



Dilworth Child Development Center

A ministry of Dilworth United Methodist Church

Family Guide 2009-2010

605 East Boulevard
Charlotte, NC 28203

Director: Cynthia Kara
Assistant Director: Anita Burris

Phone (704) 333-7225
Facsimile (704) 333-2540
Director Cell Phone 704-615-4506

THE DILWORTH CHILD DEVELOPMENT CENTER

OUR MISSION

The Dilworth Child Development Center is a ministry of Dilworth United Methodist Church, our mission is to provide the highest quality early education experience for children of all income levels in the local community and surrounding area, and to do so in an environment that blends child initiated learning experiences with character based, teacher led objectives focusing on the children and family as integral parts of our Center.(reviewed 12/2007)

OUR BELIEFS

- ◆ Each person has infinite worth because he is a child of God.
- ◆ Children are dependable and trustworthy with an innate need to grow.
- ◆ A child learns to accept him/herself and others by being accepted and learns to love by being loved.
- ◆ Reaching out into the community is a way to say to young families, "We care about you and your child, and we want to share this time with you."
- ◆ Joy, delight, wonder, curiosity, love of learning, sense of humor and creativity are "divine rights" of childhood which if carefully nurtured, will grow with the child.

Ethical Responsibilities to Children- Adopted from NAEYC 2007

“Childhood is a unique and valuable stage in the human life cycle. Our paramount responsibility is to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children's development and learning; respecting individual differences; and helping children learn to live, play, and work cooperatively. We are also committed to promoting children's self-awareness, competence, self-worth, resiliency, and physical well-being.”

Ideals

- To be familiar with the knowledge base of early childhood care and education and to stay informed through continuing education and training.
- To base program practices upon current knowledge and research in the field of early childhood education, child development, and related disciplines, as well as on particular knowledge of each child.
- To recognize and respect the unique qualities, abilities, and potential of each child.
- To appreciate the vulnerability of children and their dependence on adults.
- To create and maintain safe and healthy settings that foster children's social, emotional, cognitive, and physical development and that respect their dignity and their contributions.
- To use assessment instruments and strategies that are appropriate for the children to be assessed, that are used only for the purposes for which they were designed, and that have the potential to benefit children.
- To use assessment information to understand and support children's development and learning, to support instruction, and to identify children who may need additional services.
- To support the right of each child to play and learn in an inclusive environment that meets the needs of children with and without disabilities.
- To advocate for and ensure that all children, including those with special needs, have access to the support services needed to be successful.
- To ensure that each child's culture, language, ethnicity, and family structure are recognized and valued in the program.
- To provide all children with experiences in a language that they know, as well as support children in maintaining the use of their home language and in learning English.
- To work with families to provide a safe and smooth transition as children and families move from one program to the next.

Ethical Responsibilities to Families-Adopted from NAEYC 2007

“Families are of primary importance in children's development. Because the family and the early childhood practitioner have a common interest in the child's well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood program in ways that enhance the child's development.”

- To be familiar with the knowledge base related to working effectively with families and to stay informed through continuing education and training.
- To develop relationships of mutual trust and create partnerships with the families we serve.
- To welcome all family members and encourage them to participate in the program.
- To listen to families, acknowledge and build upon their strengths and competencies, and learn from families as we support them in their task of nurturing children.
- To respect the dignity and preferences of each family and to make an effort to learn about its structure, culture, language, customs, and beliefs.
- To acknowledge families' childrearing values and their right to make decisions for their children.
- To share information about each child's education and development with families and to help them understand and appreciate the current knowledge base of the early childhood profession.
- To help family members enhance their understanding of their children and support the continuing development of their skills as parents.
- To participate in building support networks for families by providing them with opportunities to interact with program staff, other families, community resources, and professional services.

Center Operations

The Center serves children ages two months through 5 years of age who need full time care. It also offers an after Center program that serves children ages 5-12 during the regular Center year and then provides Center break and summer camp programs as well.

Our address, phone number and email address is:

The Dilworth Child Development Center
605 East Blvd, Charlotte, North Carolina.
Phone: (704) 333-7225
Fax: (704) 333-2540
General Email address: dcdc@carolina.rr.com
Director Email address: ckara@carolina.rr.com

Parking

We ask everyone to park their vehicles in the Springdale Avenue parking lot located behind Dilworth United Methodist Church which provides access to the main Center entrance. The lot is an open lot with the parking spaces immediately adjacent to the Center reserved for loading and unloading. These spaces should be used for no longer than five to ten minutes at a time. There are a few occasions where the church will close the parking lot for an event if that should happen we inform our families via sign or email about the changes.

Additionally, please make certain to not park in the fire lane or the back alley and we would advise that you do not leave your car unlocked or unattended. Children are to be supervised at all times when they are in the parking lot.

Hours of Operation/Children's Schedules:

The Center is open 7:00 am until 6:00 pm, Monday through Friday. Your schedule is determined at enrollment and is used to determine the flow of staff through the center. It is very important to stay consistent with your child's stated schedule, but if you need to change your times for arrival and departure please call the office. One time changes, vacations etc. can be managed directly through your child's caregiver; the office only needs to be notified if you have an on-going time change.

Office Hours

The Center office is open 9am to 3pm daily to assist you in managing accounts and any other Center business questions. Our voice mail system enables us to have separate mail boxes for the Director and Operations Manager. All voice mail messages left after 3pm will be returned the next business day.

***If you are in need of immediate assistance contact the Center cell phone or the After Center cell phone to reach a faculty person on the main floor.*

DCDC uses email to communicate newsletters, parent information and parent group activities and meetings. We are on email regularly throughout each business day and will return emails sent after 3pm the next business day.

There are times in which technology fails us. If you do not have a response back within the allotted timelines, please resend or call the office.

Center Closings

New Year's Day

Martin Luther King Day

*President's Day Teacher work day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day/Staff training day TBD each year

Thanksgiving Holiday (2) days

Christmas Holiday 2-3 days

Our 5 Star Program Standards

The Program of DCDC operates under the standards for high quality early childhood education programs as established North Carolina 5 Star programs. The standards include low teacher-to-child ratios, small group sizes, stringent teacher qualification, a developmental program, and opportunities for parent involvement.

Our Faculty, Staff and Board of Directors

At the Center the Director is responsible for oversight of all Center operations, as well as maintaining relationships with our parents, staff and campus community. The Director welcomes feedback and is always available to hear concerns and comments.

Educated, experienced teachers staff our classrooms. All Center staff have been through criminal background checks(repeated every 3 years), FBI fingerprinted and provide credible references prior to

Revised 05-07-2008

Reviewed 10-23-2008

Reviewed 04-20-2009

employment. Other North Carolina requirements are TB tests, CPR and First Aid. Continuing education is required by the state depending on individual education. The Faculty participates in professional development opportunities throughout the year; these usually include organizational meetings, teacher workshops, and professional conferences.

Our Parents

Once enrollment is completed, we encourage parents and children to visit the Center and talk with the child's teacher(s) before full-time care begins. Visits after enrollment are encouraged and should be coordinated with the teacher(s).

We strongly encourage parental participation in the program. Suggestions for involvement include:

- Accompanying children on field trips;
- Coming to the Center for lunch;
- Being available as a resource person or volunteer for the classroom; and
- Attending monthly Parent Group meetings and participating in the various activities the Parent Group sponsors throughout the year.

The Dilworth Child Development Center Board of Directors

The Board of Directors consists of the following members, the Senior Minister of Dilworth United Methodist Church, a professional child development specialist, a Dilworth community resident, six Dilworth United Methodist Church members and two parents of children currently enrolled in the Center. The Board oversees and helps shape Center policy in accordance with licensing, sanitation and accreditation rules and regulations. The Center Director serves as an ex-officio member, providing the board with the information necessary to ensure the health and efficiency of Center operations.

Our Parent Association

An active Parents Association is critical to any child development center, especially DCDC. The Director identifies the leadership team at the beginning of every Center year (August) and then appoints room representatives to serve during the year. The Parents Association meets once a month and is focused on supporting the Center through multiple committees that work on different center events for staff and families.

Our Curriculum

DCDC made the decision in December of 2004 to utilize "*The Creative Curriculum*" as our guide for all center themes and "webs". Each classroom teaching team creates a lesson plan based on the interests and developmental stage of the children in each classroom. Some teams choose a monthly theme that they create a "web" around. A web is simply the intertwining of all areas of educational focus using the theme to define that focus. For instance if the children are interested in ancient Egypt, the art projects might revolve around making hieroglyphics, the science center might focus on mummies and books might give further insight into ancient times. Other teams, especially in the classrooms where the children cannot verbally give their input, tend to lean toward a weekly or monthly theme with daily proposed activities. Teachers are required by licensing to post their weekly/monthly plans so if you have questions about your team's activities do not hesitate to ask them for a copy.

Our Security Procedures

It is essential that we control traffic in the building at all times, therefore, activity within the building and on Center grounds is monitored at all times by the faculty and staff.

Our systems of precautionary measures include security locks on doors with key pad access, regularly conducted emergency evacuation drills, emergency release forms and daily communication between our parents and our teachers.

All full time enrolled families will have access to the keypad code for entry into the center. Please do not share the code. In order to maintain the integrity of our security measures we ask that anyone that is picking up or dropping off your child that is outside of your immediate family be instructed to come to the Center office first and we will escort them to your child's classroom once we have confirmed that they are a valid* drop-off/pick-up person.

*As part of your enrollment package you will have had the opportunity to designate who is allowed to drop off /pick-up your child. Please understand that we will not allow your child to be released to anyone that is not on your drop off/pick-up list under any condition. We encourage our Parents to constantly monitor this list so as to keep it current.

Our Emergency Care Procedures:

Many of our staff and faculty are trained in CPR and basic emergency First Aid. It is the Centers policy to always have one if not more faculty or staff trained in these disciplines on duty. In the event of an accident that creates a need for medical attention, we will follow the following "Emergency Care Plan":

Minor Injuries

In the event of a fall, bump, cut, etc. that is deemed a minor injury, a staff or faculty member will administer first aid and, depending on its severity, will contact you. Additionally, you will receive an Incident Report outlining exactly what happened, what attention was given and what your child's behavior was post treatment.

Major Injuries

In the event of an accident that requires advanced medical attention we will call 911 and have the child transported via Emergency Rescue to the designated or nearest emergency facility. We will contact the parent. We will instruct the emergency room staff to proceed if life saving techniques are required but will await further instruction from the parent if further more extensive treatment is necessary

At least one staff or faculty member will remain with your child at all times until you or someone you have designated arrives and feels comfortable with us leaving.

Our Emergency Evacuation Procedures Fire

We conduct monthly fire drills so that the children and the faculty can safely evacuate the building in the event of a real emergency. These drills are a surprise and are conducted as if it were a real emergency.

Off Campus Evacuation

In the event that we would need to evacuate off campus we will move the children by classroom to the Holy Trinity Greek Orthodox Church, 600 East Boulevard, directly across the street.

Area Evacuation

In the event that the larger area needs to be evacuated we will relocate the children by classroom to Selwyn Presbyterian Child Development Center.

In the event that we are required to be off campus for longer than 1 hour and it is determined that we need you to come and pick up your child, we will call families using the information that has been provided to us via your child's emergency contacts.

Any changes and/or evacuation information will be provided via the Center's answering machine as soon as we safely arrive at the evacuation area and are able to further determine our length of stay.

Please Note: If you are in the building when the evacuation alarm sounds please follow the faculty's directions and evacuate with the children. Please understand that we will not be able to accept or release a child to a parent during an evacuation due to our responsibility to account for each child. Parents must wait until the all clear has been issued and the children are back in their classrooms to take possession of their child.

Inclement weather & Center closings

At times it will be necessary to close or delay the Center for inclement weather. Should the management team determine that the roads are too treacherous for families or for the faculty to get to the Center to care for your child, we will contact WSOC to communicate a closing or delay. Channel 9 streams the closings on TV as well as on their web site. We will also change the message on the Center answering machine to reflect the changes for the day. Should the weather become treacherous after the Center day begins and we feel it necessary to close early we will call you to come and pick up your child so as to allow the opportunity to get home safely.

Our Enrollment Requirements and Fees

Parents who wish to enroll their child are asked to set up an appointment with the Director where they will: tour the Center, meet the staff, receive a prospective parent information packet and be given an opportunity to secure a position on our waiting list*.

Waiting List Fee: To reserve a position on the waiting list a non-refundable fee of \$50.00 applies.

**Please Note: Securing a space on the waiting list does not guarantee enrollment.*

Once an opening becomes available someone from the Center will notify you via phone of the opening. Once you have received notification we ask that you respond to us within 48 hours so that we may notify the next family on the list should you choose not to assume the opening.

Should you choose to enroll your child in the program we will forward to you our Enrollment Packet for completion. Once the Enrollment Packet is completed and returned to our office we will review it and notify you as to the status of your enrollment and a prospective start date. *Please Note: Incomplete items prohibit us from granting admission.*

Registration Fee: Upon enrollment families will pay a \$100 registration and the first week of tuition.

After School Transportation Fee: There is a \$100.00 annual transportation fee for our after school program parents pay each fall when they fill out their paperwork.

Summer Camp Registration Fee: There is a \$75.00 registration fee for summer camp. This is a one time charge and is not based on the number of sessions your child will be attending. See summer camp registration form for details.

Annual Parent Association Fee:

DCDC adopted an Annual Parent Association Fee beginning January of 2006. The fee will be charged to all existing families infant-TK every year after the first calendar year of enrollment in the amount of \$100.00 per family. Families that enroll after September 30th. of each year would be exempt from the fee until the second January of enrollment. (Last fiscal quarter of the year) (example: A family enrolling in DCDC in August of 2005 would pay their initial registration fee for 2005 AND be responsible for the annual fee in January of 2006. A family enrolling in DCDC in October of 2005 would pay the original registration fee but would not have an annual fee due until January of 2007.) The fee will be a part of our annual tuition agreement and administered through the center office under their family policy and procedure guidelines. **Annual Parent Association Fees will take the place of 3 of our center fundraisers and therefore will be managed by the Parent's Association for direct benefit to the center programs and staff.**

TUITION

Center tuition is charged for an average program day of 9 hours. At the time of enrollment you are asked to give us your child's time of arrival and departure.(7-4pm/ 7:30-4:30pm/ 8-5pm/ 8:30-5:30pm/ 9-6pm). Our Center program is monitored by 5 Star accreditation contracts requiring stringent staff to child ratios, smaller class sizes, organized curriculum and teacher education levels. We staff according to the schedules our families provide at the beginning of each program year. If you need to change your child's time of arrival or departure, please contact the office.

Fee Schedule

DCDC financial agreement is between the parent(s) of record and the Center. The Center will not mediate collections of tuition with parties not on the enrollment agreement, i.e. parents or guardians that are separated, divorced or any form of third party.

Monthly Tuition Rate:

Rainbows (Infants)	\$1040 per month
Blue Jays (Infants)	\$1040 per month
Yellow Butterflies (Toddlers)	\$1005 per month
Yellow Ducks (Twos)	\$955 per month
Red Bugs (Threes)	\$885 per month
Blue Hornets (Fours)	\$865 per month
Green Gators (Transitional Kindergarten)	\$865 per month
Panthers (summer camp/Center holiday care)	\$205 per week incl fee
After School(when Center is out there are additional fees see the afterCenter handbook)	\$340 per month

* Tuition is billed on the first for the month of care and considered late as of the 15th of the month. *Failure to satisfy your account by the 15th of the month will result in the commencement of procedures associated with opening your child's space up for open enrollment by another family and a 5% late fee charge for the month.*

A \$50.00 Non-Sufficient Fund fee will be assessed to each account if your draft cannot be processed due to insufficient funds.

Tuition is required regardless of absence due to illness, vacation or holidays. If the Center is closed on a Friday, payment can be paid by noon the following Monday without a late charge.

Please note: Tuition schedules have been aligned to follow the school year from September through August with tuition increases occurring annually in September with an estimated 2-4% increase.

Withdrawal Policy

A **30 day written notice** of intent to cease enrollment from the center is required for all students. Families that need to leave the center prior to a 30 day notice are welcome to pay the remaining tuition at the time they render notice to the Center.

Please Note: The Center operates 12 months per year filling classroom vacancies as they arise throughout the year. Vacancies created from summer withdrawals will be filled immediately. Families that would like to cease enrollment for the summer will be placed back on the waitlist and reenrolled on a first come first served, space available basis.

Little Lambs Fund

The Little Lambs Fund (LLF) was founded by a Center family in 2003 to assist families that do not qualify or on the waiting list for CCRI (state tuition funding) and would not otherwise be able to attend our center. Applications for funding are available in the office and based on funding values similar to CCRI. Families that are receiving funding from CCRI are not eligible for funding from LLF. Donations are accepted throughout the year and during certain events to keep the funds available.

DAILY PROCEDURES

Arrival & Pick-up

When you bring your child in for the day we ask that you notify your teacher of your arrival and sign your child in via your child's respective sign-in sheet which is posted outside the child's classroom. At this time we also ask that you notify the teacher if you will be picking up your child ahead of his or her normal pick-up time. This is to insure that the teacher has time to prepare the child for your arrival. We would also ask that you notify the teacher if someone other than yourself will be picking up the child.

Each classroom has its own bathroom facilities. After signing your child in, we ask that both the parent and the child wash their hands prior to joining the other children or joining in the classes activities.

As you are preparing your child to enter the class for the day please take this time to make the teacher aware of any pertinent information (medicine requirements for the day, lack of sleep the previous night, changes in the home, etc.).

Once the child's hands have been washed he or she is welcome to join in with his or her classmates and begin the day. We ask that you help our teachers and staff by acknowledging your child before your departure as it helps the child and teachers, especially the younger ones, to begin to adapt to the class and gain some reassurance that you will be returning.

During the day should you wish to stop in and visit, please feel free to do so. We welcome and encourage parent involvement and simply ask that you let the teacher know ahead of time that you will be visiting.

At the end of the day your child will undoubtedly be ready to see you. When you come to pick up* your child you should receive a "Daily Activity Sheet" which will give you a snap shot of your child's day. Please take a moment to review it and ask any questions you may have.

Your child will also have a folder that will be located in a wall mounted file holder outside of his or her classroom. This folder will house additional important information regarding updates, Center news, Parent Group information, etc. Please take a moment to check this each day as well.

Once you have gotten your “Activity Sheet”, checked your child’s folder and gathered your child’s belongings we ask that you sign your child out for the day before leaving the center.

**Please Note: If a child is left in the Center past 6 p.m. a faculty member will call your authorized escorts to facilitate a pick-up and the center reserves the right to assess the family an additional “Late Fee”. Late Fees start at \$1.00 per minute and escalate to \$5.00 a minute for a second offense with-in a three-month period, and \$10.00 a minute for a third offense in a three-month period.*

Habitual offenders will be in jeopardy of losing their enrollment status.

If the child is still at the Center after 7:00 p.m., law requires us, to call the Department of Social Services (DSS) to arrange care for the child.

Any escort must present picture identification when picking up the child. Faculty will not release a child to an escort without proper identification and authorization.

Daily Schedule

Each day is set up to offer your child a balance of emotional, social, physical and intellectual development. The following is a typical schedule for the toddlers through five year olds:

7:00 AM - 9:00 AM	Arrival, self directed play - inside/outside
9:00 AM -9:30 AM	Breakfast
9:30 AM - 11:00 AM	Morning activities: Painting, coloring, puzzles, games, songs, records, stories, Group activities, Learning Centers, Self directed Outside Play*, Resource visitors, Field trips
11:00 AM - 11:30 AM	Prepare for lunch
11:30 AM - 12:00 PM	Lunch
12:00 PM - 1:00 PM	Self directed play - inside/outside
1:00 PM - 3:00 PM	Quiet Time*
3:00 PM - 3:30 PM	Snack
3:30 PM - 6:00 PM	Afternoon activities inside/outside

Quiet Time

After lunch, the Center has a Quiet Time. Infants sleep throughout the day according to their individual sleep schedules, but the rest of the children will use this time to rest. Children who do not sleep during this time may rest for a while and then play quietly. Each classroom has its own unique napping needs. It is left up to the discretion of the teaching staff as to how the two hours are administered.

During our Summer Center months, the summer Center attendees’ use this time to read, to draw, to do puzzles etc. These children may also bring personal electronic equipment or homework to do during these rest periods.

Revised 05-07-2008
Reviewed 10-23-2008
Reviewed 04-20-2009

Outside Play

Outside playtime is an extension of our classroom curriculum. Your child will be engaged in creative activities that will enhance their development. The weather in North Carolina is comfortable most of the year. We follow the North Carolina Division of Child Development requirement that children are provided outside time with careful consideration of extreme conditions and high/low temperatures.

Ozone: One of the limitations regarding outside playtime concerns ozone conditions. In the summer months the Center administration monitors the ozone levels and adjusts the amount of time the children spend outside accordingly. Ozone classifications do not go into effect until noon when the heat, sun and air combine determining air quality. During days classified as “Green” or “Yellow”, we maintain our regular schedules. On days that are classified as “Orange” we will modify our outside time to one hour in the afternoon. On days that are “Red” we do not take the children outside.

Please Note: We request that families make sunscreen application part of their daily routine. Second applications will be applied after nap time and consist of our center-wide chosen sunscreen brand. Families will sign waivers at the beginning of summer for the duration of the calendar year.

Clothing

As mentioned previously our playground is an extension of our classrooms and daily programs. In order for your child to enjoy participating in these programs, please have him or her dressed for the weather. If it has just rained, we would recommend sending boots, if it is raining lightly; waterproof outer clothing is needed; if it snows, send mittens, etc. In general, durable clothing that can withstand the energetic activity of young children is usually the best.

If the day is extremely cold, in addition to your child’s coat/jacket/snowsuit, please send a hat, mittens, or gloves, boots, and an extra sweater. We will probably be outside for only a brief time, but children need to run around, have some large muscle activity, and get some fresh air.

Since our children are involved in active and sometimes messy play it is important that they wear comfortable and easily washable clothes. We ask that each parent provide at least one complete change of clothing to be used as back up. As with all of your child’s things, these should be labeled with your child’s name. The clothing will be kept in your child’s cubby and used as needed.

Shoes

The outdoor environment is an extension of our classroom. Children need to come to the center with closed toed shoes or sandals with heel straps that fit securely. Please leave cowboy boots and other hard toed/heeled shoes at home as they can present play hazards.

We take all precautionary methods to ensure that your child’s belongings are well cared for however; the center is not responsible for loss or damaged belongings including clothing.

Please Note: Children are not permitted to wear any shirts, jackets, sweatshirts, jewelry or articles that are tied around the neck. Hooded jackets, sweatshirts, and shirts that have drawstrings present a major hazard for children. The cord can become caught while a child is climbing, sliding, or engaged in other active play and result in choking or other serious injury. The same risk is associated with necklaces, lockets, keys, or any other article hung around the neck.

Revised 05-07-2008

11

Reviewed 10-23-2008

Reviewed 04-20-2009

Class Changes and Transitions

Your child's movement to the next class depends on three things: availability of space, the child's development and age. We take every precaution to make this transition as easy as possible for both the parent and the child. We begin the process by gradually introducing your child into his or her next class through visits to the new room. This gives the child the opportunity to familiarize themselves with the new teachers, new room and new classmates while at the same time knowing that they will be able to return to the familiar surroundings of their own classroom. After the third or fourth visit we find that the child is able to assimilate into the new classroom with minimal disruption.

Please Note: North Carolina Licensing law, as well as our accreditation agencies, require that children be moved into new classrooms at certain ages. If you would like to know more about these transitions please contact us and ask to receive a copy of the North Carolina Summary of the Law which includes a basic chart that outlines these requirements.

NUTRITION

Meals are prepared at the Center daily according to USDA standards USDA standards for content, quality and quantity. Your child's meal is served in his or her classroom.

Menus are posted weekly on the bulletin board and are available to you for home use upon request.

Children are not expected to clean their plate as appetites vary from child to child and from day to day. Children are not allowed to bring any food (including sweets and gum) into the classroom. It is our policy to limit sweets and sugar served to the children.

Parents are encouraged to join their child for lunch from time to time in the classroom. The mealtime schedule is as follows:

Breakfast	9:00 AM - 9:30 AM
Lunch	12:00 PM – 1:00 PM
PM Snack	3:00 PM

The lunch count is taken at 9:00 AM for both parent and child. We ask that if your child is going to arrive later than 9:00 AM that you phone the Center office and notify us that your child will be at Center in time for lunch so that we may prepare a meal for him or her.

USDA Food Program:

Our center participates in the USDA food program. This program provides the center with funds to offset food and other costs related to providing our children with meals each day. Upon enrollment and annually all families are asked to fill out a USDA eligiblility form.

Homemade Treats/Birthday Parties

While the staff of DCDC will always enjoy treats made with love from home, the licensing rules that govern our classrooms are much more detailed.

- ✓ For birthdays or classroom celebrations treats of any kind must be in the original labeled container with the ingredients clearly visable. This is to protect our classmates that have severe allergies to many common baking ingredients such as eggs, nuts, etc.
- ✓ Birthday treats must be in pre-packaged single serving sizes(i.e. cupcakes,chips,veggies with single serving dressing,ice cream,etc.)
- ✓ No candles or latex balloons are allowed in the Center for the safety of the children.
- ✓ Schedule any classroom activity with your child's teachers at least two weeks in advance to ensure that it is worked into the classroom schedule.

HEALTH AND WELLNESS

Hand washing

One of our most effective lines of defense against infection is hand washing. You are asked to wash both your child's hands and your own hands as you enter the classroom each day. Faculty members are required to practice stringent and specific hand washing procedures throughout the course of each day as well.

Immunizations and Physical

We ask that you provide documentation* of current immunizations and a current physical from your child's attending physician upon starting class. We also ask that you continue to provide documentation of future immunizations as they occur, so as to keep our records current.

**North Carolina law requires the Center to have a current medical record on file for each child attending the Center. The record must be completed by the child's physician and submitted prior to the child's first visit. Physical exams are required at the following ages: 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, and every year thereafter.*

A Sick Child

From time to time your child will inevitably have a "minor" illness. PreCenter children are expected to have about 7-8 respiratory or gastrointestinal illnesses a year. Most illnesses seem to be concentrated in the winter months when children are in closer contact with each other. The most common types of illnesses we see are Fever, Diarrhea and Colds.

The Center understands that children will have runny noses and coughs. If a child comes to the center with a cold, we believe that he or she should be able to follow our daily routine. If your child is unable to participate in regular classroom activities we ask that he/she remain home in your care until they are well enough to attend the Center. We will send home children that are unable to participate in the classroom routine and are uncomfortable due to illness.

Should your child develop a fever (a temperature of 101° or more) while at Center, we ask that you come and pick up your child as soon as possible but no later than 30 minutes after being phoned by the office.

In the event that your child has diarrhea while at Center we will notify you and ask you to come and get your child. We ask that any child with diarrhea be kept out of Center a minimum of the following Center day. Once your child's stool has returned to a normal composition your child may return*. If it is determined by our child's physician (in writing) that the diarrhea is going to last a while and is not infectious, the child may return* to the Center.

Occasionally one of our children catches a communicable disease, has a serious injury or is admitted for surgery, these events are viewed as "major" illnesses. Our policy regarding major illnesses requires that prior to re-admittance* that we receive a statement from your child's attending physician acknowledging that it is safe for not only for your child to return, *but that is safe for your child to return as it relates to the other children at the Center.*

In the event that your child is diagnosed with a communicable disease, we ask that you call the Center with the diagnosis as soon as possible so that we may notify our other families if necessary. We will also take care to notify the Health Department if necessary and follow any precautions they deem necessary.

Typical Illnesses and typical return time lines:

Yellow or Green eye discharge /Red or pink eye with clear constant tearing/or Conjunctivitis	24-48 hours after starting the eye drops and no discharge <i>*recommend seeing eye specialist for diagnosis</i>
Ring Worm or other unidentified rash	24 hours after starting medication –Dr’s note req.
Strep Throat	48 hours after being sent home and on antibiotics
Diarrhea/Vomiting/Fever	36 hours after being sent home and symptom free

**Please Note: Licensing rule .0804 and Sanitation law .2827 require the Center Director and Staff to maintain the health and wellness of all children while they are at the center. For that reason admittance back into the Center following an absence due to health related reasons is at the sole discretion of the Center Director and/or the Staff. This also applies when a child becomes ill while at Center and must leave due to due to illness.*

Medication

Children and illness go hand in hand. We ask that parents administer all necessary medicine to their children at home. When this is not possible we follow the policies for administration below.

Administering Medication

The following are the Dilworth Child Development Center guidelines for administering medicines. These guidelines were developed specifically for our Center and in all instances either follow or exceed the requirements of the North Carolina Division of Child Development.

- Parents must administer the “**first dose**” of any “**new**” medication at home.
- All medication (prescription and non-prescription) will be stored in the medicine refrigerator or locked up in the classroom or the office. Center Leadership, when authorized by either physician or parent, will administer these medications. Prescription Epipen is the only exception; these will be stored in the classrooms for immediate administration to the children.
- Before administering any medication, the label will be checked. If the medication has expired or is not the medication listed on the medication authorization form, we will not administer the medication to the child.

Prescription Medications

- Require specific written instructions for administration signed by the physician and authorization by the parent or guardian for dispensing by the Administrator or person designated to give medications at the Center.
- Must be in original, childproof, pharmacy container, labeled with child’s name, name of drug, strength, dosage, frequency of administration, physician’s or dentist’s name and date of original prescription.
- The authorization for administration of prescription medication must not exceed a period of three months.

Non-Prescription Medications

- Non-prescription medications include decongestant, teething remedies, topical creams & ointments.
- Require specific written instructions for administration signed by the physician or authorization by the parent or guardian for dispensing by the Administrator or person designated to give medications at the Center.
- Must be in original container with legible label and child's name. Always read the label on all non-prescription ointments and creams to ensure that manufacturer's recommendations are followed.
- Requires parental or guardian request in writing on a given day that the medication is to be administered specifying dose and time. Must follow specific instructions on the medication container, length of time given cannot exceed the medication instructions.
- Diaper cream, sunscreen and lip balm requires only a note signed by a parent, specifying time and dosage. It must be in original container with legible label and child's name.
- ***The written authorization for administration of non-prescription medication must not exceed a period of three months.***

Family Support Policy **DCDC's Learning Environment**

We at the Dilworth Child Development Center, believe that each child is unique and can bring to our program valued qualities and skills. We also believe that most children can benefit from a social environment that includes people of many different backgrounds, abilities and perspectives. Our environment and resources allow us to provide for the diverse needs of our community. In order to serve our community well, teachers and families may occasionally require professional consultation or special services from agencies outside the Center. We will support efforts to help our children contribute positively in the classroom; however, we realize that we are not always successful in meeting the needs of every child. The Center is not a therapeutic setting, but a place for children to develop the broad range of skills necessary for forming lasting and meaningful relationships with other people and their environment.

When a child enrolls at the Center, appropriate placement for the child is determined through discussions between the director and parents, classroom visits and possible consultation with current teachers. If the child is transferring from another program, the Center may request past and current records and prior evaluations of the child by professionals.

Based on available information and in consultation with the child's prospective teachers, the director will determine whether the Center can provide a suitable environment for a child or, if not, will try to assist the parents in finding a better placement.

If a child enters our program and at some point during the year it becomes evident that the child's developmental or emotional needs are greater than what the Center can reasonably provide, the following procedure will be instituted:

- The child will be observed in the classroom setting by teachers, the director, and with permission from the parents, professionals from outside agencies.
- After observation, the director, parents, teachers and/or other professionals will meet to discuss and develop a strategy to best meet the needs of the child.
- Once a developed strategy has been put in place, periodic reviews will be scheduled. Open and frequent communication among all involved parties is imperative during this time to make the child's experience successful. Further assessment will be based on input from parents, classroom teachers, the director and special service professionals as well as the behavior of the child while at Center.
- After a sufficient time, a determination will be made about the child's continued presence in the classroom.

At this time it will be determined that: 1) the classroom is a suitable place for the child, 2) professional consultation or special service is necessary, with the expectation that temporary intervention will enable staff and children to develop skills necessary for a mutually beneficial relationship or 3) Dilworth Child Development Center is unable to meet the child's needs.

When the staff sees the necessity for professional consultation, but parents decline to use offered services, the parents may be asked to seek placement for their child in another program.

If through consultation, the Center's staff determines they are unable to meet a child's needs, the director will notify the parents of the decision and offer assistance in finding a more suitable placement for their child.

At Dilworth Child Development Center, the safety and well being of the entire class must always have priority over the individual needs of any given child. We hope to accommodate as diverse a population as possible in the belief that diversity strengthens and enriches all members of a community.

Additional Important Information

Custody Issues

In the event that court documents govern custody and visitation of a child, it is necessary for you to file a copy of the court documents with our office. If a non-custodian attempts to enter the building or to pick up the child at an unauthorized time, we will ask the individual to leave the campus. If the individual in question does not cooperate, we will then phone the police and ask them to escort the individual off campus grounds based on the court documents. We will always utilize the custodial parent as the point of contact for the family.

Photography

From time to time photographs (still, movie, video tape) will be taken of the children to identify a child that is participating in a project, to document an accomplishment or to share with you. Photographs are not intended to be used for publicity or media reports. In the event that we wish to use a photo which contains an image of your child, we will ask your permission prior to doing so. If for some reason you do not wish for your child to be photographed please let us know.

Birthdays and Family Celebrations

Each child's birthday may be celebrated in the classroom. You may arrange with your child's teachers to bring cupcakes and ice cream if you so desire. Parents are asked not to bring gifts or balloons to the Center. Baked products brought into the center must be store bought and have the nutrition label on the box/container. Remember no latex balloons, glass containers or age inappropriate toys.

Conferences

We ask that you attend parent-teacher conferences each year. A teacher or a parent may call a conference at any time if there are concerns about your child's development or classroom behavior. Conferences allow both staff and families to accurately stay focused on your child's development and make possible adjustments to care plans throughout the year. Our center calendar posts the dates for conferences well in advance so families are able to plan for these important meetings.

Field Trips Age 3-Afterschool

From time to time your child will have the opportunity to go on a field trip to another location so as to further his or her learning experience. You will be provided with information concerning the trip and we encourage you to use this information at home to enrich the learning experience of your child.

Additionally, you will also receive a permission slip for the trip. In order for you child to accompany the class on the field trip we must have your permission. Please sign and return the slip to your child's teacher at least twenty-four hours prior to the class departing for the trip. We utilize the center bus, van as well as the CATZ bus system for trips.

Chapel

DCDC is a ministry of Dilworth United Methodist Church. The Church provides a blend of Christian education with the other strong aspects of the DCDC curriculum. Each week the Director of Christian Education and the Associate Pastor team together for a chapel service. Chapel service is held in the Church sanctuary for the Yellow Ducks, Red Bugs, Blue Hornets and Green Gators. Anything from finger plays, musical instruments, to puppet shows may be incorporated into the service. Lessons are short, centered around one point, and simple to understand. Songs and prayer are also a part of chapel service. Children must have a permission slip signed at the beginning of each program year to allow their child to participate in Chapel. Chapel time runs during the program year from September through May.

Infant/Toddler Safe Sleep Policy (Revised 2006)-Direct NC law

Date Update Adopted: 8-15-2006

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby's clinical history.

Child care providers can maintain safer sleep environments for babies that help lower the chances of SIDS.

N.C. law requires that child care providers caring for children 12 months of age or younger, implement a safe sleep policy, share this information with parents and participate in training.

In the belief that proactive steps can be taken to lower the risks of SIDS in child care and that parents and child care providers can work together to keep babies safer while they sleep, this facility will practice the following safe sleep policy:

Safe Sleep Practices

- 1. All child care staff working in this room, or child care staff who may potentially work in this room, will receive training on our infant Safe Sleep Policy.**
- 2. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the infant's crib and the waiver filed in the infant's file.**
- 3. The American Academy of Pediatrics recommends that babies are placed on their back to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.**
- 4. We will follow this recommendation by the American Academy of Pediatrics. However, child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.**
- 5. Visually checking sleeping infants. Sleeping infants will be checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care.
We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness.**
- 6. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or overwrapping the baby.**

Safe Sleep Environment

- 7. Room temperature will be kept between 68-75°F and a thermometer kept in the infant room.**
- 8. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket.**
- 9. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.**
- 10 Toys and stuffed animals will be removed from the crib when the infant is sleeping. Pacifiers will be allowed in infants' cribs while they sleep.**
- 11. A safety-approved crib with a firm mattress and tight fitting sheet will be used.**
- 12. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.**
- 13. No smoking is permitted in the infant room or on the premises.**
- 14. All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment.**
- 15. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.**

Revised 05-07-2008
Reviewed 10-23-2008
Reviewed 04-20-2009



Child's Name: _____

Acknowledgment Page

The Board, the Staff and the Faculty feel it is a Parents right to know all of the aspects concerning your child's care. We want you, the Parent, to feel assured that your beliefs, concerns and values are sought and respected and that we maintain a complete and comprehensive confidentiality policy on all matters involving the welfare of your child and your family.

- By acknowledging this document via your signature(s) you are witnessing that you have read this handbook and that you agree to follow all of its policies and procedures, that you agree to be available for immediate response in case of emergency, that you will keep up with important information updates, maintain current -- addresses, phone numbers, medical exams, etc., that you will respect the faculty and staff as professionals and work with them to provide your child a nurturing environment to grow and prosper and that you will respond to requests by Center representatives for information in a timely manner. It is important that you understand when a policy or procedure violation takes place the following protocol will be followed: for a First offense, a verbal warning will be given regarding the violation of the procedure or policy, for Second offense, a written warning will issued and a probation period will commence, for a Third offense, center eligibility will be withdrawn for a full calendar year.
- You are informed of **"Emergency Care Plan"** as outlined in this handbook and are in agreement with the Center's processes and procedures regarding the care of your child in the event of an injury or emergency.
- **Children's Rights**: that you too feel that children need a safe, nurturing environment to grow and learn, and that they need to feel loved by their caregivers. That if a child's minimum need for good nutrition, shelter, medical care, proper hygiene, clean clothing, affection, love, intellectual stimulation, respect, appropriate discipline, and a feeling of importance are not met, they cannot easily grow and learn. You are witnessing and confirming that in the rare instance that a child's needs are not being met, that you understand that the Center Director will ask for a meeting with the respective parent/parents/guardian to assist in meeting those needs and that if through that/those meeting(s) it is determined that the parent is unable or unwilling to meet the child's minimal needs, the Center Director is mandated by North Carolina law to file a report with the Department of Social Services (DSS) regarding these procedures. You are also witnessing and confirming that you understand that at that time it then becomes the role of the DSS to work with the family to ensure that the child's needs are being met and all further contact regarding said issue will by handled by the Department of Social Services.

- You are informed of “**Family Support Policy**” section in this handbook and are in agreement with the Center’s processes and procedures regarding the care of your child.

Child Care Schedule: Circle One

7-4pm 7:30-4:30pm 8-5pm 8:30-5:30pm 9-6pm

Financial Agreement:

I (we) understand that we have enrolled our child(ren) and are expected to pay registration, tuition and annual registration fees in accordance with the center policies. We understand that in the event that we do not follow the financial guidelines that applicable fees will be applied to our account.

I (we) acknowledge the Center policy for a 30 day notice in the event that we either age out of the center or choose to leave for any reason.

I (we) have read and understand the policies and procedures outlined in the Dilworth Child Development Center Family Guide and agree to follow all of the policies contained within.

We understand that this is a “live” document and that policies and procedures are subject to change without prior notice. In such cases you will be informed in writing of the changes and you will be asked to add the relevant information to this original document.

Please direct all questions regarding the Policy Violation Action Plan to Center Director, Cynthia Kara.

In the event that you have a concern both the Director and Assistant Director are available to address your concerns and will work with you to the natural conclusion of your concern. While we are a ministry of the Dilworth United Methodist Church, the church and its staff are unable to resolve situations and concerns with the Center.

Child’s Name: _____

Date of Enrollment: _____

Parent name _____ Date _____

Parent name _____ Date _____

Dilworth Child Development Center is an equal opportunity organization and does not discriminate based on age, sex, race, color, religion, sexual orientation, or national origin.