



grace christian  
child development center

## **2025-2026 Handbook**

Grace Christian Child Development Center is an equal opportunity provider.

Revised February 13, 2025

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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! 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. 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

## **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.

## **INTRODUCTION**

Grace Christian Child Development Center (CDC) is a nonprofit childcare center offered as a ministry of Grace Chapel Church with a biblically-based curriculum. Our programs include Infant & Toddler Care, Preschool, Before & Aftercare School Care, and Summer Camp. 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 and Summer Day Camp is available for Kindergarten age children and up, and includes Out of School Care during year-round public school intercessions.

Our goal is to provide the very best care and training available for your child in a Christian environment. We believe that children need guidance in five areas of growth: emotional, social, physical, academic and spiritual. Our desire is to help assist in these developmental areas. We encourage parents to discuss their child's growth and development with us. Continued communication between the home and the 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](http://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.

## **MISSION**

The mission of Grace Christian Child Development Center is to assist parents in training their children to be like Jesus, while providing a warm and secure place where each child has the opportunity to develop spiritually, emotionally, socially, physically and intellectually.

## **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). The purpose of Grace Christian Child Development Center is to show God's love through our care and training of young children while parents work.

## CENTER HOURS & LATE PICKUP POLICY

<b>CDC Office Hours</b> (Main Campus)	<b>Monday – Friday, 8:00 a.m. – 5:00 p.m.</b>
<b>Infant through K4</b>	<b>Monday – Friday, 6:30 a.m. – 6:00 p.m.</b>
<b>Before School Care</b> (GCS Students Only)	<b>Monday – Friday, 6:30 a.m. – 7:30 a.m.</b>
<b>Aftercare &amp; Summer Camp</b> (Main Campus)	<b>Monday – Friday, 6:30 a.m. – 6:30 p.m.</b>
<b>Aftercare &amp; Summer Camp</b> (North Lee Campus)	<b>Monday – Friday, 6:30 a.m. – 6:00 p.m.</b>

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 the end of operation hours.

K-4 transportation is provided from our North Lee Campus to/from our Main Campus, leaving at 7:00 a.m. and returning at 5:00 p.m.

### Policies for Late Pickup

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 CDC and inform the staff.

### Late Pickup Fees

Late fees are automatically charged to your FACTS account accordingly when children are picked up during the following timeframes:

Infant through K-4	Main & North Lee Campus	6:01 – 6:15 p.m.	\$35
K5 & above Aftercare	Main Campus	6:31 p.m. – 6:45 p.m.	\$35
All Ages	All Campuses	Each additional minute	\$1

## 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.

## **TOBACCO/SMOKE**

All Grace Christian Child Development Center campuses are tobacco-free and smoke-free. 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 campus activities.

## **FIREARMS**

Firearms are prohibited to be carried on any Grace Christian Child Development Center campus with exception to law enforcement.

## **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 CDC has to close. 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 at the Center.

\*To view current tuition rates, please visit our website at [www.gracecdcsanford.com](http://www.gracecdcsanford.com) and click on Admissions / Tuition & Fees.

## **PAYMENT POLICY**

All payments are scheduled through FACTS and are automatically drafted from the responsible parties' payment methods. Should the payment fail, a late fee will be charged in addition to any NSF fees incurred from FACTS.

The CDC is a non-profit program; therefore, the rates charged directly relate to our operating cost. To view your payment details and activity, log into your FACTS account. If you have any questions pertaining to your child's account you may call the CDC between 8:00 a.m. and 5:00 p.m. or call the finance office at 919-774-4415 between 8:00 a.m. and 4:00 p.m.

## WITHDRAWALS

Application and Enrollment Fees are non-refundable.

Parents may withdraw a child at any time. **A two-week notice is required.** Parents who fail to provide a two-week notice prior to withdrawal will be liable for two week's tuition. Any and all previously incurred fees and tuition are non-refundable.

## PRESCHOOL

- All K-4 classes are offered at our Main Campus.
- K-4 transportation is provided from our North Lee Campus to/from our Main Campus, leaving at 7:00 a.m. and returning at 5:00 p.m.
- Breakfast is included.
- 8:30 a.m. – 11:30 a.m. academic preschool class.
- Please make sure that your child arrives at school no later than 8:00 a.m. Children arriving after 10:00 am will not be accepted.
- Children must be dropped off in their classroom prior to class going to the cafeteria for breakfast. No student is allowed to be dropped off in the cafeteria.
- 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 the child's name and placed in a zip lock bag, 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.

## HALF DAY PRESCHOOL

Half day preschool tuition will be auto drafted on the 1st of each month. A late charge will be added after the 10th day of the month.

Half day preschoolers should be picked up no later than 11:30 a.m.; a late fee will be charged for half day preschoolers picked up after 11:30 a.m. This fee must be paid within 7 days of the billing statement.

You may arrange ahead of time for your half day preschooler to eat lunch at the CDC for a fee, in which case they must be picked up by 12:30 p.m. If you opt for your child to stay past 12:30 p.m., there is an additional cost.

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](http://www.gracecdcsanford.com) and click on Admissions / Tuition & Fees.

## 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, 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

- 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 and submit permissions on all applicable paperwork.
- 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.



- During early mornings and late afternoons, classes may be combined as attendance increases and decreases.
- 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. Parents will use the outside doors for dropping off and picking up.

## CHANGE OF ADDRESS, EMPLOYMENT & EMERGENCY INFORMATION

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 CDC office.

## POLICY FOR DROPPING OFF

- The CDC opens at 6:30 a.m.
- Morning breakfast is served at 8:15 a.m. at which time "lunch count" is finalized.
- 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 CDC before 8:30 a.m. please call that morning or as soon as you know and inform either your child's teacher or the CDC 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 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 CDC 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).
- It is recommended your child attends 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.

## 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 inclement weather or when the center has to close for reasons beyond our control.

## OBSERVED HOLIDAY CLOSURES

The calendar with observed holiday closure dates can be found on our website under FORMS.

Since these are paid holidays for our employees, there is no reduction in the Child Care tuition for the weeks in which they fall. The CDC closes for the following holidays:

- |                          |                         |
|--------------------------|-------------------------|
| • New Years Day          | • Labor Day             |
| • Martin Luther King Day | • Columbus Day          |
| • Presidents Day         | • Veterans Day          |
| • Easter (2 days)        | • Thanksgiving (2 days) |
| • Memorial Day           | • Christmas (3 days)    |
| • Independence Day       |                         |

## 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 a 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 often 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 to 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.

## ABUSE & 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 & 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.

## MEDICATIONS

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.

## ILLNESS

Due to regulations mandated by the state of NC, the CDC will not care for a child with any of the following symptoms or diagnosis:

- An axillary (armpit) temperature of 100.4 degrees or higher.
- 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.
- One or more episodes of vomiting within a 12-hour period.
- A red eye with white or yellow discharge until 24 hours after treatment.
- Scabies or lice. Child has to be Nit free.

- Any unexplained rash, known chicken pox, or a rash suggestive of chicken pox.
- Strep throat, until 24 hours after the treatment has started.
- Tuberculosis, until a health professional states that the child is not infectious.
- Pertussis, until 5 days after appropriate antibiotic treatment.
- Hepatitis A virus infection, until one week after onset of illness or jaundice.
- Impetigo, until 24 hours after treatment. Have a physician's or other health professional's written order that the child be separated from other children. (Per rule .0804 in the state childcare requirements.)
- Hand, Foot and Mouth, until blisters are scabbed over and absolutely no fever.
- If a child is not eating or participating in classroom activities, a parent will be notified.

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 the child is picked up. We do not have the facilities or personnel to care for sick children. **Please notify the CDC 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. We do not administer Tylenol, Advil or other fever reducing medications. Do not bring your child into the CDC if they have taken a fever reducing medication within the past 24 hours.

If your child was sick during the night, vomiting or running a fever, he/she should not attend the CDC 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 and personal articles. The CDC is not responsible for the loss of personal property whether by theft, fire, or any other cause.

**Clothing:** Each child should have an extra set of clothing available 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 CDC. Children are not permitted to wear apparel which is not in keeping with our Christian childcare setting. Apparel which is questionable will be determined by the Director.

**Shoes:** Once your child has begun to walk, he/she must wear shoes at all times. Backless shoes, flip-flops, and open-toed sandals are not allowed due to safety rules.

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

**Bottles:** (Infant Room Only) Only plastic bottles are permitted. Formula must be prepared at home. Bottles and bottle tops must be labeled with the child's full name. Bottles must also have the current date of the day brought into the CDC. All labeled bottles will be returned to the child's home. Bottles without labels will be discarded at the end of the day. Failure to properly label items may result in the CDC receiving demerits from the Division of Child Development (DCD). Medications should never be placed in bottles.

**Blankets and Naptime Items:** Blankets are not permitted in the infant room. Ones through K-4 should have a small, thin blanket and crib sheet labeled with the child's name. Because of stacking mats and cots, no bulky blankets or pillows are permitted. Blankets are to be picked up each Friday, laundered and returned clean and labeled Monday. Please make sure your child has these items each week.

**Disposable Wipes & Diapers:** Parents are responsible for providing and maintaining an adequate supply of disposable wipes and diapers for each child in the infant through two-year-old rooms. Diapers must be disposable. The CDC is not licensed to handle cloth diapers.

**TV Time:** Television time is limited to 15-30 minutes per day for children over the age of three. No screen time is allowed for children under three years of age.

**Toys:** Toys will be provided by the CDC. Please do not allow your child to bring toys into the CDC. Toys brought in will be put away until the child is picked up in the afternoon. These items must be left at home to avoid loss, theft, or damage. One soft toy is acceptable during nap time only and will be placed in the child's cubby.

**Chewing Gum:** Chewing gum is not permitted in the CDC.

**Miscellaneous:** Small items such as money or trinkets are inappropriate for the childcare setting. Please do not allow your child to bring any such items into the CDC.



## FOOD & NUTRITION

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 unless you are participating in the N.C. Nutrition Opt Out program. Further information on this program is located at the DCDEE website <https://www.dcddee.moodle.nc.gov/>

- From 8:00 – 8:30 a.m. breakfast is served and a lunch count is taken. If you are going to be late dropping your child off, please call your child's teacher or the CDC 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 CDC unless they are participating in the N.C. Nutrition Opt Out program. 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 cafeteria prepares, we are unable to provide individual or restricted diets. Milk is always included in the meals. If your child is allergic to milk or certain foods (not a dislike for them), a note from their physician stating the allergy should be dated, signed and given to the child's teacher who will post it in the classroom. A copy will also be placed in the child's file and sent to the Food Service Manager.
- Sippy cups are not permitted for ages 2 through K4, per Environmental Health regulation. Sippy cups are permitted for infants and 1-Year-olds only. Sippy cups are not provided by the CDC and they must be brought from home, labeled daily with the child's full name and the current date. They must be taken home daily to be washed.
- 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.
- K-4 children are permitted and encouraged to bring a water bottle daily. Water bottles must be labeled with the child's name and taken home daily to be cleaned and refilled.

## ANNOUNCEMENTS & COMMUNICATIONS

Memos are displayed in each building and communicated by email. Teachers communicate with parents by phone calls, text messaging, email and in person.

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

**Child Folder / Box:** 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](http://www.gracecdcsanford.com) for all up to date CDC information.

**Social Media:** We use Facebook and Instagram @gracecdcsanford

## **PARENT INVOLVEMENT POLICY & VOLUNTEER OPPORTUNITIES**

During the registration process we encourage both parents to tour the CDC. 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. 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(if destination allows).

Conferences will be held on an "as needed" basis. If at any time during the year it is felt that parents, teachers or the CDC 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.

### **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.
- Do not allow your child to come in while eating food. It is not allowed.
- Please label all of your child's belongings with permanent markers.
- Disposable diapers for sanitary reasons only.
- No glass containers or bottles are allowed.
- If your child is being potty trained, please send extra training pants.
- Do not linger when dropping off your child.
- If you need to talk to the teacher, please set up an appointment or call during rest time.

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 forms.

## **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 to 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 CDC, 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**

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

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 and documented on a case-by case-basis. If inappropriate behavior is consistent and not corrected after all appropriate methods of discipline have been exhausted, your child may be dismissed from the CDC. In the case of dismissal, any and all previously incurred fees and tuition are non-refundable.

### **Course of action is as follows:**

- Parents notified of child's behavior (written or verbal)
- Parent conference with child's teacher
- Parent conference with CDC 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.

## **AGREEMENTS**

### **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.

### **Cooperation Agreement**

Parents and extended family covenant with GCS to be supportive, cooperative, engaged, and involved with the School in providing its services and ministry to its students. Constructive feedback is invited and encouraged. There is however, an expectation that parents demonstrate a general support of the school, its staff, students and systems while enrolled at GCS. Parents and their representatives commit to not communicating school-related grievances in any public forum, including but not limited to, websites and social or news media; but rather

engage the appropriate school staff with all needs and concerns. Enrolled parents agree to engage with the communication from GCS and FACTS in all their forms.

## Final Words

We would like to thank you for your interest in our program and hope you will find our CDC 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!