



Building Blocks

early education centers

A brain development company

Parents' Handbook: Policies and Procedures

(Effective November 1, 2019)

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“Building Blocks Early Education Centers does not discriminate against any person seeking entrance into our program on basis of race, creed, sex, national origin, disabilities and/or religious beliefs.”

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Introduction

We would like to take this opportunity to welcome you and your child to Building Blocks Early Education Centers. Our center is a child development center with Christian values. It is our priority to make you and your family feel at home in our center.

Building Blocks Early Education Centers (BBEEC) provides enriching education for children ages 6 weeks old to 12 years old. The first years of your child's life are the most important for his/her development; therefore, we are honored that you have chosen us to participate in these precious early years.

Our classrooms are equipped with age-appropriate toys to help children attain developmental milestones. BBEEC's curriculum includes learning centers such as art, blocks and writing, both large and small group time, and outdoor activities.

Our teachers are all first aid and CPR certified and receive 20 hours of continuing education each year. We complete criminal background checks on all staff members before they join our team. Each classroom has a video security camera that is visible to administration.

Philosophy

At Building Blocks, our ministry builds them right ... from the start. Our philosophy is based on the growth and development of the whole child. Each child is created with needs and potential in the following areas - language, cognitive, gross motor, fine motor, adaptive, socio-emotional and spiritual. Learning happens most effectively in those areas during engaging play and through meaningful exchanges with intentional teachers.

Children have 2,000 days between birth and their first day of kindergarten for key brain development. As educators, our goal is to provide opportunities for their brains to make strong and lasting connections during this critical period. Building Blocks is committed to providing quality experiences that will prepare children for a bright and successful future through elementary school and beyond.

*For more information on the critical 2,000 days, please visit <http://www.first2000days.org>.

Mission

The primary mission of Building Blocks Early Education Centers is to provide a loving and nurturing Christian environment that enhances the development of the "whole" child. Our early learning center is a home away from home for every child. We want to assist working parents with affordable childcare and help ease the daily separation from their children. Our developmentally appropriate and child focused programs will enable each child to develop a positive Christian attitude toward learning as well as develop responsibility, self-discipline, and self-esteem. Our vision is to see children who:

- know that Jesus loves them and died for them.
- share their love of Jesus with their friends and communities.
- feel loved by their teachers and peers.
- have a high self-esteem.

- are developing in their recognition of the world around them.
- are eager to learn.
- are happy and well-adjusted.
- are academically prepared to enter Kindergarten.

Lines of Authority

The following lists the appropriate lines of authority if you have an issue that needs to be resolved about a classroom situation – Teacher, Assistant Director/Director Director. If you have an issue with payment that needs to be resolved, the following is the appropriate lines of authority – Front Desk Administrators, Assistant Director/Director.

Tuition Policy

Payment Procedures

Tuition payments are due on the 1st and 15th of each month. If your payment is not made by 9:30 am the following day, a \$35 late fee will be applied. Care will be denied after payment is not received within 3 business days. Full tuition is due even if your child is sick or absent. If a child is withdrawn for the summer or other temporary reason, the center will not hold the child's space. The registration fee of \$75.00 will be charged at the time of any re-enrollment to include school breaks.

Payments should be made to administrative staff at the front desk. For your convenience we accept checks, debit cards, automatic withdrawal, and completed money orders. Cash will never be accepted. Your check or debit card receipt will serve as your receipt. Please make checks or money orders payable to BBEEC and include the child's name in the comment section. Payments are logged on the computer and you will be given an annual statement in January for tax purposes, if accounts are current. A NSF check fee of \$35 will be applied to a returned check. One NSF check will result in a money order or certified check only policy. We also offer Tuition Express which is an automatic withdraw of tuition from your bank or credit card account when tuition is due. Please speak with the front desk for more information.

The center closes at 6:00 pm (5:30pm for Southern Pines Location only). This means that parents should arrive in enough time to sign out your child, pick up your child from their classroom, interact with the teacher, and be out of the center by closing. Children who are not picked up by 6:00 pm (5:30pm for Southern Pines Location only). will be charged \$5 per minute per child. This fee will be added to your account and must be paid prior to the child's return the next day. No cash is allowed. This fee is meant to deter late pickups, not to extend your child's care. Our staff have families of their own, as well as many attend night college courses and trainings. It also means that the staff are being paid overtime, which in the long run affects parent fees being increased.

Non-Payment Procedures

All tuition payments to include late fees, are due in advance. All accounts must be paid in full upon withdrawal. Accounts not paid in full will be turned over to a collection agency. Any additional charges accrued when account is turned over to collection agency will be the responsibility of the parent/guardian and added to total amount owed.

Child Care Assistance

Military Fee Assistance (Child Care Aware of America), DSS (social services), Partnership for Children, and local college child care vouchers and assistance are accepted at participating centers.

It is the parents' responsibility to recertify to ensure the certificate/voucher stays current. If the family's certificate expires, the family will be responsible for full rate tuition until a new certificate is received and processed. Any fees not paid through that agency are the responsibility of the parent. This is to include, but not limited to, parent fees, any monthly difference the certificate may not pay, late fees, registration fees, field trip fees, fees not paid due to absences beyond the agency's allowable limit, and fees due to an expired certificate/voucher. Failure to pay parent fees or other fees will result in your child's care being denied and then terminated if fees are not paid in full.

Parent Discounts and Incentives

- Vacation Eligibility - After 90 days of enrollment or re-enrollment, each family will be eligible for one week's vacation from September 1– August 31. Parents are expected to pay one-half of the weekly tuition in order to reserve the child's spot. Vacation time must be requested two weeks in advance in writing. Vacations must be 5 consecutive days, Monday-Friday.
- Parent Incentive -To show how much we appreciate your continued support you will receive \$100.00 credit for referring another family. You will receive a credit on your account, the month following the receipt of 3 months tuition from the family.
- Other Discounts -A sibling discount for the oldest child two and older might be available. Please ask administration for further details.

Annual Re-enrollment and Registration

Per DCD regulations, we are required to update all enrollment information annually. You will receive an annual registration packet to complete each August. The annual registration packet includes:

- Updated emergency care information, including health insurance coverage, child's doctor, dentist, and eye doctor information
- At least two emergency contacts, including updated information on persons to whom a child may be released
- The annual registration fee is \$75 and is due by September 15th each year.
- If your annual fee payment is not made by 9:30 am the following day, a \$35 late fee will be applied. Care will be denied after payment is not received within 3 business days.

Withdrawal Procedures

Parents are required to give a written notice to administration at least 2 weeks prior to withdrawal. If you withdraw your child without the appropriate notice, you will still be required to pay for 2 weeks. We often have waiting lists and need to let other parents know when we can accept their children.

BBEEC has the right to terminate enrollment of a child for non-payment for services; not

showing up for several days without calling; disregard to the center's policies; or verbal abuse by parents to teachers, other students, or other parents. If we are unable to meet your needs or your child's needs, we will also terminate their enrollment. We will not tolerate any Parent or family member that violates any DCDEE regulations such as using profanity, or not being conducive to a safe learning environment. We may also suspend a child for 1-5 days for continual misbehavior. Payment will still be due. If the suspension does not solve the problem, then the child may be withdrawn from the center at the director's discretion.

Program Policies

Programs Offered

Programs available may differ slightly from center to center; however, the structure of the programs will be very similar.

Infants through PreK Program. This program uses both the state approved Creative Curriculum and the Bible based WeeLearn curriculum. The program offers age appropriate activities to ensure children are thriving and learning in their environment. Infants/toddlers are learning with lots of floor time to explore, teacher interaction, songs, outside time, etc. Twos have a combination of the activities mentioned above for infants/toddlers along with what is offered in the preschool classes. Preschoolers have centers available such as library, writing, art, science, blocks, dramatic play, and music. They will also participate in group time and outside time. The 4 year olds will take field trips to expand on their learning.

School-Age Program. The state does not require an approved curriculum for this age-group at this time, but because we so strongly feel even children this age need the opportunity to grow and learn, we use the Bible based curriculum Wee-Learn. We also incorporate the preschool curriculum and other resources when needed to be able to offer a high-quality program. We offer both before/after school care and full-day care when children are out of school for holidays and breaks such as spring break and summer. School Agers are also involved in the planning process of the weekly activities. They have center activities as mentioned in the preschool program, homework time, and outside time. This program offers field trips and transportation to and from area schools.

NCPre-K Program. This program provides a preschool program at no fee for eligible four year old children. It operates on the public school calendar and is sponsored by the local county partnership for children and/or school system. This program uses the Creative Curriculum.

If slots are available, in one of our centers that provide NC Pre-K, before/after care, as well as full-time care when NC Pre-K isn't in session, is usually provided at a cost to the parents. During this time, the WEELearn curriculum is added to the program to ensure we are ministering to the children.

Other Services Offered.

- Each center transports children to area schools - be sure to check with each center to determine the schools they transport to.
- Each center accepts several different subsidies, so check with the center to determine

which subsidies they are able to accept.

- Each center participates with the Early Intervention Program and the local partnerships for children to provide services with specialist for speech, occupational and physical therapy, and behavior management. Private therapists are able to work with the children at the parents request as well.
- Each center participates in the Child and Adult Care Food Program (CACFP). “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TTY). USDA is an equal opportunity provider and employer.”

Rated License

The North Carolina Child Care Commission has adopted a Five Star Rated License. The rated license is based on the child care facility’s program standards and education levels of staff.

Enrollment Procedures

To receive an enrollment packet, a \$75 registration fee and first week’s tuition (both non-refundable) must be received to hold the slot for no more than 2 weeks. Full time enrollment fees will be charged after this 2 week period to hold the slot. Completed enrollment packet, immunization record (updated each time your child receives shots), and medical examination (due within 30 days of enrollment) or proof of an appointment by child’s first day of care. All needed supplies such as diapers, wipes, change of clothes, etc. must be brought in by first day of care.

Children’s files and familial rights will be kept confidential. Administration will have access to all information and will share only information with the teachers that is needed for them to best serve the child’s needs such as emergency information, allergies, special needs, etc.

BBEEC reserves the right to require all children to be immunized before care is provided. Children must also stay current on all required immunizations to remain enrolled at the center.

We must be notified of court orders immediately for custodial changes of a child(ren), and a court order will be needed to make account changes to include emergency pickups and contact information.

Non-Discrimination Policy

BBEEC prohibits discrimination against any person seeking entrance into the center on basis of race, creed, sex, national origin, disabilities and/or religious beliefs.

Arrival and Departure Procedures

Arrival and departure times are transition times for your child. Your child may become upset at arrival time and it is very helpful if you would say goodbye and let the teacher get your child involved in their daily routine. To ease your mind you may always call later.

When arriving at the center you are to:

- Escort your child into the center.
- Sign your child in at the front desk. Read all messages.
- Assist your child to the appropriate room. Do not leave children unattended.

- Wash your hands and assist your child in washing their hands upon entering the classroom.
- Assist your child in placing his/her belongings in the proper cubby.
- Notify a teacher of your child's arrival and have a brief conversation about your child's morning.

The center is not responsible for any child who is not properly checked in or who is not escorted to the correct room. Your child will not be marked as present on any DSS or Child Care Aware of America attendance forms unless they are checked into the center. Parents, please limit your stay to 15 minutes. If you plan to stay longer you must sign in as a volunteer to help and assist in a classroom.

When checking your child out of the center, you are to:

- Enter the center to pick up your child and sign your child out.
- Check your child's cubby for daily reports or class work.
- Assist your child with any belongings he/she needs to take home.
- Inform a teacher you are leaving with your child. This is the time to have a brief interaction with the teachers, but if you would like to discuss your child's development and learning you should schedule a conference. A daily sheet or a report from Kidreport will be sent home with a summary of your child's day with the younger age groups. This summary includes meals, rest, mood, and activities.

A list of responsible people to whom your child may be released is kept in your child's file. Please update these names as needed. The center must see a picture ID of the person picking up your child if we do not know them. Also, please call us ahead of time if someone on your list will pick up your child if they do not normally do so. If, in an emergency situation, someone not listed in the child's file needs to pick-up, we will need a copy of a picture ID of the parent along with a written signed statement from the parent either by fax or email. Children will not be released to any individual who is obviously impaired (intoxicated, disoriented, aggressive, etc.).

At no time is the school age/back building codes to the security doors to be shared with anyone other than the guardians listed on the child's enrollment form. If this happens, the code will be changed and you will not be given this code and even the guardians will need to show proof of picture ID and buzzed through the security doors. Families that are listed on the emergency pickup list, must stop at the front desk to register their fingerprint.

All children are to remain with the parent at all times when going through the center. Children may not be left in the vehicle, lobby, unattended classrooms, etc. Due to cars pulling through the covered area or culdesac at the front doors, it is important that your child remain with you and not be allowed to run through the center or out the front doors. Siblings must be with parent at all times during drop off and pick up. Covered areas are not to be parked under for any reasons as this is an area for Emergency personnel.

Children need to arrive in their classroom by 8:15 to receive breakfast which will end promptly at 8:30 so the class can transition into daily activities. If your child hasn't had breakfast and arrives at 8:30 or later, you will need to take your child to get them breakfast and bring them back. Our daily arrival cutoff time is promptly at 9:30 a.m. We would prefer that preschool

children (three and four year olds) arrive by 8:30 am in order to receive the full benefit of our curriculum and daily activities. Children arriving after 9:30 a.m. will not be admitted into the center - there is no leeway with this policy. The exceptions to this policy are documented medical appointments for the enrolled child. The child must arrive no later than 2:00, unless prior arrangements are made. Please call the center and notify the staff if you are going to be late so that we have adequate staffing and enough lunch prepared. Your child will need to arrive by 10:45 to receive lunch. If your child does not arrive in time for breakfast or lunch, we ask that you make sure your child has already eaten so they aren't extremely hungry before the next meal. Before 9:30, our administration are already moving or sending staff home and planning lunch breaks as needed based on the number of children in the center. By 9:30, the center prepares for drop in children and our kitchen staff are already doing a daily count to determine the number of meals needed to ensure food is not being wasted.

Clothing and Personal Belongings

Personal Items. Toys are not allowed from home except to present for show-and-tell or a soft toy for rest time for children 2 years and older, which must remain in the child's cubby during the rest of the day. Show-and-tell items should be theme related to help expand their learning. Bringing things from home usually instigates a fight among the children. If a child brings a toy, the parent will be asked to take the toy with them. No action figures or any toys of a violent nature will be permitted. The center is not responsible for lost or stolen toys. BBEEC has all of the latest age-appropriate toys that a child will need for playing and learning. BBEEC are not responsible for personal items to include toys and clothing.

Personal Needs. Please bring the following on your child's *first day* at the center:

- Small blanket for nap, except infants since blankets are not allowed in cribs. Suggestion: beach towel. (small enough to fit in the child's cubby)
- Baby wipes (if child is not completely potty-trained).
- Commercial Diapers or pull-ups (if child is not completely potty-trained). Cloth diapers may be used, but must have a disposable liner and a waterproof covering that can be changed as a unit. The diaper must be placed in a "wet bag" with a plastic liner provided by the parent without rinsing or avoidable handling and sent home for laundering.
- A complete change of clothes in a large Ziploc bag (all ages).
- Prepared formula bottles (all properly labeled with child's name and date prepared) or empty labeled bottles if the center prepares the formula.

All items should be labeled with the child's name. Please use a permanent marker. We are not responsible for unmarked items.

Clothing. NC state regulations require our children to go outside year-round, weather permitting. This means that if it is not actively raining, posing other health risk, and meets state requirements, the children must go outside. Dress your child for outdoor play each day. In the winter, dress your child in layers and provide a coat, hat, and gloves to keep your child warm. In the summer, dress your child in cool clothing and provide a hat to help with sun exposure. Please apply sunscreen before bringing child to care, especially on days they may have a field trip. Sturdy shoes that completely cover the child's feet must be worn at all times in the center (except infants that are not learning to walk) and on the playground. Children will not be admitted if they do not have shoes on. No open-toed sandals, flip-flops, or open-heeled shoes are allowed. If a child wears any shoe that prohibits them from participating in daily activities or interferes with

their safety or the safety of others this will be addressed with each family on an individual basis. We strongly encourage the children to wear play clothes and tennis shoes for comfort , safety, and to participate in “messy activities” without having to worry about ruining their clothing.

Children, including school agers, should have an extra change of clothes in their cubbies at all times. One-piece outfits and overalls are not the best choice for children who are potty-training. Dirty clothes will be placed in plastic bags in your child’s cubby to be taken home. Staff members are not allowed to wash clothes or remove feces/urine from any personal item.

Clothing should not have inappropriate words or pictures that would compromise the Christian atmosphere. During the week of Halloween, centers will participate in a spirit week so the children can dress up all week such as hat day or crazy sock day. They will not be allowed to wear costumes and/or clothing with pictures of witches, jack-o-lanterns, or any other Halloween picture.

Potty Training

We do assist parents in potty training once a child is showing signs of interest of being ready. Signs we look for is the child able to remove their own clothing and are they communicating to the teacher they need to potty. Potty training can only be done with the parents’ cooperation at home. Children who are potty-training must be in a diaper or pull-up and clothing that they can successfully handle on their own. Several extra sets of clothes will also need to be available.

For health purposes, our staff may not handle bodily fluids or feces. If a child has an accident in his/her clothes, according to DCD rules the clothes will *not* be washed out but will be placed in a bag to take home.

Children will not transition into a preschool class unless they are fully potty-trained; therefore, it is important that parents work with the child and help prepare them for this transition.

Rest Time

Children are asked to respect rest time, regardless of age. A book or quiet activity will be given to children who don’t fall asleep after an appropriate amount of rest time. Children will have their own cot or crib and be provided clean sheets. Parents are asked to bring a small blanket or towel for the child to cover up with. Please remember to take the blanket home each Friday to be washed.

Differences between Discipline and Punishment

Discipline means “to teach.” We feel that effective discipline should be used in order to teach children acceptable behaviors. Good discipline techniques give children the opportunity to gain self-control, which is the ultimate goal of discipline. Discipline is a long-term approach that our teachers will use to teach children self-help skills, responsibility, and suitable alternatives to any inappropriate behavior.

Punishment refers to inflicting negative consequences to control behavior through fear and intimidation. Although children may stop their inappropriate behavior temporarily when punished, they won’t know how to handle the situation the next time. It is important to separate discipline from punishment when caring for children.

Our staff will use 3 basic rules in the center:

1. Be Safe
2. Be Kind

3. Be Neat

Guidance and Discipline

As with the academic learning, the staff and administration of BBEEC believe that what children learn now in the social atmosphere will create a firm foundation for the social skills they will need in the future.

Teachers maintain daily routines and set clear limits within each age group. These routines are frequently discussed and defined with children. Consistency, or knowing what to expect throughout the day, helps children develop a sense of trust and understanding of their environment.

Communication between the lead teachers, parents, and administration is vital to a successful experience for the children and the families in our program. We encourage parents to discuss their child's day briefly with their teacher daily. Positive, guiding communication with the children is our primary practice to help the children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively in the classroom activities. Teachers model language and appropriate ways for children to express their feelings and emotions. All the children are encouraged to "use their words" to explain what they want, what they need, and how they feel. Appropriate and positive behaviors are recognized on a daily basis.

Teachers respond to inappropriate or negative behavior by reasonably discussing the problem and redirecting the child to more positive ways to express him/her self. Teachers make every effort to build trusting, supportive relationships with each child enrolled in their classroom. In some cases children may need to be separated from the group to calm down or have a time away. Children are never isolated out of view or sound of a teacher. Once the child has had the opportunity to calm down the child and teacher will talk about what led to the separation and what the child may choose to do the next time a situation arises. The child is then told he/she can rejoin the group when he/she can control the behavior that led to the separation and use appropriate words to describe feelings. The child will usually make the determination as to when he/she would like to rejoin the group. A general rule of thumb we follow with a time away is one minute per age of child. For example: a two year old is not away from the group or activity longer than 2 minutes or a three year old longer than 3 minutes.

Repeat behaviors may result in a time away with the director or supervisor. In cases where there are frequent separations, the teacher will try to discuss concerns with the parents and set up a behavior log to track what may be causing the problem behavior (ex: child is hungry, tired, sick, etc.)

Corporal punishment or the use of verbal or emotional threats, shaming, or name-calling should never be used in this program and are not legal responses for any adult in a child care program. If necessary, options for outside professional consultation or education will be provided for the parents. If unacceptable behavior continues over time and in spite of repeated staff efforts, the center reserves the right to remove the child from enrollment and terminate child care services with the family.

How We Communicate with You about Your Child's Behavior

This policy will serve as our first step in communicating with you about discipline and punishment. Furthermore, by signing the Parent Handbook, you are agreeing to all of our center's policies, including this one. Our teachers will also briefly talk to you when you drop off or pick up your child to let you know about appropriate or inappropriate behavior issues. Sometimes, it may be necessary for the director to speak with you about continual behavior issues. The director will place a memo on your child's sign-in sheet, if he or she needs to schedule a conference with you. Occasionally, severe behavior issues may require that your child's teacher or the director call you immediately. Dismissal from the center may be necessary if a child's behavior threatens another child or staff member.

Discipline Techniques that Teachers Will Use

- Separate the child from the behavior - Teachers will use positive statements with the children. For example, a teacher will say, "Kicking is not allowed. Use your words to ask Tom to move out of your way" instead of "DO NOT hit. You are a very mean boy."
- Redirect the behavior - Children who are misbehaving in one area or at one activity will be guided to another area or activity by the teacher.
- Give the child acceptable choices - Teachers will give 2 appropriate choices to children. For example, the teacher will say, "You may play with the yellow truck or the blue one" instead of "Susie had the red one first. Give it back or else!"
- Use positive language - Teachers will give directions in a more positive manner. The teacher will say, "Use your indoor voice" instead of "Stop yelling in class!"
- Try to find the deeper problem - Like adults, children get stressed out from time to time. Our teachers will try to talk to the child or read books relating to any stressors such as the death of a family pet or the arrival of a new sibling.
- Give the child a time-out - Teachers may ask a child to go to a quiet place in the room where he or she can calm down or think about what has happened. The teacher will talk to the child about the behavior and acceptable alternatives to the inappropriate behavior after the time-out is over.
- Use humor whenever possible - Teachers will not get upset about things that are no big deal and laugh to help relieve the stress in the children.
- Refuse to argue about non-negotiable issues - Teachers will not discuss or argue about any issue that is final. Children must know the limits on certain behaviors.
- Natural or logical consequences - Sometimes, the teacher must let children do the inappropriate behavior to see its natural consequence. For example, a child will learn that throwing the ball over the playground fence means that he or she is unable to play with it for the rest of that day.
- Anticipate or plan for new or difficult times - Teachers will be prepared for unusual days such as field trips or class parties. Teachers will discuss the expected behavior with the children ahead of time.

Type of Punishment Not Allowed in Our Center

- Corporal punishment.
- Humiliating or frightening the child.
- Total isolation from the teacher or any emotional abuse.
- Verbal abuse including the use of profanity.
- Children disciplining other children.
- Taking away meals or snacks.

Staff Training on Discipline Issues

New teachers will receive information on the center's discipline policy during their orientation. On-going training will be given to the teachers during regular staff meetings and through professional trainings, literature, or videos.

Biting Policy

Biting is an age-related concern that usually happens during the toddler years. Some children bite often while other children never bite.

Why Young Children Bite:

- They are very oral and everything goes into their mouths (including other children's fingers).
- They do not have the mental ability to tell the difference between things that are real and things that are not (may bite another child's plump arm instead of a teether).
- They have not developed social skills or may not be able to talk yet or express themselves verbally.
- They are territorial and do not want others in their space.
- They are hungry, tired, not feeling well, or generally want to be left alone.
- They may be teething and biting relieves the pressure they are feeling from the new teeth coming through their gums.
- They may want attention (even though it is negative attention).
- They may feel overwhelmed or are intimidated by another child who may be too close or who is being too rough.

Steps Our Center Will Take to Help Prevent Biting:

- We will maintain our teacher to child ratios throughout the day to keep class size smaller.
- We will provide teethers, rattles, and toys children can chew on when they are teething or are frustrated. These items will be washed and sanitized before used by another child.
- We will encourage toddlers to use their words to express themselves.
- Our teachers will stay as close as possible to any child who has a history of biting, so he or she can quickly intervene. (Sometimes this is not possible.)

Center's Action If Biting Occurs:

- The focus will be on the child who was bitten, not the biter.
- The teacher will clean the bite with soap and water and cover with a band-aid. Ice may be applied, if necessary, to minimize bruising and swelling.
- The biter will be encouraged to comfort the bitten child and apologize if old enough to do so.

- Parents will be notified if the bite breaks the skin.
- The incident will be documented on a courtesy report for both children.

Actions That Will Not Be Taken:

- Child will not be bitten back or physically punished.
- Biter's name will not be given out to the parents of the child bitten (due to confidentiality issues).

Since bites that break the skin can create health issues and much distress for other children, staff, and parents, a child who constantly bites may be temporarily withdrawn from the center at the director's discretion. Withdrawing the child for a few months will give him or her time to mature and get through this developmental stage.

Meals and Food Policies

Our centers participate in the Federal Food Program. All meals are routinely evaluated to meet the requirements of the USDA. All enrollees must complete the USDA meal application before coming to the center. Breakfast, lunch, and an afternoon snack will be provided for all children in attendance; with the exception of school-age children while school is in session at certain centers (ask administration at the center). Breakfast is served between 8:00 and 8:30 am (with possible exceptions of school agers), and ends promptly at 8:30. Lunch and snacks are served at varying times depending on center and classroom. See the classroom schedule for a more specific time frame. All menus are planned in advance. We will not serve food that poses a choking hazard, such as hot dogs and grapes. Food will be cut in smaller pieces for children younger than three years to prevent choking. The weekly menu is posted on the parent board located by front desk. Children will be served what is on the daily menu unless they have food allergies documented by a physician. You must inform the center if your child has any food allergies and provide doctor documentation. Because of children who have food allergies we are **a peanut and fish free center.**

No outside food or drinks may be brought into the center except for prearranged celebrations. This includes bringing a pre-filled sippy cups from home. Parents must talk with administration before you plan the celebration of your child's birthday. Birthday Celebrations are held on the last Friday of each month. There are no exceptions. Only sealed store-bought baked items that are peanut-free can be brought for these events. There is an approved food list. Please see Center Director. These items may include cake, cupcakes, cookies, or muffins. You must have these checked by administration before taking them to the classroom to ensure they do not contain peanuts. No goodie bags, balloons, or candles are allowed in the center, due to choking and fire hazards. Parents or family members are required to participate during the party and to help with clean up. Please do not expect for your child's teachers to do this alone with the number of children they care for each day. Holiday parties are scheduled throughout the year and teachers will plan a cooking/food activity for these events. They will request donations from parents of the ingredients to carry out these activities. All parties will be held following snack time since the children must be given their meal first. Talk with your child's teacher about when would be the best time for you to arrive.

We provide Gerber Good Start Formula and Gerber Brand baby food. If you choose to provide your formula, it must be *pre-mixed* and labeled with the baby's name and the date. Baby cereal may not be mixed in a bottle of formula either by the parent or staff. We encourage breastfeeding for infants. We provide an area for mothers to breastfeed infants. Please inform teachers if you are bringing breast milk for the infant to ensure we are properly storing and

-serving the milk, and that we have a labeled bottle warmer for your child. Glass bottles and stainless still bottles or cups are prohibited.

We serve whole milk to children up to 2 years of age. Children 2 and older are given 1% milk. We encourage all children to drink from cups as soon as developmentally able. All infants will be offered water and juice from a sippy cup as soon as they are able to hold the cup.

Exceptions to any meal patterns must be discussed with the director. Children who have special needs or are not developmentally ready may need modifications to how foods are being served. However, if food substitutions need to be made for allergies, medical conditions, or special needs, a food modification form must be filled out by a doctor and it is the discretion of BBEEC to decide what food substitutions will be made.

Outdoor Play Policy

All children, infants through school age, will be given daily outdoor time, weather permitting. We use the Child Care Weather Watch Chart to determine if the weather conditions are too hot or too cold for outdoor play. Per DCD rules “playing in gentle rain or snow is a learning experience and can be both educational and fun for children. Make sure children are dressed appropriately.” If weather conditions do not permit outdoor play, we provide time for vigorous indoor activities. Note: Per DCD rules, all children must be taken outdoors each day, including infants and toddlers. Children that are too sick to go outdoors and/or are not able to participate in all daily activities, which include outdoor play, will be excluded from care until they are well enough to participate in all daily activities.

Curriculum

The Bible tells us, “Jesus grew in wisdom, stature, and in favor with God and man.” This is the foundation for all we do with our children. Each day, our children will be provided with age-appropriate, hands-on activities that will lay a foundation of growth for the whole child. The teachers use a combination of the WEELearn and Creative Curriculum as guides to plan the activities to help foster this growth. The activities will be child-directed through the use of learning centers. We will not provide worksheets or teacher-directed craft projects. Children in non-NCPreK preschool classes should arrive by 8:30 am so they will not miss important instructional time or disrupt the teacher’s class.

Teachers are provided with curriculum for the age group normally in the classroom, as well as for the next age group. There are times when the center is full and transitions to the next age group isn’t possible, or a child might be developmentally ready for portions of the next age curriculum and not able to transition due to the effect their age has on the ratio for the next age group. Teachers also have access to curriculum for lower ages if needed for a child who might enroll that is developmentally delayed in some areas. This allows us to ensure all children are growing developmentally.

Child Development Assessments

Our facility will use Creative Curriculum Assessments to assess the development of each child throughout the year.

- Assessments are completed through one-on-one or small group interaction between the teacher and child, discussions with the parents/guardians, and through documented observations while the child is interacting with other children. This is a continual process throughout the year. Teachers plan specific activities on the lesson plans for small group time to introduce children to a new skill and to help them master a skill.
- The child will receive an initial standardized assessment within two weeks of beginning

care at BBEEC. You will be provided with a written copy of the assessment. Another copy of the assessment will be provided before the child transitions to the next age group.

- Assessments are maintained in individual child's portfolio and passed to new class as child ages up. All assessments are kept in a secure location and are confidential.
- Conferences are held as needed to address developmental concerns; however, there will be dates in January, April, July, and October for parents to schedule conferences. The goal of the conference would be to strengthen the partnership between home and the center in order to support your child's continued development and to offer resources available in the community.
- When indicated through formal and informal assessments and screenings, we may refer your child to professionals for diagnostic assessments. Examples of referrals may include, but are not limited to Speech Therapist, Behavior Specialist, Dentists, Eye Doctors.
- Teachers receive training prior to using the assessment tools.
- Teachers use the assessments in a variety of ways to enhance learning. First, teachers use the assessments to help plan daily activities to encourage continued growth along the child development spectrum. Second, teachers use the assessments to identify children's interests and goals to make the environment more appealing for learning. Finally, teachers use the assessments to aid in improving the curriculum and adapting teaching practices to better suit the individual child and group as a whole.

Field Trips

Field Trips will only be offered for children 4 years and older. A permission form to transport children for field trips is part of your enrollment packet. However, parents will be notified in writing in advance of each field trip. The permission slip will include date of field trip, location of field trip, time of departure and return, and a signature space ensuring you are aware of the field trip and for permission to transport your child during the field trip. It is the parents' responsibility to ensure these have been signed before the field trip for your child to attend. If your child is not able to attend the field trip, it may be very likely that a slot may not be available in another classroom and administration reserves the right to deny care for the day. All children will be checked on and off the bus and at 15 minute intervals while at their destination.

Parents are invited to accompany the children on all field trips. In addition, a parent will need to accompany their child if behavior might be an issue. If a parent does accompany the children and they are also bringing a sibling on the field trip, they will need to use their own transportation. Parents are responsible for siblings. Parents/family members cannot pull the child attending the field away from the group.

Transportation

All children are transported in approved vehicles driven by a qualified, licensed driver. When transporting children, we maintain our teacher to child ratio. Our bus will meet the safety inspection standards at all times. All vehicles will be maintained to provide safe transportation. All vehicles will have first aid kits and a fire extinguisher.

No field trips or transportation will be provided for any child under the age of 4.

Transportation is provided for before and after school care to area schools. Please check with administration for which schools and what time the children must arrive at the center to be transported. You must notify the center prior to 1:00 p.m. each day if your child will not need to be picked up from school and does not need after school care. Our transportation policy states that the bus driver is not allowed to leave the school premises until a parent has been notified

and it has been confirmed that the child will not be riding the bus that day. This causes the bus to be late to pick up other children from other schools and hurts our good reputation with those schools. After three times of not notifying administration that your child will not be riding the bus, your child will be suspended from riding the bus for one week. It will be your responsibility to pick up your child. If the no call continues after the suspension, your child will be dis-enrolled from the school age program.

The following information must be received prior to receiving transportation services:

- Written permission to transport your child to and from your child's school.
- Emergency contact information for each child receiving transportation.

As children get older they have more responsibilities and one of those responsibilities is good behavior on the bus. Your child will review the rules of the bus during the first week back to school and during the first week of summer. Your child will also have an assigned seat on the bus. If your child cannot follow the rules he/she will be suspended from riding the bus. We encourage the children to make good choices so the bus driver can maintain safe driving standards.

School Age Care

The center accepts children for before and after care and full time care during the summer, holidays, and school breaks. If your child is enrolled with the center, you will be charged for these times. Tuition will be prorated based on days the child is in and out of school. If your child is enrolled during spring break, Christmas break, or any other day they are out of school, but your child doesn't attend, you will still be responsible for the full tuition.

Paperwork is put out in advance before the summer and fall to collect information about which families will be needing care, what schools the children will be attending, etc. It is very important to return this paperwork as soon as possible. This helps us determine which families we will be able to serve. Our current families always have priority, starting with the children already in care such as preschoolers starting kindergarten over a sibling not yet in our care.

School age teachers create age appropriate activities for your child to help them to continue to learn and grow after school hours. We understand that your child may have homework that needs to be completed. A special time and space will be allowed for children to choose to do their homework. However, due to DCD regulations and SACERS standards the teachers will only allow the choice of homework time. It is not the responsibility of the teachers to ensure the child's homework is completed at the center.

Health Policy

Medications

All medications to be administered while at the center must be prescription medications in the original container with the child's name and directions on the bottle/box. An appropriate dispenser or measuring cup must be provided and placed in a Ziploc bag with child's name on it. Parents must fill out and sign the medication log at the front desk, or the medicine cannot be given under any circumstances. As much as possible, please administer medicines before coming to or after leaving the center. Please keep in mind that we are a large childcare center and cannot make any exceptions to this policy.

We administer medications at noon. The only exceptions to the policy are asthma medications, epi-pens, and topical ointments or lotions.

If your child has been sick and was prescribed antibiotics your child must remain home until he/she has been on the antibiotics for 24 hours. If that 24-hour time frame falls after 9:30 am then your child will not be able to return to the center until the following day.

Illness

BBEEC has the responsibility to keep the spreading of illness to a minimum. We take the following steps to ensure this:

- We require staff and children to wash hands upon entering the center.
- Staff and children wash hands regularly throughout the day.
- We disinfect toys and equipment daily.
- We disinfect the classrooms, bathrooms and kitchen area on a daily basis.
- We require documentation of immunizations prior to a child's enrollment, with annual updates. Each family is required to provide administration with updates as the immunizations occur. BBEEC reserves the right to require all children to be immunized before care is provided. Children must also stay current on all required immunizations to remain enrolled at the center.
- We strictly and consistently enforce our Health Policy.

We feel these precautions will assist in safe-guarding your child from illness. We also require your help by keeping ill children at home and immediately picking up your child should he/she become ill. According to North Carolina State Child Care Law, children are required to be excluded from care for certain illnesses and the center has the right to have a more strict policy. The following exclusions are the most common illnesses; however a complete list can be found in the Child Care Handbook.

- **Fever.** A warning that all is not right with the body. Child has a fever of 100 degrees or higher under the arm. Child may return 24 hours* after fever goes down to 98.6 degrees without fever reducing medication.
- **Diarrhea.** Sudden onset of diarrhea characterized by an increased number of bowel movements compared to their normal pattern – 2 bouts within one hour, 3 bouts in 24 hours, or 1 uncontained bout (will not stay in a diaper). Child may return 24 hours* after last bout of diarrhea.
- **Vomiting.** Chronic. Vomited more than one time today. Child may return 24 hours* after last time vomited.
- **Flu.** Fever, aches, chills, tiredness, coughing, sneezing, sore throat. Child may return 24 hours* after fever is normal.
- **Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. Very contagious. Child may return 24 hours* after treatment or with a doctor's note stating child does not have pink eye.
- **Coughing.** If the cough is chronic, deep, or hacking, it might mean an infection. Child may return with doctor's note and 24 hours* after first dose of any antibiotic given.
- **Sore Throat.** Child may appear to have one of the following: swollen tonsils or glands, white spots in throat, hurts when swallows and/or complains of not feeling well. If child is diagnosed with strep throat they may return 24 hours* after treatment.
- **Head Lice.** If we detect the nits or lice you will be required to pick up your child. Child may return after he/she has been treated with a medicated shampoo and ALL THE NITS ARE REMOVED. The director or other administration must check hair in a private room before the child will be admitted and will continue to check for 7 days.
- **Communicable diseases.** Bacterial meningitis, chicken pox, diphtheria, pertussis (whooping cough), pneumonia, mumps, measles, rubella, hepatitis A, strep throat, haemaphilus influenza B, tuberculosis, impetigo, shingles, Ebola, H1N1 Virus (swine

flu) or meningococcal infection, and any other communicable disease that may arise. A doctor's note with diagnosis and date child can return is also required.

- **Inability to participate in daily activities.** Children may express desire to rest or uninterested in playing. Return to care when child feels well enough to participate in daily activities. (notate reason) _____
- **Sinus.** Greenish discharge from nose might be a sign of infection. Teacher has documentation of at least 7 days of discharge. Child may return with doctor's note and 24 hours* after first dose of any antibiotic given.
- **Rash.** We are unable to determine what it is. A rash can sometimes be a sign of an allergic reaction. Child may return with doctor's note stating diagnosis and that rash is not contagious.
- **Diaper Rash.** Excessive redness or bumps in diaper area. Child may return with doctor's note stating diagnosis and method of taking care of rash. It is recommended that ointment be applied for 24 hours* before returning to care.
- **Thrush.** White patches in the mouth and on tongue. Child may return with doctor's note stating diagnosis and method of taking care of thrush.
- **Ear Infection.** Suspected, complains of ear hurting. A doctor's note is recommended. If antibiotic is given, child can return 24 hours* after first dose is given.
- **Ringworm.** Fungal infection of the skin. May return to care 24 hours* after treatment and with approval from doctor. Area must stay covered with clothing or a bandage.
- **Hand-foot-mouth.** Small blisters on feet, hands, and in mouth. A doctor's note with diagnosis and date child can return is also required.
- **Other.** This could include any other reason a child could be sent home for illness or feeling "under the weather". Teething falls in this category.

*24 hours- if the 24 hours symptom free falls after the cut off for drop off time (after 9:30am), then child may return after 2 days.

We are not able to administer medicine to regulate a child's temperature. If acetaminophen or ibuprofen is prescribed for pain, the container's label must reflect dosage for your child's age or weight and symptoms the child should have to administer it. The only other time one dose of acetaminophen can be given is when a child's temperature is 101.0 or higher and the parent and emergency contacts cannot be reached. The parent must have initialed this statement on the Blanket Permission Form.

In case of illness, your child will be taken to the administrative staff where he/she can rest quietly while parents are notified. The child must be picked up within one hour if he/she is sick. If you are unable to pickup with the hour, please have one of your authorized pickup people to pick up the child within that time. If your child is not picked up within the hour, we will make every attempt to notify you and your emergency contacts again. As a last resort, DSS will be notified and neglect report will be filed.

Any child found to be ill cannot receive care that day and the following day. For example, if your child is sent home at 12:00 noon on Tuesday, they will be gone the rest of Tuesday and all of Wednesday. If they are better they can come back into the center on Thursday as long as they were without symptoms for at least 24 hours. Some illnesses require a doctor's note for the child to return.

Do not give a feverish child acetaminophen or ibuprofen and then send them to the center. The medicine will soon wear off and your child will have exposed everyone else in the center. It is very unfair to other children, parents, and caregivers to send a knowingly-ill child into the

center. If it is determined that a child was brought to the center ill, you will be called to verify the situation and to pick up your child if warranted.

The final decision whether to exclude a child from child care is made by the child-care staff .

Vaccinations and Health Assessments

We are required to maintain up-to-date health records for all children in attendance.

- You must submit evidence of up-to-date immunizations prior to your child's first day of attendance. Please bring a copy of the immunization record each time your child receives immunizations.
- If your child cannot receive immunizations due to a medical condition we must have documentation of this from your child's doctor.
- You must submit a child medical report signed and dated by your doctor within the first 30 days of enrollment.
- If your child is behind on immunizations or health assessments as recommended by the American Academy of Pediatrics, you must provide evidence of an appointment for immunizations or health assessment in order to stay enrolled in the program **and they must be caught up within the first 30 days of enrollment to attend.**

BBEEC reserves the right to require all children to be immunized before care is provided. Children must also stay current on all required immunizations to remain enrolled at the center.

Special Health Needs

Please inform the administration if your child has a special health need such as allergies or chronic illnesses (asthma, hearing or vision impairments, feeding needs, seizures, diabetes, etc) or developmental delays.

If your child has a chronic condition such as asthma, seizures, or diabetes, we have an action plan that must be filled out and signed by your child's doctor. The action plan must include symptoms to look for, procedures to follow, and medication needed. The action plan will be discussed with the teachers.

If your child has a food allergy, you must have the food allergy action plan and the meal modification plan signed by the doctor. The plan must include specific foods the child is allergic to, possible reactions, symptoms to look for, and medications to use.

According to the SIDS policy, infants must be laid on their backs to sleep. If your infant sleeps any other way, you must have an alternative sleep waiver form signed by a doctor and it should state the medical reason.

If your infant has problems with reflux, you must bring a doctor's note stating this and how long your child must be propped up after feedings. Please let doctors know we can only use things such as boppy pillows and infant seats for 15 minutes at a time (the child can be rotated between these for a longer amount of time).

If your child receives developmental services (speech, hearing, etc.), please make administration aware of the business name and specialist that will be serving your child.

All action plans and allergies will be posted in the classrooms and the kitchen, as required.

Sun-Safe Policy

We can apply sunscreen lotion (no aerosols) that you have provided along with the "permission to apply lotion/ointment" authorization form. We will only apply sunscreen one time

per day, right before afternoon outdoor play. The parent/guardian is responsible for applying sunscreen in the morning before arriving at BBEEC. Please provide a hat to help protect your child against sun exposure.

Insect Repellant Policy

Parent/guardian is responsible for applying insect repellant in the morning before arriving at BBEEC. Insect repellant bands are prohibited.

The centers contract with exterminators for the centers to be sprayed every 90 days. This is done while children are not in care to allow time to dissipate. If problems arise between this time, they are called out to investigate the situation and spray if necessary.

Photograph Policy

BBEEC occasionally takes photographs of children at the centers or allows others to take photographs of the children. BBEEC staff will take photographs of the children for use in advertising, classroom and individual portfolios, bulletin boards, craft projects and child-created gifts. BBEEC will contract with a professional photography company two times per year (Fall and Spring) for the purpose of providing individual and group portraits to the parents. BBEEC further allows the following people to take photographs: parents, grand- parents, legal guardians, and any other person designated on the parent approved release list. Photographs of children by other than BBEEC staff may only be taken during special occasions such as birthday celebrations, graduation, field trips, and BBEEC sponsored family events. All parents must sign a photographic release upon enrollment and specifically designate approved photographic situations. Pictures that include other children may not be shared on social media.

Emergency Procedures

In case of an emergency, parents will be contacted immediately. If parents cannot be reached, contacts from your child's file will be called. If no one can be reached and the child may need medical assistance, 911 will be called. Fees for medical services are the parents' responsibility.

Disaster

Children and staff rehearse fire drills monthly and severe weather drills at least twice per year.

In the event of a disaster, we will evacuate immediately according to evacuation plans. Parents should stay as calm as possible since phone lines may not be working and traffic may be heavy. Parents, or persons on contact list, will be notified as soon as possible. Parents should make the proper arrangements to pick up children immediately if such an event should occur.

BBEEC will do all that is reasonable and possible to remain open to service our families. Each center operates independently depending on their local weather conditions.

If inclement weather occurs, BBEEC will determine closing of each individual center as soon as possible. Public announcements will be made as follows:

1. BBEEC answering machine. If the center is closed for inclement weather (or other emergency), messages will be posted on the BBEEC phone system by or before 5:30 am (when possible).
2. News media. Television stations that will be contacted: WRAL TV-5.
3. Internet: www.BBEEC.com; Facebook: [facebook.com/bblocks](https://www.facebook.com/bblocks),

4. Procure email/text. Centers will utilize the email/text in their Procure system. The dependability of this system is based on parents giving email addresses and cell phone carriers on the enrollment paperwork.

During severe weather conditions, the center reserves the right to delay opening, close early, or close for the day. In the event that any of these things happen, full payment is still expected. No credit is given for days affected by inclement weather.

Lock-Down Policy

In the event that there is a threat to the children of our center, we may have a lock-down. This means we will lock all doors and place the children away from all windows. Examples of threats would be having an enraged parent or person who has threatened to come into the center, having an unauthorized person trying to pick up a child, or being advised by the local authorities that there is just cause for us to lock all doors. People may not enter or leave the building until local authorities tell us the situation is safe.

Family Involvement Opportunities

Parent Involvement

Parents are encouraged to visit the classrooms. We discourage visitation at rest time since children are sleeping and the center is very quiet at this time. People who are not on the child's pick-up list are not allowed to visit the children while they are at the center.

Conferences should be scheduled ahead of time with your child's teacher or the director in order for us to give you our full attention regarding your child. Teachers cannot conference while they are teaching an entire class.

We love to have parent volunteers, and we will consider any suggestions you have that may better our center. Ways of volunteering include assisting the teacher during holiday parties, attending field trips, reading a story to the class, assisting the teacher with an art project, or sharing a talent such as playing a guitar. Please remember that if you plan to stay at the center longer than 15 minutes, you must sign in as a volunteer to help and assist in a classroom.

Parents are welcomed and encouraged to be active participants in our Parent Advisory Committee. We meet quarterly to allow parents to share ideas, concerns, and participate in center programming and staff appreciation.

Communication with Parents

The center will publish monthly newsletters, so parents can receive updates on new state regulations as they are implemented, reminders of current rules and policies, upcoming events, and other information regarding children's learning and development. Many times, there may be announcements placed at the front desk area or by your child's classroom door for parents to read. Please check your child's cubby daily to see if the teachers have sent home information for you as well. It is the parents' responsibility to look for daily reports and important information.

Daily sheets and/or Kidreport will be used to give parents daily information about their child(ren). Kidreport cannot be used for any account information and parents will need to communicate with the front desk.

Operating Procedures

Days and Hours of Operation

Monday through Friday

5:30am-6:00pm (may vary from center to center)

BBEEC observes 8 federal holidays each year with a total of 10 days. The exception to this policy is *Veteran's Day*. This day is used as a staff professional day.

Holidays (center is closed):

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Day and the day after (subject to change)

If a holiday falls on a weekend, the center will close on an adjacent weekday. Full weekly tuition is due during these holiday weeks.

Child Abuse

If BBEEC has suspicion or evidence of child abuse or neglect, a report will be made immediately to the North Carolina Department of Human Services in accordance with DCD policies.

Insurance

The center carries liability insurance and accident insurance for the protection of our children. All of the center vehicles are fully-insured.

Grievance Policy

It is our prayer that you will never have any problems here at BBEEC. However, if a situation does arise, first ask the Center Director for a conference to resolve your issues. If you do not feel the issue has been resolved to your satisfaction, then you may contact the Executive Director to mediate the situation.

NC Pre-Kindergarten Policies

(At participating locations)

*NC Pre-K Program runs 6.5 hours per day, Monday through Friday (times may vary).

* We will follow the 180 day Harnett County, and Cumberland County Traditional School schedule. This includes major holidays, teacher workdays, and early releases (BBEEC may

observe other days). Care will not be provided for NC Pre-K students not enrolled in the Before/After Care Program on these days.

*NC Pre-K students may not be signed in after 1 hour the participating centers beginning time, without a doctor's note verifying an appointment. There will be no exceptions to this policy.

*Without being enrolled in the Before/After Care Program, children may not be signed into the center 15 minutes before class begins.

*The parent/guardian of any NC Pre-K student not enrolled in the Before/After Care Program that is not picked up by the end of class, will be brought up front and the parents/guardian called. After 3 late pickups, it will result in a conference with administration.

*Parents/guardians are asked to call and report their child's absences to the center. A signed parent note must be turned in to administration once the child returns to the program. Children are allowed no more than three (3) parent-excused absences per month. Any further absences must be pre-approved by the director and include, but are not limited to, death in the family, co-custodial parent visitation, family vacation, or a parent's return from deployment. Failure to adhere to these absence policies will result in termination from the NC Pre-K Program.

*Parent/Legal Guardian Responsibility

-Keep the staff informed about all information necessary to keep medical and immunization information up to date.

-Enroll and participate in classes offered by the Partnership for Children or the center.

-Participate in classroom activities and teacher conferences and communicate with teachers on a regular basis about child's progress.

-Communicate with all NC Pre-K teachers, other staff members and other parents in a respectful manner.

-Abide by all center or school policies regarding enrollment.

-Inform the teacher and center director if and when the child is withdrawn from NC Pre-K.

Cape Fear Valley (Raeford ONLY)

*The center will provide the following benefits for Cape Fear Valley (Hoke County) employees who have their fees payroll deducted:

*BBEEC will offer a 10% discount

*BBEEC will match Cape Fear Valley's holiday schedule to provide care for the children.

*BBEEC will have a skeleton crew available to provide care on inclement weather days.

*Care will be provided for Cape Fear Valley children until 9:00pm Monday-Friday.

*Hourly care will be offered to other children from 6:00-9:00pm based on slot availability and at the current established rate.

HANDBOOK SIGNATURE FORM

(Effective November 1, 2019)

Please detach and return this form to Building Blocks Early Education Center.

I, _____, parent of _____, have read and fully understand the policies and procedures outlined in the Parents' Handbook. I have discussed any policy or procedure I do not understand with the childcare center's director. I agree to the policies and procedures that are set forth in this handbook. I will be given an updated copy if any changes are made by this center or by the State of North Carolina Division of Child Development and/or local NC Health Department.

Child's Name

Child's Name

Child's Name

Child's Name

Parent's Printed Name

Parent's Signature

Date _____