

## **6.38 Child Development Center**

**Last Revised:** May 2021

**Policy:** Piedmont Community College (PCC) will establish, implement, and operate one or more existing facilities to serve as model child care center(s) to aid the operators of existing facilities in upgrading their skills and abilities. The center will also support observation experiences for students enrolled in early childhood education programs.

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### **Purpose/Definitions:**

The purpose of this policy is to create a wholesome, happy, and enriching environment for all children enrolled, and to help children develop a positive self-image and a respect for other children and adults.

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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### **Procedure:**

#### Section 1: General Provisions

- 1.1. The PCC Child Development Center (CDC) serves children ages 2 to 5 years.
- 1.2. The NC Division of Child Development and Early Education, the governing agency of the PCC CDC, requires that a handbook be provided to the responsible guardian of children enrolled at the PCC CDC.
  - 1.2.1. The Handbook is reviewed annually and covers topics in the areas of philosophy, goals, policies, and procedures of the PCC CDC.
    - 1.2.1.1. Contact the Director, Child Development Center for the most current version of the PCC CDC Family Handbook. Currently, the PCC CDC 2020 Family Handbook is included with this policy as Exhibit 6.38.

#### Section 2: Prioritizing NC Pre-K Children

- 2.1. In alignment with the NC Department of Health and Human Services (NCDHHS) Division of Child Development and Early Education (DCDEE), the order of priority for enrollment of NC Pre-K Children is as follows:
  - 2.1.1. children who are not in a childcare setting but will qualify under the NC Pre-K Eligibility Guidelines
  - 2.1.2. children already enrolled in the Center who meet the income eligibility guidelines
  - 2.1.3. children who do not meet the income eligibility guidelines but who have an identified disability

Section 3: Prioritizing Other Preschool Children

- 3.1. The order of priority for enrollment of other preschool children is as follows:
  - 3.1.1. children of full-time PCC students
  - 3.1.2. children of part-time PCC students
  - 3.1.3. children of full-time PCC employees
  - 3.1.4. children of part-time PCC employees
  - 3.1.5. other Children

Section 4: Serving School-Age Children

- 4.1. The PCC CDC serves children ages 5 to 12 years with fun, educational activities offered during summer camps.

Section 5: Interns and Work-based Learning (WBL) Students

- 5.1. The PCC CDC works with several departments at Piedmont Community College, area high schools, and neighboring colleges to provide a training site for students interested in the field of child care.
- 5.2. Even though interns and WBL students are not paid employees of the PCC CDC, they must complete the application process as if they were a new hire, including criminal record checks and other screenings required by the NCDHHS DCDEE.
- 5.3. All interns and WBL students are supervised at all times by the teachers and/or director.

- 5.3.1. When the PCC CDC hosts an intern or WBL student, parents receive a written letter of notification that includes the student's name.

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**Legal Citation:** [N.C.G.S. 115D-20](#); [NC Pre-K Eligibility Guidelines](#)

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**History:** Effective October 1988; Revised April 2013, May 2021

Exhibit 6.38

# Family Handbook



**“A nurturing environment where Children  
can learn and grow”**

**1715 College Drive  
Roxboro, NC  
336-322-2338  
Or  
336-322-2144**

**We are an equal opportunity provider**

# PIEDMONT COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER

## HOURS OF OPERATION:

**7:00am – 5:15pm**  
**NC Pre K hours: 8:30am – 3:30pm**

## RATES

Community Rate \$170.00 per week; \$34.00 per day

Full time Student/Employee Rate \$160.00 per week; \$32.00 per day  
*(Must provide proof of full-time status as Student and/or Employee)*

A **one-time, non-refundable** registration fee of \$30.00 per Child will be charged.

A \$6.00 insurance fee is due upon initial enrollment of each Child, and thereafter on or before September 30<sup>th</sup> of each subsequent year.

## HOLIDAYS 2020-2021

July 3, 2020	Independence Day
September 7, 2020	Labor Day
November 11, 2020	Veteran's Day
November 26-27, 2020	Thanksgiving
December 24, 2020-January 1, 2021	Christmas Break/New Year's
January 18, 2021	Martin Luther King Jr. Day
April 2, 2021	Good Friday
May 31, 2021	Memorial Day

*\*\*We normally close early the day before Christmas Break and the day of Graduation. In addition, we may close early for Teacher training. You will receive notice once these or any early closings are definite. \*\**

## **Program Philosophy and Goals**

A Child's early years provide a foundation for growth and development for the rest of their life. We believe that Children should develop in a non-restrictive inclusive classroom. The Piedmont Community College Child Development Center (PCC CDC) is dedicated to promoting learning and developing a trusting relationship with Children. We will have an appropriate environment based on age, culture, and independence. We pledge to the Children, Families, and ourselves to be respectful to all Children regardless of the Children or Family's, creed, nationality, religion, sexual orientation, and/or disability.

We believe that each Child is a unique individual. By pledging, we commit ourselves to sharing different aspects of the world to the Children through various cultural activities. We will provide a nurturing environment where each Child can grow at his/her own rate, develop a positive self-image and have the ability to explore challenging opportunities in a safe environment. The safe environment that will be provided will aid in the Children's ability to be independent learners.

The PCC CDC will be a creative environment that will foster the development of the physical, social, emotional, and cognitive development of the Children while meeting all approaches to learning. There will be 34 Children enrolled into two separate classrooms where they will be divided by age. Each classroom will have a lead Teacher and an Assistant. All Teachers will be responsible for developing a sense of trust with all of the Children in the center.

**We believe that the Children should accomplish certain goals during their time with us. We will strive to see that the Children achieve the following:**

- To grow in independence and self-development
- To learn to engage in positive interactions with their peers
- To develop self-control and self-discipline.
- To grow and develop at their own rate.

### **Goals for the Families:**

- To be supportive in their Child's growth.
- To be of assistance to the Child's classroom.
- To be open to new concepts of teaching Children.
- To encourage the independence of the Child.

- To be positive and supportive of the classroom philosophy.

## **Child Eligibility**

PCC CDC serves Children, ages 2 to 5 years. The CDC is open to all Children regardless of race, nationality, or creed who may benefit from our program. Applications can be completed at any time during the year. If space is not available at the time of application, Families will be placed on a waiting list. Our waiting list priorities are:

1. Children of Piedmont Community College's full-time students
2. Children of Piedmont Community College's part-time students
3. Children of Piedmont Community College's full-time employees
4. Children of Piedmont Community College's part-time employees
5. Other Children

## **Hours of Operation**

Piedmont Community College's Child Development Center is in operation from 7 a.m. – 5:15 p.m., Monday through Friday. Children should be dropped off at the Center **no later than 8:45 a.m.** to receive the full benefit of the program. If a Child has a scheduled morning appointment they may arrive late, but they must arrive **before** 11:00 a.m. We request Families phone the Center to inform the Teaching Team of late arrivals and/or absences.

If your routine morning drop-off time will change, we need 24 hours advance notification, so we can meet our State mandated ratio requirements.

If your Child will not attend School, please notify us by 8:45am that morning. It is vital for us to have this information, so can ensure our meal count is accurate.

PCC CDC may occasionally close for purposes of repairs, Teaching Team training, etc. Every effort will be made to keep these closures to a minimum. Families will be given as much notice as possible when these closing are scheduled.

## **Admission Requirements and Enrollment Procedures**

As part of our admission procedure, we request that one or both Families come to a scheduled conference with the Director. At this time you will be asked to complete an application for admission. During this conference we will discuss the Center's operational and discipline policies. After the admission interview process is

completed, we request that you bring your Child to visit the Center prior to the actual enrollment date. This will give the Child an opportunity to meet his/her Teachers before the first day of attendance.

Upon notification of admission, you will receive an admission packet. This packet must be completed and signed before your Child can be enrolled in the center.

The following forms must be completed and returned to the Center by the Child's first day of attendance.

1. Application-In case of an accident, emergency, or illness, we must be able to contact Families or other emergency contact right away. Please notify us if the information changes during the year. We cannot accept a Child without this information.
2. Medical and Immunizations-This form must be completed by a physician. It assures us that the Child is in good health and has been vaccinated against vaccine-preventable Childhood diseases.
3. Consent-In order to enroll a Child, we must first secure the Family's permission to take the Children on field trips and to transport a Child in need of emergency medical treatment.
4. Release-If anyone other than a Family or legal Guardian is picking up a Child, we must have the Family's written permission. We will not release a Child to any person not listed on this release form. Anyone picking up a Child, other than a Family, will have to show identification.

## **Tuition Fees**

\*\*\* CONTRACT INFO GOES HERE \*\*\*

Tuition fees are annually approved by the College's Board of Trustees. The fees are determined on a fiscal year basis starting in July of each year and are based on the actual cost of operating the center. Families of Children enrolled in the Center will receive a 30-day written notice of any increase in tuition. PCC CDC does not charge for days that we are scheduled to be closed due to holidays or inclement weather. **No credit is given for absences due to illness or vacations.**

Tuition payments can be made to PCC Child Development Center utilizing cash, check, and/or money order. Credit card payments can be made at the cashier's office in Building A. We request that you make the Director aware of any credit card payments so that accurate records can be maintained at the Center. Tuition payments are due on Monday, upon arrival for that week of service, unless other

arrangements were previously approved by the Director. Monthly tuition payments are due on the last day of the month prior to the month of service.

### **Late Pick-up Fees**

We respectfully ask each Family to follow our opening and closing times. Our late pick-up fee – if your child is not picked up by 5:20pm there is a late of \$1 a minute per child. You will be provided a form to confirm your late pick-up, and you will be asked to sign it. We have made exceptions for EMERGENCIES ONLY, but now we are only able to do so with advance notification. The fee must be paid in cash, so your child may return to school the next day (or any following day).

For purposes of consistency, please remember, late fees accrue according to the Center's clock. If a Child remains at the center more than 30 minutes after closing, the incident will be viewed as neglect and reported to Person County Department of Social Services.

### **Returned Check Fees:**

There will be a \$25.00 charge for checks returned for any reason. Payment is expected within 5 days upon notification of the returned check. If a check is returned for any reason, the Family will be required to pay all future tuition payments by cash or money order.

### **Termination of Services**

If Families must cancel their contract and enrollment, they are required for have an in-person conversation with the Director at least **two weeks in advance**. Additional written notice would be helpful. Tuition charges will be made until the end of the notification period. If no notice is given, Families will be responsible for two weeks of tuition.

When a Family disenrolls a child, that vacancy is filled. If the Family anticipates that they will want Childcare services at a later date, the Child's name will be put back on the waiting list. We cannot "hold" a spot for a Child in their absence, unless Families agree to pay the tuition for that spot.

If the PCC CDC Director feels it is necessary to discontinue the care provided for your Child, the Director will outline the necessary steps at their discretion. Please know that we don't take discontinuation of services lightly. **Communication**

between our School and Home Families is critical to the success of our relationships. Discontinuation of services will occur immediately for the following reasons:

- For extended non-payment of tuition and/or fees.
- For physical and/or verbal abuse of Teaching Team or Children by Family or Child.
- For any other behavior that is deemed harmful to the Children, Teaching Team or Center.

### **Confidentiality**

Information regarding Children enrolled at the Center is considered confidential. No information, other than that pertaining to your Child, will be shared with you. We respect and value that each Family may have their own unique circumstance, and we ask that you respectfully do the same. The Teaching Team will share classroom updates on select Social Media. Again, we ask you to respect the privacy of all our School Families by not sharing photos of other Children through your personal social media account.

### **Family Participation Policy**

The priority for the PCC CDC is the relationship between home and school Families. We strive to work with you as we work to meet your child's developmental and academic needs.

Please feel free to discuss any concern you have about the program or other policies of PCC CDC with the Director or a Teacher. We are always willing to listen to your concerns and suggestions.

We have an excellent selection of Childcare resources available to Families. They include the Department of Social Services, Child Care Resource and Referral, Mental Health, our local Health Department, and Partnership for Children for Person County. These resources work with us to resolve any specific needs a Child may have. If we cannot assist with a specific need through conferences with the Teacher and/or Director, help from one of these agencies may be needed to best serve your Child.

## **Safe Arrival and Departure of Children**

Transportation of the Child to and from the Center is the responsibility of the Family or Guardian. Each Family/responsible person needs to sign Children in and out on the Sign-In/Out sheet.

**Children must be accompanied inside the classroom by an adult and delivered to a Teacher.** We cannot assume responsibility for a Child who has not been turned over to a Teacher.

Teachers are usually at the Center 15 or 20 minutes before arrival of the Children. They are there to make preparation for the day. Please do not leave your Child at the Center before the regularly scheduled opening time.

In picking up your Child, please inform the Teacher upon arrival. Your Child will only be released to a person who is authorized in writing by Family or Guardian to pick up your Child. We will not release your Child to anyone else. If a Teaching Team member does not know the authorized person, they will ask for photo identification before releasing your Child.

Children can only be released to an adult. **Please do not send a sibling or anyone under 18 years of age, to pick up your Child.** We will not release any Child to another minor. A Child will not be released to an impaired person (e.g. intoxicated) or to a person without photo identification and authorization from the Family to pick up the Child. These policies are in place for the protection and security of your Child(ren) and our Teaching Team.

## **Inclement Weather**

During Inclement weather, the Child Development Center will operate on the announced College schedule. Delays or closings will be announced on WKRX/WRXO (Roxboro), WDVA (Danville, VA), WYNC (Yanceyville), and the PCC website. Television stations WTVD (Durham), WRAL (Raleigh), and WFMY (Greensboro) also carry operating announcements. The college voicemail and website will also have a changed message with any delay or closing. When the announcement is made, if it specifies a 1-hour delay, the Child Development Center will open at 9:00 a.m.; if it says a 2-hour delay, the Child Development Center will open at 10:00 a.m.

## **ILLNESS**

Your Child's health is important to us. Simple hygiene practices can contain most transmission of illness. In an effort to minimize the spread of disease, we maintain sound sanitation practices in our Center. Children who are ill should be kept home. If your Child is ill (or you will not be sending your Child), please call us. An informal health check of each Child will be done upon arrival by the Child's Teacher. Children who are present must be able to participate in the normal group activities of the Center. This includes outside play, unless we have a letter from your Child's physician. If you feel your Child is too ill to participate in outside play periods, you should make other arrangements for his/her care on these days. This policy is consistent with the North Carolina Division of Child Development regulations [GS 110-91(2)].

### **Children with any of the following conditions will be excluded from care:**

- Fever of greater than 100.4 degrees taken by the forehead.
- Strep throat, until 24 hours after treatment has started
- Two or more episodes of vomiting within a 12 hour period
- A red eye with white or yellow eye discharge until 24 hours after treatment
- Scabies, ringworm, hand foot & mouth disease, or lice
- Chicken pox or a rash suggestive of chicken pox
- Tuberculosis, until a health professional states that the Child is not infectious
- Impetigo, until 23 hours after treatment
- Whooping cough, until five days after appropriate antibiotic treatment
- Hepatitis A virus infection, until one week after onset of illness or jaundice
- 3 consistently loose bowel movements compared to the Child's normal pattern, within the CDCs operating hours.
- When a Physician or other health care professional issues a written order that the Child be separated from other Children
- Requirement of extra care due to illness, which may interfere in the regular care of the Children in the classroom. The Teachers and/or Director will make this decision.
- Any child who is exhibiting symptoms of COVID-19 in accordance with the current CDC guidelines.

## Children may return to the classroom:

If your Child is ill, we encourage you to share this information with us, particularly during this time where the health of our entire School Family is of great importance to all of us.

- The **next day after treatment** for an ear infection, conjunctivitis, or ringworm, when the Family can provide a note from a health care provider ensuring that none of the above apply
- **After seventy-two (72) hours of treatment** for a contagious infection (i.e., strep throat or impetigo)
- After being **fever free for seventy-two (72) hours without the use of fever reducing medication**

If your Child becomes ill while at the Center, we will first contact the two primary Family members on your emergency card. If neither of these Family members can be reached immediately, one of the other people you have listed for emergency notification will be contacted to pick up your Child. In such cases, your Child will be immediately isolated from the other Children. Family(s) or designated emergency person should be available to pick up the Child from the Center **within 30 minutes of notifications.**

Children are sent home when Teaching Team members believe the Child's health is at risk to him/her or to the other Children. It is important that you know that we do not take this responsibility lightly, and whenever a decision is made to send a Child home it is done so with great deliberation and thought.

## Administering Medications

No medication shall be administered to any Child without specific written instructions from the Child's physician or other authorized health professional. **This includes over-the-counter medications.** Families are urged to request their Child's Doctor set the dosage times so they may be dispensed at home if possible. Families must complete a "**Permission to Administer Medication**" **Consent Form** for each medication the physician wants administered to their Child. **All medication must be in its original container** bearing the pharmacist's label, which lists the Child's name, date the prescription was filled, physician's name, name of the medication, prescription number, and dosage. This authorization must match the prescribed instructions written on the prescription label.

## **Emergency Medical Care Plan**

The Director will be responsible for basic first aid given at the Center for an injury or illness needing only minimal attention. In the case of an injury or illness requiring a Doctor's assistance, the Director will review the Child's emergency care information found on his/her application and contact the designated Family physician as well as the Family. If the designated Family physician or Family not be immediately available, the Director will seek and follow the advice of the Medical Center.

If the ill or injured Child is to be transported to a medical facility, the Director will use her personal vehicle as a means of transporting the Child to the proper medical resource. The Director will bring the Child's file (which contains permission for the CDC to obtain medical emergency care) with her to the medical resource location

A member of the Teaching Team will notify the Child's Family(s) or emergency contact person about the illness or injury and explain where the Child has been taken for treatment. If the Director is not be available to carry out the prescribed emergency care plan, the Lead Teacher will assume these duties as outlined and a Teaching Team member will notify the Child's Family(s).

## **Child Abuse or Neglect**

Abuse occurs when a Family or caregiver injures or allows another to injure a Child physically or emotionally. Abuse may also occur when a Family or caregiver puts a Child at risk of serious injury or allows another to put a Child at risk of serious injury. Neglect occurs when a Child does not receive proper care, supervision, or discipline, or when a Child is abandoned.

North Carolina law requires any person who suspects Child abuse or neglect to report the case to the county department of social services (Person County DSS 336-599-8361). In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected Child abuse or neglect in a Child-care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Under North Carolina Law, caregivers are required to report suspected cases of Child abuse and neglect. If such suspected cases arise, the alerted Teaching Team

member will report such to the Center Director, who will then notify the Protective Services Unit of the Department of Social Services.

## 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. Based on this belief of how Children learn and develop values, this Center will practice the following discipline and behavior management policy.

<p><b>We:</b></p> <ol style="list-style-type: none"><li>1. <b>DO</b> praise, reward and encourage the Children.</li><li>2. <b>DO</b> reason with and set limits for the Children.</li><li>3. <b>DO</b> model appropriate behavior for the Children.</li><li>4. <b>DO</b> modify the classroom environment to attempt to prevent problems before they occur.</li><li>5. <b>DO</b> listen to the Children.</li><li>6. <b>DO</b> provide alternatives for inappropriate behavior to the Children.</li><li>7. <b>DO</b> provide the Children with natural and logical consequences for their behavior.</li><li>8. <b>DO</b> treat the Children as people and respect their needs, desires and feelings.</li><li>9. <b>DO</b> ignore minor misbehaviors.</li><li>10. <b>DO</b> explain things to the Children on their level.</li><li>11. <b>DO</b> use short supervised periods of “time out”.</li><li>12. <b>DO</b> stay consistent in our behavior management program.</li></ol>	<p><b>We:</b></p> <ol style="list-style-type: none"><li>1. <b>DO NOT</b> spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the Children.</li><li>2. <b>DO NOT</b> make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the Children.</li><li>3. <b>DO NOT</b> shame or punish the Children when bathroom accidents occur.</li><li>4. <b>DO NOT</b> deny food or rest as punishment.</li><li>5. <b>DO NOT</b> relate discipline to eating, resting, or sleeping.</li><li>6. <b>DO NOT</b> leave the Children alone, unattended or without supervision.</li><li>7. <b>DO NOT</b> place the Children in locked rooms, closets or boxes as punishment.</li><li>8. <b>DO NOT</b> allow discipline of Children by other Children.</li><li>9. <b>DO NOT</b> criticize, make fun of or otherwise belittle Children’s Families, Families, or ethnic groups.</li></ol>
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## Me Time

“Me Time” is a developmentally appropriate practice we use in lieu of the traditional “time out” practice. When a child is solidly aware of behavior expectations and continually struggles to respond to a member of the Teaching

Team, the Child will be invited to remove themselves from the situation and sit with or close to a member of our Teaching Team. The member of the Teaching Team will either immediately practice conflict resolution skills between children, or counsel the child on their behavior, depending on the situation. The child will sit no longer than the age they are (i.e. 3 yr old would have 3 minutes of me time). During this “me time” period, the Child is still in sight of a Teacher at all times. Our intention of using this time is to help the Child be aware of other options they have, in terms of behavior. When the Child returns to the group, the Child is treated with the same affection and respect as before the incident.

### **Clothing/Items to Bring From Home**

Clothing for the Children in our program should be comfortable, washable, and suitable for the daily activities. **Due to being a trip hazard, the Center does not allow the wearing of open-toed shoes by Children.** A **complete change of clothing** should be kept at the Center in the Child’s cubby. Please bring these items on the first day. All clothing should be clearly labeled with the Child’s name.

We have a variety of materials, as well as, many opportunities to work on sharing at the Center. Except for a “**sleepy-time friend**”, we ask that you leave your Child’s toys at home or in your car. “Sleepy-time friends”, pillows and blankets from home are fine and remain in the cubby until rest time. If any item is brought to the Center, we cannot be responsible for it.

### **Mealtimes**

The Center will provide breakfast at 8:30am and 8:45 a.m., lunch at 11:30 a.m., and an afternoon snack at 2:15 p.m. Please **do not** send your Child to the Center with food.

The snacks and lunches provided by the Center are planned to meet your Child’s nutritional needs and meet the USDA standards stated in the “Meal Patterns for Children in Child Care”. Menus are posted monthly for your information. Families are invited to have lunch with their Child, but they are requested to give Teaching Team a day’s notice so we can plan accordingly.

### **Birthdays**

We celebrate birthdays during afternoon snack. If you wish to send a special treat, we will make every effort to make this day a memorable time for your Child. **Due**

**to sanitation regulations and liability, only store-bought products can be served (No home-baked items will be permitted).** Any non-nutritious treat provided by the Family for the special celebration (such as cake, cupcakes, ice cream, etc.) will be supplemented by the Center with a nutritious food.

## **Outside Play Time**

If you feel your Child is too ill to participate in outside play periods, you should make other arrangements for his/her care on these days. Please ensure your Child is dressed appropriately for hot and cold weather.

## **Rest Period**

North Carolina Child Care Requirements stipulate that a supervised rest period for Children be provided in the daily routine. This activity occurs after lunch from 12:30 p.m. to 2:00 p.m.

Each Child will be assigned a cot and one linen to cover the sleeping surface. A blanket and/or small pillow for the Family's choosing must be provided from home. We wash each Child's linens, blankets, and pillows once a week. We choose our brand of washing detergent based on cost and it may vary month to month depending on price. If you would prefer to wash your Child's laundry at home each week, please notify the Director.

## **Photography**

The PCC CDC Teaching Team will take pictures of participants in our programs. These pictures are used for documenting activities and events that occur at the Center. The pictures will be used on the Piedmont Community College Child Development Center Facebook page. Occasionally, these pictures are used for the purpose of advertising and communicating the purpose and activities of the PCC CDC and for the purpose of applying for funds to support our program. **By enrolling your Child in our program, you allow publication of photos taken at any program, event, or facility of the Center; unless you have filed a written request not to be included in published photos.**

## **Interns and Co-op Students**

Due to the fact that our Center is part of Piedmont Community College, continuing education is important to us. Throughout the year, the Center works with several departments through PCC CDC and Person High School to provide a training site for Students interested in the field of Childcare. Even though these Students are not paid employees of the Center, they still must complete the application process as if they were a new hire. This includes criminal record checks and other screenings required by the N.C. Division of Child Development. In addition, all interns and Co-ops are supervised at all times by the Teachers and/or Director. Whenever we become aware that we will have an intern/Co-op student at our facility, Families will receive a written letter of notification including the names of these students.

## **Grievance Policy**

A Teaching Team member is always available to discuss your Child's needs and progress. If you feel there are classroom issues with your Child, please first discuss those issues directly with a member of the Teaching Team for the class in which your child attends. If you are not comfortable with this action, please request a meeting with the Director.

If your Family has an issue with a matter that is related to any of Handbook policies, please communicate immediately with the Director.

## NC Pre-K Funded

### *Separate Policies*

#### **Prioritizing NCPreK Children**

Children who are considered “at risk” will take priority when enrolling Children in the PCC CDC.

**First Priority**, Children that are not in a Childcare setting but will qualify under the NC Pre-K eligibility guidelines. **Second Priority**, Children already enrolled in the center that meet the income eligibility guidelines.

**Third Priority**, Children who do not meet the income guidelines but have an identified disability will be accepted.

#### **Family Engagement Plan**

The Pre-K Teaching Team is committed, not only to working with young Children, but to the importance of Family involvement in the Pre-K program. The partnership between home and school is very important. We will be asking you to become partners with us in your Child's education by asking you to do the following:

- It is very important that your Child attend school unless he or she is sick.
  - The Pre-K Teaching Team will work to ensure regular attendance of all Children.
  - Teaching Team members will make every effort to assist the Family in improving attendance.
  - Children with frequent absences/tardies may be removed from the program.
  - Please note that excessive unexcused absences from Pre-K may result in the Child being removed from the Pre-Kroll.
  - We ask that you call the school or send a written excuse if your Child must be absent from Pre-K.
- Provide Information as needed
  - ~ Upon enrollment all Children must have the following documentation on file-
    - ✓ An application
    - ✓ A Certified Birth Certificate
    - ✓ Immunization (shot) record
    - ✓ Completed Health Assessment Form
    - ✓ Income verification
    - ✓ Proof of Residency

- ~ Students have thirty days after enrollment to submit the completed health assessment and immunizations.
- ~ From time to time we may need these items updated or we may need additional information from you.
- ~ You must notify us of any name change, change of Child's living arrangements related to custody, and if a Child moves.
- Please make every effort to attend Family Conferences
- Please try to attend any scheduled workshops or Family Meetings.
- Visit in the Pre-K classroom
- Help with classroom activities and go on field trips when available.
- Please have your Child at school on time in the morning and pick your Child up at the correct time in the afternoon.
- Send an extra set of clothing to school in case of an accident or spill. Please check periodically to make sure that your Child has what he/she needs, that it is the correct size, and that it is suitable for the season at hand.
- Please talk to the Pre- K Teachers freely and often!!

### **Wrap-Around Services**

NC PreK pays tuition for a 6.5 hour day for each qualifying Child. PCC CDC offers wrap-around services (before and after school care) for Children within our schedule 7am-5:15pm. The wrap-around fee is \$4.00 per service per day (before or after school care), \$8.00 for both services per day (before AND after school care)

### **Pre-K Absences**

On the third consecutive absence, either the NC Pre-K Lead Teacher, Assistant Teacher or Director calls the Family and documents the reason for absence in the "3<sup>rd</sup> Absence Notebook" located next to the phone in the NC Pre-K classroom. If the Family informs us of known absences ahead of time, they are documented in the notebook also.

### **Religious Activities**

NCPREK funds will not be used to pay for religious worship, instruction or proselytization, equipment or supplies for religious worship, instruction or proselytization activities.

## **Transition into Pre-K**

Change can be a challenge for young Children especially when transitioning into a structured Pre-Kindergarten program, and then when transitioning from the Pre-Kindergarten program into Kindergarten. In order to make this transition as smooth as possible the following steps have been put in place to ensure that each Child has the most favorable experience with formal education.

In the spring prior to the beginning of the Pre-Kindergarten program, Families will be invited to attend a Pre-Kindergarten registration event. In addition to the application form, Families will be required to provide a birth certificate, household income verification, Medicaid or insurance card, and Guardianship papers, if applicable. Children must be four, on or before August 31st of the year in which they are entering the NC Pre-Kindergarten Program. During the registration process, Children will be assessed using the Ages and Stages Developmental Screening Tool.

In order to acclimate both the Families and the Children to the routine of more structured education, an orientation session will be held at each site during which school rules and regulations will be explained. Each Family is provided with a Family Handbook that includes an explanation of policies and rules, as well as other pertinent information. An Open House is held before school begins so that Children and Families can visit their classrooms prior to the first day of school. Home visits by the Teacher and Teacher assistance may be made to each home to explain school procedures, gather input on various topics, such as Children's interests, and answer any questions Families may have about preschool or the NC Pre-K program.

Ongoing transition strategies will continue after Children are enrolled in the NC Pre-K classroom. Examples of strategies include providing a welcoming supportive environment with consistent Teaching Team, expectations and routines; responding to Children's needs and offering reassurance; planning developmentally appropriate activities that follow the Child's interests and abilities; and using songs, finger plays and books that deal with friendships, emotions, and/or preschool routines.

Family-Teacher conferences and progress reports will help keep Families informed regarding their Child's adjustment, progress, strengths, and/or needs on an ongoing basis, and a Family-Teacher conference near the end of the Child's participation will specifically address the Child's progress while enrolled as well as address

transition plans. Families will be encouraged to share their observations, assessments, or ideas concerning their Child. In addition, Family training will occur throughout the year with reference made to transition and Family rights and responsibilities concerning the education of their Children.

### **Transitions into Kindergarten Plan**

When Children depart from the NC Pre-K program, the Teaching Team will provide leadership and work with Families to assure that records are made available to the schools or to the Child's next placement as requested or applicable. Families will be asked to provide consent and sign release of information forms prior to transfer of any Child/Family record.

Child Leaving NC Pre-K for Kindergarten: Families will be involved in transition training and implementation as Children near the end of NC Pre-K and approach the beginning of Kindergarten. Families will be kept informed regarding their Child's progress while enrolled in NC Pre-K program and will be provided information about their rights and responsibilities concerning the education of their Child. Families will be encouraged to take copies of their Child's records to the school as relevant or encouraged to give permission for sharing of information between NC Pre-K and Public School Teaching Team.

When Children are receiving special services from the Public School system and are leaving NC Pre-K to attend kindergarten, the school special education Teachers will initiate transition activities. These Teachers will forward the special education records to the appropriate elementary schools and will coordinate any related services like transportation or resource teaching. NC Pre-K Teachers, and home visitors will participate in placement meetings with school personnel in order to facilitate continuation of services.

Collaborations exist between Person County Public Schools and Person County Partnership for Children. Our Center Teaching Teams participate in community transition teams when offered by the school and directly communicate and coordinate activities with individual personnel from local schools in an effort to strengthen school to school communication and understanding. Transition practices may include visits by school personnel to NC Pre-K classrooms, visits by NC Pre-K Children to Public Schools, distribution of packets of suggested learning activities for Families to work on at home, and transition Family-meetings for NC Pre-K Families. Families will obtain knowledge of their rights and responsibilities

concerning the education of their Children in the school setting during Teaching Team communication, through written information, and during Family-meetings.

The NC Pre-K curriculum includes school readiness goals to help prepare Children for success in school. Additional specific transition strategies include using books and stories relating to making new friends or going to school, writing letters to a Kindergarten class, role playing expected school experiences, and talking about similarities and differences between NC PreK and kindergarten or discussing questions and concerns.

### **Limited English Proficiency Plan**

The NC Pre-K program will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, and programs. The NC Pre-K program strives to ensure meaningful communication with LEP Families/Guardians and their authorized representatives involving their Child/Children. Information will be sent home in both Spanish and English.

The NC Pre-K Advisory Committee will conduct a regular review of the language access needs of our population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

### **Suspension/ Expulsion Prevention Plan**

The Pre-K Program is based on the belief that Children learn self-discipline and behavior that will result in cooperation, sharing, following directions, listening, and showing respect for themselves and others. The word “discipline” actually means “guidance.” It is the adult's responsibility to help Children learn this behavior. It is the responsibility of the program Teaching Team to arrange activities in an environment to teach positive social skills and to help prevent challenging behaviors. Discipline will not be related to food, rest, or bathroom privileges. No Child shall be subject to corporal punishment.

The Pre-K Teaching Team should respond to challenging behaviors as follows:

- 1- Take a proactive approach. Teach social and problem-solving skills, implement a caring classroom community, and emphasize and teach desired skills, rather than undesired behaviors.
- 2- Provide the Child with constructive alternative to disruptive behavior.
- 3- Document challenging behaviors and strategies implemented.
- 4- Discuss repetitive behavior problems with the Child's Families.
- 5- In the event that your Child's behavior is disruptive to the classroom and the learning process, the following options may be considered for your Child:
  - Classroom strategies
  - Developing a Behavior Plan
  - Team Conference with Families
  - Early Childhood Behavior Specialist

Referrals are made, with the Family's consent to appropriate sources such as the School System, Children's Development Service Agency, and/ or Community Services Team. Families must work closely together with Teaching Team to ensure that the Child has his or her need met. If, after obtaining this additional support, the undesired behavior continues to occur, the Family meets with Teaching Team, in a conference to develop and Individualized Action Plan for the Child. The ultimate goal of the NC Pre-K program is to ensure that all Child and Families have a positive experience are prepared to enter Kindergarten.

If alternative placement has been considered for any Child with challenging behaviors, a written plan is on file that documents efforts to maintain enrollment. Decisions regarding alternative placement for any Child with challenging behaviors involves a state level representative from the NC Pre-K program.