

New Life Child Development Center

Policy Manual

Sick Policy

A child should not be brought to the center if they are experiencing fever, diarrhea, vomiting, unexplained rashes, infectious diseases, or any other viral symptoms. If your child was sick during the night, he or she should not attend day care the following day. Please do not give your child medication to control the symptoms. In most cases, the child will run a fever after the medication wears off, making the child contagious to the other children and teachers. If your child becomes ill while at NLCDC, you will be called to pick up your child. A sick child cannot stay at day care; the parents are expected to make necessary arrangements when this problem arises. A child will not be allowed to stay in the daycare if he or she is not well enough to participate in day care activities. Children may return to day care after being symptom free for 24 hours, meaning they should not return the next day (depending on the time you were called about their illness) unless they bring a doctor's note stating they are not contagious. A doctor's note is also required when a child is absent because of surgery (such as tubes being placed in the ears.)

We will use the following guidelines provided by the state (Child Care Rule 0804) to direct us in when to call parents.:

The child

1. Has a temperature of 101 degrees or more; or,
2. Has a sudden onset of diarrhea characterized by an increased number of bowel movement compared to their usual pattern and with increased stool water (usually three in a two-hour period), or,
3. Has an episode of vomiting; or,
4. Has a red eye, accompanied by a discharge that is not clear in color; or,
5. Has scabies or lice; or,
6. Chicken pox or a rash suggestive of chicken pox, or another unknown disease
7. Has a physician's diagnosis requiring the child to be separated from other children.

If your child has been sick or comes to day care with a cold, he\she may attend provided he\she can fully participate in the daily activities (including going outdoors).

Outdoor Play

According to Article 7 , Chapter 110 of the North Carolina General Statutes, it is required that each child care center arrange for each child in care to be outdoors each day, weather permitting.

Weather permitting can be defined as anytime except adverse weather. Short periods of time outdoors must be provided even in the hot weather. Outdoor play is required as part of the daily activities in a child care center. Children that are too ill or cannot go outdoors are not able to participate in all the daily activities and should be excluded from care. If a child is not well enough to go outside, the child is not well enough to be at the center.

We do go outside if the temperature is between 32-93 degrees. We do not keep the children inside with the exception of severe cold, damp conditions, ice, snow, hail, strong winds, or a red ozone warning (we do take orange ozone warnings into consideration.) We do watch the heat index and the wind chill factor in making our decisions.

Please be sure we have a spare set of clothing for your child that agrees with the current weather patterns. Please provide warm, protective clothing for legs, hands and head during periods of cool weather, and cool, breathable clothing for warmer temperatures.

When the weather is mild, we will stay outside frequently. Please understand that the children will get dirty. Don't expect them to come home spotless. We strive to keep faces, noses, etc., clean. Please send your child in clothes you don't mind getting dirty.

Medications

Your child's teacher will only administer medications if the parent has completed a "Permission to Administer Medication" form that each teacher has in their classroom. Medication will be given only as prescribed by a physician. The teacher will record the time and amount of medication they receive on the medication form. The form must be filled out with full details regarding dispensing, child's full name and name of medication, exact times to be given, dosage, and parental signature.

Hours of Operation

NLCDC is open from 6:30 am to 5:30 pm Monday – Friday. If a child is picked up late, there will be a \$2.00 per minute charge for every minute past 5:30 pm. If a child is not picked up by 5:45 pm the teacher will notify the responsible adult that is listed on the child's application or emergency card. If we have not been in contact with the responsible adults listed on the child's application or emergency card by 6:00 pm we will notify DSS of abandonment. A child whose parents are chronically late in picking up that child may be subject to dismissal from our center or other action may be taken.

Vacation

After six months enrollment, each child is allowed one-week (5 days) vacation without charge during the year. The time may be used for vacation or illness. The office must be informed two weeks in advance when you will be using the vacation time. You will not be allowed to carry over any vacation time. A vacation week is when your child is away from the center for an entire week. If your child comes one day, you will be charged full tuition for that week. We are glad to be able to offer this benefit, but we will not be able to grant any variations.

Affiliation

NLCDC works under the guidelines set forth by the North Carolina Department of Human Services, Division of Child Development.

Licensing

NLCDC is licensed by the North Carolina Department of Human Services as a Religious Sponsored Child Development Facility (GS 110-106). We meet all of the State requirements of a Religious Sponsored Facility.

Parent\Teacher Communication

Communication between parents and staff is very important. We will provide you a daily record for each day your child is here. This record will let you know what type of day your child had, what they ate, and their classroom routines.

Our staff will inform you when:

1. Your child's behavior seems different than normal
2. Your child is showing signs of illness
3. There is a communicable disease at the center
4. Center routines have been changed

Please keep us informed:

1. Call the center by 9:00 am to let us know if your child will be absent or later than usual in arrival. This information will help us in planning our meals for the day.
2. Tell your child's teacher if someone other than the person designated will be picking up your child.
3. Please let us know if something has happened outside the center that might cause your child to act differently than normal.

Biting Policy

To the best of our ability, we do not allow biting to occur in the classroom. The following policy is enforced to ensure the safety of all the children in the day care.

Toddlers especially are more prone to biting as they are teething, experimenting in asserting themselves, are threatened by a new or changing situation, or just frustrated may need to express wants or needs. However, regardless of the cause, there are several steps to be taken if biting occurs and there is a break in the skin and potential exposure to blood borne pathogens. (HIV, Hepatitis B, and Hepatitis C) North Carolina Communicable Disease Law under General Statutes #130-A-133-144, administrative code 0202;0203 requires a possible source of exposure to have laboratory testing for HIV, Hepatitis B and C.

When a biting incident occurs and there is a break in the skin, we will wash the wound with soap and water and apply a bandage if needed. We then call the parents to inform them of the incident and potential of blood borne pathogen exposure and the need to make an appointment with the child's physician for blood work to be done. Parents are to pick up the child from day care, and upon pick up you will receive a biting letter. The center is required to notify the Child Care Health Consultant and give them the following information about both children: name, date of birth, health care provider, parents name, address, and telephone number.

If your child bites more than once in any given day, you will be called to come to the center to correct them. After the third bite you will be asked to remove your child for the remainder of the day. If your child is sent home five days for biting, your child will be terminated for chronic biting. If your child bites a teacher they will be at risk of termination. Refusal to come and/or chronic biting could be cause for termination from the center. Termination will be at the discretion of the Director.

Toilet Training

The day care will be happy to assist parents with toilet training their child when the child is ready. The parents, teacher, and Director will make a joint decision on this. Please let us know when your child has begun using the “potty” at home. Do not expect miracles. Often children will go for parents a while before going for us. We will keep you informed about the progress at the day care and mark all accidents and uses of the potty on your child’s daily information sheet.

Remember: During long periods of play outside, the child may not tell us of the need to go. We will take them, at regular intervals, but be aware that accidents will happen.

Transportation and Field Trips

No transportation is available for NLCDC to bring children to the center or take them home. In our K4 program a child is allowed to go on field trips provided a parent accompanies them.

Discipline Policy

We have planned an environment where children can be successful and feel good about themselves. Our rooms are designed so that the children will have a variety of activities to continually be engaged in. Busy, active children seldom require discipline. Natural behaviors such as fussing over toys will be dealt with by distraction, removal, “time-out” or spoken reminders. Praise and positive reinforcement for acceptable behavior are used continually throughout the day.

We adhere to the North Carolina State Law which states that “no child shall be subjected to any form of corporal punishment by the owner\operator, Director, or staff of any day care facility ... no child shall be handled roughly in any way, including shaking, punching, shoving, pinching, slapping, biting, kicking, or spanking. No child shall ever be placed in a locked room, closet, or box. No discipline shall ever be delegated to another child. Discipline shall in no way be related to food, rest, or toileting; no food shall be withheld or given as a means of discipline; no child shall ever be disciplined for lapses in toilet training; and no child shall ever be disciplined for not sleeping during rest period.

We have felt the need to develop a policy regarding unacceptable behavior by a child two years of age or older toward our staff. If a child intentionally assaults (hits, kicks, bites, spits upon) a member of our staff or classmates after being warned that this will not be tolerated, the child’s parents will be called to immediately pick up their child and the child will not be allowed to attend the next day. If there is a second incident, the child is to be excluded for a week; and, a third incident will cause the child to be dismissed from the center. We feel it is extremely important to correct this type of behavior while they are young, and to teach children to respect their teachers.

Child and Neglect Abuse

The North Carolina licensing standards require that the caregivers be trained in recognizing cases of child abuse and neglect. If such a case arises, the alerted caregiver will report to the day care Director. The Director will notify the Protective Services Unit of the Department of Social Services.

Restrictions for Child Pick Up

If a parent is not allowed to request information about or pick up a child, we must have on file in the office a certified copy of the court order or final judgment to follow through with this restriction. Once a court order (including custody agreements and restraining orders) has been instituted, we are not allowed to deviate from the agreement to suit the custodial parent's wishes. Therefore, if a court document states that Johnny can only be picked up from school by his father every other Friday, we will not allow pick up except on those days, even if we receive express permission from the custodial parent. Once a court official intervenes in custodial or domestic issues, the day care and the parent lose their prerogative to make alternative arrangements.

Food

The center serves breakfast every day at 8:00 a.m. and an afternoon snack at 1:45 P.M. Parents are required to pack a nutritional lunch for their child every day.

Summer Day Camp

Summer Day Camp operating hours are from 6:30 am – 5:30 pm Monday-Friday. The camp is open to children who will be 5 by June 1st through rising 5th graders. This is not a drop-in program so tuition is required weekly regardless of your child's attendance. Each child is allowed one week of vacation during the camp (they don't come and you don't pay). Vacation can only be taken by the week. We offer three options, 3 days per week at \$120.00, 4 days per week at \$140.00 and 5 days per week at \$155.00 per week.

Dress Code

The children should wear comfortable clothes. Do remember that the children are playing and having fun and will get dirty, so new clothes may not be the best choice. Shoes with closed in heel and toes are required.