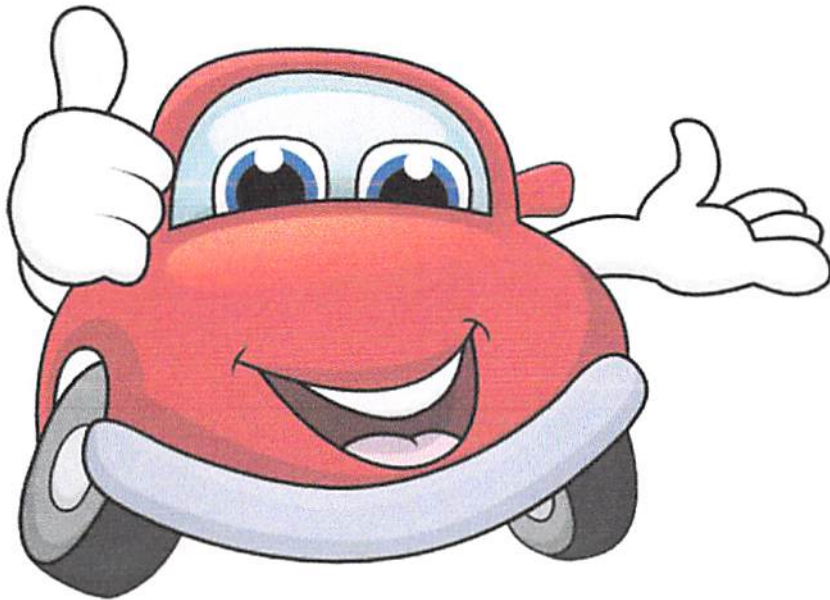


Safe Arrival & Departure Procedure

- Upon arrival, all children must be accompanied inside the facility by an adult.
- Staff must be notified of the child's arrival.
- Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving.
- Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.
- When a child is transported by the facility to the child's home, an adult must be available to receive the child from the bus or van.
- Children must never be left unattended.



Guidelines for Healthy Celebrations



Parents, help us encourage lifelong healthy habits in our children. We encourage parents to join us for their child's birthday or other special occasion. ELC is a demonstration site for Shape NC. We are an example of a health promoting environment for children. We have achieved a level of excellence and met best practice in the areas of nutrition, physical activity and outdoor learning environments.

Our facility promotes healthy foods for celebrations. If you want to celebrate your child's birthday at the facility, get with your child's teacher to make sure the items you wish to bring are approved and age appropriate for the group celebrating. Baked goods from home or outside the facility are not allowed due to sanitation and health issues.

Healthy Celebrations include but not limited to:

- Muffins
- 100% Juice
- Yogurt
- Yogurt Popsicles
- Fruit Bars
- Celery/Carrot Sticks
- Fun gift bags (no candy)

Thank you,
Mrs. Porter

A Few Final Thoughts:

As a parent in my child care center, please...

- ☺ Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with staff;

Read all correspondence given to you, and those posted. Promptly sign and return those forms needing To signed by the parent.

- ☺ Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;
- ☺
- ☺ Please bring your child to school and on time.
- ☺
- ☺ Communicate with your Child's Teacher.
- ☺
- ☺ Parents visit during the school hours are welcome and encouraged.
- ☺ Call me! Your concerns and feed back are important to me.

I, _____, the Parent/Guardian of _____ have read and received a copy of the Family Handbook and a summary of the child care law.

Signature of Parent/Guardian: _____ Date: _____

Signature of Childcare Provider: _____ Date: _____

INCIDENT REPORTING PROCEDURE

In the event that a child in the center experiences any of the following circumstances, a staff member shall complete an Incident Report.

1. Illness, accident or injury requiring first aide treatment
2. Bump or blow to the head
3. Administration of syrup of ipecac
4. Emergency transportation
5. Bite
- 6 Any unusual or unexpected event which poses a risk to the safety of children or staff.

The Center shall provide a copy of the report to parent/guardian upon pick-up of the child that day. The Director shall review and sign off on report within 24 hours of occurrence. The Center shall maintain records of all Incident Reports for period of no less than one year.

ABUSE AND NEGLECT SCREENING POLICY (Staff)

All staff employed by the Early Learning Center shall be of responsible character. All staff member shall provide written documentation that they have not been convicted of child abuse or neglect, or a felony involving harm or assault to another person....Background check is required prior to employment.

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

PARENT/CENTER COMMUNICATION

Parents and Teachers need to communicate! Please feel free to talk to your child's teacher, or drop off a note at the office requesting a call back or a note of response.

Parents are expected to escort their child into the classroom. This is good time to share a comment or a few words with the teacher, or to arrange a later time to talk. Parent-Conferences are scheduled at least twice a year.

A bulletin board is available with announcements for you to view and read. Please take time to scan the Parent Board in the Hallway.

CENTER EVALUATION

Parents will be given the opportunity on an annual basis to evaluate the center, its program and our ability to meet your needs. Your feedback is important to us.

CHILDREN WITH SPECIAL NEEDS

Our center will try to accommodate children with special needs. Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his /her medical profession, we will work with them to implement the IEP that they develop. Parents are required to submit to us their child's most recent IEP, and keep us updated on progress. If we are not able to meet the child's needs within our current staffing pattern, we will give the parents the time and assistance needed to find more appropriate care.

SUPERVISION POLICY

Children must be sign in by the parent upon arrival. Families receiving subsidy must sign their child in using the seek card and in the classroom. Any families that does not sign their sign in; termination of service may be enforced.

Custody Agreements

Parents are responsible for providing ELC with any custodial agreements issued by the court. ELC will honor the agreement as written by the court.

CHILDREN WILL BE SUPERVISED AT ALL TIMES BY STAFF DURING HOURS CENTER IS IN OPERATION.

CHILDREN'S BELONGINGS

We ask that you dress your child appropriately according to the weather. A change of clothing should also be provided for your child. We ask that all items be labeled with your child's name.

For safety reasons... We ask that you do not send you child to school with sandals and flip flops on. We plan to have outside playtime each day.

Toys or other special items should remain at home, unless specifically approved by program staff. We can not assume responsibility for items brought from and/ or not labeled.

MEALS

The Early Learning Center participates in the Child Care Food Program. Each child must have an eligibility/enrollment on file. The Center provides healthy nutritious meals. We do not allow food from the outside. Students requiring special diets for medical reason shall have a completed Care Plan on file, and the Center will accommodate the dietary needs.

The Center provides formula (Parent Choice) and baby food for infants. Parent must fill out a meal form giving the center permission to use the formula and baby food. We ask parents not to put cereal in baby formula. All bottles brought from home must be labeled with child's name and dated daily.

Breast Feeding;

The Center support and promotes breast feeding for Moms. Breast milk brought from home must be labeled and dated with child's name. The Center has a lounge for Moms that would like to breast feed their baby.

Birthdays... Children are invited to celebrate their birthday at school. If parent choose to bring a birthday treat we ask that you provide nutritious and healthy snack. The Center provides a crown, stickers and sings happy birthday. Staff will provide parents with suggestions if needed.(See Appendix A)

AFTERSCHOOL CARE HOMEWORK POLICY

The Early Learning Center will provide a structured/ unstructured environment for the children in their after school program. Time will be provided for homework completion. In the event that a child has difficulty with his/her homework, the parent is responsible for assisting their child at home. Parents are also responsible for checking accuracy of homework.

MINOR INJURY

- 1..Seek assist from other staff
- 2..Use First Aid Kit, clean wound, bandage wound and console child
3. Contact parent or guardian
- 4..Report injury in log

Fire

1. Evacuate children immediately to designated area furthest from the building
2. Designate staff will check each area
3. Call 911
4. Contact all parents or guardians

HOSTILE SITUATION

Hostile situations include the presence of an intruder.

1. Remove children from immediate area
2. Call 911

BOMB THREAT

1. Remove children from immediate area
2. Call 911

TORNADO

1. Escort children to inner most area of building
2. Remain seated facing wall until emergency has past

LOST OF HEAT AND/OR POWER/LOSS OF WATER

1. Contact local electric company to report loss
2. If the power and or heat remains out for more than 15 minutes parents will be notified to pick up children from center
3. The Center will keep bottle water available to provide for children's need until parents can pick children up

NOTIFICATION OF OUTBREAK

Early Learning Center will make every effort to prevent spread of any illness; however we cannot guarantee full prevention of outbreaks. We will notify parents immediately of any and all illness your child may be exposed to.

MEDICAL CONDITIONS/MEDICATION ADMINISTRATION

Children enrolling in ELC who have identified medical conditions, food allergies or other physical conditions shall be identified upon enrollment. Staff will assist family in completing the Medical/Physical Care Plan. Alternatively, the Care Plan must be filled out by the child's physician. Any prescribed medication dispensed by the center must be in the original container with the child's name and instruction. Parent must fill out a Request for Medication Form before any medicine is dispersed to any child. **The center does not administer any across the counter medicine.** Medication required by a child on an emergency or as needed basis such as inhalers, shall be administered by the Center staff only when a Care Plan and Administration Record are on file and signed by the Parent/Guardian.

CHILD RELEASE/ATTENDANCE POLICY

In order to ensure the safety of your child he/she will only be released to those listed on the emergency card. If the individual is unknown to the Provider they will be required to show positive identification before the child will be released. Parents are required to notify the center when there is a change in pick up even if the person is on the emergency card.

Children will not be released to anyone under the age of 16 or that is visibly under the influence of drugs or alcohol. Authorities will be called for the safety of the child.

SICK CHILD POLICY

We understand that all children experience illnesses from time to time, for the protection of the other children and staff we ask that you keep your child home to help speed up the recovery process. If your child becomes sick at school we will call you to pick up your child. If you can not be reached we will contact the alternate person listed on your emergency card.

When to keep you child home:

- . Fever of 101 degrees or higher
- . Difficulty breathing and/ or severe coughing
- . Vomiting within the previous 24 hours
- . Mucus draining from eyes or nose
- . Any highly contagious condition, such as head lice, chicken pox and etc.

The child may return to the center after 24 hours of being fever- free or with physician's approval.

HEALTH POLICY

Staff members shall undergo annual training on identification and management of communicable diseases. This training will include instruction on proper hand washing technique. Staff shall monitor and observe children while in their care for symptoms/signs of communicable disease.

Should any child be exposed to a communicable illness, the center shall notify that child's parent or designee by telephone within the next day of Center operation.

All children shall have current immunization records on file with the Center. Any child that does not have a current immunization will be terminated from program until immunization is current.

EMERGENCY PROCEDURES

In the event of an emergency, it is the responsibility of staff of ELC to ensure the health and safety of all children. In any emergency situation, staff shall immediately ensure immediate safety, then follow prescribed procedures. Parents shall be called immediately in the event of any emergency situation. In the event of an emergency, use the following guideline to assist in assuring the health and safety of all children.

SEVERE INJURY

- 1...Check, call and care
- 2..Contacy parent of child using all contact information available
- 3..Contact child's physician
- 4..Call 911, if necessary
5. Transport child to nearest hospital if safe to do so, designate staff to call ahead
- 6.. Report injury in log

DAILY OPERATION

Monday-Friday: 6:30 am-6:00 pm

Before Care: 6:30am-8:15 am

After Care: 3:00 pm-6:00pm

The Center will be closed for all major holidays and staff retreat day. Care will be provided for School Aged children during teacher's workday. Children must be pre-enrolled and pay extra for extended days. Whenever there is an official public notice over the radio or television station advising that school is closed due to weather the Center will be closed.

ADMISSION

The following list of forms must be completed prior to your child enrolling in the program.

*Child information form

*Child Care contract

*Parent's written permission for provider to seek emergency medical care

*Physical and Immunization records

*Child Care Food Application

All registration form and payment must be made prior to enrollment. If you would like a receipt of your transaction please make note with your payment. Parents will receive an end of year statement for all Transactions.

Fees are based on the schedule you have registered for; no credits or deductions will be made for sick, vacation, field trips, snow days, or other emergencies resulting in the closing of school.

PARENT AND CHILD CODE OF CONDUCT

Parents are the primary role models for their children. As parents we must be aware of how our behavior will be viewed by not only your child, but also other children. While on program property, parents, and children must conduct themselves in a manner that conveys respect for themselves and others. As well as in a manner that does not place children or staff at risk of harm or recipients of threats of harm, rather it is perceived or real, intentional or unintentional.

The following will result in immediate removal from the program and possible legal actions:

- Any act of violence
- Any harassment or threats against staff, children or other parties on program property
- Verbal or physical abuse of any child(including your own)
- Profanity
- Any lewd acts or comments directed to or in front of staff or children

SMOKE FREE ZONE

ELC is a smoke free environment to ensure the health and safety for children and staff. Staff and families are not permitted to smoke any product on the premises.

WELCOME TO THE EARLY LEARNING CENTER PRESCHOOL



Thank you for choosing Early Learning Center to provide care for your child. We understand how challenging it may be to make the decision to have your child cared for someone other than yourself. We also recognize the importance of quality care and academic success for your child. That is why we will deliberately involve you in all aspect of your child.

We strive to work together as a team with you as parent and staff to provide a seamless transition from home to school and home again. At Early Learning Center your child will be cared for in a safe, nurturing, and supporting environment.

Pleas read this handbook in its entirety to ensure a full understanding of all policies and procedures. This handbook is meant as a reference guide and will not cover all situations that's may arise. Please contact the Director (Pat Porter) for clarifications or any items not covered in this handbook.

The ELC staff will do our very best to inform you of any changes in policies or procedures in advance. We do reserve the right to amend any policies or procedures in this handbook with 30 days notice to parents.

NONDISCRIMINATION POLICY

The Early Learning Center will assure all practices related to programs will not discriminate against any child, parent, or family on basis of race, color, religion, national origin, sex or disability.

MISSION STATEMENT

To partner with parents and educators to provide an environment which promotes and supports self-confidence, social and academic excellence for all children.

Philosophy

The Early Learning Center believes all children have the ability to succeed. It is our goal to provide opportunities to allow children to experience success. ELC will provide a program that:

- . Assures the health and safety of all children and families**
- .Respects the individual differences of each child**
- .Fosters learning and success**
- .Encourages autonomy and self-control**

CONFIDENTIALITY

All information provided to Early Learning Center is confidential and will be used for internal purposes only. Information will not be shared or released to any person or agency without written permission of parents, unless mandated by statue, court order or state licensing agency.

Birthday Celebration

Food from Home

Holiday Closing

Food Application

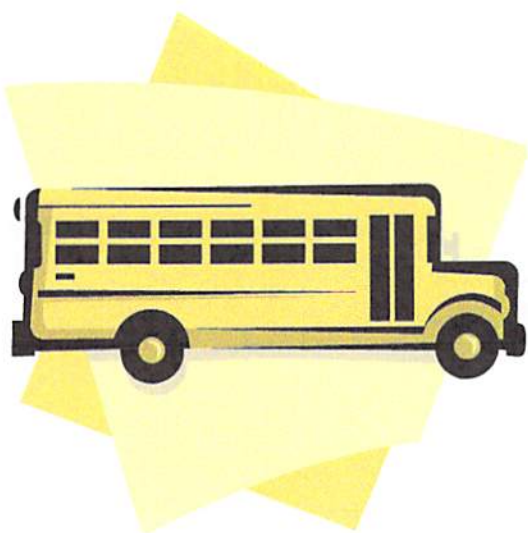
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Financial Agreement

THE EARLY LEARNING CENTER PRESCHOOL



Delivering the Best in Education

**Family Handbook
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