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## **ABOUT THE CENTER**

### **HISTORY**

The Park Road Baptist Church Child Development Center (hereinafter called the CDC) was established in 1970 as a ministry of the church to serve the children of working parents in the community. The CDC provides a full day educational child development program for 122 children from three months to five years of age, including after school care. It also offers a full day summer camp for 30 children from kindergarten to fifth grade.

The CDC strives to accept all children regardless of their mental, physical, or medical limitations.

The CDC is supported through parent tuition and the generosity of Park Road Baptist Church.

The CDC holds a Five Star license from the state of North Carolina Day Care Licensing Commission.

The CDC is governed by the Child Development Center Committee, which consists of members elected from the church congregation.

### **PURPOSE**

The purpose of the CDC is to provide a caring, nurturing, and age-appropriate environment for children. The curriculum is planned around sound child development principles, interests and capabilities of the children. The role of the teacher is to facilitate rather than dictate.

### **GOALS**

To develop self - directed children who understand their worth as a person.

To help each child to discipline himself/herself.

To insure an environment that allows each child learn necessary social, emotional, motor, and cognitive skills through play.

To provide a sanitary environment in which each child learns proper health habits.

To establish a bond between the home and CDC in order to provide security and open communication.

### **OUR PHILOSOPHY OF EARLY CHILDHOOD EDUCATION**

We believe that each person has infinite worth because he/she is a child of God, a unique human being.

We believe that children are dependable and trustworthy with an innate need to grow and become.

We believe that a positive self-image is essential to the full development of the person.

We believe that self concept influences both behavior and learning.

We believe that a child learns to accept himself/herself and others by being accepted and learns to love by being loved.

We believe that a child develops trust by the consistent caring response to his/her needs by the adults in this

environment.

We believe that joy, delight, wonder, curiosity, love of learning, sense of humor, and creativity are “divine rights” of childhood which, if carefully nurtured, will carry over to the adult.

### **OUR CURRICULUM SAMPLE**

Our curriculum is carefully planned to take full advantage of the ways in which children learn and to provide opportunities for development and enrichment in the areas of science, language, community living, art, music, and math.

Each room is a planned environment. Since young children learn through play, the toys, equipment, and activity centers are designed to help the child develop certain skills and concepts. These skills and concepts form a foundation upon which he/she can build throughout his/her life in school and beyond. The church, the playground, the neighborhood, and the entire community are learning environments too. Through walks and other field trips, we broaden the awareness of the child of his/her world. Parents and other people in the community who visit the CDC are welcomed as valuable resources that expand the classroom in the community and beyond.

### **DAILY SCHEDULE SAMPLE**

7:30	Arrival time-free choice in activity centers
9:00	Transition (toilet, hand washing, etc.)
9:15	Morning Snack
9:30	Circle time
9:45	Outside Play
10:30	Planned curriculum activities (includes teacher-directed and child-initiated activities)
11:30	Lunch
12:15	Transition (toilet, hand washing, etc.)
12:30	Story time
1:00	Naptime
3:00	Wake and transition
3:15	Snack Time
3:30	Free play outside- (if bad weather-free play and organized activities inside)
4:30	Circle time
4:45	Free choice in activity centers
6:00	Closing time

### **INFANT DAILY SCHEDULE**

Sleeping and feeding follow the individual schedule of each child as instructed by the parents.

A variety of sensory and motor experiences are planned into each day.

#### **Sensory activities include:**

<b>Seeing:</b>	Mobiles, patterns, picture books, cause and effect toys, mirrors, etc.
<b>Hearing:</b>	Loving voices, stories, music, songs, etc.
<b>Feeling:</b>	Textures, shapes, contrasts, etc.

#### **Motor experiences include:**

**Exercising:** Moving with music, games, grasping, holding, crawling, etc.  
**Playing:** Exploring, cause and effect, pushing, eye/hand coordination, etc.

Children are given outdoor time twice daily as weather permits.

A daily record is kept for each child and is given to the parents when the child leaves at the end of the day.

### **SUBSTITUTE CAREGIVERS/FLOATERS**

Substitute caregivers/Floaters will be assigned to classroom whenever a regular teacher is absent. A substitute/floater list is kept in the CDC office.

### **ARRIVAL AND DEPARTURE**

Parents are responsible for the safe arrival and departure of their child to and from the classroom door. Parents must bring the child inside the building and be sure that the teacher is aware of the arrival and departure of the child.

In order to help children establish routines that foster security and a feeling of belonging, we ask that children arrive in their classrooms ***no later than 9:30 a.m.*** ***Children arriving late without an office approval will be sent home.*** Student's with a note from the doctor's office will be allowed to return if it is a well check up and the CDC has been notified in advance. ***No student will be allowed into the classroom during naptime.*** Please call the CDC office by 9:15 a.m. if your child is going to be absent (include the reason). This gives us an accurate count for meal preparation for the day.

Please make sure that your child enters the facility without food or toys (unless the teacher has assigned a special project). Due to the safety and well being of all children as well as sanitation requirement, parents should immediately take their child into the restroom and wash their hands with soap and water. Parents please allow time in your morning drop off to follow through with this requirement.

Lunch count for the day is sent to the kitchen at 9:30. Students must be in their classrooms by 9:00 in order to eat breakfast. ***Please note that this policy will be strictly enforced.*** If you feel you may not arrive in time for breakfast please feed your child before arriving to the center. All students arriving after the 9:30 time must make arrangements through the office in order to eliminate being denied access for the day. Exceptions are made for doctor appointments and special events that have been arranged in advance. The policy is enforced in order for teachers to have the opportunity for a smooth day full of planned activities that will enrich the entire class. Teachers cannot stop the flow of the day in order to feed students morning snack who arrive late.

### **LATE PICK-UP POLICY**

The CDC closes promptly at 6:00 p.m. Staff members have other obligations after 6:00 p.m. and must leave on time. If you or your children are still in the building at 6:01 p.m., a late fee will be charged as follows:

- \$1 for each minute after 6:00 p.m. for the first offense.
- \$5 for each minute after 6:00 p.m. for the second offense within the same three month period
- \$10 each minute after 6:00 p.m. for the third offense within the same three-month period.
- \$20 each minute after 6:00 p.m. the fourth offense within the same three-month period.
- Dismissal will occur with the fifth offense within the same three-month period.

\*Continual disregards for closing time may result in disenrollment.

Late fees must be paid to the office manager upon morning arrival the following day in cash.

If an emergency delays you and you are going to be late picking up your child, please call the CDC office before closing time (6:00 p.m.). We recommend that you carry our telephone number with you at all times (704) 525-8693. If the Center has not been notified by 6:00 we will contact:

- Home and Work
- Contacts listed on Emergency and Authorization card as "persons to contact"
- Call the Department of Social Services

Due to liability staff are not allowed to take children home with them.

### INCLEMENT WEATHER POLICY

Please watch WBTV or WSOC-TV for reports of a delayed opening or a closing. Each teacher will have a class phone list at home so that they can call you and let you know what the center plans are. It is important to give your class teacher and office any updated phone numbers in order for us to assist with this courtesy. If in doubt concerning an opening or closing call the CDC (704) 525-8693, to make certain that an adult is present before you leave home. A good rule to follow is if the Charlotte Mecklenburg County schools are closed it is possible that the center may open on a delay if the closing is due to inclement weather.

### SCHEDULED HOLIDAYS

- |                        |  |
|------------------------|--|
| New Years Day          | Labor Day                                |
| Martin Luther King Day | Thanksgiving Day                         |
| Good Friday            | Friday following Thanksgiving Day        |
| Memorial Day           | Christmas Eve or the day after Christmas |
| Fourth of July         | Christmas Day                            |

\*If a holiday falls on a weekend, the holiday will be observed on the weekday closest to the holiday. For example, if Christmas falls on a Sunday, the holiday will be observed on Monday.

\*Tuition is pro-rated over a 52-week schedule. Payment is due regardless of family vacations, sick days, or center holidays.

### CONCERNS/GRIEVENCES

Occasionally concerns arise when parents feel that they need to go beyond the classroom to discuss these concerns. The appropriate steps in which to resolve concerns or discuss grievances is to contact:

- The classroom teacher(s)
- The Director
- The CDC Committee
- The Pastor

### STAFF/PUPIL RATIO

Class	Staff	Children
Infant I	3	8
Infant II	2	6
Toddler I	1	5
Toddler II	1	5
Toddler III	1	5
Young Twos	2	10

Two/Threes	2	14
Threes/Fours	2	16
Fours/Fives	2	18
School Age (during school)	1	14
School Age (summer)	1	14

The CDC is licensed to serve 122 children. **These ratios are those of the CDC and are lower than those required by the State.** The CDC reserves the right to be flexible in its preschool classes in order to provide the best learning environment for the children.

## PARENT PARTICIPATION

The CDC program fosters and encourages a sense of responsibility in our functioning as a partner with parents in the rearing of children. The CDC strives to foster the maximum growth and development of all children and to participate in the process of parent education in a creative and supportive sense. Communication between the teachers and parents is the key to making your child's experience at Park Road Baptist Child Development Center a positive one. Reports, newsletters, and posted information outside the classroom are methods we use to keep parents informed about their child's day as well as general news concerning our center.

Parents are encouraged to visit the Center and are expected to attend any parent/teacher conferences or other scheduled functions. In the occasion of a special issue concerning your child, conferences may be scheduled if the parent so desires.

The CDC will make every effort to:

- Help parents understand the need for working in partnership with the CDC to encourage the highest level of growth in development for their child.

- Help parents better understand the growth and development of their child by:

- Holding a conference annually for infants, older toddlers, and preschoolers. We encourage families to observe their children in the program (A time to observe may be scheduled through the teacher in your child's class).

- Scheduling meetings, workshops, and social events that promote a sense of community within the parent group.

- Encourage parents to go on field trips when their employers allow it.

- Encourage parents to take their children to lunch when their schedule permits and to visit their children as often as possible.

Parents are welcome at any time to come by the Center for lunch or just to grab a hug. Please let your child's teachers know in advance if you plan on joining your child for lunch, in order for us to have an accurate food count. Often parents wish to come by for special occasions such as birthdays or other parties. The best rule of thumb when planning a Center party is to **keep it simple**. Please consult your child's teacher for suggestions, and to plan a party. If planning a party outside of school, please mail invitations unless the entire class is invited to avoid hurt feelings. Please check with your child's teachers about classroom allergies.

Occasionally we will plan special activities for families like a dinner, lunchtime picnics, or special parent meetings to discuss fund-raising ideas. Parents are always encouraged to take part in special day celebrations (Water day, Christmas programs, etc.).

## **FOOD SERVICE**

Food in the CDC is prepared in the church kitchen and follows the guidelines set by the Department of Agriculture and the N.C. Department of Public Instruction, Division of Child Nutrition. Menus are posted weekly in each wing. If your child follows a "special diet" for medical reasons, an equal substitute will be provided by our kitchen staff. A doctor's note must be provided stating the allergy and the complications of this allergy. If "special diets" are a religious, personal, ethical, etc. choice, parents must provide a substitute food replacement. Food replacements must be individually labeled and dated.

Children are encouraged to eat, but not forced to do so. Food will never be withheld as a punishment or used as a reward. Please feel free to have lunch with your child. It is requested that you notify the center by 9:00 a.m. if you intend to dine with your child's class.

No foods are allowed to be sent to school with your child. Exceptions are made for special holidays, birthday parties, and field trips. **All food brought to the center to be served in the classroom, must be store bought and unopened. These are sanitation guidelines.**

Lunch count for the day is sent to the kitchen at 9:30. Students must be in their classrooms by 9:00 in order to eat breakfast. **Please note that this policy will be strictly enforced.** If you feel you may not arrive in time for breakfast please feed your child before arriving to the center. All students arriving after the 9:30 time must make arrangements through the office in order to eliminate being denied access for the day. Exceptions are made for doctor appointments and special events that have been arranged in advance. The policy is enforced in order for teachers to have opportunity for a smooth day full of planned activities that will enrich the entire class. Teachers cannot stop the flow of the day in order to feed students breakfast who arrives late.

## **ADMISSION**

### **CDC Priority Status Waiting List Policy**

#### **I. Priority Status Request Process**

Any person requesting priority status for siblings of existing CDC children should contact the CDC director. The CDC director will review and approve the request and notify the requestor.

Any church member requesting priority status for a child should contact the CDC director. The CDC director will take the request to the pastor(s) for review and approval. If approved, the CDC director will contact the requestor to let them know they are being placed on the priority waiting list. If denied, the pastor(s) will be responsible for contacting the requestor to let them know their request was denied and why it was denied.

Priority status for siblings of CDC children and for church member children is granted on an equal, first come first serve basis upon the requestor notifying the CDC director.

#### **II. Priority Status Criteria**

Priority status is given to all siblings of existing CDC children.

Priority status is given to children of church members if all of the following criteria are met:

The requestor must have been a member of the church for a minimum of one year prior to the request.

The requestor must be an active member of the church. "Active" is defined as a member who has attended at least one service or made a financial contribution during the previous twelve months.

The requestor must be the mother or father of, or have legal guardianship of, or must be a primary care giver for the child they are asking to be given priority status. A Primary care giver is defined as a person that the child spends a minimum of 50% of his/her time with. Grandchildren, great grandchildren, nieces and nephews of church members are not given priority status unless the requestor is the legal guardian or primary care giver for the child.

## ADMISSION

### PREADMISSION

Parents must visit the CDC before making an application for enrollment or being put on the waiting list. Before your child is enrolled, a short preadmission conference will be scheduled with the Director and the classroom teacher. This meeting will give you and your child the opportunity to get acquainted with the CDC and will give us the opportunity to get to know you.

The program, as a state licensed center, is required to maintain a file on all registered children. Parents have the responsibility to return the following completed forms before enrollment:

**Application** - This form gives the CDC the necessary information about your child and where you can be reached in an emergency. Parents must notify the CDC in writing of any changes to this form.

**Health Care Form** - This form must be completed and signed by your child's source of medical care. It must include the date of your child's last physical exam and all immunizations.

**Emergency Card (in Triplicate)** - Cards must be completed and signed by the parents for each child enrolled in the program. It must include emergency phone numbers, the name and phone number of the child's physician, hospital preference, and a release for emergency care.

**Discipline Policy** - This form states our guidance policies. Parents need to read this form, sign, and return it.

**Tuition Agreement** - This form explains the different tuition rates. Parents need to choose the rate that applies to their situation, sign, and return this form.

**Authorization and Release** - This form states different areas that are required by the state for specific parental authorization (field trips, filming, and photographing).

**All about Me (infants only)** - childcare food program eligibility application

**Parent Handbook** - Agreement of policies

## FEES AND TUITION

### Registration Fee:

A non-refundable registration fee is due at the time of enrollment.

### Enrollment Fee:

This fee, due annually, includes accident insurance for each child, as well as supplies for all classrooms.

### Tuition:

Tuition payment is due each Monday (or the first day of attendance for the current week). Tuition is non-refundable. Absences for sickness, vacation, or other reasons will cause no reduction of this fee.

A late fee of \$15.00 will be added to all accounts when payment is not received by 9:00 a.m. Tuesday morning of the same week. Unpaid balances will result in termination of enrollment.

There will be a service charge of \$35.00 for checks returned by the bank for "Insufficient Funds". This charge will be added to your account and will be due the following week in cash or money order. Failure to make payment will result in termination.

Tuition fees and policies are subject to change. Notification in writing will be sent to parents thirty (30) days prior to any rate increase.

Please place all payments in the office or in a tuition mailbox throughout the center. Do not leave payments with teachers or staff. Due to their busy schedule, it can easily be misplaced. It is the parent's responsibility to drop off all tuition payments in our business office or drop points.

To withdraw, we ask that you provide us with as much advanced notice as possible and include the reason for withdrawing. Withdrawal notice should be made in writing to the Director. A notice of two weeks is required and parents are financially responsible for these two weeks.

The CDC reserves the right to terminate enrollment for any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow the policies of the CDC may also result in termination.

## **HEALTH**

The medical form and current immunization record must be signed by your doctor (or Health Department) and filed in the CDC before a child can be enrolled. N.C. State Law requires the following immunizations. State Law 15A NCAC 19A.0401:

Birth	Hep B
2 Month	DTP, Hib, OPV, Hep B
4 Months	DTP, Hib, OPV
6 Months	DTP, Hib, OPV, Hep B
12 Months	DTP, Hib, MMR
4 to 6 Years	DTP, OPV, MMR

An alternate schedule for hepatitis B vaccine is shots at two, four, and twelve months of age. Fourth dose DTP can be given as early as twelve months provided the interval between the previous dose is at least six months.

**Hep B** protects from hepatitis B, a liver disease.

**DTP** protects from diphtheria, tetanus (lockjaw), and pertussis (whooping cough).

**Hib** protects from Haemophilus influenza b, which causes meningitis and other serious infections.

**OPV** protects from polio.

**MMR** protects from red measles, mumps, and rubella (German measles).

Routine visits to a doctor, clinic, or dentist are the responsibility of the parent.

Children will be briefly inspected each day upon arrival. Any child whose physical condition appears such that it could affect the health of other children will not be permitted to stay.

## OTHER POLICIES

### **Birthdays:**

If the parent desires, we will be glad to celebrate a child's birthday at the CDC. Cupcakes or cake (store bought only), ice cream, and birthday napkins are appropriate birthday fare. It is requested that parents limit their celebrations to these items. Elaborate festivities are inappropriate and disruptive in the CDC setting. Invitations to parties outside the center cannot be delivered in the classroom unless all children are receiving an invitation. Our staff and office cannot give out telephone numbers or addresses of families due to confidentiality. If there are questions, please contact the Director. The CDC prefers that birthdays be celebrated during the afternoon snack time. Please check with your child's teachers about setting up this event.

### **Biting:**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his/her peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

### **Cleanliness:**

The CDC is cleaned daily by our custodian. Air filters are changed monthly. Periodically there is preventive pest control. The staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfected on a regular schedule.

Cleanliness and good hygiene are promoted with the children. Staff and children practice frequent hand washing. Hand washing is always required before eating, after toilet visits and after playing outside.

### **Clothing and Personal Items:**

Appropriate dress allows participation in all activities. Children learn best by doing – interacting with their environment. Such learning is great fun and definitely messy at times. Playing in sand, water, paint, clay, and play dough should not be a concern of your child. The children will play outdoors daily except in bad weather. Make sure that your child wears suitable clothing. Children must always wear shoes in the CDC even in the summer. For safety reasons the wearing of flip-flops, hard-soled boots, open-toed sandals and Crocs with holes/openings are prohibited.

Each child must keep a seasonal change of clothing, which is left in the CDC to be used for emergencies. All clothing should be marked with the child's name, and should be appropriate. Infants and toddlers should have at least two changes of clothing.

Please do not allow children to bring war toys such as guns at any time!

### **Diapering/Potty Training:**

Children who are not potty trained must bring their own supply of diapers. The CDC supplies wipes. All children, from infants to after school, are required to wash their hands after diapering or toilet visits. Infants' hands are wiped with a moistened towelette. All other children use child sized sinks.

Potty training can be both anticipated as well as dreaded! We will begin working with children who are ready for this milestone after children graduate from the Toddler classroom. Potty training is a part of your child's physical

growth. Your child's readiness for toilet learning depends on his/her level of muscular, neurological, and psychological development. The teachers are here to help with that training and will cooperate with the home effort of the parents. The parents need to continue the same pattern at home.

Due to sanitation regulations, soiled or wet clothing will not be rinsed nor washed at the Center, clothes will be bagged and sent home with the child. Any bagged soiled clothing left at the CDC on Friday evenings will be discarded. During the training process, it may be advisable to send several complete changes of clothes. We prefer that you send elastic waistband shorts/pants so that children can easily dress themselves or with little assistance. Parents will be expected to bring clothes to the center and to keep up with what clothes are available. If no clothes are available parents will be called to come and bring changes or pick up the child.

### **Discipline:**

An interested, involved child who has appropriate play materials available in a stimulating environment where consistent limits are set, is rarely a discipline problem. Our form of discipline is:

- To provide an age appropriate environment
- To set limits that are easily understood and consistently carried out
- To give the child an opportunity to make decisions concerning his/her behavior
- To allow the child to accept the consequences of this behavior

Redirection, logical consequences, and "cool down time" or removal from a given situation are appropriate consequences. Corporal punishment, sarcasm, and yelling are never acceptable means of discipline for children in the CDC.

Our goal is to help each child learn to discipline himself/herself. Each classroom has rules about acceptable and unacceptable behavior that must be followed for safety and health reasons.

In the event that a child is having a serious behavioral problem and redirection and "cool down time" are proving to be ineffective, the following steps will be taken:

- A conference with teachers and both parents will be held to determine the cause of the problem. A plan, which is agreeable to all, will be developed to deal with the situation
- A second conference will be held if significant improvement is not present after an agreed upon time. A decision will be made to determine if professional help is warranted.

### **Field Trips:**

The field trips are educational and planned to enrich the daily experience of your child. Trips to the various city parks, Children's Theater, public library, Discovery Place, Spirit Square, and other facilities open the doors to new experiences for your child and acquaint him/her with many different environments in his/her community. If a child does not plan to go on scheduled field trips parents need to arrange for alternate care on that day.

You will be asked to sign a field trip permission slip for each off-site field trip. Notices of trips are listed on the daily lesson plans posted in each class and also on the CDC calendar.

The CDC uses a bus to transport the children. Safety belts are used. Children under four years of age as well as under 40 lbs., must have a child safety seat. Booster seats are not allowed on the bus due to safety hazards. The CDC will ask for parents to drop off car seats for the trip. The staff members who are designated drivers possess a Commercial Driver's License, are registered and approved by the church office and insurance carrier.

### **Illness:**

Children who are ill with a contagious disease or fever may not attend the CDC. If your child becomes ill while attending the CDC, parents will be notified ASAP. Pick up is expected within the hour. If parents cannot be reached the center will contact the emergency contact numbers, if the center is unable to reach any one for the child, the CDC will notify DSS for assistance.

The CDC Director will determine if a child is too ill to remain at the CDC. Any child experiencing the following symptoms will be sent home and cannot return the next day.

- A fever of 100 or higher
- Contagious skin or eye infection
- Diarrhea
- Vomiting
- Profuse bodily discharge of any kind

Your child may return to the CDC when he/she can participate in all group activities and:  
is free of all symptoms for at least 24 hours  
has been on an appropriate antibiotic or other medication for 24 hours

There are several minor, yet communicable, illnesses, which require less stringent criteria for returning to the CDC.

These minor illnesses include:

- discharging eyes
- undiagnosed rash with fever
- impetigo
- profuse nasal discharge
- ringworm
- thrush

Your child will be ready to return to the CDC when he/she can participate in all group activities and:  
has been on an appropriate antibiotic or other medication for 12 hours  
the return is accompanied by a written statement from a doctor

If your child develops any of the above mentioned symptoms during the day, we will contact you to make appropriate arrangements. (Remember all sick children must be picked up within the hour)

State law requires that we notify parents of the children who become exposed to certain contagious diseases. A notice will be posted at the CDC.

If your child should become infected with a contagious disease, please notify the CDC immediately so that the Director can notify families of the children who may have been exposed to the contagious disease. Likewise, if your child has been exposed to a communicable disease, please notify the CDC.

### **Diarrhea:**

If a child has continual loose bowel movements, that are, in the teacher's judgment, of a diarrhea – like nature, the parent will be called to pick up the child. Diarrhea may or may not be accompanied by fever. Due to sanitation guidelines, diarrhea of any nature (teething, allergies, medication, etc.) must be treated the same as diarrhea due to illness. Your child needs to stay home the following day and may not return until free of diarrhea for at least 24 hours.

### **Medication:**

The primary concern when administering medication is the safety and optimal health of each child. Detailed procedures ensure that your child receives the proper dosage of medication. All medications (both prescription and over-the-counter) must be signed in daily on our medication form. All medications are locked and inaccessible to children. Your child's teacher will administer medication. The administering of medication will always be witnessed by another staff member and recorded on the medication form. Our staff can only give dated and prescribed medicine or doctor prescribed non-prescription medications. If prescribed, the medicine must be in its original container and can only be given to the child whose name appears on the label. We will not administer over the counter medications without a doctor's note. Teachers give medicine based on specific written instructions signed by the child's parent. Authorization to Administer Medicine forms must be completed. Refrigeration is

available for medication requiring it. Prescription medication will be administered only once a day.

It is recommended that your child's physician prescribe a 12-hour dose of medications when appropriate. This allows you to control the administering of medication at all times.

### **Prescription medicine:**

Must be in its original container and labeled with:

- Child's name
- Name of Medicine
- Health care providers name
- Dosage and schedule
- Date filled
- Expiration date
- Pharmacy name

Written permission is required from the parent or legal guardian and physician for any prescription medication to be administered. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian.

### **Over-the-Counter Medication:**

We believe that over-the-counter medicines should be treated as prescription drugs. Oral over-the-counter medications, such as aspirin, ibuprofen, and cough medicine can be administered only with the written permission of the parent and physician. Written instructions from the physician or dentist must be obtained. Medication must be presented in its original container and have a label with the child's name, current date, time and dose to be given, number of days to be administered, and the name of the doctor or dentist.

Always ask for written instructions during visits to the doctor for all over-the-counter medications prescribed. Please ask your doctor to call the pharmacist for a prescription label with instructions for any over-the-counter recommended medications.

Parents may come to the CDC and administer over-the-counter medication to their child or may give written authorization for the emergency contact person listed on the enrollment form to administer over-the-counter medication to their child (unless the guidelines of the State prohibit this practice). It is required that the parent or person administering the medication sign a medication form documenting the name of the medicine, dosage, date, time, and who administered the medicine. CDC staff will administer medication only once during the day!

Topical applications, such as diaper rash ointment, petroleum jelly, suntan lotion, and insect repellent, can be administered with the written consent of the parent. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name. Parents may sign a "blanket" permission slip for topical medications that will be valid for up to six months.

### **Sunscreen**

We ask that parents apply sunscreen on their children before coming to school. Please make sure that it will last for up to five or six hours. Teachers will reapply sunscreen after naptime, before going outside in the afternoons.

### **Medication for Allergies or Chronic Illness:**

If your child requires medication for life-threatening conditions such as allergies, bee stings, etc., the CDC will keep and administer when necessary as long as the child is enrolled. A parent and physician must sign an authorization form. Expired medication will be returned to the parent.

**Medication in Emergency Situations:**

At least one member of the staff trained in CPR and certified in first aid is present at all times in the event of an emergency. In all situations, we will follow instructions of the poison control center or physician in providing first-aid procedures and /or administering emergency medication. The CDC has the right to contact emergency professionals before the parent if they deem necessary.

**Wellness Policy:**

The health of our teachers and the children in our care is of the utmost importance. All employees are trained in and use universal procedures as defined by OSHA. By using universal procedures, we hope to prevent or curtail the incidence of infectious diseases such as colds, flu, diarrhea, and other blood borne pathogens. As part of universal procedures, our teachers are using disposable gloves to change diapers, wipe runny noses, and tend to scrapes.

**Rest Time:**

Infants will be kept on their individual schedules as directed by their parents. All toddlers and preschoolers will have rest time from 1:00 – 3:00 (some classroom times may vary according to classroom needs). *No student will be allowed late entry during rest time hours.*

**Personal Belongings:**

Preschool children may not bring toys, costumes, chewing gum, candy, or other items from home. Please check with your teacher about special possessions such as security blankets. Otherwise, teachers cannot be responsible for personal possessions.

**Child Abuse and Neglect**

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted staff member will report to the Director. The Director will notify the Protective Service Unit of the Department of Social Services.

## Community Resources

Center for Human Development	704/336-7100
Charlotte Speech and Hearing	704/276-1342
Child Care Resources, Inc. A private non-profit organization offering services to childcare providers and to parents looking for child care	704/376-6697
Community School of the Arts	704/377-4187
Council for Children An advocacy group for children that helps parents and children get the services they need	704/372-7961
Early Intervention A program that supplies support and information about young children to parents and caregivers (Preschool Services)	704/336-7100
Family Support Center "Reaching out to all families in stress"	704/376-7180
Mecklenburg Mental Health Services	704/358-2700
Poison Control Information Center (Mercy Hospital)	704/355-4000
Carlton Watkins Center	704/336-7100
Smart Start of Mecklenburg Co.	704/377-6588