

Parent Handbook



grace christian child development center

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Welcome,

Proverbs 22:6 states, "Train up a child in the way he should go, and when he is old, he will not depart from it." At Grace, we consider it a privilege that you have chosen us to be a part of your child's life. We realize that family is most important and we will work hard to assist you in nurturing and training your child while in our care. It is our desire to give each child that enters our doors a solid foundation of Christian love. We will teach them, daily, of God's unconditional love and strive to be godly examples to all of our children and families. As parents, one of our greatest gifts is our children and it is important that we train them according to scripture.

The first five years of a child's life will prove to be among the most important in their emotional, mental and physical development and their spiritual growth. This window of opportunity is only for a short time. It is imperative that we take advantage of each day to instill in a child's heart what will one day determine their character. We feel honored that you have chosen us to partner with you in this awesome responsibility, and we, by working together, can make this a very rewarding and positive experience! Thank you for choosing Grace Christian Child Development Center and I look forward to getting to know you and your child!

In His Service,

Jeannie Garrell Director

We are pleased that you have chosen Grace Christian Child Development Center for your child. We recognize the important job we have in assuming responsibility for the care and training of your child and will do our best in serving you and in meeting his/her needs.

Grace Christian Child Development Center, Preschool, Before & Aftercare, and Summer Camp is a nonprofit childcare center offered as a ministry of Grace Chapel Church. We offer a curriculum which is based upon the Bible. The center is open to all children, regardless of race, nationality or creed, who may benefit from our type of program.

The Center's Before & After School Program, Out of School Care and Summer Day Camp is available for Kindergarten age children and up.

Our goal is to provide the very best care and training available for your child in a Christian environment. We believe that children must have assistance in five areas of growth: emotional, social, physical, academic and spiritual. Our desire is to help assist you in this development. As a part of our program, please feel free to discuss your child's growth and development with us. Continued communication between home and childcare center is vital for the development of a close relationship and the consistent development of your child.

This handbook was designed as a means to share with you important information and policies of the Child Development Center. We invite you to read it and keep it available for future reference. (The most current edition may be available on www.gracecdcsanford.com) Thank you again for your trust in us to care for your child. Please remember to keep us in your prayers as you will be in ours.

PURPOSE

Train up a child in the way he should go, and when he is old, he will not depart from it. (Proverbs 22:6). Here at Grace Christian Child Development Center, the Lord has allowed us the privilege of providing his love and care to small children while parents work. Our goal is to assist you, the parent, in training your child to be like Jesus, while providing a warm and secure place where each child has the opportunity to develop academically, physically, emotionally, socially and spiritually. Our mission at Grace is to LOVE LIKE JESUS!

CENTER HOURS

The child development center operates Monday through Friday. Main campus hours are 6:30 a.m until 6:00 p.m and North Lee hours are 6:30 a.m. until 6:00 p.m.. Parents are responsible for their child's safe arrival and departure at the classroom door. A late fee will be charged for children not picked up by 6:01 p.m .

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to outline the policies and guidelines that apply to students and parents. Administration reserves the right to exercise its administrative prerogative in responding to any situation. Response may include, but are not limited to, parent conferences, suspension and/or expulsion, drug testing and required counseling.

AMENDMENTS OR CHANGES

Grace Christian Child Development Center reserves the right to amend, revise, supplement, delete, alter or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents will be notified of such changes to the handbook as they occur. Parents agree to accept and abide by any such subsequent additions, changes, modifications or deletions.

ENROLLMENT/REGISTRATION

New families will pay a \$300 enrollment/registration fee. Additionally, the early re-enrollment/registration fee of \$150 per family will be due annually. The late re-enrollment/registration fee is \$300. The intent to re-enroll and the corresponding dates for early re-enrollment will be communicated to each family at least four weeks prior to the due date. Application fee is \$200 per new student.

Enrollment/Registration Fee: (non-refundable)

- \$150.00 annually

TUITION FOR CHILDCARE

Because we pay our staff whether your child attends or not, we cannot give tuition refunds or credits for days your child is absent. You are responsible for the full week's tuition whether your child attends or not. There are no discounts or credit given for sick days, holidays or when the center has to be closed. This fee includes breakfast, a hot lunch, and afternoon snacks for children who are able to eat "table food". Parents whose children are not ready for a hot lunch are responsible for providing all the nutritional needs for their child while they are in the center. (This weekly childcare fee for two (2), three(3) and *four(4) year old (MAIN CAMPUS) includes a daily academic preschool program, breakfast, hot lunch and a snack)

All payments are scheduled through FACTS and are auto drafted from the responsible parties' bank account. A \$39.00 NSF Fee is charged for any returned payment. This charge will be applied to your account. After three (3) returned NSF the center reserves the right to terminate enrollment immediately. If at any point your automatic payment method becomes invalid/inactive, a \$100 fee will be assessed each month until a valid and active payment method is re-established.

POLICY FOR LATE PAYMENTS

Main Campus:

Main Campus closes at 6:30 p.m. and North Lee Campus closes at 6:00 p.m. We ask that parents cooperate in picking their children up on time.

In case of an emergency resulting in a parent being delayed, please call the center and inform the staff.

Late Fees:

North Campus:	6:01 p.m.– 6:15 p.m. ...	\$25.00
Aftercare:	6:01 p.m. – 6:15 p.m. ...	\$25.00
	6:31 p.m. – 6:45 p.m. ...	\$25.00

The Center is a non-profit program; therefore, the rates charged directly relate to our operating cost. To view your payment details and activity log on to your PROCARE account. If you have any questions pertaining to your child's account you may call the office between 8:00 a.m. and 5:00p.m. or call the finance office at 774-4415 x-403 between 8:00 a.m.–4:00 p.m.

WITHDRAWALS

Parents may withdraw a child from the program at any time. A TWO-WEEK NOTICE IS REQUIRED. Parents wishing to withdraw their child but fail to provide a two-week notice will be liable for the two week's tuition.

If at any time the services required to adequately meet the needs of your child exceed our ability to do so, or to protect other children/staff and the quality of our program, we reserve the right to dismiss your child at any time.

HALF DAY PRESCHOOL: ALL ^{K-4 classes only} Preschool Programs are held at our MAIN CAMPUS

- This monthly rate includes: 7:30AM –11:30AM academic preschool class
- BREAKFAST

Half day children may opt to stay and eat lunch here. The charge for lunch is \$5.00 with the child being picked up by 12:30p.m. If you opt for your child to stay any additional hours, the cost is \$5.00 per hour. Half day preschool tuition will be auto drafted on the 1st of each month. A \$25.00 late charge will be added after the 10th day of the month. Your child must be picked up no later that 12:00 p.m. Anytime after 12:00

p.m. and a late fee of \$20.00 will be charged to your account. This fee must be paid within 7 days of the billing statement. Half day children follow the Grace Christian School calendar. When school is out, the children will not attend. The curriculum will not be taught during these times. *To view current tuition rates, please visit our website at www.gracecdcsanford.com and click on Admissions / Tuition & Fees.

PRESCHOOL

- Please make sure that your child arrives at school no later than 8:00 a.m.
- Please help your child attend school regularly, unless he/she is ill.
- Please make sure your child eats breakfast before coming to school if they are going to arrive after 8:00 a.m. (Please call and inform your child's teacher if they are going to arrive late)
- Please escort your child to their classroom each morning. **DO NOT ALLOW THEM TO COME IN BY THEMSELVES OR WITH AN OLDER SIBLING.**
- Keep good communication with your child's teacher.
- Do not allow your child to bring food or toys to school.
- Provide the supplies that are needed for your child: Change of clothing, labeled with child's name and placed in a zip lock bag. (change clothing each new season to accommodate weather) blanket or towel for nap cot, and small pillow if you would like.
- Book bag
- Pencil box
- Raincoat with a hood (**NO UMBRELLAS PLEASE**) *Individual teachers may have other requirements.

ABSENTEEISM

Due to staff commitments and general expenses, there is no reduction in tuition rates due to absenteeism.

SIGNING IN/OUT PROCEDURE

Each class will have a sign in/out sheet with each child's name. Upon your child's arrival in the center, please sign in on the appropriate day beside your child's name indicating the time your child arrived and your name or initials. At the time your child is picked up please sign your child out indicating the time your child was picked up and your name/initials.

ARRIVAL AND DEPARTURE GUIDELINES

- During early mornings and late afternoons combining of classes takes place as attendance increases and decreases.
- To ensure that the child arrives in the proper location ***an adult must escort the child to their classroom***. Older siblings are not permitted to escort a younger sibling into the building unless you give us written permission.
- A staff member will acknowledge each child's arrival.
- Parents should not linger when bringing their child into the classroom. Be cheerful, give a quick hug and kiss, say good-bye and leave. We will not hesitate to call you if needed.
- Young children are unaware of parking lot dangers, therefore they should not be permitted to walk or run among the cars.
- Never leave a child unattended in a car or parking lot.
- The playground gates are to remain latched at all times. Please open the gate to pick your child up. Lifting a child over the fence is not permitted.
- Outside classroom doors are locked and used for emergencies only.

Before School Care operates Monday through Friday from 6:30 a.m. until 7:30 a.m.

After School Care operates Monday through Friday until 6:30 p.m.

A late fee will be charged for children not picked up by 6:31 p.m.

(Note: Office hours are 8:00 a.m. to 5:00 p.m.)

*To view current tuition rates, please visit our website at www.gracecdcsanford.com and click on Admissions / Tuition & Fees.

CHANGE OF ADDRESS, EMPLOYMENT, and EMERGENCY INFORMATION ETC.

If any changes occur in your name, physical and/or mailing address, telephone number, employment, or child's physician, please notify the office immediately. We need this information in the event of an emergency. The classroom teacher will receive this information from the child development center office.

POLICY FOR DROPPING OFF

- Our center opens at 6:30 a.m.
- Morning snack is served at 8:15 a.m. at which time "lunch count" is turned in to the cafeteria.
- Please have your child present in his/her class at this time. (See section on "Food".) Our "academic day" begins at 8:30 at which time the curriculum and Bible lessons begin.
- All children must be dropped off by 10:00 a.m. to be able to attend that day.
- Lunch is served between the hours of 11:00 a.m. - 12:00 p.m. depending on the class. Naptime begins promptly after lunch (11:30 for Ones, Twos and Threes) and 12:30 for K-4. Please do not drop your child off during these times.
- If you are not able to get your child to the center before 8:30 a.m. please call that morning or as soon as you know and inform either your child's teacher or the center Director. If you do not call, you will be responsible for feeding your child lunch before they arrive. The cafeteria prepares only enough food for the number of children turned in on with the attendance report at 8:30 a.m.
- Dropping your child off during lunch or nap is discouraged as it causes an interruption. Failure to abide by this policy may result in your child not being able to attend the center on that day. If repeated attempts are made to drop your child off during these times without prior notice, your child will be dismissed from the center.
- Your child is considered "full-time" in our center (1/2-day Pre-K 4 program is exempt from "full-time" consideration).
- Your child is required to attend the center a minimum of 4 hours per day unless previous arrangements have been made with the center director or if your child is sick or on vacation.
- Our center is not considered a "mother's morning out". Please contact the center and let your child's teacher or the center director know if your child will not be coming in for the day as soon as possible.

POLICY FOR LATE PICK UP

MAIN CAMPUS and NORTH LEE closes at 6:00 p.m. We ask that parents cooperate in picking their children up on time. In case of emergency resulting in a parent being delayed, please call the center and inform the staff.

LATE FEES:

MAIN CAMPUS & NORTH LEE 6:01- 6:15...\$25.00

- After 6:15p.m. (MAIN & NORTH): * \$1.00 for each minute in addition to the initial \$25.00 late fee. You will be invoiced for the amount owed. *This must be paid within 7 days after you receive the billing statement for your child to remain in the center.

DAYCARE CLOSING/INCLEMENT WEATHER POLICY

If it becomes necessary to close or delay the opening of the Child Development Center due to severe weather or other reasons beyond our control, parents will receive an email and text. Announcements will also be made on television (Channel 5, 11, & 17) (WRAL-TV 5), our website, and social media accounts. If the childcare center has a delayed opening (9:00 a.m. or later) breakfast will not be served. ***Our center does not follow the Lee County Public School or Grace Christian School Adverse Weather closings.*** We will make all attempts to be open, but we will have to take our employees safety into consideration. Please watch for our Facebook posts and T.V. for Grace Christian Child Development Center Sanford.

*There are no credits or discounts given on days the center closes due to bad weather or when the center has to close for reasons beyond our control.

CLOSED/OBSERVED HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Good Friday	Thanksgiving Holiday (Thursday - Friday)
Memorial Day	Christmas Holiday (Dec. 24th-Dec.26th)
Independence Day- July 4th	

Since these are paid holidays, there is no reduction in the Child Care tuition for the weeks in which they fall. We do not give credit for holidays or snow days when the center is closed or closes early.

PROCEDURE FOR RELEASE

In the event that your child would be picked up by someone other than yourself or another parent, please notify the center director. Please have that person be ready to show current I.D. to the child's teacher in order for us to release your child. No child will be released to anyone suspected of being under the influence of drugs or alcohol. Afternoon telephone messages to the center should be made before 3:00 p.m. if it relates to someone other than the parent picking up the child. After 3:00 p.m. teachers and children are many times outside on the playground or in the Gym, therefore, relaying messages becomes very difficult.

DISCIPLINE

In most cases, for children under the age of 2, the best method of discipline is diversion. Every effort will be made to channel the child's interest in other directions before using disciplinary actions. If this is not effective, TIME OUT will be used. "Time Out" is the removal of a child for a short period of time from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out", the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of an appropriate time, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown the other children. If this is not successful, a conference with the teacher, director, and parent(s) will be called to discuss methods which can be used at home and at school to promote more appropriate behavior. If after the conference, the behavior problem continues, then we will call the parents and ask that the child be picked up immediately. You will be allowed to bring the child back the next day on a probation period. If the inappropriate behavior continues, the parent will be asked to keep the child out of school for a complete day, and then bring them back on a probation period. Keep in mind; we reserve the right to dismiss the child for the program at any time

BIRTHDAYS & SPECIAL OCCASIONS

Parents are welcome to send store bought and sealed food, such as cookies or cupcakes to share with their children's class on birthdays or special occasions. Please let your child's teacher know in advance that you will bring a treat. Although the exchange of gifts is not permitted, you may provide party favors for each child in the class. For safety purposes, balloons are not allowed.

VISITATION

Keep in mind, your child as well as the other children act differently when parents are in the room. Please feel free to pick your child up anytime during the day without prior arrangements.

PHOTOGRAPHS & PUBLICITY

Photographs of the children participating in our program may be taken throughout the year and published in newspapers, brochures, social media, etc. If you do not wish for your child's picture to be taken or used, it will be your responsibility to notify the director of the program within 10 days of your child's enrollment. Otherwise, it will be assumed that your permission is granted.

FIELD TRIPS

Preschoolers will take field trips to various locations. This is a privilege for the child. For safety reasons a child may be excluded from participating in a field trip if his/her behavior warrants such action. Emergency forms are taken on field trips and each child must have a signed permission slip from the parent. Any child who does not have a signed permission slip will not be permitted to go on the field trip.

OUTSIDE PLAY

Weather permitting; children go outside each morning and afternoon. Children will not be allowed to stay indoors while their class is outside. If your child is too ill to participate in outside activities, please keep him/her at home. Our outside playgrounds are cushioned with sand. By parents signing this handbook they are acknowledging that their child may get sandy. Many times sand goes home in the shoes and hair! We do our best, but sand is sand.

SAFETY REQUIREMENTS

Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco and hookah, shall not be permitted on the premises of the child care center, or in vehicles used to transport children, or during any off premise activities.

Firearms and ammunition are prohibited in a licensed child care center unless carried by a law enforcement officer.

ABUSE AND NEGLECT

Any evidence of abuse or neglect will be documented by the teacher and director and will be reported to the local director of social services for investigation.

Abuse Prevention Definition and Types of Abuse & Molestation:

Physical abuse is injury that is intentionally inflicted upon another.

Sexual abuse is any contact of sexual nature that occurs between a child and an adult or between two children. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or child.

Emotional abuse is mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.

Neglect is failure to provide for a child's basic needs or the failure to protect a child from harm.

Anti-Bullying Policy:

Our organization will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful name.

Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Required Training:

All employees and volunteers who work directly with children will be required to complete Live or Online training regarding Abuse Prevention within 30 days of selection or prior to placement.

All employees who work directly with children will be required to complete Live or Online training annually regarding Abuse Prevention.

MEDICAL REPORT AND IMMUNIZATIONS

According to state daycare law, the center must have a medical report on file for each child before he can attend the center. Each child must have on file prior to enrollment a medical report. This report is available in the child development center office. Please keep the center informed of shots your child has received. We must have a doctor's copy of your child's immunizations on file. Handwritten copies from parents are not acceptable.

MEDICINES

We will not administer any over the counter or prescription medicines; with the exception of life saving treatments/medications.

We will administer diaper cream. We request that suntan lotion be applied by the parent before arriving at the center. If a child is extremely fair skinned, we will make an exception with proper paperwork.

We request that sunscreen be applied by the parent **before** arriving at the center.

MEDICAL EMERGENCIES

The State requires that one person on site maintains certification in CPR and First Aid. All of our staff are trained and certified in CPR and First Aid. When an accident occurs, proper care is given by the teacher. Depending on the extent and severity of the injury, parents may be notified. If, at the discretion of the teacher/staff member, the injury calls for immediate medical attention, EMS (911) will be called. The child will be transported to the nearest hospital by EMS. Parents are responsible for any expenses incurred. The EMS will be called in the event a child would have a convulsion or seizure.

SICK CHILDREN AND EPIDEMIC CONTROL

- Due to regulations mandated by the state of NC this center will not care for children with the following symptoms: A temperature 100.4 degrees or higher. We do not administer Tylenol or other fever reducing medications. Please do not bring your child into the center if they are taking Tylenol or Advil for a fever.
- Not capable of participating in routine group activities.
- A sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water.
- Have two or more episodes of vomiting within a 12-hour period.
- Have a red eye with white or yellow discharge until 24 hours after treatment.
- Have scabies or lice. Child has to be Nit free.
- Have known chicken pox, a rash suggestive of chicken pox or any other unexplained rash.
- Have strep throat, until 24 hours after the treatment has started.
- Have tuberculosis, until a health professional states that the child is not infectious.
- Have pertussis, until 5 days after appropriate antibiotic treatment.
- Have hepatitis A virus infection, until one week after onset of illness or jaundice.

- Have impetigo, until 24 hours after treatment. Have a physician's or other health professionals written order that the child be separated from other children. This is stated from rule .0804 in the state childcare requirements.
- Have Hand, Foot and Mouth, until blisters are scabbed over and absolutely no fever.

If a child shows evidence of any contagious disease, fever, or nausea while at the center, we will immediately call you and inform you of his/her illness. According to the severity of the illness, we will request that you have someone pick up your child. We do not have the facilities or personnel to care for sick children. **Please notify the daycare office if your child has a contagious disease.**

Children with an auxiliary temperature of 100.4 degrees or above should not return to the center until 24 hours after the child's temperature has returned to normal.

If your child was sick during the night, vomiting or running a fever, he/she should not attend the center the following day. Please do not give him/her aspirin or Tylenol/Advil and bring him/her in. In most cases the child will run a fever within 2 or 3 hours after the aspirin was given, therefore making him/her contagious to the other children. One parent not abiding by the policy may cause several parents time away from their work, costly medical bills and most importantly, a sick child. **Failure to abide by the above policy may result in the child's dismissal from the child development center.**

PERSONAL ARTICLES

Please label all clothing. . .coats, hats, sweaters, plastic pants, and training pants. The center is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.

Clothing- Each child should have an extra set of clothing in case of an accident. The Department of Environmental Health prohibits childcare workers from rinsing soiled clothes. (.2819 (F)) G.S. 110-91. Make sure extra clothes are for the current season. Clothes should be placed in a zip-lock bag with the child's name on it. In order to avoid interruptions at work, parents are encouraged to have these items at the daycare center. Children are not permitted to wear apparel which is not in keeping with our Christian child-care setting. Apparel which is questionable will be determined by the Director.

Shoes- Your child must wear shoes at all times. Backless shoes, flip-flops, open-toed sandals are not allowed due to safety rules.

Jewelry- Children are not permitted to wear jewelry to the child-care center due to potential safety concerns. No necklaces, bracelets, anklets, watches, rings and earrings other than a single post with a locking back. Any jewelry worn to the center will be removed, placed in an envelope labeled with the child's name, and returned to the parent.

Bottles-(Infant Room) Bottles and bottle tops must be labeled with the child's full name and have the current date for the day they are brought into the center. Formula must be prepared at home and brought in. All bottles shall be returned to the child's home or discarded at the end of the day. Failure to properly label items may result in the center receiving demerits from the DCD. Only plastic bottles are permitted. Medicine should never be placed in bottles with formula. **Blankets and Nap time items-** Blankets are no longer allowed in the infant room. Ones through K-4 should have a blanket and crib sheet labeled with the child's name. Please pick-up blankets each Friday to be laundered and brought back on Monday. Because of stacking mats and cots, no bulky blankets or pillows are permitted. Small blankets are acceptable. Please make sure that your child has these items each week.

Disposable Wipes-A supply of disposable wipes should be maintained for each child in the infant–two-year-old rooms.

TV Time-Television time is limited to 15-30 minutes, depending on the age of the child. Teachers utilize this time for working with children on a one-to-one basis, giving individual attention in activities such as art, grooming, potty training and transition periods.

Toys-Toys will be provided by the center. Please do not allow your child to bring toys into the center. Toys brought in will be put away until the child is picked up in the afternoon. We encourage you to leave these items at home to avoid loss, theft, or damage. One soft toy is acceptable during nap time only. They will be placed in the child's cubby.

Chewing Gum- Chewing gum is not permitted in the child development center. Other items (miscellaneous)-Small items such as money are inappropriate for the childcare setting.

Food-Our goal is to provide nutritious and well-balanced meals and snacks. Menus are dated and posted in each classroom. Lunch cannot be brought from home. Our center does not participate in the N.C. Nutrition opt Out program. Further information on this program is located at the DCDEE website ncchildcare.net

- Lunch count is taken at 8:30 a.m. At which time breakfast is served. If you are going to be late dropping your child off, please call your child's teacher or the center Director. If you do not call, you will be responsible for feeding your child lunch before they arrive.
- Because of regulations set forth by the Dept. of Environmental Health children are not permitted to bring in food or drinks from home into the center. This includes food from fast-food restaurants and convenient stores (Birthday and Holiday parties are the exception). If a child is allergic to a particular item on the menu a substitute will be provided. Because of the number of meals our center prepares, we are unable to provide individual or restricted

diets. Milk is always included in the meals. If your child is allergic to milk (not a dislike for it) or certain foods, a note from their physician stating the allergy to milk or foods should be dated, signed and given to the child's teacher who will post it in the classroom. A copy will be placed in the child's file and one will be sent to the Food Service Manager.

- Sippy cups are not permitted for ages 2 through K4. It is an Environmental Health violation. Cups that are left and not claimed will be thrown away (not applicable to infants and one-year old groups). Sippy cups are not provided by the center; these must be brought from home, labeled with the child's full name and labeled with the current date. They must be taken home each day to be washed (infant and one year old room only).
- A school lunch will be provided to any infant who is converting from baby food to table food. Infants must have a current feeding schedule posted in their classroom. Please make sure that you update your child's feeding schedule as their needs change.

ANNOUNCEMENTS & COMMUNICATIONS

Each classroom has a bulletin board located in the hall beside the classroom door. The bulletin boards were established to keep parents better informed on our program. Due to parent's no longer being allowed in the center, menus, center events, and other information are posted on the board outside of the director's office or on our website at gracecdcsanford.com

PROCARE

This is the operation program that we use. Once you enroll this is where you can find forms and manage your account.

Folders and Boxes

Each child will have his/her own folder or box in the classroom where the teacher and Director can place any information to go home with your child. Please make sure that you check your child's folder or box daily.

Website

Please visit www.gracecdcsanford.com for all up to date center information.

Social Media We use Facebook and Instagram @gracecdcsanford

PARENT INVOLVEMENT POLICY & VOLUNTEER OPPORTUNITIES

During the registration process we encourage both parents to come visit and tour the center along. At least one parent and child is required to meet with the Director for an informal interview as well prior to enrollment.

We extend an open invitation for you to drop in and visit at any time. You are welcome to come and have lunch with your child. Please let your child's teacher know by 8:30 a.m. if you will be coming for lunch. Throughout the year we will notify you of any special programs, seminars or lectures concerning parenting and childcare issues. We encourage parents to volunteer with special events and field trips.

Conferences will be held on an "as needed" basis. If at any time during the year it is felt that parents, teachers or the center Director could benefit from a telephone conference or a pre-arranged conference, one may be scheduled during our normal nap time for children (between 12:00 and 2:00). The daycare office number is 919-776-2576. Please call this number to make arrangements with the teacher or Director. Since the attention of the teacher is needed for the children while in the classroom, conferences are not advantageous during the arrival and departure time and never in front of your child. Keep in mind, the staff is eager to hear your suggestions and concerns related to the program and your child.

Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the child care center, in vehicles used to transport children, or during any off premise activities. All smoking materials shall be kept in locked storage. For child care centers

in an occupied residence that are licensed for 3 to 12 children when any preschool-age children are in care, or for 3 to 15 children when only schoolage children are in care, the premises shall be smoke free and tobacco free during operating hours.

WAYS A PARENT CAN SUPPORT THE CHILD DEVELOPMENT CENTER

- On a weekly or daily basis, parents of infants and toddlers should bring the following items: an adequate supply of diapers, baby wipes, set of clothing, formula, baby food, juice, etc. for children not eating table food, blanket ● Help your child to attend regularly, except when he/she is ill.
- Feel free to talk to your child's teacher.
- Do not allow your child to bring toys from home.
- Please label all of your child's belongings with permanent markers.
- Disposable diapers for sanitary reasons only.
- If your child is being potty trained, please send extra training pants and

Parents and extended families of students hereby covenant with GRACE CHRISTIAN CHILD DEVELOPMENT CENTER to be supportive, cooperative, engaged, and involved with the CDC in providing its services and ministry to the enrolled children. Appropriate, private and constructive feedback is invited and encouraged directly with teachers and administration. There is, however, an expectation that parents/guardians demonstrate a general and substantial support of the CDC, its staff, students and systems while enrolled at GRACE CHRISTIAN CHILD DEVELOPMENT CENTER as well as official third-party payment vendors in all their form.

PROMOTION/REGROUPING OF CLASSROOMS

During the year it may become necessary to promote or involve your child in regrouping of a classroom. Please do not be alarmed over the procedure because your child will adjust. We will tell you in advance when your child will be moved and who his/her new teacher will be. Three-five days before a child is to go to his new room, we will take him/her to the room to get acquainted with the teacher and children. Keep in mind, some children already enrolled in the new classroom may also be promoted to another level on promotion day. To meet the demands of parents wishing to enroll their children in the center, existing classrooms may be changed/reclassified by age. This may also occur when all spots are filled, and children are unable to be promoted to the next level. IMPORTANT: It is important that you keep a positive attitude toward his/her new teacher and classmates.

POLICY FOR DISMISSAL

Grace Christian Child Development Center reserves the right to dismiss any child for any behavior considered disruptive, aggressive or disrespectful to either the staff or other children. Inappropriate behavior will not be tolerated. Each incident will be considered on a case by case basis and documented. It will be placed in the child's file and the parents notified. If the behavior is consistent and/or behavior is not corrected and all appropriate methods of discipline have been exhausted, your child may be dismissed from the center.

Course of action is as follows:

- Parents notified of child's behavior by either written or verbal means
- Conference with child's teacher
- Conference with Center Director

Children are subject to immediate dismissal if a parent/guardian/or designated person shows any sign of aggression or disrespect to any staff or children, verbally or physically reprimands another child, or uses insulting words or actions or displays acts of violence while on our campus.

General Information

Enrollment, Attendance & Participation Agreement

I acknowledge that enrollment, attendance and participation in the activities of Grace Chapel Christian Church, a North Carolina non-profit corporation with its principal place of business at 2605 Jefferson Davis Highway Sanford, North Carolina 27332, its affiliates and subsidiary ministries, including but not limited to, Grace Christian School, Grace Christian Child Development Center, and Grace Cafe, involves risk to the participant (and to the participant's parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, personal injury, property damage, financial damage and even death. In consideration for the opportunity to enroll, attend and participate in the activities of the ministry, the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant (or parent/guardian) accepts personal financial responsibility for any injury, illness, death or other loss sustained during enrollment or activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives, (collectively referred to as the "activity sponsor"). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury or illness arising directly or indirectly out of the negligence of the activity sponsor, the participant, or otherwise. If a dispute over the agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

FINAL WORDS

We would like to thank you for your interest in our program and hope you will find our center to be a warm and caring place for your child. Here at Grace Christian Child Development Center we strive to enrich the spiritual lives of the children and families that we serve. We treat each child as an individual and realize that each child is special and a gift from God. Our Mission is to Love Like Jesus!

If there is anything that we can do to help you as parents, please do not hesitate to let us know. Please utilize social media and our website for updates and further information.

God Bless You!