



# Child Development Center

**License ID# 51000263**

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

# Family Handbook

(Revised 12/14/2018)



Dear Parent & Guardians,

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

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 are known to be strong indicators of quality in early childhood programs.

The caring and professional teaching staff is committed to providing the very best for your child. JCC Child Development Center provides a warm, safe and secure environment in which to serve children. We make every effort to make the center inclusive, inviting, and enriching for all young children. Our curriculum is child-centered learning through meaningful activities developed by the cooperative teaching staff. These activities are based on children's individual learning styles through art, pre-science and math, dramatic play, literacy and language development, social-emotional, music, fine motor manipulative and gross motor development. Many intentional teaching options increase young children's abilities to learn through discovery and exploration.

The JCC CDC is a lab school, used by not only the JCC Education Programs but other programs on and off campus for observations of and experience with quality teaching, assessment, educational and training purposes. Families of children in our programs are periodically called upon to support the educational efforts of the students, faculty and other organizations that support our college mission. This may be done through, but not limited to surveys, interactions and interviews.

Please read the family 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!

*Staff of the JCC CDC*



## **CONTACT INFORMATION**

CDC Director/Assistant Director	(919) 209-2010
Fireflies (1's) Parent Line	(919) 464-2468
Grasshopper (2-3's) Parent Line	(919) 209-2067
Busy Bee (3-4) Parent Line	(919) 209-2138
Dragonflies (4-5's) Parent Line	(919) 209-2226
JCC Director of Education Programs	(919) 209-2500
Fax	(919) 209-2153
Email: <a href="mailto:jcccdc@johnstoncc.edu">jcccdc@johnstoncc.edu</a>	

## Support Services

JCC Financial Aid/ Tuition Assistance	919.209.2036
Johnston County Child Care Subsidy (Department of Social Service)	919.989.5457
Johnston Community College Business Office Cashiers	919.209-2168 919.209.2171
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
NC Division of Child Development and Early Education	919.527.6500

## **MISSION OF THE JCC CDC**

To provide an instructional early childhood lab school model site to compliment the early childhood coursework for ECE students as well as an observational site for other health a sciences program students on campus and a model of best practices in early care and education for the Johnston County/NC ECE community. The child development center serves Johnston County and surrounding areas by providing early care and education for children 1-5 years old. Furthermore, it is our intent to provide high quality care for students, staff, faculty, and community families.

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.

# **The NAEYC Accreditation Standards**

## **Standard 1: Relationships**

The program promotes positive relationships among all children and adults. It encourages each child's sense of individual worth and belonging as part of a community and fosters each child's ability to contribute as a responsible community member. Warm, sensitive, and responsive relationships help children feel secure. The safe and secure environments built by positive relationships help children thrive physically, benefit from learning experiences, and cooperate and get along with others.

## **Standard 2: Curriculum**

A well-planned written curriculum provides a guide for teachers and administrators. It helps them work together and balance different activities and approaches to maximize children's learning and development. The curriculum includes goals for the content that children are learning, planned activities linked to these goals, daily schedules and routines, and materials to be used.

## **Standard 3: Teaching**

The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the curriculum goals.

Children have different learning styles, needs, capacities, interests, and backgrounds. By recognizing these differences and using instructional approaches that are appropriate for each child, teachers and staff help all children learn.

## **Standard 4: Assessment of Child Progress**

The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal

communications with families and with sensitivity to the cultural contexts in which children develop.

Assessment results benefit children by informing sound decisions, teaching, and program improvement. Assessments help teachers plan appropriately challenging curriculum and tailor instruction that responds to each child's strengths and needs. Assessments can also help teachers identify children with disabilities and ensuring that they receive needed services.

### **Standard 5: Health**

The program promotes the nutrition and health of children and protects children and staff from illness and injury. Children must be healthy and safe in order to learn and grow. Programs must be healthy and safe to support children's healthy development.

### **Standard 6: Staff Competencies, Preparation, and Support**

The program employs and supports a teaching staff with the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Teachers who have specific preparation, knowledge, and skills in child development and early childhood education are more likely to provide positive interactions, richer language experiences, and quality learning environments.

### **Standard 7: Families**

The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture. To support children's optimal learning and development, programs need to establish relationships with families based on mutual trust and respect, involve families in their children's educational growth, and encourage families to fully participate in the program.

### **Standard 8: Community Relationships**

The program establishes relationships with and uses the resources of the

children's communities to support the achievement of program goals. Relationships with agencies and institutions in the community can help a program achieve its goals and connect families with resources that support children's healthy development and learning.

### **Standard 9: Physical Environment**

The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development. An organized, properly equipped, and well-maintained program environment facilitates the learning, comfort, health, and safety of the children and adults who use the program.

### **Standard 10: Leadership and Management**

The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, and fiscal, and program management so all children, families, and staff have high-quality experiences. Effective management and operations, knowledgeable leaders, and sensible policies and procedures are essential to building a quality program and maintaining the quality over time.



## **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. NC-Pre K hours are 8:30am - 3:30pm Monday-Friday during the academic year (Fall – Spring, typically Aug/Sept-June). Children should arrive between 8:30-9am during school day. Parent/Guardians should pick up their NC PreK child between 3-3:30pm each school day. Wrap-around care is NOT provided. Late pick up fees will apply.
3. Children are expected to be present by 10:00am each day (see ARRIVAL & DEPARTURE section for more information).
4. 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 48-50 weeks per year.***
5. The current operational calendar with closures will be provided at the time of enrollment.
6. For weeks that the center is closed 4 or more days, tuition may be prorated by the director as needed. Tuition for inclement weather days must be paid.
7. Tuition for days/weeks children are absent for any reason must be paid in full.
8. Families MUST provide a written notification one week prior to the final day of attendance if they chose to un-enroll their child. All accounts must be paid in full prior to leaving.
9. A JCC CDC calendar (July-June) is provided to families during enrollment and posted on the JCC CDC web page for easy reference. JCC CDC web page:  
<http://www.johnstoncc.edu/programs/public-service/education/child-development-center/index.aspx>
10. Scheduled special classroom events are shared with families in advance in daily communications, on the classroom white boards, and in the monthly classroom newsletter.

## **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 10:00am for the following reasons:
  - 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
  - To be included in lunch preparation counts to ensure they have a meal prepared for them
3. Parents are responsible for notifying the classroom teachers/director if a child will arrive later than 10:00am. 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 into the classroom upon arrival at the Center.
5. 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.
6. 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.
7. **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.**
8. 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.

9. A parent/guardian must come into the child's room in order to sign-out and pick up. Children **MUST** be picked-up by 5:30 pm daily. Late pick-up fees do apply.
10. 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.
11. 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.
12. 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.

## **INCLEMENT WEATHER INFORMATION**

The decision to postpone or close any activity at the College will be made by the President of the college. Please call the JCC main campus number (919-934-30510) or monitor the 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 August 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 \$5 late fee for every 5 minutes late. Parents will receive ONE written warning for a late pick-up of their child. Instances of excessive or consistent late pick-ups will be addressed 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 within 2 weeks 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 childcare tuition is paid in the JCC Business Office, please put a copy of the receipt in the payment box or email a copy to the director of the CDC or tuition coordinator so we can update your payment records.
6. The parent is responsible for providing detailed paperwork if tuition is paid by financial aid, scholarship, social services, NC-PreK, or military subsidy. Written documentation must also be given to the director or tuition coordinator if there are changes to the days and amounts being paid.
7. 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.
8. 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 (1 week - as specified on the CDC yearly closures calendar). During inclement weather (closings/cancelations) – full tuition for the week is still due if facility is open for 2 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.

## **SUBSIDIZED PAYMENTS**

Johnston Community College Child Development Center accepts vouchers from Military and Department of Social Services in Johnston and surrounding counties. Parents/guardians are responsible for keeping the accounts manager of the CDC informed of voucher changes and terminations. Parent fees assessed by the subsidizing agency are due at the first of each month or week (dependent upon the contract signed by all parties) prior to the services. Failure to pay parent fees will result in immediate termination of child care services and notification to the subsidizing agency of termination of services.

**JCC Child Development Center TUITION FEES** (revised October 2018)

Age Group	Weekly Rate (community and student rate)	Full-time JCC Employee Discounted rate
1-year old classroom (Fireflies)	\$195	\$185
2-3 year old (Grasshoppers)	\$180	\$170
3-5 years old (Busy Bees & Dragon Flies)	\$160	\$150

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

**Annual Registration/ Materials Fee (non-refundable)**

\$50.00

Due prior to enrollment & annually on the anniversary of the child’s enrollment.

**Payments through the Business Office**

All tuition and registration fees can be made in the JCC Business Office however, parent/guardian is responsible for sharing a copy of the receipt with the CDC Director or child care tuition manager to keep account records up to day. Put a copy of the receipt in one of the payment boxes in the classroom or email it to [jcccdc@johnstoncc.edu](mailto:jcccdc@johnstoncc.edu) .

**Late Payments**

Payments are due on Monday PRIOR to services. If paid Tuesday or after add \$10 per week the tuition is late.

**Late Pick-up Charges**

\$5.00 for every 5 minutes past the 5:30 closing time. Payable the following day prior to the child being left for care. *\*One written warning will be issued. Children will be dismissed if this becomes a persistent issue. Campus Police are contacted at 5:45pm if parents have not contacted CDC Staff.*

**Returned Check Fee**

\$30.00 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 by the Monday prior to service.
4. 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 about 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.

## **PERMISSION**

A blanket permission form will be signed by the parent/guardian that allows their child to participate in center emergency 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.



<https://www.facebook.com/JohnstonCCECE/>

## **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.

## **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.

## **SHAKEN BABY SYNDROM & ABUSIVE HEAD TRAUMA**

### **POLICY**

The Staff of the JCC Child Development Center believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to the North Carolina Child Care Rule (10A NCAC 09 .0608), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

#### **Procedure/Practice**

Recognizing:

Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability

to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

If SBS/ABT is suspected, staff will

- Call 911 immediately upon suspecting SBS/AHT and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR

Reporting:

- Instances of suspected child maltreatment in childcare are reported to the Division of child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the Johnston county Department Of Social Services. Phone number: 919-989-5300

Resources:

- Partnership for Children of Johnston County 919-202-0002
- National Center on Shaken Baby Syndrome [www.dontshake.org](http://www.dontshake.org)

## **QUIET AND REST TIMES**

All children under the age of five are required to have a rest period while at childcare. Our rest period is typically from 12:00pm to 2:30pm 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 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 is to be taken home each Friday and should return Monday morning. Parents will be notified in advance of activities requiring special clothing (i.e. bathing suit, rain gear, walking shoes, etc). Toys / electronics from home are not permitted unless requested/permitted by the classroom teacher.

## **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 speak with your child's teacher for specific classroom birthday policies and procedures. 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 any Mylar 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. School conferences among parents and staff will be scheduled as necessary. **Day-to-day informal communication is expected.**

## **COMMUNICATION & PARENT PARTICIPATION**

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.

Updates to the handbook, academic calendar, and staff information can be found on the JCC web page under the Child Development Center link.

Parents should communicate individual contact information with each teacher in the classroom and the center directors. Provide your cell phone numbers for texting, email addresses for electronic communications, and set up the “Remind” app on your phones for classroom and center updates and alerts.

Parent Participation is strongly encouraged at Johnston Community College Child Development Center. 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.

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 family 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.

JCC Child Development Center also provides opportunities for those parents / caregivers who wish to become more actively involved in their child’s experience. See the Family Engagement Policy below.

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 CDC director, Director of the Education Programs or the Dean of Health, Wellness and Human Services. JCC Child Development Center operates under the jurisdiction of Johnston Community College and is subject to all college policies and procedures.

## **FAMILY ENGAGEMENT POLICY**

Participation in our program is strongly encouraged at Johnston Community College Child Development Center. We provide meaningful opportunities for families to be engaged in their child's education. Some ways we accomplish this are as follows:

- As part of our enrollment process, we require an initial interview with the parent(s). At this time, the Center's philosophy, program and family 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.
- Teacher/Parent conferences will be held three times each year (fall, winter, spring). 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.
- 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 such as reading to children
  - ✓ Sharing a special talent or artistic ability.
  - ✓ Providing special snacks and joining us for special meal time events
  - ✓ Special center wide events such as but not limited to: Fall Costume Parade, Spring Week of the Young Child events, Summer International Mud Day Celebration
  - ✓ Parent educational meetings (at least 2 offered per year)

- ✓ Providing much valued input through completion of parent surveys
- ✓ Individualized classroom activities and events (see classroom newsletter &/ or notices from teachers for more information)
- ✓ Participate in the CDC Advisory Committee meeting
- For children enrolled through the NC PreK program the teachers conduct at least one home visit within the first 30 days of the program year

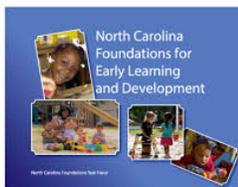
## **SUPERVISION POLICY**

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

- Never leave children unattended.
- Children will be counted, using a name/face recognition chart, whenever the children leave the classroom/playground 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 at all times.
- Actively involve all children in the creation and implementation of classroom safety/supervision procedures.
- Supervising children on the playground is just as important as supervising children in the classroom.
- Staff/volunteers will not congregate into groups with other adults. Staff will spread out throughout the classroom/playground with each adult supervising a specific area/group of children and/or a specific piece of equipment.

- Staff will remain standing outdoors 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, and facilitating play with children.
- Staff members should always be near climbing equipment or play items that can prevent supervision of children.
- Staff will demonstrate to the children how to use materials and equipment properly and safely as well as develop and enforce consistent and specific safety procedures.
- Staff will ensure each child's clothing is weather appropriate, communicating specific needs to parents/guardians as necessary.
- 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).
- If a child is hurt or injured, staff will notify the other supervising adults in the classroom or 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).

## **NORTH CAROLINA EARLY LEARNING STANDARDS**



[http://ncchildcare.nc.gov/pdf\\_forms/NC\\_foundations.pdf](http://ncchildcare.nc.gov/pdf_forms/NC_foundations.pdf)

## **LEARNING ENVIRONMENTS**

- Teaching staff will create an environment that has specific and identified learning centers per NC licensing requirements and NAEYC accreditation requirements.
- 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.
- 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.
- 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
- Staff will provide children many opportunities 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.
- Staff will treat all children equitably, but not identically, recognizing and meeting individual needs and strengths within the framework of our center’s curriculum.
- 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.
- Our staff is encouraged to take pride in the ownership of their individual classrooms and accept responsibility for the quality of care provided.

## **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 have screen time less than 30 minutes per week at child care, and less than 2 hours per day total.

Therefore we will restrict screen time by:

- Zero screen time (TV, video, and computer) for children under the age of three.
- 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).
- JCC CDC uses a timer system which limits the amount of time each child can use technology per day. We also keep a log of their use per NC Child Care regulations. [Rule .0510(f)]

## **CHILD ASSESSMET PROCEDURES**

Teachers in the JCC Child Development Center are continuously monitoring and documenting the children's development and learning as they interact with them daily. Teachers often take photos of the children engaged in various learning opportunities. Some of which are posted on the bulletin boards outside of their classrooms with the learning objectives clearly stated, some sent to the child's parent or guardian during the day in an email or text, and some sent to all families using the Remind app on their phone or in classroom newsletters.

Teachers share information verbally during drop off and pick up times about things happening in the program and what they want to know about things each child is doing at home. Toddler teachers provide a daily report for each child, 2 year old and above classrooms use individual children's journals to communicate with each family as needed. Formal written reports are communicated as needed.

Parent teacher conferences are scheduled two-three times a year. 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. Teachers continually document children's learning and development using multiple assessment methods.

Staff attempt to work with the child's family on all aspects of the child's assessment plan, including explanation of all the measures used by our program and purposes of each. Together they form a plan of action for the child's continued development and learning. Families are provided with detailed information about the confidentiality of assessment results and the limits of such confidentiality. The teacher and program work with families to meet my child's individual or special needs and help me get other resources within the community when needed. Before information is shared with other agencies, we obtain written consent from the families.

NOTE: Parents may request a formal conference to discuss their child at any time during the year involving any aspect of their progress/development.

## **HEALTH & SAFETY**

### **NUTRITION POLICY**

The JCC Child Development Center offers nutritious breakfast, lunch and afternoon snack daily. We participate in the Child and Adult Care Food Program (CACFP) which plays a critical role in supporting the wellness, health, and development of children through the provision of nutritious foods. We feel we have a powerful opportunity to instill healthy habits in young children that serve as a foundation for healthy choices in life. Considerations for family preferences and accommodations are made for children with food allergies, but we require a note from the child's pediatrician or a written preference note from parent or guardian to document this for our records. As a participant in the CACFP we require demographic and income information from families each year. We update that paperwork every fall.

The JCC CDC participates in state-wide child care program initiatives that educate children and families on the benefits of a healthy lifestyles, such as Natural Learning Environment/Prevent Obesity by Design Project, School Garden to Table, Healthy Me Healthy We, NC State Cooperative Extension's Expanded Food and Nutrition Education Program, Ag in the Classroom, and Be Active Kids. We are continuously and intentionally seeking ways to engage our families and children in a more active and healthy eating mind-set.

### **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 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 POLICY**

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:

- Parents/guardians must furnish the CDC with a signed permission slip, using a standardized form that is available in the classroom.
- Written permission must state the amount and frequency of dose and the time the last dose was administered.
- All drugs, prescription or non-prescription, must be labeled with the child's name.
- 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.
- 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.
- 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.

## **SCHEDULE OF CLASSROOM CLEANING DUTIES**

The teachers and staff of the JCC CDC follow the recommendations from the American Academy of Pediatric, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education, and NAEYC Accreditation Standards for the frequency in cleaning, sanitizing, and disinfecting all equipment and materials in the classrooms. (see attached - 3 page frequency table.)

# **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.

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 - <b>Health Sciences Building (CDC)</b>       | M - Sanders Maintenance Building   |
| G - Smith Building                              | N - Lakeside Greenhouse            |

## **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.

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.

## **UPDATES TO HANDBOOK**

The Family Handbook is periodically reviewed and parent feedback is welcome. Significant changes, if any, to the Family 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.

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***



**Appendix A**

NAEYC Cleaning, Sanitizing, and Disinfection Frequency Table

**Appendix B**

NC DCDEE Summary of Child Care Laws

**Appendix C**

2017-2018 JCC CDC Academic Calendar

**Appendix D**

2018 Monthly payment schedule

**Appendix E**

Current Child Development Center Staff