

**Seaside Christian Childcare
Parent Policy Handbook**

SEASIDE CHAPEL



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PHILOSOPHY & HISTORY

It is our goal to offer your child a safe, secure environment in which learning and self-discovery are encouraged and self-esteem fostered.

Our center teaches Bible-centered Christian values in hopes that each child will come to have a personal relationship with Jesus Christ. Our goal is to include parents in every aspect of the child's growth—spiritually, emotionally, socially, physically, and intellectually. We are committed to you and your family and will be happy to provide you any educational resources we have available. We provide services to all regardless of race, gender, or spiritual background.

ENROLLMENT PROCEDURE

Prior to admission, you as a parent are strongly encouraged to schedule a tour of our center, meet your child's teacher(s), and have all your questions answered. Your child is also welcome to visit with you prior to his or her first day to help ensure a smooth transition. Parent references will be made available upon request. If you wish to be included as a reference, please notify the director.

Your child's application packet must be filled out completely and returned at least one week prior to his or her enrollment. This gives the director a chance to complete your file and allows your teacher to become familiar with your child, including his or her likes and dislikes prior to their first day. The application includes our Behavior Management Policy, which must be signed, and information on responsible adults who are allowed to pick up your child. Parents are responsible for updating phone numbers, address, and emergency information as needed. It is imperative that if it is necessary to call, that someone returns our phone call **within 30 minutes**. Should your child need to be sent home, someone would need to pick up the child **within 30 minutes** of notification.

A medical history and immunization record are attached to the application. Immunization records must be on file before the child's first day of enrollment. A medical exam must be completed within 30 days of the child enrollment. Updates to the immunization record must be turned in to the director after subsequent doctor visits.

We have an open-door policy; please feel free to come by the center unannounced, at any time. Please keep in mind that too many interruptions may hinder your child's adjustment and disrupt learning. All other visitors must be cleared through office personnel prior to seeing a child.

Please return your child's completed application one week prior to enrollment. The registration fee of \$25.00 and first week's tuition should be paid to ensure child's position in the center. There are no reimbursements of payments.

TEACHER CREDENTIALS

To ensure low turnover and to maintain quality teachers and staff, Seaside Christian Center has strict employment requirements. All potential staff undergoes an interview with the director(s)/board members, as well as security background and reference checks. Once hired, teachers and staff are reviewed annually and attend workshops and classes for continued professional development. Our staff has First Aid and/or CPR certification..

PARENT – TEACHER COMMUNICATION

Parents are encouraged to volunteer, but regular volunteers are required to have background checks and TB test. We encourage communication through class journals, daily sheets, class dojo and/or backpacks. Please send all messages to teachers in writing. We cannot accept verbal messages from the children. If your child is going home with someone, their name must be on the application.

POLICIES OF OPERATION

Christian Beliefs: We are a Christian Center; therefore, each child will be taught to have a personal relationship with Jesus. We do not teach doctrine but share the relationship of our Lord with everyone. We share the Bible and scripture, music, stories and hands on living examples. The children will also learn to talk to God thru prayer and saying a blessing before meals.

Clothing & Personal Items: Parents should bring an extra set of clothes including socks in case clothing becomes wet or soiled. Children should wear rubber-soled, closed toed shoes and play clothes for comfort and safety. Sun block or bug spray should be put on the child at home before coming to the center.

Transportation: The center provides transportation from designated schools. To insure the safety of all children those that are unable or refuse to follow rules on vans and transportation may be expelled from bus and van for a period of time or indefinitely.

Child Abuse and Neglect: North Carolina State Law mandates that any case of suspected or confirmed child abuse or neglect be reported to the proper authorities.

Medical and Liability Insurance Coverage: The child development center is covered by liability insurance. If your child is injured on site, your insurance must be filed as primary coverage.

Center Visits: Please feel free to drop by at any time. If your child is having a birthday party, we would love your participation. Please stop by and enjoy lunch with your child; they'd love to see you. We ask that you inform the director if an extra lunch needs to be provided.

Holidays: Seaside Christian Childcare will observe the following holidays and will be closed on:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Good Friday	Thanksgiving/Friday after
Memorial Day	Christmas Eve
Fourth of July	Christmas Day

The center will observe holidays that fall on weekends on the Friday or Monday that fall before or after the holiday. There might be exceptions.

A Closing Note: Thank you for choosing our development center. We hope you will find us suitable to your family needs. Please feel free to speak with the director with any comments, questions, or concerns.

Seaside Christian Childcare Tuition and Payment Policy

School age (After SchoolCare) --

- ✓ \$50.00/week (Transportation provided by the SCC) After School **only**
- ✓ \$100.00/week School age full time care (More than 1 full day a week)

Summer Camp

- ✓ \$100.00/week - full summer program (12 weeks)
- ✓ \$125.00/week – Pick and choose camp sessions

Payment is required the week prior to care and is due regardless of attendance. IF you are 2 weeks delinquent your childcare will be placed on suspension for 1 week or until account is current. If account is not brought current within the suspension week. Childcare will be terminated.

There is a \$5 per minute per child charge for children picked up after 6pm.

Tuition and fees are non-refundable.

Seaside Christian Childcare Contagious and Infectious disease Health and Safety Policy

Children's Health:

Please inform teacher at the start of the day, how your child is feeling. All children present must be able to participate in daily activities including going outside. If your child is unable to participate for any reason, please make other arrangements for his or her care. Please refer to the health policy at the back of this handbook for specific health requirements.

Medications:

Forms are provided for any medications to be dispensed, that is to be given by director or other designated person. Please be specific and provide all information requested. Forms must be updated weekly. Blanket permission slips are not allowed. All medications must be clearly labeled with the child's name. Prescribed medicine must be in its original container bearing the pharmacist's label. Over-the-counter medicine will be administered in accordance with written instructions by the parent or physician. All medicine will be stored in the locked cabinet or refrigerated lock box.

Emergency Medications

Any child that has emergency medications must have an action plan on file with the medication that is labeled with a date and prescription. The medications expiration date must be current. Any child with emergency medication must have that medication with them each day they are in attendance. Some common emergency medications are asthma medications, seizure medications, Epi Pens or allergy medications etc. **CHILDREN MAY NOT ATTEND WITHOUT EMERGENCY MEDICATIONS.**

Preventing the spread of illness

If a child displays any one or combination of these signs, Seaside Christian Childcare reserves the right to contact the parents and send the child home for the amount of time specified below.

1. **DIARRHEA:** 2-3 abnormally loose, watery bowel movements in a 24-hour period. If a child has 1-2 loose stools, we will observe the child for additional loose stools and other sign of illness such as fever, loss of appetite, etc. Child may **NOT** return the following day.
**ONLY EXCEPTION: Child may stay in Seaside Christian Childcare if we have a signed doctor's note STATING THE CHILD HAS BEEN SEEN WITHIN THE LAST 24 HOURS, AND THE DIARRHEA IS A RESULT OF MEDICATION or the child is not contagious. A note that does not include all this information will not be accepted, so please ask your doctor to be specific.

2. **VOMITING:** Child will be sent home if he/she vomits ONCE while in Seaside Christian Childcare. Child may NOT return the following day.

3. **FEVER:** If a child's temperature reaches 101 degrees or higher, he/she will be sent home Child may NOT return the following day. ****NO EXCEPTIONS****
4. **PINK OR REDDISH EYE:** Tears, redness, or watery eyes with increased eye and eyelid irritation. Swelling of eyelids and discharge of pus may occur. Please see Pink Eye below for more information.
5. **UNUSUAL SPOTS OR RASHES:** Especially associated with fever. If determined by a doctor that the spots are not contagious the child may remain in Seaside Christian Childcare.

COMMON CHILDHOOD ILLNESSES

Listed below are some common childhood illnesses and specifications regarding how long the child needs to be excluded from day care. If you would like more information on any of these illnesses, contact the local health department.

- 1) **Chickenpox:** Child must be excluded from Seaside Christian Childcare until all pox is crusted. This usually takes 5-7 days. The incubation period for chickenpox is 2-3 weeks.
- 2) **Ringworm:** Children suspected of having ringworm will not be allowed to return to Seaside Christian Childcare until 24 hours after treatment has begun. Children with ringworm may need to stay out longer if they have open sores that cannot be covered.
- 3) **Impetigo:** Must be seen by a physician and may return 24 hours after first treatment. Same as above or until sores have dried and begun to heal. Any fluid coming from the sores may be a sign that the child is still contagious.
- 4) **Head Lice:** All 3 treatment steps listed below can be completed in one day and must be completed before the child may return to Seaside Christian Childcare.
 - a. Treatment with special shampoo or cream rinse that kills lice.
 - b. Removing the nits from hair with a fine tooth comb.
 - c. Cleaning the environment to remove any possible trace of lice or their eggs that may remain can be done by washing all items that come in contact with the head, vacuuming rugs, furniture and floors. Items that cannot be cleaned may be tightly closed in plastic bags for 2 weeks.
- 5) **Pink Eye or Conjunctivitis:** Child cannot return the next day. May return after being treated for 24 hours and eyes are not draining or if we have a doctor's note stating symptoms are the result of an allergy and child is not contagious.

- 6) **Scabies:** Child may return to Seaside Christian Childcare after treated for 24 hours.
- 7) **Hand, Foot and Mouth Disease:** There is no need to exclude a child from Seaside Christian Childcare when all sanitary precautions are taken.
- 8) **Strep Throat:** Child must be excluded from Seaside Christian Childcare until he/she has been on antibiotic therapy for 24 hours, has no other symptoms and has a note from the doctor stating they are no longer contagious.
- 9) **Scarlet Fever:** Child must be excluded from Seaside Christian Childcare until he/she has been on antibiotic therapy for 24 hours and has no other symptoms.
- 10) **Bronchitis:** Child must be excluded from Seaside Christian Childcare until he/she has been on antibiotic therapy for 24 hours and has no other symptoms.
- 11) **Fifth Disease:** This is a minor illness in children, and exclusion is not necessary. However, pregnant women should avoid exposure to this infection or contact their doctor for advice. Please make staff aware if you or your child has Fifth Disease.
- 12) **MRSA:** Child may return 24 hours after being treated with an antibiotic and the wound is healed and not draining. The wound must be covered.

Director will try to notify expectant mothers when a case of Fifth Disease is diagnosed.

**Seaside Christian Childcare reserves the right to
override a doctor's note when there are
extenuating circumstances.**

Seaside Christian Childcare

Safe Arrival and Departure Procedures

10A NCAC 09 .0604 Each center shall establish safe procedures for pick-up and delivery of children. These procedures shall be communicated to parents, and a copy shall be posted in the center where they can be seen by the parents.

- Upon arrival, all children must be accompanied inside the facility by an adult.
- Staff must be notified of the child's arrival.
- Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving.
- **Children must never be left unattended whether or not they are enrolled at Seaside Christian Childcare**
- All children must be signed in and out using the sign in/out book.
- Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of persons other than known parent/guardian.
- Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.
- **Children cannot be left unattended in vehicles at any time.**

PLEASE NEVER LEAVE YOUR CAR RUNNING IN THE PARKING LOT

Seaside Christian Childcare

Discipline and Behavior Management Policy

Date Adopted: 10/2020

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. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

“Time-Out”

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

Seaside Christian Childcare Behavior management policy

The following steps will be taken if/when a child displays the following behaviors:
Suspended Immediately and cannot return the following Business day:

- Hitting, kicking, biting, pinching or any physical behavior that will cause harm to any teachers, children, him or herself, the environment or other adults responsible for that child.
- Running out of the classroom or off the playground
- Throwing toys, chairs or flipping over shelves
- Displaying any other behavior that puts him/herself, the other children or staff in danger in any way.

Step 1: Teachers will move all other children to a safe area while maintaining supervision of the child displaying difficult behaviors.

Step 2: Teacher will call administration for help

Step 3: Administrator will call the child's parent and if possible move the other children out of the classroom or a safe area in a way that follows the staff to child ratio and supervision is maintained for the child with challenging behaviors.

Staff will suggest outside resources that may help with challenging behaviors. Some of these resources are The Wayne County Partnership for Children, local pediatrician, county behavioral specialist and/or other resources found. Staff will also make referrals to insure that there are no other factors that are contributing to the challenging behaviors (speech, hearing, vision, developmental, delays, ect.)

Teacher and/or staff will do everything possible to diffuse the situation. This includes using the breathing techniques, second step strategies and other strategies such as role play, redirection and using the calm down area. Administrators will call the child's parents so that they can talk to him/her to calm him/her down and correct the behaviors verbally. We will require that the child be picked up within an hour and will be suspended for 1 full day. Upon his/her return this will be repeated for any of the listed behaviors.

Please keep in mind that our primary goal is the safety of all the children. We want all children to be successful and have a positive start in school. We will work with the child to the best of our ability, however if any of the behaviors become more extreme or unmanageable we may have to determine a new course of action. There may be times that it is necessary to call a child's parents immediately to keep him/her and the other children safe. It is necessary that teachers and parents work together as a team to insure the success of each child.

When parents and teachers work together it gives each child the best possible chance to be successful. When children and parents face these difficult times, it is imperative that we work as a team to help children gain self-control. By gaining self-control many behaviors will be eliminated.

There are many things that parents can do to reinforce positive behaviors. There are also many resources available to help parents gain strategies and techniques to help with difficult behaviors. Please ask your child's teacher or the administrators for information about these resources.

Reporting Child Abuse and/or neglect

Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death because of maltreatment.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor.

North Carolina General Statutes 110-105.4. Duty to report child maltreatment

(a) Any person who has cause to suspect that a child in a child care facility has been maltreated, as defined by G.S. 110-105.3, or has died as the result of maltreatment occurring in a child care facility, shall report the case of that child to the Department. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making the report, including (i) the name and address of the child care facility where the child was allegedly maltreated, (ii) the name and address of the child's parent, guardian, or caretaker, (iii) the age of the child, (iv) the present whereabouts of the child if not at the home address, (v) the nature and extent of any injury or condition resulting from maltreatment, and (vi) any other information the person making the report believes might assist in the investigation of the report. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the Department's assessment of the alleged maltreatment.

(b) Upon receipt of any report of maltreatment involving sexual abuse of the child in a child care facility, the Department shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a child care facility is not alleged in the initial report, but during the course of the assessment, there is reason to suspect that sexual abuse has occurred, the Department shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a childcare facility, the State Bureau of Investigation may form a task force to investigate the report. (2015-123, s. 8.

Reporting inappropriate discipline:

- Administrator will talk to parents, guardians or caregivers about the incident
- Make any necessary reports to the proper authorities
- Cooperate with authorities during any possible investigations

- Staff member are required to report any inappropriate discipline to Administration and staff members have the right to report directly to DCDEE or DSS

Recognizing signs and symptoms of child maltreatment:

- Require all staff to have to have training on recognizing the signs and symptoms of child abuse and neglect before employment or six weeks after employment and/or the first available training offered should the training not be available within the first 6 weeks of employment.
- A list of available resources will be given to teachers and posted in the designated area for teachers.
- Resources will be updated as needed.

Center and Staff will use proper behavior management techniques

Staff will follow the Effective Management Techniques and Appropriate Challenging Behaviors Training.

- Teachers will be provided with a list of resources that can help them manage challenging behaviors.
- Quarterly observations will be completed on each staff member as well monitored by camera daily
- Administrators will seek outside resources such as the county behavioral specialist or the Wayne county partnership for children when assistance is needed.

If staff members fail to comply with Seaside Christian Childcare's policies and or childcare requirements:

- A written warning will be issued
- Possible suspension (without pay) from duties
- Possible termination of employment

Plan for regular review of the discipline and mandatory reporting policies:

- Administrators will review the discipline and mandatory reporting policies with procedures with all new staff during orientation and annually with all staff.

Signature _____ **Date** _____

Appendix E

Seaside Christian Childcare Nutrition Policy

North Carolina Child Care Rule section 10A NCAC 09 .0901 General Nutrition Requirements state:

- Meals and snacks served to children a comply with the Meal Patterns for Children in Child Care Programs from the United States Department of Agriculture (USDA) which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition.
- The types of food, number and size of servings are appropriate for the ages and developmental levels of the children in care.
- When children bring their own food for meals or snacks to the center it must meet the guidelines from the USDA.
- As a parent, you have the option to “Opt out” of the supplemental food provided by the center to meet USDA Requirements. Opting out means that the center will not provide any food or drink in addition to the food or drink you provide for your child at mealtimes. Please remember to pack breakfast, morning and afternoon snack as well as lunch. Please provide ready to serve foods that your child can eat easily at the times meals are provided. Opting out means that the center will not provide any food or drink so long as the child’s parent or guardian provides all meals, snacks, and drinks scheduled to be served at the center’s designated times.
- Foods that do not meet the nutritional requirements will only be served on special occasions and will not be counted as a meal.

Appendix H

Seaside Christian Childcare Tobacco-Free Policy

At Seaside Christian Center, your child's health is always a priority to us! Our goal is to be an example of excellence when it comes to health and safety for your family, our staff, and visitors. Therefore, our property and all vehicles used to transport your children are now smoke-free at all times.

You will see tobacco-free signs indicating that smoking and the use of all tobacco products, including electronic cigarettes and vaping products, are not allowed on our property. Signs stating that smoking and the use of other tobacco products are also not allowed in any of the vehicles we use to transport children.

We kindly ask that you support our efforts, and not smoke or use tobacco products on our property at all times.

The purpose of the policy is to protect your child and our staff and visitors from the harms of tobacco use and secondhand smoke. If you use tobacco and are interested in quitting, please call 1-800-QUIT-NOW (1-800-784-8669) or go to www.quitlinenc.com

We believe that it is our job to be good role models for the children in our care. A tobacco-free campus policy sets the right example by showing children healthy behaviors. Please respect this policy for the health of our children, families, staff and visitors.

Seaside Christian Childcare Receipt of policies

I, the parent or guardian of: _____
acknowledges that I have read and received a copy of the facility's following policies and the summary of NC childcare laws.

- Tuition policy
School age (After Care) --
 - ✓ \$50.00/week (Transportation provided by Seaside Christian Childcare) after school ONLY _____
 - ✓ \$100.00/week School age full time care (More than 1 full day a week) _____
 - ✓ There is a \$5 **per minute** per child charge for children picked up after 6pm. _____
 - ✓ Tuition is expected whether your child is in attendance (during holiday's & inclement weather closings) _____

- There is a \$5 late charge per minute per child picked up after 6pm. _____
- Tuition and fees are non-refundable. _____
- Tuition is expected whether your child is in attendance, during holidays and inclement weather closings.

- Health and Safety Policy _____
- I understand that there may be circumstances when SCC will need to override a doctor's note. SCC always keeps the health and safety of all children a priority. _____
- Children cannot attend without emergency medications _____
- Safe arrival and departure policy _____
- Discipline and behavior management Policy _____
- Behavior management policy _____
- Nutrition Policy _____
- Tobacco-Free Policy _____
- I understand there may be occasional updates to the Seaside Christian Childcare policies and procedures

Date policy given/explained to parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian

Date