

 Parent Handbook

 

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 Mt. Pleasant Child Development Center Inc.

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**Welcome to the Mt. Pleasant Child Development Center Inc.**

The Parent Handbook has been developed for the purpose of making parents aware of our policies and procedures. Please keep in mind that policies and procedures are for the benefit and wellbeing of all of the children enrolled in the center. We do not expect the handbook to cover every situation that may arise; however, we feel that it is comprehensive in most areas of the everyday operation.

**Our Purpose**

It is the purpose of Mount Pleasant Child Development Center to provide a positive Christian environment where children can learn, play, and enjoy early childhood. We strive to provide a Pre-School and After School program that allows children to grow and develop into the beautiful, unique individuals God has created them to be. We feel that children thrive in an atmosphere of acceptance and diversity. We believe that children benefit from a quality program that promotes a "hands on learning approach" to life skills and new learning concepts. We strive to provide each child with fun stimulating daily activities and experiences that promote social development, enhance developmental growth, encourage children to explore and develop a joy for learning. Our staff is looking forward to working with your child and finding daily opportunities to share God's love and help children explore the wonderful and blessing of God's world.

**Goals and Objectives**

Mt. Pleasant Child Development Center seeks:

To offer developmentally appropriate activities and experiences that will enhance growth in the areas of cognitive, sensory motor, social/emotional and physical development.

* Promote secure and loving attachments between children and staff.
* Provide learning centers and a variety of interest that generate curiosity, initiative, creativity, and independent thought.
* Exhibit appropriate use of language to develop communication skills.
* Provide gross motor and fine motor activities to develop physical coordination skills.

To develop a partnership between parents and the Mt. Pleasant staff in order to best meet the needs of the child.

* Encourage open communication between parents and the staff in order to share ideas, evaluate the progress of the child and set goals and objectives to best promote the child's overall development.
* Serve as an extended support system to our families.

To promote a positive self-concept within the child along with the ability to develop respect for self and others.

* Respect each child as a unique individual.
* Use concepts and teaching techniques that are relevant to the child's learning.
* Help children develop self-control and the ability to make decisions.
* Provide guidance by setting clear, consistent limits for appropriate behavior

**Organization & Administration**

---Mt. Pleasant CDC was founded as a ministry of Mt. Pleasant United Methodist Church. MPCDC is a non-profit center that works with the church staff and members to carry out its mission of providing quality Christian childcare to the children and families in our community. The Center is licensed by the North Carolina Division of Child Care and currently holds a four star rating for child care.

---The center is operated by Temicia Rhymer, Director. The director is responsible for the day-to-day operation of the center. MPCDC is governed by a Board of Directors, which oversees the programming, policies, and financial aspects of the Center. Parents, members of Mt. Pleasant UMC, the director, and a staff representative serve as board members whom meet every month, or as needed, to make executive decisions for the center .There is a list of current members of the Board located in the cabinet near the front entrance of the Center. Please see the Director if you are interested in serving on the Board.

**Age Range of Children Served**

We enroll children two (2) years old (potty trained) through 10 years old (or 5th grade) (may attend the summer after 5th grade is complete).

**Hours of Operation, Holidays and Inclement Weather**

**Hours**

Mt. Pleasant Child Development Center operates from 6:30 AM - 6:00 PM Monday – Friday.

**Holidays**

The center is closed during the year for ten days for holidays. If a holiday falls on a Saturday the center will recognize the Friday prior to the holiday. If a holiday falls on a Sunday the center will recognize the Monday following the holiday.

New Years Day ·

Martin Luther King Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Holiday (2 Day)

Christmas Holiday (3 days)

**Staff Development Days**

Mt.Pleasant Child Development center will also be closed for staff development 2 days each calendar year. These days will be announced at the beginning of each calendar year.

**Inclement Weather Procedure/Closing and Delays**

Mt. Pleasant Child Development reserves the right to close due to inclement weather or in the event of an unforeseen emergency (including, but not limited to, power failure, weather problems, heating and cooling which would affect the safe and reasonable operation of the Mt. Pleasant Child Development Center.) Parents will be notified in advance whenever possible. Closing and delays will be broadcasted on WFMY News 2 and WGHP Fox 8. The Director and Board Chairperson will make these decisions.

**Before You Enroll**

Scheduling a tour is encouraged so that it is a convenient time for a staff member to visit with you. This may be done by contacting the center directly. During the pre- enrollment visit, parents and children will tour the center, meet the administrative staff and teaching staff, and have the opportunity to ask any questions. While your child visits his/her new classroom, a member of the administrative staff will review the parent handbook and enrollment packet. **The packet must be completed before the child’s first day of attendance, with the exception of the medical and immunization form**. These forms will need to be completed within thirty day from first day of enrollment.

---Included in the enrollment packet are:

* Child's application
* Medical form completed by child's physician
* Copy of immunization record
* Emergency care information
* Discipline policy
* Consent to be photographed/video taped
* Off- Premises Authorization Form
* Parent handbook agreement
* Food program forms
* Aquatics Policy
* Copy of North Carolina Childcare Laws
* Copy of signed receipt of North Carolina Laws
* Allergy Action Plan ( if needed)
* Medication Form (if needed)

The center will hold a spot up to two weeks prior to your enrollment date. This does require that your enrollment pack is turned in along with your non –refundable registration fee of $50.

**Admission Requirements and Enrollment Procedure**

---Our center does not discriminate on enrollment practices because of race, creed, or national origin.

---Enrollment at the center is based on first come, first served basis. Siblings of children currently enrolled in our program are given priority for admission. A waiting list is established for each classroom when the number of children requesting care exceeds the number of available slots. The childcare administrative staff will notify parents when slots become available.

**---After parents are notified of slot availability, a pre-enrollment visit is required**. It has been our experience that all children adjust differently to new settings. We require all new enrollees to make a minimum of one pre-enrollment visit before committing to care. Children may make more than one visit if needed and have the option of staggered entry.

 **Tuition Payments and Fees**

---Tuition payments may be made by Check, or Money Order. Payments can be placed in the tuition box outside of the director's office. Payment should be made out to Mt. Pleasant C.D.C. and list your child’s name in the MEMO section. NO cash is accepted.

**Credit Card payment will be offered in the office starting October 1, 2016. A $2.00 convenience fee will be charged.**

\*If your child is absent for reasons of illness or holidays, the weekly fee is still required.

**Childcare Rates Effective October 1, 2016**

Weekly tuition is due each Monday. If tuition is not received by closing (6 PM) on Wednesday, a $10.00 late fee will be charged to your account.

Tuition rates are as follows:

Preschool

2 year old - $140/week

3 year old - $140/week

4 year old - $135/week

½ day Pre- K (4and 5 year olds) $ 80.00/week

Afterschool

After School $60/week

Additional $12 on Workdays and School Holiday

Fulltime Summer Care $120/week during the summer

Drop In Care

Options 3 days- Monday, Wednesday & Friday or 2 days Tuesday & Thursday

Mini Miracles and Faithful Friends Class--- $33/day

Bee-Lievers Class ---$32/day

Afterschool ----$15/day $25 Full day

Fees can be expected to increase $2.00- $5.00 per week yearly to cover increasing cost of operations such as insurance, salaries, utilities, supplies and food.

**Drop-in Policy (effective January 2014)**

**Drop In care is limited to children that will attend the center 3 or less full days during the week. We reserve the right to suspend this option at any time based on the center’s needs.**

Options are as follows:

3 days- Monday, Wednesday & Friday or 2 days Tuesday & Thursday 6:30 am to 6:00pm

Daily Drop-In Mini Miracles and Faithful Friends Class--- $34/day

Daily Drop-In Bee-Lievers Class ---$33.00/day

Daily Drop-In Afterschool ----$14/day $26 Full day

---We offer a family discount of $5.00 per week off of second, third, etc. siblings enrolled in our center.

---Parent(s)/authorized adult(s) picking up students after 6 PM will be charged a late fee of $10 for the first 15 minutes and $5 for each additional 5 minutes past 6:15. The late fee will be added to your account and is due with your next payment.

---Students receive two vacation weeks a year at half tuition rate or one week a year at no charge per school year (August – August). To qualify the family must have been enrolled 3 months prior to vacation. Students must not be in attendance during those weeks to qualify for the reduced rates. **Please notify the director in advance to qualify for these rates.**

---There is a $30.00 charge for all returned checks. **All returned checks must be paid to clear your account within 7 business days**. If you have two returned checks in six months, you will have to pay by money order for the next six months.

**---A two week written notice or two weeks tuition fee is required upon withdrawal from the center.**

--- An annual registration, fee of $50.00 is due at the time of registration for the school year for the succeeding year, this fee covers accidental insurance for children, consumable supplies and various activities. **The registration fee is non -refundable.**

**Registration fee discounts**:

 $25.00 for each additional child and $45.00 for active church members of Mt. Pleasant UMC

**Arrival and Departures**

---MPCDC does not assume any responsibility for a child unless the child has been signed in and brought directly to a staff member.

---Preschool children arriving before 7:30 AM must be taken to the four year old classroom where staff will be waiting for them. The children will be taken to their individual classrooms as staff arrives for the day.

---Children should arrive at the center by 9:00 AM to start on school day. Snack is served at 9am, **after 9:15, morning snack will no longer be served**

-**-- Children are not permitted to arrive after 10am without a doctor’s note or confirmed emergency. You must contact the center prior to 9:30 am to arrange care.**

---The center has an access code that is provided to enrolling families and authorized guests only. Please use caution when allowing others to enter the center that do not have the access code. This is to ensure the safety of all children. If you forget the code, please contact the office for assistance. In addition, this code will be changed at regular intervals to help ensure the safety of your children.

---A parent or authorized, approved adult (at least eighteen years of age) must bring the child to the center and pick up the child each day. Please make verbal contact with the teacher and sign the child in and out upon arrival and departure.

---Please call to notify the center if your child:

* Needs to arrive after the program starting time
* Is going to be absent
* Needs to leave early (please indicate who will pick up the child)

PROCARE

* **We use Procare system to track attendance within the center, Each family is given access to this system and is required to sign their child in and out daily. Parents are also responsible for signing in and out in the class. Failure to do either will result in a $1.00 charge per day.**

---For the safety of each child, only the following adults are allowed to pick up a child from the MPCDC:

* Parents or legal guardians of the child, unless prohibited by a court order that is on file at the Center.
* People 18 years or older designated on the child’s enrollment form who have agreed to accept the responsibility of picking up the child.
* People authorized by the parent or legal guardian through a phone call or written note to the Center. The staff will ask for identification of anyone picking up a child.

---Only those persons authorized by the parent/guardian may pick up a child. Parents must notify the center if anyone other than those named on the child's application form will pick up a child. If an adult comes to pick up a child without parent/guardian permission and the adult is not listed as an emergency contact, the center will not release the child until a parent/guardian is contacted.

---Parents must list one adult, other than the parent, as an emergency contact on the child’s enrollment form. Any adult listed on the child’s enrollment form as an emergency contact must also be authorized to pick up the child. Adults listed as emergency contacts must be able to reach the MPCDC within one hour of being called.

---If a parent or designee of the parent arrives to pick up a child and appears to be under the influence of alcohol or any drug, staff members will not release the child into the care of that parent or designee. Staff members will attempt to contact the other parent or authorized adult to pick up the child. If no one can be contacted, MPCDC staff reserves the right to contact law enforcement or the Department of Social Services to pick up the child.

---Parents must notify the administrative staff immediately of any changes in residence or phone numbers for emergency contacts or other people authorized to pick up the child.

---When children and staff are outside, parents or other authorized adults must come inside the play yard to pick up the child. Children are not allowed outside the fenced play area without an adult.

**Services Provided By the Center**

The Mt. Pleasant Child Development Center offers several opportunities for the children to learn in a diverse way.

* Weekly Chapel
* Tumble Bus (based on enrollment and an additional charge)
* Annual health, dental and vision education and screenings provided by a Guilford County Health Nurse

**Items Parents Will Need to Provide**

---All children need to have a least one complete set of clothing to be kept in the classroom in case of an accident, spills, etc. The clothes should be in a container with the child’s name on it and should be seasonally appropriate.

---The center cannot be responsible for objects brought from home. Young children may feel more secure if they bring special objects such as a toy, stuffed animal, doll or blanket. All objects from home should be clearly marked with the child's name. Comfort items must be taken home every Friday to be laundered.

**Healthy Children**

**---**Our goal is to have healthy children attending our center. If your child appears to not be feeling his/her best, please inform the teacher upon arrival. Your child should not come to the center unless they are able to participate in normal indoor and outdoor activities.

---With the exception of extreme weather conditions or air quality alerts, the children will play outside each day. Please remember to dress your child appropriately for the weather conditions.

---If your child becomes ill while at the center, he/she will be isolated from the other children. You will be contacted and asked to pick up your child. Sick children must be picked up within one hour of parental notification.

---If your child has a communicable disease, please contact a member of the childcare staff so that we can inform other parents. Likewise, the staff will notify parents when children have been exposed to a contagious disease. Information about the disease and its symptoms can be obtained from the Director.

---Good hand washing procedures are extremely important in our childcare setting. Children's hands will be washed upon arrival at the center with parents, before meals and snacks, after using the bathroom, upon returning from outdoor activities, before and after water play activities, before going home in the afternoon, and at any other time when hands become soiled. We encourage you to continue good hand washing practices at home. Working together we hope to develop skills that will keep our children healthy.

**Guidelines for Wellness**

Your child must stay at home or go home if he/she has any of the following symptoms:

* Fever of 101 degrees or higher
* When a child is sent home with a fever of 101 degrees or higher he/she may not return to the center the next day. The child must remain at home to ensure that their temperature has been normal for 24 hours without fever reducing medication before returning to the center.
* Respiratory Symptoms - excessive coughing, sneezing and nose drainage - until symptoms have subsided.
* Diarrhea - watery bowel movements - after two episodes child should not return to the center the next day and until 24 hours without diarrhea.
* Vomiting - more than the usual spitting -up after two episodes child should not return to the center until they are without vomiting for 24 hours.
* Rashes that have not been diagnosed by a physician until the rash has disappeared or a physician's note is provided stating the rash is not contagious and the physician approves the child's return to school.
* Impetigo - until 24 hours after treatment.
* Conjunctivitis - "pink eye" until 24 hours after treatment and all drainage has stopped.
* Measles, Mumps, Rubella - until return is approved by a physician.
* Strep throat- until 24 hours after treatment begins.
* Scabies - until 24 hours after treatment begins.
* Head Lice - until treated and all nits are gone.
* Whooping cough - until 5 days of antibiotic treatment and a physician's note is provided approving the child's return to school.
* Chicken Pox - until all scabs are dry.
* Scarlet Fever - until treated by a physician and the child has no fever.
* Coxsackie Virus (Hand, Foot and Mouth) - until blisters have healed and drooling has stopped, no fever present.
* Ring Worm - until 24 hours after treatment begins.
* Fifth Disease - no exclusion unless other qualifying symptoms exist.

**Medications**

---The childcare staff will administer no over-the-counter medication.

---Prescription drugs will be given using the following guidelines:

* We give prescription medication that is for chronic illnesses only (asthma, allergies, etc.)
* Medication must be in its original container bearing the pharmacist's label.
* Included on the label must be the child’s name, date the prescription was filled, the prescription number as well as amount and frequency of dosage.
* Prescribed medications shall be administered as authorized in writing by the child's parent and only to the person for whom it is prescribed.
* The only persons that will administer medication will be the administrative staff with dosage checked by second staff member.
* Permission to give medication forms are available in each classroom. Forms must be completed signed and dated before any medication is administered.
* After the authorization period ends for administering medication, the drugs must be taken home or they will be discarded by the center staff.
* Parents should bring appropriate measuring utensils to administer the medication.

---A written statement from a parent may give authorization for up to six months to administer prescription medications to a child, when needed, for chronic medical conditions and for allergic reactions. The permission form should include all items listed above for prescription drugs.

---Any medication brought to the center should be given immediately to a member of the childcare staff. Medications are placed in locked cabinets or in a lock-box in a refrigerator.

---Sunscreen application - a consent form will need to be filled out in order for your child’s teacher to apply sunscreen.

**Childhood Immunizations**

We follow the recommended immunization schedule of the American Academy of Pediatrics (AAP) and the Centers for Disease Control (CDC). Children are expected to receive vaccinations mandatory for public school attendance within two months from when they are currently recommended. This includes HepB, Hib, IPV, Prevnar, DtaP/TdaP, MMR, Varicella, and Meningococcal vaccines. Families with questions or concerns regarding the above are asked to schedule a Pre-Vaccination Conference with their primary pediatrician. 4. Families who are unable or unwilling to follow the above guidelines will be asked to find another child care center. Parents must provide proof that their child has received immunizations required by the state of North Carolina within 30 days of enrollment. Copies of immunization records are kept in your child’s file at the center. As your child receives additional immunizations, please provide the center staff with documentation in order that we can keep our records updated. Representatives of the Guilford County Health Department review our files each year. It is important that our information be up-to-date and accurate. **If your immunization records are not current, the representative for the Guilford County Health Department can have you dismissed from the center.**

**Accidents**

Every precaution has been taken to make our building and grounds as safe as possible. Our staff receives regular in-service training in CPR and First Aid. Should an accident occur, the following steps will be taken:

* We will attempt to notify you immediately. Please be sure that we are provided with accurate phone numbers and addresses, as well as cell phone numbers.
* If we cannot reach you and we feel that it is necessary, we will take your child to the Emergency Department and continue to attempt to contact you.
* An accident report describing the occurrence will be provided for you to review and sign.

**Emergencies**

Our center has written policies that deal with various emergency situations. Building evacuation procedures will be reviewed and practiced by the children and staff. Please do not be alarmed if you hear or see an evacuation drill in progress. Do not enter during a drill. Your presence may create confusion and upset your child.

**Hand Washing**

State policy dictates that children must wash hands upon entering the classroom. It is expected by the state that parents supervise this activity before accompanying children to his/her class.

**Nutrition Policies**

MPCDC will provide the children with nutritious and well balanced meals. We follow the guidelines of the USDA Child Care Food Program. Good nutrition is a vital part of a child's growth and our center will do what it can to provide the best nutrition possible. We offer the following meals:

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* Full Day: AM snack, lunch and PM snack
* After School – PM snack

We are a peanut free center and do not allow any products made from peanuts. We require that any and all party items family members bring are to be in their original container with the ingredients label intact.

**Classroom Parties/Birthday Parties**

Throughout the year the center has planned parties and celebrations for the children. The NC Division of Child Development and the Guilford County Health Department require that foods served to children be in a "store bought" (pre-packaged container) with a list of all ingredients. Homemade goodies are not approved to serve to children.

Mt. Pleasant Children Development Center is a **PEANUT FREE ENVIRONMENT**! We have children who have life threatening allergies to peanuts and peanut products. Please carefully read the labels of any food, candy, etc., that you bring into the center. We will not serve any items that contain peanuts, peanut flour, and peanut products, or containing the warning label that advises that the product was produced in a factory where peanuts were present.

**Discipline Policy**

The National Association for the Education of Young Children (NAEYC) describes the purpose of discipline for young children as the need to teach coping skills and discourage inappropriate behavior. The early years are a time for children to develop confidence and self-control. When adults create environments that respect each individual child, they set forth a message that the world is a warm, friendly learning place. Positive discipline techniques that combine caring and direction are a part of this healthy environment.

* Setting clear, consistent and fair limits for children's behavior.
* Redirecting children to more acceptable behavior or activity.
* Using behavior as a learning experience.
* Using natural and logical consequences so children learn that their behaviors have repercussions.
* Children may be given an opportunity or time away from the group to calm down and cool off after a frustrating situation.

**Chronic Disruptive Behavior**

The safety and welfare of all the children at MPCDC are of primary concern. While the staff makes every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may be necessary.

**Initial Meeting**

If a child’s extreme, uncontrollable behavior, despite positive guidance techniques, continues to physically or emotionally endanger staff and/or other children, a meeting with the child’s parent(s) will be requested by the Director and the child’s teachers. This will also be the case if a parent is uncooperative with staff in working toward the correction of the child’s chronic disruptive behavior. During this meeting the problem is defined in writing and goals for correction are established. A follow-up date will be set to review the issue.

**Second Meeting**

If, after the pre-determined time frame, the initial plan for helping the child fails, a second meeting will be requested by the Director. The problem will be identified again and new approaches will be defined.

**Suspension/Dismissal**

Suspension of the child occurs if no progress occurs within the established timeline. Parents are responsible for payment of fees, based on their contracted time, during the length of the suspension. The period of suspension may vary from the remainder of a day to one week depending on the severity of the problem. Dismissal of the child occurs after three suspensions for the same behavior, or immediately, if the child’s behavior severely injures another child or a staff member.

**Parent Involvement and Communication**

We welcome your visits. Parents are encouraged to visit and participate in our program. If you have a concern, a conference may be scheduled at any time. Communication is important to ensure a happy relationship between you, your child, and the center staff.

Participation in our childcare program is necessary for our growth. Please make time to have lunch, read a book or share a talent such as singing, playing a musical instrument, drawing, carpentry, or a special hobby that can be shared with the children please let us know.

Throughout the year, parent-child events will be scheduled. These activities will be publicized well in

advance or you may set up a time with your child’s teacher. Your participation is encouraged.

**Day-to-Day Communication:**

Please tell your child’s classroom teacher about anything special or different about your child's day; such as an early pick up for an appointment, an approved substitute picking up your child, etc. Writing this information down is also encouraged to ensure the teacher understands the instructions completely.

**Cubbies:**

Every child has a cubby that is used to send home any important information, such as receipts, letters, etc. It is important to check your child's cubby daily.

**Written Communication:**

Frequent newsletters and calendars from teachers provide information about activities occurring in your child's class. Ideas and suggestions for the newsletter are welcome from parents. Lesson plans, a daily schedule, and snack/lunch menus are found posted in the classroom on the parent bulletin board. The calendars come out monthly. Quarterly newsletters along with quarterly parent information meetings will be provided to the parents by the Center.

**Parent-Teacher Conferences:**

We feel parent knowledge of their child’s education experience is to supporting the whole child therefore mandatory Parent-teacher conferences will be held twice a year; in December and May to discuss your child’s progress.

**Disruptive Parents**

To protect the integrity of the center, church, staff and the families we serve disruptive parents will be removed from the premises immediately.

Dismissal will be reviewed by the MPCDC Board

**Grievance Procedure:**

Any parent who has a specific concern is encouraged to discuss it with their child's classroom teacher; if it is not resolved, parents should talk with the Director of the center. If the parent feels there is still not an adequate resolution, grievances may be taken to the center's Board Chair person.

**Fundraisers**

**Occasionally, the center will hold a fundraiser in which parents are urged to participate. The funds go towards the purchase of equipment, educational games and toys, etc. for classrooms. All money goes directly to enhance the program for your child. We need support in order to make them a success.**

**Child Abuse and Neglect**

All staff members will be expected to comply with provisions of the Child Abuse Reporting Act by reporting any suspected case of abuse or neglect to the center director. The center director will report any suspected case to the Guilford County Department of Social Services and other authorities as appropriate.

**Child Custody Issues**

In the event that custody becomes an issue for your family, a court order stating that a non-custodial parent may not pick up the child at the Center needs to be submitted to the MPCDC office. Without a copy of the court order on file, staff members cannot refuse a parent the right to take his/her child from the Center. Law enforcement officials are called immediately in the event that a custody battle arises at the Center.

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Please return this page to the center along with enrollment packet

ACKNOWLEDGEMENT

I have read and understand the Mt. Pleasant Child Development Center parents policies and procedures manual.

Parent/Guardian Signature Date

Director’s Signature Date