

Ernest Myatt
Children's
Development Center

Parent Handbook

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PURPOSE, GOALS, AND OBJECTIVES

Ernest Myatt Children's Development Center opened September 5, 1972. The Center is sponsored by Ernest Myatt Presbyterian Church.

The Center was established because of the church's concern to offer excellent care for all children. The purpose of the Children's Center is to serve working parents in the community with a daycare program for pre-school children over two years of age, which consists of developmental experiences in keeping with the highest quality of early childhood education. As an agency of Ernest Myatt Church, the Center provides a Christian atmosphere where children can grow socially, physically, and intellectually, and where attention will be given to the individual's needs.

The Center offers an enriched program of development under the guidance of the State Department of Health and Human Services.

The staff consists of professionals who understand young children's growth and developmental characteristics. Qualified to assist pre-schoolers in developing skills and readiness for academic learning, each staff member has a genuine love of children, respect for individual differences, and the ability to gain cooperation from children without rigid scheduling. Each child shall have the freedom to express, experience, and develop his/her self-concept, character, and potential at his/her own pace in a happy, informal atmosphere.

We are pleased to welcome your child to Ernest Myatt Children's Development Center. We think you will soon become enthusiastic about the program we have for your child. If you have any questions about the policies of the Center, please see the Director.

BOARD OF DIRECTORS

The Children's Center is governed by a Board of Directors whose actions are subject to approval by the Session of Ernest Myatt Presbyterian Church.

The Board of Directors is responsible for the conduct of the affairs of the Center, provides a sound administration, employs a competent administrative and teaching staff, develops and establishes policies, and establishes a strong financial position. The Board maintains a close

relationship with Ernest Myatt Presbyterian Church that includes annual programs, financial reports, budget requests, and regular reports to the Session as directed by the Session.

The Board of Directors is composed of nine (9) members: Two (2) active church officers, one (1) community citizen who is not a member of Ernest Myatt Presbyterian Church or a parent, three (3) parents of children in the program, and three (3) church members. All members must be approved by the Session of the church.

The Board of Directors meets once a month or when necessary. Parents are welcome to attend and are asked to notify the Director or the Chairman in order to be placed on the meeting agenda.

ENROLLMENT

Applicants to the Children's Center are considered without regard to race, or color. Children with special needs will be considered on an individual basis. Acceptance of a child is contingent on there being room for the child in the appropriate age class. A waiting list is maintained when no space is available. Application forms must be completed by the parents and left with the Director prior to the first day that the child enters the Center as a student. Each student must have a physical examination record on file with all immunizations up-to-date. This form must be turned in at the time of enrollment. Parents are required to furnish the Center's Director with up-to-date information concerning addresses, phone numbers, list of persons other than parents who may pick up a child, etc. If a parent changes jobs, moves, or changes phone numbers, he/she is asked to notify the Director of these changes **immediately**.

Children must be toilet trained before acceptance into our 3 year old program.

When a child is accepted into the Center, the parent is asked to schedule a visit to the Center with their child. At that time, the parent and child will meet the teachers, observe normal activities, and generally become acquainted with the procedures of the Center.

ADJUSTMENT PERIOD

We continually marvel at the wonder of the individual child and are, therefore, very pleased at the quick adjustment each makes to daycare at Ernest Myatt Children's Development Center. We feel extremely fortunate to have a staff that genuinely cares about the children and a program that stimulates their active minds. However, if your child has a problem with his/her adjustment at daycare and continues to be reluctant for you to leave, we suggest that you bring the child to the teacher as cheerfully as possible, and then leave. Usually a child will settle down for a good morning when he/she knows the parent has left. Teachers are prepared to help the child in his/her first weeks of adjustment. If there is a problem, the teacher will let you know and work with the child and with you.

If a child proves unable to adjust to the routine of the Center and is disruptive to the program, we reserve the right to require withdrawal of the child after consultation with the Director and parent.

SAFETY GUIDELINES

For safety purposes, Ernest Myatt Children's Development Center imposes the following guidelines:

The Center prohibits the presence of all dangerous weapons on the premises, with the exception being weapons carried by law enforcement officers.

The Center prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the premises of the Center.

The Director shall have the discretion to determine whether an item falls within the prohibition of this policy.

Ernest Myatt Children's Development Center prohibits any act of violence or disrespect directed toward a member of the staff or any child attending the Center.

The Director shall determine the appropriate sanction for the violation of this policy. Sanctions may include expelling the child from the Center without any refund of any remaining tuition. Based on the seriousness of the situation, Ernest Myatt Children's Development Center reserves the right to require a psychological evaluation with a written report being sent to the Director, prior to allowing the child to return to school.

Any person disagreeing with the Director's determination or the imposition of a particular sanction may make an appeal to the Board of Directors. The Board of Directors will make a final determination in accordance with the by-laws and guidelines.

The appeal to the Board of Directors must be made in writing within five (5) business days of the determination or sanction. The Board of Directors will meet within fourteen (14) business days after the date of the grievance to hear all parties.

FEE AND PAYMENT PROCEDURE

Registration Fee: A non-refundable fee of \$100.00 is due upon acceptance to the Center. This fee is paid only once as long as a child remains **continuously** enrolled in the program. If your child is withdrawn for any length of time, such as for the summer, you must re-register, and the child's name will be placed on the waiting list.

Tuition Fee: Tuition is due in advance, payable the first of each month. No bills will be mailed. If tuition is not paid by the 10th, a late fee of \$2.00 per business day will be added. If tuition is not paid by the 15th of the month, the Center will not be able to provide care for your child. In case of financial emergency, see the Director.

Parents must give no less than two (2) weeks notice to the Director when withdrawing a child from the Center and are responsible for two (2) weeks tuition from the date of notice of withdrawal.

RETURNED CHECKS

There is a \$40.00 charge for any check returned. If a check is returned to the Center due to insufficient funds, a parent has no longer than the 20th of the month to make payment in full to the Center. If the Center receives two (2)

checks from one family, which are returned for insufficient funds within a four (4) month period, the Center can no longer care for the child.

LATE PICK UP FEE

After 6:00 p.m., late fees will be charged at the rate of \$1.00 per minute, \$5.00 minimum. Frequent offenders may have fees doubled and tripled.

BIRTHDAYS

We will recognize each child's birthday at the Center. Some parents choose to provide a simple birthday party for their child's class. We suggest simple, individual items such as a cupcake, cookie, ice cream treat, or Popsicle for the p.m. snack. Please schedule this with the teacher. Any other party favors are optional. State daycare law does not allow latex balloons in the center.

ARRIVAL AND DEPARTURE OF CHILDREN

- *Upon arrival, an adult must accompany all children inside the facility.
- *Staff must be notified of the child's arrival.
- *Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving.
- *Authorization is required when anyone other than the designated adult arrives to pick up the child. 9
- *Children **must never** be left unattended. (Including family members and visitors)

Parents are asked to initial the class roster upon arrival in the morning and again when leaving the Center at the end of each day. Please note any special announcements on the classroom doors or in your child's cubby. We ask that you use the playground entrance to the building. For safety reasons, other doors are locked most of the day.

TYPICAL DAILY SCHEDULE

7:15	Center opens
9:00	Breakfast
9:30	Morning learning activities
10:45	Outside play
11:45	Lunch
12:30	Prepare for nap
1:00	Nap time
3:15	Getting up from nap
3:45	Afternoon snack
4:00	Outside play and center activities
6:00	Center closes

We recommend that all children get adequate rest so they can enjoy their busy day. A tired child is at a disadvantage. Also, a nutritious breakfast has been shown to aid children in having a more productive morning.

The children are provided with well-planned, age-appropriate activities in areas such as:

<i>number concepts</i>	<i>problem solving</i>
<i>science/nature experiences</i>	<i>dramatic play</i>
<i>block building</i>	<i>sand and water play</i>
<i>music</i>	<i>self-help skills</i>
<i>creative art</i>	<i>wood working</i>

FIRST DAY OF ATTENDANCE

What to bring from home:

tuition fee

application form

medical form

USDA Food Program Forms

complete change of clothes (labeled), small blanket, crib sheet, small

pillow with pillow case, and comb

The Health Department **requires** that all bedding be clearly labeled. Since jackets and sweaters are easily lost, please be especially careful to label these items. Each child is assigned a cubby for his/her personal belongings. All blankets and stuffed toys sent for your child's nap time should be small enough to fit in their cubby. Please check your child's cubby each day for notes from the teachers, artwork, and other items. **Every** Friday, bedding is sent home to be laundered. Please return clean bedding on Monday.

DRESS POLICY

Children should be dressed for active and "messy" play. Clothing that is to be kept clean is inappropriate for daycare.

We ask that children not wear "flip-flop" type shoes or shoes with slick soles. We have found that these are not safe, and they limit the child's activity.

We ask that children **not** wear clothing with violent or aggressive characters such as Power Rangers, Pokemon, PowerPuff, Batman, Spider Man, wrestlers, etc. We believe that such exposure encourages aggressive behavior in children.

The teachers strive to include outside activities for all children each day. Please see that your child has a coat with head cover for cool days.

DISCIPLINE

Means of discipline used at the Center:

- ❖ Redirection
- ❖ Rewards for good behavior.
- ❖ Taking away privileges for poor behavior.
- ❖ Time-out: The child is asked to sit away from the activity of the group for a short time and to consider how he/she needs to alter his/her behavior.
- ❖ Notes and telephone calls to parents to determine how best to handle the behavior problem.
- ❖ Parent/Teacher Conference
- ❖ Physical and emotional evaluations by professionals outside the Center to help understand and determine the causes of negative behavior.

Children will not be:

- ❖ Subjected to punishment of a physical nature such as, shaking, biting, spanking, or cruel treatment.
- ❖ Subjected to punishment of a psychological nature such as, humiliation by derogatory or sarcastic remarks about the child's family, harsh or profane language, or actual or implied threats of punishment.
- ❖ Treated in a punitive manner or shamed when a bathroom accident occurs.
- ❖ Denied food or rest as punishment, nor will they be forced to eat or rest.

When behavioral problems persist, the parent may be assisted in finding a more appropriate setting for the child.

FAMILY SERVICES AND REFERRALS

The Center strives to provide an excellent environment for the mental and social growth of the children in its care. If your child needs help in development, the Director will be happy to aid in setting up referrals with agencies such as:

Project Enlightenment
Developmental Evaluation Center
Community Partnerships, Inc.
Healthy Start
Hearing and Speech Clinics

The Center is affiliated with the following government agencies:

*NC Department of Health and Human Services
Division of Child Development
Wake County Department of Human Services
Wake County Health Department
Wake County Smart Start
Child Day Care Licensing Commission*

CHILD ABUSE AND NEGLECT

North Carolina State Laws requires a daycare center to report suspected cases of child abuse and neglect to the Department of Social Services. Compliance with this law does not require parental notification.

ACCIDENT AND ILLNESS

We again stress the importance of being able to contact you in case of an emergency. Please keep all phone numbers up to date.

In case of a minor accident, such as a skinned knee, the Center will treat it with accepted first-aid practice. Most of our staff has taken a basic Red Cross First Aid class and CPR. In case of a major accident, we will first try to contact the parents. If neither can be reached quickly, the child will be taken by ambulance to the hospital emergency room for treatment. The Center's insurance is supplemental. Parents should file with their insurance company first, in the event of an accident or injury.

Illness

A child may not be brought to the Center if he/she is running a fever or return until his/her temperature has been normal for **24 hours**. Children should be kept at home until they are well enough to participate in the normal routine at the Center, i.e., outdoor play, meals, and rest. The teacher will report any unusual behavior, which might precede illness, to the parents. If your child becomes ill or feverish during school hours, he/she will be isolated, and you will be contacted to come pick up the child as soon as possible.

Medication

We have learned that most medicines are available in a form that can be given every 12 hours. The Division of Child Development recommends that you ask for or choose these so that medicine does not have to be brought to the Child Care Center. Over the counter medicine may only be given according to the directions on the bottle unless accompanied by a doctor's note. Any medication to be given during school hours must be in the original container and clearly marked with the name of the child. **An adult must give medicine to the teacher**, with a signed form, stating instructions for administering the medicine.

Children should not be trusted with the medicine, nor should it be left unattended. Medicine may only be kept at the Center for the specific time noted on the instructions. These same rules apply to all skin lotions and ointments.

When staff, volunteers, or children have communicable infections or chronic illness, or if problems arise due to food intake, a notice will be posted to inform the parents.

Sunscreen Policy

We ask parents to apply sunscreen to their child before coming to the Center in the morning. If the parent feels it is necessary for the sunscreen to be reapplied to the child in the afternoon, a blanket permission slip must be completed by the parent so that we may apply sunscreen to your child. As with all medications, the sunscreen has to be in the original bottle and must be clearly labeled with your child’s name.

A chart of common contagious diseases follows. Please observe the “*Period of Exclusion from School*” for the protection of all the children and staff. Please notify the Center when your child is ill.

COMMON CONTAGIOUS DISEASES

Disease	Time from Exposure to Onset of Disease	Period of Exclusion
Chicken Pox	13-17 days	1 week after the eruptions appear or until all sores have dried and crusted over
Head Lice	Variable	Until nits are destroyed
Impetigo	Not definite	Until lesions have healed
Pink Eye	1-7 days	Until recovery is complete
Scabies	2 weeks	Until rash clears
Strep Throat & Scarlet Fever	2-5 days	24 hours after: 1) Treatment begun 2) Temperature has returned to normal

Consulting Physician – Dr. Johnny D. Bagwell, MD

MEALS AND SNACKS

A nutritious meal is served daily at 9:00 and 11:45 a.m. Mid-afternoon snacks are provided. Weekly menus are posted beside the door of each classroom. Children are expected to eat the food provided unless written instructions are received from their physicians.

Parents are always invited to eat lunch with their child. Please let the teacher know that you are planning to come to lunch by 9:00 a.m. There is a \$1.50 charge for adult lunches.

If children wish, they may occasionally bring snacks for the whole class to supplement the scheduled snack. The children feel special by sharing something from their home. This should always be scheduled with the child's teacher.

TOY POLICY

Because of the possessive feeling children have toward their own toys, and the discipline problems the toys create, we ask that **NO TOYS** be brought to the Center. This includes toy weapons, Power Rangers or other violent character toys, clothing, linens, etc. **EXCEPTIONS:** Your child may wish to share a book or other educational item that enriches the topics being studied in the classroom. All blankets and stuffed toys sent for your child's nap time should be small enough to fit in their cubby.

INCLEMENT WEATHER POLICY

The Center is closed the first day that Wake County schools are closed for inclement weather. If WCPSS opens on a delayed schedule, we will also follow the same procedure (example: a 2 hour delay means that the center will open at 9:15). Each day thereafter, a decision regarding opening will be made by the Director. Announcement of closing will be made on WRAL TV.

The Center will close on the same schedule as the **Wake County Elementary Schools** when weather closings occur during school hours.

When bad weather occurs on the weekend, listen to WRAL TV or call the Center to find out if we will be open on Monday. If bad weather occurs Sunday evening, we will follow the decision of Wake County Schools. However, if it occurs earlier in the weekend, a decision will be announced on WRAL TV(CBS Channel 5). Generally, if we are able to get some staff here, we will open.

PARENTAL INVOLVEMENT

Parents are encouraged to become involved in learning and social programs. Volunteers that provide special treats such as puppet shows, playing a musical instrument, storytelling, singing, etc. greatly enrich our program. We can use help on special occasions, parties, and outings. Transportation and chaperon volunteers are greatly appreciated. Even such simple acts as eating lunch with the children make them feel very special. Parents are welcome at any time. Visitors other than custodial parents are limited to 15 minutes. Parent-Teacher conferences are encouraged at any time during the year. We are pleased to discuss your child's progress.

HOURS

The Center opens at 7:15 a.m. and closes at 6:00 p.m. We encourage parents not to leave their children for more than nine (9) hours a day for the best interest of the child. We ask that all children arrive at the Center by 9:00 a.m.

HOLIDAYS

The Center **will be closed** on the following days.

New Year's Day

Martin Luther King, Jr. Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Two (2) or three (3) days at Christmas

Teacher Workdays

-Last two (2) working days in August to prepare for
Fall Program.

-Last (1) working day in December