 (for pick-up any time after 5:30pm) payable that day

**One written warning will be issued.*

Returned Check Fee

\$20.00 service fee issued from the JCC business office

INITIAL ENROLLMENT- 30 DAY TRIAL PERIOD

Upon enrollment into the Johnston Community College Child Development Center, all children are considered to be in a 30 day trial period. Your child's adjustment into our center is important to us. Some children have a hard time adjusting and/or may not be a good fit in a group childcare setting. The first 30 days from the child's start date is a trial adjustment for the child, parent(s), and provider. During this period, the teaching staff will work with the individual child, family and center director to ensure “goodness of fit”. **However, please be aware that during this period either the parent or the center director may terminate care without notice.** After the initial 30 days, a two -week written notice of termination is required from either party. Please note the deposit and any fees paid are non-refundable.

TERMINATION AND WITHDRAWAL

The child’s parent/guardian or CDC Administration may terminate JCC Child Development Center services. If a child is withdrawn and re-enrolled at a later date, a new registration fee will be required. If the parent/guardian chooses to withdraw the child for any reason after the initial 30 day trial period, **a written notice must be given two (2) weeks prior to withdrawal.** If a two-week notice is not given, the parent will be responsible for tuition payment for two weeks.

The CDC may discontinue their services if any of the following occurs:

1. The parent/guardian fails to keep current physical and immunization records.
2. Parents/guardians continuously pick up their child late or do not pick up their child at the end of the day. (See Arrival and Departure)
3. Non-payment of tuition fees.
4. The Director retains the right to terminate the enrollment of a child that disrupts the learning environment and/or is a danger.
5. For a child with behavioral or emotional special needs the following actions will be taken by the staff when problems exist:
 - A. The child will be disciplined according to the JCC Discipline Policy.
 - B. If the child is uncontrollable or is a danger to himself or others, or continues to repeat the same behaviors, a parent or other authorized person will be contacted to come and pick up the child from school. Parents are required to pick up children if called by a Johnston Community College Child Development Center staff member.
 - C. The teachers will document the behaviors and a meeting will occur with parents, the director, a teacher, and JCC Early Childhood Faculty. At the meeting a plan will be written to address the behavior and will include: target behaviors, guidance strategies, outside resources to be accessed, and a deadline to reassess the situation.
 - D. Enrollment may be terminated if problems cannot be rectified. Parents will be notified with a termination notice.

DAMAGES

Parents will be responsible for the replacement and/or repair to property that is damaged due to purposeful harm caused by their child. This does not apply to normal/typical every day wear or damage.

CHILD CUSTODY

The Child Development Center strives to ensure the safety of each child by maintaining completed release forms on file. **Only** the persons authorized in writing by the legal parent or guardian will be allowed to remove a child from the center.

If a child is to be withheld from a legal parent or guardian, the parent or guardian having custody must furnish the Director with a certified copy of the official custody papers to be kept in the child's file prior to enrollment, or immediately upon legal action being taken. If one parent has custody of the child and the other is not authorized to pick up the child, the parent must instruct us of this fact, and must provide the Director with a certified copy of the court order confirming that one parent does not have visitation rights.

If there is any change in the legal custody of the child while the child is enrolled in the school, the parent or guardian must immediately notify us and must provide the Director with a certified copy of the court order confirming the change in custody.

CONFIDENTIALITY

Confidentiality will be maintained at all times regarding children and their families. Information on families and children that is recorded on forms or obtained by staff members during interviews is confidential and may not be released to unauthorized persons without parental consent. Records and other confidential information may not be disclosed to anyone other than Center personnel without written consent of the parent or guardian, unless disclosure is determined to be necessary to protect the health or safety of the child. Parental or guardian consent must be obtained except in emergency cases or where it may appear that the parent or guardian is a possible threat to the child. The staff will not discuss any matters involving a child or his/her family in the presence of any child or uninvolved staff member or anyone else. Staff members will be required to sign a Confidentiality Statement upon employment.

ABUSE/NEGLECT

A primary purpose of our Center is to provide a safe environment for the children in our care. North Carolina law requires childcare professionals to report suspected cases of child abuse and neglect. (G.S. 115C-400). If a staff member is alerted to the possibility of child abuse or neglect, a report is to be made immediately to the director who will discuss the matter with the Director of the Early Childhood Program. The report will be documented and a statement signed by the reporting staff member. If it is determined that the suspicion warrants further investigation, the Protective Services Unit of the Department of Social Services will be notified. If a parent/guardian has concerns about abuse and neglect on the part of a staff person, he/she should request a conference with the director. If a staff member is found to have neglected or abused a child, he/she will be disciplined.

QUIET REST TIME

All children under the age of five are required to have a rest period while at childcare. Our rest period is typically from 12:30pm to 3:00pm although this may change based on the ages and needs of children in care. Children are not expected to sleep the entire time unless needed; it is a time for calm and quiet. **To avoid disturbing the children who are napping, please do not schedule visits, drop-offs or pick-ups during this time.** If you must pick up your child during quiet time please notify the classroom teachers in advance so that they can have your child ready for your arrival with as little disruption to the classroom as possible.

SUPPLIES

Parents are responsible for supplying diapers, wipes, diaper cream, soothers (only permitted in the infant/toddler classrooms), baby food, formula, bottles, sunscreen, toothbrushes if desired, and any special blanket/small stuffed animal your child may want for rest/quiet time.

Each child should bring a small bag to the center containing a few sets of extra clothes, hats, seasonal outdoor clothing and other relevant items. This bag will be sent home on Friday and should return Monday morning. Parents will be notified in advance of activities requiring special clothing (i.e. bathing suit). Toys / electronics from home are not permitted unless requested/permitted by the classroom teacher.

PERMISSION

A blanket permission form will be signed by the parent/guardian that allows their child to participate in center fire drills outside of the fenced in licensed areas, campus evacuations and walking excursions limited to the JCC main and annex campuses. A form for photo/ media consent will also be kept on file. This media consent form allows the CDC staff to capture electronic evidence of growth and development to be used for individual purposes and for educational use in the JCC Early Childhood Department and local community. All blanket permission forms will be signed at the time of enrollment and be kept in the director's office. All parent/guardians reserve the right to deny photo/media consent and every reasonable effort will be made by the CDC staff to accommodate those wishes.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the 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. Our discipline consists of positive reinforcement, redirection, intervention, verbal reminders, and removal of privileges. The use of physical punishment is never permitted. To help our children learn self-discipline and self-reliance we use discipline techniques that teach the child what to do, rather than what not to do. Praise for good behavior and success is encouraged as a method of guiding children's behavior. We understand that children experience a wide range of emotions, and we guide them toward appropriate and acceptable ways of expressing these emotions.

Children are encouraged to use words to settle disputes rather than hitting, biting, kicking, etc. All staff members place emphasis on recognizing and encouraging positive behaviors rather than dwelling on the negative. Although every family handles guidance differently we ask that parents/guardians follow these methods *while at the JCC Child Development Center*.

Parents and/or guardians are essential active participants in this process. We will keep you informed of discipline procedures we have used with your child and work together to change undesirable behaviors. By working together, utilizing consistent discipline procedures at home and school, we will be better able to assist children with challenging behavior. If your child is experiencing a change in the home environment that may result in behavioral changes, it is important for you to notify the teacher and/or director. They will keep you informed of any behavioral problems concerning your child. **Every** effort will be made to resolve any problem that may occur. However, if the staff of Johnston Community College determines that policy is not followed or available resources have been exhausted, the right is reserved to request alternative arrangements for the care of your child.

Our focus will be on the positive rather than negative to ensure that all the children develop a positive self-concept, as well as, learn to problem solve and use their word to express their feelings and emotions.

Johnston Community College Child Development Center follows the North Carolina Child Care Discipline and Behavior Management Policy. This policy will be explained to each

parent/guardian and a signed statement will be kept on file stating that you understand and agree with the discipline and behavior management policies and procedures. Parents will be notified, in writing, of any changes that may occur in the Discipline and Behavior Policy. These changes will be explained to each parent/guardian and an updated statement will be signed and placed on file.

WE DO

- Praise, reward and encourage all of the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the program environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior.
- Explain to the children the natural and logical consequences of their behavior.
- Treat the children as individuals and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to the children on their levels.
- Stay consistent in our behavior management program.

WE DO NOT

- Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

HOLIDAY/ BIRTHDAY POLICY

We ask that parents arrange for any gifts exchanged among the children be given outside of the CDC. At these early ages, we want to protect children's sensitivities as much as possible.

Parents or guardians may send a simple birthday snack for their child's birthday. Due to NC Sanitation Rules, this needs to be store bought. Please contact your child's teacher to arrange an appropriate date and time for your child's celebration. Immediate family members may be invited to come and share in the celebration of birthdays planned group and individual activities.

Please remember that hard candy, CANDLES, and latex balloons are safety hazards for young children so please exclude them when planning birthday celebrations. Best practice suggests providing a healthy snack for all children in celebration.

OPEN DOOR POLICY

Parents should feel free to visit the school frequently to observe the program and participate with their children at work and play. All families have access to the CDC facility observation rooms and specific days/times can be spontaneous or scheduled with the director. School conferences among parents and staff will be scheduled as necessary. **Day-to-day informal communication is expected.**

PARENT PARTICIPATION POLICY

Parent Participation is strongly encouraged at Johnston Community College Child Development Center. As part of our enrollment process, we require an initial interview with the parent(s). At

this time, the Center's philosophy, program and parent/guardian handbook will be explained followed by a tour of the facility. We also require that a visit to the CDC be made by the parent/guardian with the child to allow him/her to become acquainted with the surroundings and staff.

VIII. Teacher/Parent conferences will be held two times each year (Spring & Fall). This will serve as an opportunity for parents to meet with staff to discuss their child's needs and progress and to exchange information about the program. Parents may request a conference to discuss their child at any time during the year.

IX. JCC Child Development Center also suggests the following ideas for those parents who wish to become more actively involved in their child's experience:

- ✓ Volunteering to help with activities.
- ✓ Reading to children.
- ✓ Sharing a special talent or artistic ability.
- ✓ Providing special snacks and joining us for these occasions.
- ✓ Providing much valued input through completion of parent surveys

From time to time program challenges will occur. In order to provide the best service, we need you to bring concerns to our attention of the staff member(s) involved. If you feel additional information/observations are needed, please notify the director.

CLASSROOM SUPERVISION POLICY

The children's welfare and safety is our staff's first consideration. Supervising children in the classroom at all times is very important to the welfare and safety of our children. In order to give the children adequate care, staff will follow the following procedures:

- **Never leave children unattended.**
- **Children will be counted, using a name/face recognition chart, whenever the children leave the classroom for any reason.**
- **Children are not allowed to leave the classroom without authorized adult supervision.**

- **If the classroom staff member must leave the classroom, another qualified adult must be left in charge of the classroom and child/staff ratios will be adhered to at all times.**
 - **All children shall be supervised either visually or by sound at all times.**
 - **Actively involve all children in the creation and implementation of classroom safety/supervision procedures.**
1. Teaching staff will create an environment that has specific and identified learning centers per NC licensing requirements and NAEYC accreditation requirements.
 2. Schedules will be created so that children spend most of their time in active learning of their own choosing while provide unique and individualized opportunities to learn through playing games using building toys, exploring objects form nature, acting out roles, and using art materials.
 3. Without being intrusive, staff will involve themselves actively while children play, observe their play and extend their play by adding materials and asking questions about it, and be available when needed to facilitate learning and growth through open-ended questioning, guidance and modeling.
 4. Staff will teach skills and give information individually or group settings in various sizes, through active, playful, and meaningful activities.
 5. Staff will instill children with specific skills for getting along with others, solving conflicts, and acting cooperatively while giving children many opportunities to interact and to talk to each other in positive ways utilizing The Pyramid Model for Supporting Social and Emotional Competence in Infants and young Children (CSEFEL – Center on the Social and Emotional Foundations for Early Learning strategies). <http://csefel.vanderbilt.edu> Staff will also teach children correct behavior and give meaningful consequences, if needed, for continued misbehaviors while utilizing positive reinforcement techniques
 6. Staff will provide children many chances to make decisions, be leaders, make real choices, and be responsible and tell children often and enthusiastically what they are doing well and how they are competent.
 7. Staff will treat all children equitably, but not identically, recognizing and meeting individual needs and strengths within the framework of our center’s curriculum.
 8. Staff will utilize and integrate concepts from reading, workshops, and training sessions in the classroom while continually seeking professional development opportunities and/or higher education.
 9. Our staff is encouraged to take pride in the ownership of their individual classrooms and accept responsibility for the quality of care provided.

PLAYGROUND SUPERVISION POLICY

This physical welfare and safety of the children will be our staff’s first consideration. Supervising children on the playground is just as important as supervising children in the classroom. In order

to give the children adequate care, our staff will follow the following procedures:

1. Staff/volunteers will not congregate into groups with other adults. Staff will spread out throughout the playground with each adult supervising a specific area/group of children and/or a specific piece of equipment.
2. Staff will remain standing so that they are in a position to forestall possible accidents. Sitting for short periods of time is permissible if they are engaged in helping/guiding/facilitating play with children.
3. Staff members should always be near climbing equipment or play items that can prevent supervision of children. Give special care when children use the following and frequently observe children in and/or on these items:
4. When equipment is in use, staff will demonstrate to the children how to use it properly and safely as well as develop and enforce consistent and specific safety procedures.
5. Staff will ensure each child's clothing is weather appropriate, communicating specific needs to parents/guardians as necessary.
6. Children will not be allowed to go into the building alone to go use the bathroom facilities. A staff person will take small groups of children into the building for this purpose while remaining in ratio. Before leaving the playground, staff will count the children and before returning to the playground, staff will count the children again to make sure that all of the children are accounted for (using the name/face recognition chart as needed or directed).
7. If a child is hurt or injured, staff will notify the other supervising adults on the playground immediately and a preliminary decision will be made if immediate medical attention is needed. In the case of immediate medical attention, the center director (or other administrator in charge) will be notified and they will make a final decision of whether or not to call the parents/take the child to the hospital. If it is a minor injury, staff will clean dress the injury and fill out an accident report by the end of the business day (providing one signed copy to the parents and one signed copy for the child's file located in the director's office).

Physical Activity Policy:

Preschoolers get at least 120 minutes of active play (indoors/outdoors) every day / toddler get at least 90 minutes

Studies have found that young children today spend more of their time doing sedentary activities with limited movement like drawing, reading, playing board games, using a computer, watching television, or playing with portable electronic devices. They spend little time being physically active. Children need plenty of physical activity to develop motor skills and to build strength, flexibility, and endurance. Physical activity helps children stay at a healthy weight and to become

physically active adults. The benefits of physical activity include improved social skills, brain development, and sleep. Being physically active helps children feel confident about themselves and their bodies and reduces children's risk of feeling stressed or depressed. Children who are active tend to have fewer behavioral and disciplinary problems, do better in future academics, and have longer attention spans.

Screen time Policy:

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics' Recommendations on Screen Time:

- *Children under 2 should have no screen time*
- *Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total.*

Johnston Community College Child Development Center understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Our Program limits "Screen Time" for preschoolers and there is no screen time for toddlers.

Therefore we will restrict screen time by:

- Zero screen time (TV, video, and computer) for children under the age of two.
- Television/movies are used ONLY for special occasions (for example during a holiday party) with parent permission
- No more than 20 minutes of electronic device time per day (including computer usage).
- Our Program uses a timer system which limits how long each child can be on technology.

UPDATES TO HANDBOOK

The Parent Handbook is periodically reviewed and parent feedback is welcome. Significant changes, if any, to the Parent Handbook can occur at any time of the year. A new contract agreement will be required if major changes occur. Parents will receive two weeks' notice of any significant policy changes. Your child's immunization record must be kept up to date and this

will be discussed on an ongoing basis. Center rates may be reviewed and periodically raised to accommodate increases in the cost of providing quality care including food and activities. One month's written notice will be provided in the event of a rate increase.

JCC Child Development Center operates under the jurisdiction of Johnston Community College and is subject to all college policies and procedures