



# Full Day Handbook

## 2022 – 2023

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[www.christlutheranchildrencenter.org](http://www.christlutheranchildrencenter.org)

Christ Lutheran Children's Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and school-administered programs.

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## INTRODUCTION

We are happy that you have selected Christ Lutheran Children's Center and take pride in the fact that it is a quality facility for child development. It is licensed for 110 children ages 6 weeks through five years old.

**Christ Lutheran Children's Center is a GS110 (religions sponsored) licensed childcare facility.** It began as a Mother's Morning Out in 1987 and added Full Day classes in 1989. We provide care for children from 6 weeks old to 5-years-old.

Our full day program is open from 7:15 am until 6:00 pm year-round. We provide a morning and afternoon snack, as well as a hot lunch.

This Parent Handbook contains information which we hope will prove beneficial to you. Please feel free to call the Center should you have any questions.

### Statement of Purpose

Christ Lutheran Children's Center is committed to the physical, social, intellectual, and spiritual development of each child in a loving Christian environment. Our purpose is to continue a process that you as parents have already begun:

- To provide a safe, nurturing child-centered environment
- To meet the individual needs of each child in a developmental environment utilizing learning centers
- To provide opportunities for experimental learning
- To develop happy, well-rounded children and build self-esteem, confidence, and eagerness to learn
- To show each child how special he/she is to us and to God

At Christ Lutheran Children's Center, our goal is to facilitate a love of learning and to prepare each child for kindergarten.

### Philosophy

At Christ Lutheran Children's Center, we strive each day to help the children feel independent, confident, and to develop a lifelong love for learning. Each child is a child of God and a unique individual who grows and learns at his or her own pace. We believe that an understanding of Christian values and a developmentally appropriate learning environment will build good character and a feeling of security to engage in learning. Our goal is to lay the foundation for each child to reach their full potential academically, socially, and spiritually.

### Governing Board

Christ Lutheran Children's Center is governed by a Board of Directors. The Board is made up of church members, non-church members, half day and full day parents. Each member serves a three-year term. Openings on the Board are announced through communications with the parents. If you are interested in serving on the Board, you may speak to the Director, Meg Semm, or the church staff member, Pastor Scott Suskovic.

### Website

Parents can visit Christ Lutheran Children Center's website for information about our school and curriculum. Required forms and applications are also available at [www.christlutheranchildrenscenter.org](http://www.christlutheranchildrenscenter.org). Items that are kept updated on the website include but are not limited to: weekly school menu; school calendars and current fees.

## GENERAL PROVISIONS

### Ratios

Our teacher/child ratios by age group are:

	<u>CLCC</u>
Infants	1 to 4
Older Infants	1 to 4
Toddlers	1 to 5
Two-year old's	1 to 6
Little Three-year old's	1 to 7
Three-year old's	1 to 8
Four-year old's	1 to 9

### STAFF

Christ Lutheran Children's Center teachers are chosen based on their previous training, education, experience, and dedication to providing quality care. All staff must list previous employment and references. All staff are required to complete fingerprints and a background check through the Division of Child Development and Early Education.

### Requirements

Our staff qualifications are:

- A love of children
- Experience in childcare and ability to teach young children
- Commitment to continued personal and professional growth

### Staff Development

Teachers are required to attend staff development annually. CLCC encourages the participation of all its employees in professional organizations relating to early childhood education as well as attendance at seminars and workshops. Other classes are provided by Child Care Resources Inc., Pro-Solutions, and various state and local conferences. CLCC provides a scholarship tuition reimbursement to teachers who wish to continue their formal education.

CLCC employees must be up to date on CPR, AED, and First Aid skills and training in recognizing child maltreatment. All CLCC employees involved with infants/toddlers are required to keep their SIDS (Sudden Infant Death Syndrome) certificate current and review of Safe Sleep Policy yearly or when changes have been made. All hired employees must complete orientation in the following areas: recognizing child abuse/maltreatment, operating policies of the center including Emergency Preparedness and Response Plan, recognizing and reporting shaken baby syndrome and abusive head trauma, preventing and controlling infectious diseases, supervising children adequately, observing and understanding individual duties, maintaining a safe and healthy environment, administering medicine to children, preventing and responding to emergencies due to food and allergic reactions, cooperating with state representatives during visits and investigations and reviewing child care laws.

# REGISTRATION AND ENROLLMENT

## Fees

At the time you are placed on the waiting list there is a \$50 fee per family. This fee does not guarantee placement in the center. **It is non-refundable and is not applied to the registration fee.**

A non-refundable registration fee of \$125 is due at the time of enrollment.

Current fees are listed below. Tuition and other fees are subject to change at least annually. For the annual tuition and/or fee changes, the Director, or the Board Chairperson, will give notice to each parent by July of the new tuition and/or fee changes for the new school year. The failure of the Director to give timely notice of the tuition or fee changes shall not affect the obligation to pay those accounts.

Tuition is paid through automatic drafts. Weekly drafts will be withdrawn on Monday of each week. If your draft falls on a holiday or weekend, the draft will be initiated for the following business day. Tuition, fees or other amounts more than two weeks past due constitute grounds for dismissal from the Center unless arrangements have been made with the Director. **CLCC has a no cash policy for tuition; payment must be made in the form of automatic draft.** Please contact the office for more information. Exceptions from the automatic draft procedure may be made in appropriate circumstances by the Director. If an exception is granted, payments must be made by check and the payments will be required on a weekly basis in advance. Checks are payable to CLCC. A \$30.00 fee is charged for all checks returned to the Center due to insufficient funds or other reasons. Unpaid tuition and other fees will bear interest at the rate permitted by law and will accrue until the outstanding amounts are paid in full. The Center will be entitled to recover reasonable attorney's fees and costs incurred in the collection of any amounts due to the Center.

If your child is enrolled at the Center, you are unconditionally obligated to pay tuition, fees and other amounts in the manner provided herein without exception, refund, reduction, mitigation, defense, counterclaim, deduction or set off for any reason. Such payment shall be made regardless of circumstances, including, but not limited to: vacations, personal days, absences, illnesses, holidays, and closings (scheduled or unscheduled or lack of attendance for any reason).

**A Capital Fee of \$125 is assessed yearly in August prior your child's move up into the next classroom. If your child begins at CLCC after June 1<sup>st</sup>, deferment of the assessed yearly Capital Fee for the next school year is at the sole discretion of the Director.** \*Weekly rates do not include \$125 capital fee, per child, paid annually. The capitol fee helps with the cost of equipment, furniture, and supplies.

## Weekly Rates (August 2022 – August 2023)

Infants	\$370	Young 3	\$345
Toddlers	\$360	Threes	\$340
Twos	\$350	Fours	\$335

\*Tuition includes morning snack, hot lunch, afternoon snack. We strive to offer many "extracurricular activities" without an additional charge: chapel, music, movement, outdoor learning center, and science. Programs such as "Soccer Shots" are available at a cost charged by the program.

## Forms

Prior to your child's enrollment at the Center, the following forms must be on file with the Director:

- Child's Application for Child Care
- Children's Medical Report
- Immunization History
- Christ Lutheran Children's Center Health Care Policies
- Authorization for Automatic Draft
- Key Fob Order Form
- Internet/Facebook/Website Release Form
- Field Trip Permission
- Discipline and Behavior Management Policy
- North Carolina Child Care Law and Rules
- Shaken Baby Form
- Handbook Acknowledgement Form

## Withdrawal

**A two-week notice is required in writing** when a parent plans to permanently withdraw a child from the Center. Failure to provide this mandatory notice leaves the parent financially responsible for paying a penalty equal to two week's tuitions.

## Closings

**Please note that we do not follow CMS or other surrounding school district's schedules.** Every effort will be made to keep the Center open when the Center is scheduled to be open. However, the Center is subject to be closed (including early closings and full or partial day closings) and without advance notice at any time. In the event normal services cannot be provided for any reason (including, but not specifically limited to, inclement weather, loss of power, lights or heat, or acts of God) or there are circumstances that pose a significant safety or health risk to the children, parents or staff of the Center, the Center will be closed at the discretion of the Director.

**Information regarding closings, delayed openings, or early dismissals due to weather or unforeseen issues can be found by receiving a text message through Brightwheel** – Full Day parents must sign up to allow notifications through Brightwheel.

*Please make sure that we have current phone information so that you can be reached if the Center must close early. Regular fees will be due weekly, regardless of holidays, snow days or natural disaster.*

## Holiday Closures: CLCC 2022-2023 Calendar

The Center will be closed for the following holidays from July 2022 through June 2023:

Fourth of July	Monday, July 5, 2022
Labor Day	Monday, September 5, 2022
Thanksgiving	Wed, Thurs, Fri, November 23-25, 2022
Christmas	Friday, Monday, Tuesday December 23, 26, & 27, 2022
New Year's	Monday, January 2, 2023
Martin Luther King	Monday, January 16, 2023
Good Friday	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023

## Teacher Workday Closures: CLCC 2022-2023 Calendar

The Center will be closed for the following teacher workdays from July 2022 through June 2023:

Teacher Workday	Thursday and Friday, August 18 & 19, 2022
Columbus Day	Monday, October 10, 2022
Veteran's Day	Friday, November 11, 2022
President's Day	Monday, February 20, 2023
Easter Monday	Monday, April 10, 2023
Teacher Workday	Friday, June 9, 2023

## DAILY OPERATING INFORMATION

### Center Hours

Christ Lutheran Children's Center is open from 7:15 am to 6:00 pm Monday through Friday.

### Arrival and Departure

Parents are responsible for the child's safe arrival and departure at the classroom door and must sign them in and sign them out. Please escort your child to and from their classroom. ***No one will be admitted into a classroom until 7:15 am or after 12:00 pm.***

#### Safe Arrival Procedures:

- Upon arrival, all children must be accompanied inside the facility by an adult. **Under no circumstances should a child be left alone or unattended in a car on Christ Lutheran property.**
- Sign your child in on the classroom transition sheet or on infant daily sheet. ***Make sure to document the time of drop-off and your signature.***
- Teacher must be notified of the child's arrival.
- Children must never be left unattended especially in rooms, hallways, etc. Parents must stay with their child until they are signed in to the classroom.
- CLCC has a **NO CELL PHONE** policy during drop-off.

*Scheduled activities begin at 9:00 am. To avoid unnecessary disruptions and to ensure that all children can participate in classroom activities to the fullest measure, all children should arrive no later than 9:00 am. If your child has a scheduled appointment and will be arriving late in the morning, please call the school to let his/her teachers know whether or not to add your child to the lunch count.*

#### Safe Departure Procedures:

- Upon the child's departure, an adult must come inside the facility or meet the child's class on the playground and notify the teacher that the child is leaving. ***(If meeting your child on the playground, please make sure to close and latch all gates.)***
- Sign your child out on the classroom transition sheet or on the infant daily sheet. ***Make sure to document the time of pick-up and your signature.***
- Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of persons other than known parent/guardian.
- Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.
- Children must never be left unattended especially in rooms, hallways, on the playground or in a car.
- CLCC has a **NO CELL PHONE** policy during pick-up.

## Parking

Our parking lot is a busy place. Please obey all traffic patterns and signs. PLEASE SLOW DOWN while driving. Watch your children closely while entering and leaving the building. **DO NOT LEAVE UNATTENDED CHILDREN IN THE CAR.** *We suggest that you do not leave valuables in clear view, even in a locked car.* Please do not park by the curb. Park only in the designated parking areas.

## Authorized Pick-Up

Only authorized persons named on the pick-up list may take a child away from the Center. Siblings cannot pick up unless they have a driver's license. When someone else must pick up your child, the office Administrators and/or teachers must be notified by telephone or a signed note, and these persons must identify themselves to the office Administrators and/or teachers. Children will not be allowed to go with an unauthorized adult. A driver's license or other photo identification will be required.

If your child is on the playground when you arrive to pick him/her up, please be certain that the teacher is aware that you are leaving the Center and have signed your child out. Please enter the playground to pick up your child and lock the gates behind you. Do not lift your child over the wall or fence.

## Appointments

If your child has a doctor or dentist appointment scheduled at a time prior to 12:00 pm and you would like to bring him/her back to school after the appointment, your child must be signed into school **prior** to leaving for the appointment. For example, your child is signed in to his/her CLCC classroom at 7:30 am. Your child has an 11:00am doctor's appointment. Your child may be picked up prior to the appointment and then returned immediately after the scheduled appointment to be eligible to return to CLCC, even if the return time is after 12:00pm. You **must** provide receipt/proof of your child's scheduled appointment upon return. If your child has an appointment scheduled **after** 12:00pm, your child is not eligible to return to CLCC until the following business day. **All other requests for your child's return to CLCC after 12:00pm will be denied.** Please note that if your child returns from a scheduled doctor's appointment to CLCC after 12:30pm, you are responsible for feeding your child lunch. Due to state and health regulations, we are not able to hold food for more than 30 minutes past delivery to the classrooms.

## Late Pick-Up

Please be considerate of our staff and pick up your child by 6:00 pm. **A fee of \$1 per minute past 6:00 will be charged per child.** (Example: If you pick your child up at 6:10, you will be charged a \$10.00 late fee per child). **Three (3) late pick-ups will constitute grounds for dismissal.** It is advised that you have a back-up of friends or relatives whom you can call if you are running late. **Please note that on days before a holiday, a late fee of \$10 per minute past 6:00 will be charged per child.**

## Absences

If your child is ill or will be absent for any reason, please call the Center as a courtesy, so we can tell the teachers and the cook.

## Early Pick-Up

Please notify the teacher in advance if your child is to be picked up early. This will enable the teacher to have your child ready when you arrive.

## Parent's Daily Information Sheet

Parent's information is provided to you daily through Brightwheel, letting you know your child's activities for the day, along with any other pertinent information. For parents of children in the infant and toddler rooms, you may be provided with a hard copy information sheet that will indicate whether your child has eaten well and also napped.

## Share Time and Personal Belongings

Children may not bring toys, costumes, toy guns, chewing gum, candy, money, or electronic devices to the Center. Your child will be given the opportunity to "show and tell" special treasures. Also let your teacher know if your child has a special nap item such as a security blanket. Any nap items must fit in the child's cubby and are taken home on the weekends to be washed. ***Please note that children should not have snacks or medicine in their backpacks. This includes items such as ChapStick.***

## Clothing

Parents are asked to dress their child in clothes and shoes that will allow them to participate in all activities both inside and outside. Jackets are needed for cool weather and towels may be needed for water days. **Each child must have a change of clothing and shoes left at the Center to be used for emergencies.** Keep in mind that if your child is potty training, he/she will need a several changes of clothes as well as socks and a pair of shoes. Please label all clothing and shoes.

## Allergies and/or Medical Conditions

Parents are asked to report allergies and/or medical conditions to the CLCC office staff so that the proper state paperwork can be processed and on file in case of an emergency. All medication must be stored in the CLCC office unless an EpiPen is prescribed. EpiPens are securely stored in Boo Boo bags that go with the teacher in charge of your child during the day, so that access is readily available in an emergency. **We must always have two EpiPens at the school:** one with child's teacher and one in the office. All teachers have been trained on using EpiPens.

## Field Trips

Our field trips are educational in nature and are planned to enrich your child's experience. Classes go on walks around our campus as well as enter our outdoor learning center. The permission form you sign at enrollment will cover any of these trips. Periodically, CLCC schedules in-house field trips to enhance the curriculum: dentist visit, Children's Theatre, etc.

## Exercise

Physical exercise is essential to a child's health and well-being. We will play outside each day, weather permitting. During inclement weather, we will use Spirit-Hall (gym).

## Security

The Children's Center has a security system and 8 cameras with one at each entrance to the Center and in the hallways. Each family will need a key fob to get in each of the Center's doors. Your key fob can go on your keychain for easy access. You simply hold the key fob in front of the security system panel located at each door. The red light on the panel will turn green to let you know you may open the door.

Any person who picks up your child on a regular basis (ex. grandparents, nannies, etc.) will need a key fob. An uncle or neighbor that rarely picks up will not need one. They may be buzzed in through the front door with proper identification. Most families will only need 2 key fobs (one for each parent). There is a

\$10.00 fee for each key fob. If your key fob is lost, your fee will not be refunded. You will need to notify the office as soon as possible for it to be deactivated and you can request another key fob for \$10.00.

All classrooms have an Emergency Medical Care Plan posted. The center has walkie talkies to be used by staff in the event of a child emergency. A telephone is located in the administrative office and personal cell phones can be used in the event of an emergency.

## **Cell Phones**

At CLCC we have a **NO CELL PHONE POLICY**. Parents are asked not to use their cell phones in their child's classroom to avoid unnecessary disruptions. It is very important to your child and your child's teacher that they have your full attention during arrival and departure.

## **Smoke-Free and Tobacco-Free Center**

Please note that CLCC is a smoke-free and tobacco-free center. By law, smoking and use of tobacco products are prohibited on our campus which includes buildings, parking lots, and grounds.

All childcare staff and potential childcare staff working in our infant and/or young toddler rooms are banned from cigarette smoking.

## **PROGRAM OUTLINE**

A preschool/daycare has a curriculum? Absolutely! There are many centers around the country that purchase pre-packaged curriculum programs. But at Christ Lutheran, we put together a team of curriculum-educated teachers to research the most successful teaching techniques, coupled with their own classroom experience in knowing what really works, to create what we believe to be a truly exceptional educational program. Each classroom uses its own, age-appropriate curriculum, while keeping to the same theme as all other classrooms. Our philosophy is to introduce lessons and skills to your children so that when they are ready, they know how to apply what they've absorbed. Our curriculum is based on learning through songs, finger plays, repetition, books, and play. Each teacher understands that our children learn in different ways and at different rates. We embrace this notion and help each child learn in a way that works for them. Learning should be fun; but there also needs to be plenty of free play throughout the day. Free play opens the door to independence and creativity, which makes every day a new, exciting experience. Centers in each classroom include age-appropriate materials in art, science/sensory, fine motor/manipulative, books, music, dramatic play, and blocks. Our three's and four's classrooms also have a writing center.

All classes from Infants through Four's will have the same theme of the week starting with "All About Me" in August and ending with "Fun and Games" in June. During the summer months, full day participates in CLCC's summer camp that consists of fun-filled themes with water days, special treats, crafts, games, and activities.

Please keep in mind that all children develop their skills at different rates. Studies have shown that developmental skills of children even out around second or third grade. With this in mind, understand that we are introducing lessons and skills to your children. Children are sponges and will take in the information and let it "pour out" when they are ready. One cannot force a child to do something that they are not ready to do. We have a fabulous curriculum that is based on learning through songs, finger plays, repetition, play, and books.

Our faith and belief are that we are all children of God. We believe our spiritual development and well-being are part of our growth and maturity, especially in the early years of life. At Christ Lutheran

Children's Center, we will talk about the God who loves us, the God who creates all that exists and the God who sent us His Son, Jesus, to reveal His love. Songs, stories, and art about God will be shared in our classrooms as we partner with the church with our Bible Story of the Week. Prayers of thanksgiving will be prayed before snack and lunch. **The following extracurricular activities are offered as part of the curriculum:**

- **Bible Story of the Week** - Stories are covered through readings, music, puppets, and discussions in each classroom.
- **Character Education:** Character traits are built upon monthly which aid in your child's social and emotional growth. Students will gain a great foundation and understanding of these traits through stories and activities with stuffed animals, and role playing.
- **Science** - Twos – Fours are introduced to theme-related experiments and hands on experiences as well as concepts of trial and error and predicting outcomes.
- **Chapel** – Bible stories are reinforced in Christ Chapel with a pastor on a weekly basis with our children ages two and older.
- **Movement** – Class focuses on the development of motor skills, strength, cardio, and flexibility with all ages.
- **Outdoor Learning Environment** – Teacher-planned activities are enjoyed in this environment where all our children can develop physically, socially, emotionally, and intellectually.
- **Music** – Class is held twice a month with a trained music teacher where children of all ages are introduced to various songs and instruments.
- **Rumpus Room** – Infants and Toddlers enjoy going to this room daily to promote physical activity and play with each other.
- **Other** - OPTIONAL programs from the community at an additional cost. Soccer Shots are the only available programs currently.

## Infants

We understand that for many of you, this will be your first experience placing your baby in childcare. Please note our main goal is to communicate with you daily to give your baby the best opportunity to grow and flourish in his/her own unique way. Our curriculum will encourage your baby to explore, problem solve, express themselves through movement, build self-confidence, and establish trusting relationships. We are here to offer your baby a stimulating and loving environment not a stressful one. Your baby's needs and safety are our priority. Parents are responsible for bringing in diapers, wipes, and bottles/food for their infant.

An account of your child's day will be recorded daily. Parents will fill out a feeding schedule for their baby under 15 months of age. As the child's feeding needs change, the parent is responsible for updating the feeding schedule. Once a baby is 15 months old, the baby must eat from the regular menu at Christ Lutheran. The number of food/bottles given and times fed will be documented on the child's daily note.

**NO MEDICINES/VITAMINS ALLOWED IN BOTTLES.**

Babies under 12 months will be placed on their backs to sleep. Once your baby is 6 months old and is able to roll over on his/her stomach, he/she may remain sleeping on stomach. If baby rolls over before turning 6 months, he/she will remain on his/her back. Please note that due to state law, we do not swaddle babies nor use blankets in the cribs. Teachers may use a sleep sack for age-appropriate babies. Please note that your baby will be checked every 15 minutes while he/she sleeps. This will be documented on your baby's daily sheet as well.

During your baby's first year, we believe that infants need to be nurtured and loved through physical touch and language, for example: rocking, being held and caressed, being talked to, etc. It is important that your child's developmental goals (gross & fine motor, language/intellectual, and social/emotional) are enhanced. Infants learn by exploring their world around them. In the areas of gross and fine motor development, your baby will enjoy movement activities and sensory activities especially while on their tummy. Your baby's language/intellectual areas will be enjoyed through one-on-one conversations, songs, finger plays, and books. In the areas of social/emotional development, your baby will experience playing with other babies and experience his/her teacher talking with him/her about what he/she is seeing throughout the day. Infants will also enjoy time on the playground, in the gym, and in the Rumpus Room to play with age-appropriate toys. Through these activities, teachers will be able to help your baby integrate his/her senses and will give your child the tools to help him/her be successful in his/her surroundings.

## **Toddlers**

During this year, it is important that your child's social and emotional skills are enhanced. Learning through play is the richest way to learn. Your child will enjoy role playing in different centers while using his/her creative imagination and various props to create familiar situations. Working in small groups will help children interact with others by learning to share, taking turns, and talking with one another in appropriate ways. We will give your child the tools to help him/her be successful while playing with others.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. Please note that toddlers are not forced to sit in circle; children are asked to join in the following activities; however, some may choose to continue exploring centers in the classroom. **Here are some highlights of our Toddler's curriculum:**

### **Theme and Bible Story of the Week:**

- School-wide theme and bible story of the week
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

### **Literacy:**

- Whole and small group read aloud activities
- Access to many different types of age-appropriate books throughout the day

### **Math Skills:**

- Large group twice a week
- Small group instruction once a week
- Skills include: colors, shapes, sorting, big/little, and counting aloud with teacher
- Math activities and manipulatives present in various centers

### **Sensory Skills:**

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week

- Outdoor learning center available to classrooms: garden, picnic, and music area

#### **Social and Emotional Skills:**

- Learn skills through play in centers: dramatic play, block, manipulatives, sensory, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Large/small group and individual instruction on handling situations

#### **Language Skills:**

- Opportunities to express self during circle activities: open-ended questions, weather, Pledge of Allegiance, theme of week, Bible story of week, group songs, stories
- Shine Time will be scheduled at least once a month per child *(Please note that this is like Show & Share; however, they will not bring an item from home. They will be asked to “shine” in front of their friends. They may sing a song, jump five times, talk about what they ate for breakfast, etc.)*

#### **Fine and Gross Motor Skills:**

- Play daily on playground, in the Rumpus Room, and in the gym, weather permitting with age appropriate toys
- Teacher-directed classroom art with use of chunky crayons, markers, chalk, Play-Doh, paint, etc.
- Movement activities in classroom

### **Two Year Old's**

During this year, it is important that your child's social and emotional skills are enhanced. Learning through play is the richest way to learn. Your child will enjoy role playing in different centers while using his/her creative imagination and various props to create familiar situations. Working in small groups will help children interact with others by learning to share, taking turns, and talking with one another in appropriate ways. We will give your child the tools to help him/her be successful while playing with others.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our Two's curriculum:**

#### **Theme and Bible Story of the Week:**

- School-wide theme and bible story of the week
- Attend chapel once a week with pastors from CLC
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

#### **Literacy:**

- Whole and small group read aloud activities
- Access to many different types of age-appropriate books throughout the day

#### **Math Skills:**

- Large group twice a week
- Small group instruction once a week
- Skills include colors, shapes, sorting, big/little, and counting aloud with teacher
- Math activities and manipulatives present in various centers

#### **Science/Sensory Skills:**

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

#### **Social and Emotional Skills:**

- Learn skills through play in centers: dramatic play, block, manipulatives, sensory, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Large/small group and individual instruction on handling situations

#### **Language Skills:**

- Opportunities to express self during circle activities: open-ended questions, calendar, weather, Pledge of Allegiance, theme of week, Bible story of week, group songs, stories
- Show and Share will be scheduled at least once a month per child

#### **Fine and Gross Motor Skills:**

- Play daily on playground or in the gym weather permitting with age-appropriate toys
- Classroom art with use of chunky crayons, markers, chalk, Play-Doh, watercolors, etc.
- Movement activities in classroom

### **Little Threes**

During this year, we will focus on building your child's confidence and self-esteem by creating experiences for him/her that require independence such as unpacking his/her things in the morning, cleaning up after himself/herself, taking turns with jobs of the week, etc. Little Three's will also work on resolving conflicts, cooperating with others, problem solving and expressing their feelings. Your child will enjoy playing in different centers and using dolls, cars, blocks, etc. to create situations with which they are familiar. Working in small groups will help children interact with others by learning to share, take turns and talk with one another in appropriate ways. This will help your child learn social/emotional skills. These skills are what will help your child succeed in life.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our Little Three's curriculum:**

#### **Theme and Bible Story of the Week:**

- School-wide theme and bible story of the week
- Attend chapel once a week with pastors from CLC
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

#### **Letter of the Week:**

- Letters introduced according to the developmental order of writing (straight lines, curved lines, then slanted lines)
- Books used to introduce letter and words that begin with that letter
- Recognition of upper case letters and introduction to letter sounds

#### **Literacy Skills:**

- Activities used to build hand strength and eye-hand coordination
- Whole and small group read aloud activities
- Access to many different types of age appropriate books throughout the day

#### **Math Skills:**

- Large group instruction daily
- Small group instruction once a week
- Skills include colors, shapes, patterns, counting, big/little, same/different, positions, and graphing
- Math activities and manipulatives present in various centers

#### **Science Skills:**

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week

- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

#### **Social and Emotional Skills:**

- Learn skills through play in centers: dramatic play, block, manipulatives, sensory, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Large/small group and individual instruction on handling situations
- Assigned jobs

#### **Language Skills:**

- Opportunities to express self during circle activities: open-ended questions, calendar, weather, Pledge of Allegiance, theme of week, Bible story of week, daily math concept, group songs, stories
- Show and Share will be scheduled at least once a month per child

#### **Fine and Gross Motor Skills:**

- Play daily on playground or in the gym weather permitting with age-appropriate toys
- Classroom art with use of markers, pencils, scissors, glue, paints, etc.
- Movement activities in classroom

### **Three Year Old's**

Welcome to the Three-year-old curriculum. Please keep in mind that all children develop their skills at different rates. Studies have shown that developmental skills of children even out around second or third grade. With this in mind, understand that we are introducing lessons and skills to your children. Children are sponges and will take in the information and will let it "pour out" when they are ready. One cannot force a child to do something that they are not ready to do. Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our Three-year-old curriculum:**

#### **Theme and Bible Story of the Week:**

- School-wide theme and bible story of the week
- Attend chapel once a week with pastors from CLC
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

#### **Letter of the Week:**

- Letters introduced according to the developmental order of writing (straight lines, curved lines, then slanted lines)
- Books used to introduce letter and words that begin with that letter
- Recognition of uppercase letters and introduction to letter sounds

#### **Literacy Skills:**

- Terms used to correctly write each letter
- Activities used to build hand strength and eye-hand coordination
- Whole and small group read aloud activities
- Access to many different types of age-appropriate books throughout the day

#### **Math Skills:**

- Large group instruction daily
- Small group instruction once a week
- Skills include colors, shapes, patterns, exposure to numbers 1-30, positions, graphing, classifying, and visual estimation
- Math activities and manipulatives present in various centers

#### **Science Skills:**

- Touch and visual exploration in centers and activities

- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

**Social and Emotional Skills:**

- Learn skills through play in centers: dramatic play, block, manipulatives, science, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Assigned jobs

**Language Skills:**

- Opportunities to express self during circle activities: open-ended questions, calendar, weather, Pledge of Allegiance, theme of week, Bible story of week, daily math concept, group songs, stories
- Show and Share will be scheduled at least once a month per child

**Fine and Gross Motor Skills:**

- Play daily on playground or in the gym weather permitting with age-appropriate toys
- Classroom art with use of markers, pencils, scissors, glue, paints, etc.
- Movement activities in classroom

We will focus on building your child's confidence and self-esteem through creating experiences for him/her that require independence such as: a job of the week, unpacking his/her things in the morning, cleaning up after himself/herself, etc. Three-year old's will also work on resolving conflicts, cooperating with others, problem solving, and expressing their feelings. This will help your child learn social/emotional skills. These skills are what will help your child succeed in life.

## **Four Year Old's**

We will focus on building your child's confidence and self-esteem through experiences that require independence such as: a job of the week, unpacking his/her things in the morning, cleaning up after himself/herself, etc. Four-year old's will also work on resolving conflicts, cooperating with others, problem solving, and expressing their feelings. Your child will learn these social/emotional skills through activities in large and small groups during centers and snack/lunch time with friends and during free play in the room or on the playground. These skills are what will help your child succeed in life and are considered to be the most important skills needed to transition smoothly to elementary school.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our Four-year-old curriculum:**

**Theme and Bible Story of the Week:**

- School-wide theme and bible story of the week
- Attend chapel once a week with pastors from CLC
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

**Letter of the Week:**

- Letters introduced according to the developmental order of writing (straight lines, curved lines, then slanted lines)
- Review of upper and lower-case letters and introduction to letter sounds

- ABC letter page reinforces writing and coloring (*Please note that writing and coloring will not be forced!*)
- Books used to introduce individual letters and words that begin with that letter
- My (Letter) Books used to introduce individual letters and sounds and words that begin with that letter
- Picture Cards used to introduce a letter and its sound
- Introduction of sight words

#### **Literacy Skills:**

- Terms used to correctly write each letter
- Activities used to improve fine motor and writing skills
- Whole and small group read aloud activities
- Access to many different types of age-appropriate books throughout the day

#### **Math Skills:**

- Large group instruction daily
- Small group instruction once a week
- Skills include colors, basic shapes, geometric shapes, sorting, patterns, exposure to numbers 1-100, positions, graphing, classifying, ordering, height/weight, and estimation
- Number of the week to reinforce numbers and values
- Math activities and manipulatives present in various centers

#### **Science Skills:**

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

#### **Social and Emotional Skills:**

- Learn skills through play in centers: dramatic play, block, manipulatives, science, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Various jobs throughout the classroom which include unpacking and packing up bookbag
- Listening and following directions

#### **Language Skills:**

- Opportunities to express self during circle activities: open-ended questions, calendar, daily news, weather, Pledge of Allegiance, theme of week, Bible story of week, daily math concept, group songs, science, stories
- Introduction to letter sounds, blends sound, and sight words
- Reading comprehension and communicating ideas
- Journaling with pictures and words
- Show and Share will be scheduled at least once a month per child

#### **Fine and Gross Motor Skills:**

- Play daily on playground or in the gym weather permitting with age-appropriate toys
- Classroom art with use of markers, pencils, scissors, glue, paints, etc.
- Movement activities in classroom

# HEALTH

## Health Policy

We use our experience, and knowledge of your child, as well as, advice from our Center's on call medical professional to make a decision concerning the health of children in our care.

If your child has any of the following symptoms, we will contact you to pick up your child from the Center. (Children should be picked up immediately.) CLCC understands that it is difficult for a parent to leave or miss work, therefore, it is suggested that a backup plan for childcare should be arranged in advance. In the event that a parent cannot be reached, an emergency contact from your family file will be called.

**Children with the following symptoms must remain home until they are symptom free for at least 24 hours without the use of medication.** Please note that when your child returns to school, he/she must be able to keep up with normal activities within the daily routine.

- Vomiting
- Two incidences of diarrhea or very loose stools inconsistent with usual bowel movements
- Any contagious illness
- Any symptoms requiring one-on-one and/or causing severe discomfort
- Surgery (tubes, shunts, etc.) or if your child needs anesthesia for any procedure-your child cannot return to the center **until 24 hours after leaving the hospital.**
- A child that has been given an enema or suppository must remain at home for 24 hours before returning to school.
- A child that has had his/her eyes dilated may not come to school the day of dilation.
- Pink Eye: Child may return after being on antibiotics for 24 hours. *(Ex: If your child starts eye drops at 10:00 a.m. on a Monday, then he/she may return to school the following day on Tuesday at 10:00 a.m. If your child has pink eye and he/she starts medicated drops at 12:00 p.m. or after on a Monday, he/she will not be able to return until Wednesday; for our school policy states that we do not accept children after 12 p.m.)* A note will be required from your child's doctor stating that your child is on eye drops or stating that they are not contagious. If your child is not contagious, he/she may return the same day.
- Strep Throat – Child may return after being on antibiotics for 24 hours. *(Ex: If your child starts antibiotics at 10:00 a.m. on a Monday, then he/she may return to school the following day on Tuesday at 10:00 a.m. If your child starts antibiotics at 12:00 p.m. or after on a Monday, he/she will not be able to return until Wednesday; for our school policy states that we do not accept children after 12 p.m.)*
- Lice – If a child with lice has been treated at a **professional lice office**, the child may return to school **with a note or certificate stating that he/she has been treated at their office and must have no signs of nits, eggs, or bugs whether dead or alive.** The child must come through the office on his/her first day back to be cleared by one of our administrators. **HOWEVER**, if a child with lice has been treated **at home with any lice product**, the child may return to school **24 hours after treatment and must have no signs of nits, eggs, or bugs** whether dead or alive. The child must come through the office on his/her first day back to be cleared by one of our administrators.
- Any open, oozing sores, bacterial infection and/ or bloody gums. If your child has an open sore and it seems to worsen, the Center will require documentation from your child's pediatrician before returning to school. The note needs to state that the sore is not contagious, what medication was prescribed and/or if there are any other special instruction to be taken. Open sores must be covered while in attendance at CLCC. If your child is contagious and starts medication before noon, he/she may not return to school that day but may return 24 hours after medication has begun as stated above in pink eye policy.

### Fever:

Teachers will call parents when a child has a **fever of 100.4 or above or when a child is not able to keep up with normal activities within the daily routine.** *(Please note that teachers use two different thermometers to check your child's temperature and take the second temperature 15 minutes after the first one has been taken.)* **Center policy states that the parent must keep the child out the following day and**

**until the child has been fever free for at least 24 hours without medication. (*Fever free means that the child's temperature is no higher than 98.9 within 24 hours.*)** When child returns to school, he/she must be able to keep up with normal activities within the daily routine.

**When the child has been out one full day and is returning to school after an illness, please remember the following:**

- A child must be fever free (without medication), vomiting, diarrhea and other symptoms for 24 hours prior to returning to school.
- A child must be able to participate in all activities when returning to school (this includes outdoor and gym activities).
- If a child runs a temperature above 100 after returning to school from being home with a fever, the child will be sent home and may not return until fever free for 24 hours.
- Chicken Pox lesions must be completely dry and child must have no other symptoms
- Children on prescription medication for a contagious illness must take it for 24 hours before returning to school.
- If your child has a rash, he/she may not return to school without a physician's note that states the diagnosis and that your child is not contagious.

**The teachers will give a courtesy call for those children that are running a low-grade fever. Parents may not come in and administer any kind of fever reducers, because you may be masking a serious illness (ex. Strep Throat, COVID, Ear Infection, Virus, etc.).**

**Policy on Prescription Medications:**

- Medication must be in original container with prescription label that contains your child's name.
- Parents must complete and sign a medication slip with specific times, dosage and dates to be given.
- If another dose of medication is to be given at home as well, parents must pick up the medication in the office daily.
- If medication is a duplicate to one being given at home, medication will be sent home with parents on the last day of doctor's instructions as listed on the medication.
- Faculty will not administer medication if it is different from the doctor's prescription or directions for administering on the box.
- Any note and/or prescription must be from your child's pediatrician who is not the child's parent and/or relative.

**Policy on Non-Prescription Medication:**

- Rules on prescription medicines also apply to non-prescription medications.
- Medication that does not have age-appropriate directions for dosage must be accompanied by written doctor's instructions. Medicine must match doctor's instructions. (Ex: If doctor writes Children's Motrin, a parent must send in Children's Motrin and not another brand of the same quality.)
- Ointments, diaper cream, and topical lotions will require a medicine slip signed by the parent every 12 months.
- Permission to administer over-the-counter medication is valid for up to 30 days at a time.
- Any note and/or prescription must be from the child's pediatrician who is not the child's parent and/or relative.

**Any exceptions to this policy will be at the discretion of the Center's administrators.**

***\*CLCC at any time has the right to ask for a doctor's note verifying that your child has been seen by the doctor, the diagnosis, your child is not contagious, and when your child may return to school.***

## FLU POLICY

***Once CLCC has a confirmed case of the flu, the flu policy goes into effect.***

- If your child has a temperature of 100.4 F or higher and two or more of the following flu-like symptoms, your child will be sent home:
  - Chills
  - Cough
  - Sore throat
  - Headache
  - Muscle ache

*CLCC measures axillary temperature (under the arm). Axillary temperature ranges are lower than ranges taken orally; therefore, CLCC adds a degree to determine whether your child has a temperature of 100 F under the flu policy or 100.4 F under the non-flu policy.*

- Your child must be picked up within thirty minutes of being notified.
- If your child is confirmed with the flu, your child must stay out of CLCC for three days and until all symptoms, other than a cough, are gone. This means that if your child was sent home from CLCC on a Monday (regardless of whether he was sent home at 10 am or 5:45 pm), he must be out all of Monday and three additional days. The child may return on Friday if symptom-free, other than a cough. Note that if your child runs even a low-grade fever within 48 hours of being back at CLCC, your child will be sent home and must be out for an additional three days.
- If your child is diagnosed with the flu, it is critical that you inform CLCC. As a regulated childcare provider, CLCC must track the number of flu instances and must report cases to the health department. **You must bring a dated doctor's note that states the child's diagnosis, even if the diagnosis is not the flu.**

We encourage frequent handwashing to help avoid getting sick. We also encourage older siblings to stand outside of the classroom while you pick up younger siblings. Do not allow older siblings to touch toys from the younger child's room.

We know that the flu season is tough, not just for the child who doesn't feel well, but also for the parent who cannot work because of caring for the child. Please arrange back-up plans regarding work in case your child gets sick. We understand that this is frustrating. The policy is in effect to prevent the flu from spreading throughout CLCC.

## COVID POLICY

Symptoms: Children and staff who have symptoms of COVID-19 should stay home and contact their health care provider or other available testing sites for diagnostic testing and care. Staying home when sick is essential to keeping infections out of childcare settings and preventing spread to others.

The presence of any of these symptoms suggests the person may need to be tested for COVID-19:

- Fever (temperature 100.4 °F or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste of smell
- Sore throat
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

CLCC follows the regulations and guidance from the North Carolina Department of Health and Human Services as well as the Mecklenburg County Health Department for COVID-19. CLCC's requirements for exclusion, masking and returning to childcare will stay in line with their guidance and is subject to change at any time. CLCC's administration will provide updates to the families as COVID requirements change.

## Medical Emergencies

Slight injuries (scrapes and minor cuts) will receive treatment by a staff member with basic First Aid training and if needed a courtesy call will be made to inform you. You will be called immediately in the event of serious injury and necessary steps will be taken to obtain medical aid. At enrollment, parents will sign a permission form for emergency care for the child.

In case of emergency, the Center will attempt to reach those persons listed on the form in this order: parents, emergency contacts listed on application form, physician, and hospital. **It is very important that parents keep their work, home, cell, and emergency numbers current.**

## Immunization Chart

Christ Lutheran Children's Center does not accept medical or religious exemptions for immunizations.

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4-6 years	11-12 years	13-14 years	15 years	16-18 years
Hepatitis B <sup>1</sup>		HepB	HepB	HepB <sup>1</sup>											
Diphtheria, Tetanus, Pertussis <sup>2</sup>			DTaP	DTaP	DTaP			DTaP			DTaP	Tdap		Tdap	
<i>Haemophilus influenzae</i> type b <sup>3</sup>			Hib	Hib	Hib <sup>3</sup>			Hib							
Inactivated Poliovirus			IPV	IPV				IPV			IPV				
Measles, Mumps, Rubella <sup>4</sup>								MMR			MMR			MMR	
Varicella <sup>5</sup>								Varicella							
Meningococcal <sup>6</sup>												MCV4		MCV4	
Pneumococcal <sup>7</sup>			PCV	PCV	PCV			PCV			PCV			PPV	
Influenza <sup>8</sup>								Influenza (yearly)						Influenza (yearly)	
Hepatitis A <sup>9</sup>								HepA series						HepA series	

## NUTRITION REQUIREMENTS

### Lunch and Snacks

For children able to eat table food, nutritious, well-balanced morning snacks, lunches, and afternoon snacks are provided daily. If your child is old enough to participate in the hot lunch program (15 months and older), you may not bring any food to the Center (an exception to this would be given on a case-by-case basis, involving medical necessities such as allergies, diabetes, etc.). Weekly menus are posted on the website. The guidelines are set by the Department of Agriculture and the North Carolina Department of Public Instruction, Division of Child Nutrition. **Please note that State requires that all children eat**

***from our menu once the child turns 15 months which includes drinking from a sippy cup. Exceptions only apply due to medical necessities or completion of an opt out form.***

A light morning and afternoon snack are provided daily. This snack should not take the place of breakfast or dinner. Children are encouraged to eat, but never forced to do so. Parents must provide baby food for infants. Please label bottles and food with your child's first and last name and the date. **Please make sure that non-breakable glass or plastic bottles/containers are used.** Only one serving per container is allowed. Bottles and food containers cannot be reheated or saved; they will be discarded after one hour of being opened. Peanut and peanut butter products are not served, nor allowed in the Center.

## **Milk**

Parents can bring in their own milk to replace CLCC milk without a doctor's note. NC child care law states that children between 12-23 months old must drink whole milk and children 24 months through 5 years old must drink skim/low-fat milk. If you are replacing milk that does not meet these state standards, then you must provide a doctor's note stating the reason for replacement. However, if you are substituting whole/non-fat milk for hemp, almond milk, soy milk, etc. you do NOT need a doctor's note to do this. If parents do not want children drinking milk, they must have a doctor's note.

## **Birthday and Celebrations**

Birthdays are special. Parents are welcome to provide refreshments (cake, cupcakes, cookies, fruit, etc.) at school on or around the time of your child's birthday and to participate in the celebration. According to the Health Department Childcare Sanitation Department, when children bring food for a party it must be sent prepackaged from the store. If items such as fruit, cheese or vegetables are sent, they must be prepared at school. You cannot cut up the fruit, meat, or vegetables and send them to school. Peanut and peanut butter products are not allowed in the center. **Outside party invitations will be distributed at school only if each child in the class is invited.** Balloons (latex and mylar) and candles are not allowed in the Center at any time. Please give your child's teacher a 48 hour notice of what you will be bringing in due to other children's allergies.

## **DISCIPLINE**

An interested, involved child who has appropriate play materials available in a stimulating environment where consistent, reasonable limits are set is rarely a discipline problem. The Center operates on the premise that positive reinforcement for acceptable behavior causes a child to develop a good self-image. Extra smiles, hugs and praise are used to reward behavior that is acceptable. Discipline is defined as helpful guidance, encouragement and support to teach a child skills he/she will need to get along with others. These skills include sharing, problem solving, taking turns, dealing with disappointment, and communicating.

Corporal punishment, sarcasm, ridicule, withholding food or love, or harsh or rough treatment of any kind is not used. No child will ever be disciplined for accidents in toilet training. Children at CLCC are redirected, are given choices, and are given cause and effect consequences that directly relate to the negative behavior. For example, if a child is throwing blocks in block center, the child will be removed from block center and redirected to another center.

## **Health/Sanitation Procedures**

All staff are required to clean, sanitize, and disinfect all surfaces, dishes, water coolers and toys at multiple times throughout our school day. Staff will make a sanitizing solution and disinfecting solution

each morning that meets health department regulations. All dishes, cups and toys (Infant, Older Infant, Toddler and Two's classes only) used throughout the day are placed in a sanitizing dishwasher at the end of the day. Trash maintenance picks up all disposable items and classroom trash multiple times throughout the day as well as after closing hours. All classrooms are sanitized in the morning upon staff arrival and before staff leave for the day. Floors are mopped, and bathrooms are cleaned by our maintenance staff after hours each day. Carpets are cleaned on a regular basis by an outside company.

## **Biting Policy**

CLCC accepts responsibility for providing a safe environment. Biting is a stage many children go through; it is a natural and common fact. A child who bites is not a discipline problem or a bad child. There are a number of possible explanations for why children bite, none of which are the fault of a "bad home, bad parents, or bad teachers." It takes time to change a behavior. Everyone involved must be committed to working together. Parents will be involved with the staff to develop strategies for change at the center and reducing, where possible, any stress resulting in the child's behavior. We try to make every effort to correct the situation as quickly as possible and balance our commitment to the families involved. The children's names are not released due to confidentiality. This information serves no useful purpose and can make an already difficult situation more difficult. Only after we feel we have made every effort to work with the child and parents do we consider terminating the child.

Christ Lutheran Children's Center has implemented the following North Carolina biting law:

**If your child is involved in a biting incident that resulted in a break in the skin with bleeding, North Carolina law requires that all parties involved in a blood exposure to be tested for Hepatitis B and HIV.**

**Parents will be given a letter of explanation that must be presented to their physician so that the appropriate tests are done. The Center's Director will be responsible for exchanging contact information for each child. Parents who fail to comply with this law will be subpoenaed by the proper authorities.**

## **Student Termination Policy**

Christ Lutheran Children's Center (CLCC) reserves the right to terminate services to any student at any time, for any reason (or no reason) and without prior notice, consultation or opportunity to be heard.

Notwithstanding the above, if certain conduct or behavior is the basis for a proposed termination and the Director of CLCC determines in his or her sole and absolute discretion that the conduct or behavior at issue may be correctable and is not severe and/or a danger to any student, any staff, the classroom, the CLCC center, or any other parent or guardian, the Director may in his or her sole and absolute discretion (and without any obligation or duty to do so) take one or more of the following actions prior to termination of services to that student (provided that, if the Director determines to take or does take any of the following actions, the Director may, in his or her sole and absolute discretion, terminate services at any time thereafter and regardless of the student's, parent's or guardian's compliance with any or all the following steps):

- Upon the first occurrence, the Director of CLCC and the teacher or other staff member involved may discuss and formulate a plan of action to be taken to address the situation. The parents (or guardian) of the student will be notified of the plan.
- Upon the second occurrence, the Director may observe the student's behavior. The student's parents (or guardian) will be required to meet with the Director to discuss the

Director's observations and the proposed plan to be implemented to address the situation.

- Upon the third occurrence, assuming the parents (or guardian) desire for the student to remain at CLCC, an outside consultant will be required to observe and make recommendations to address the situation. The cost of the consultant will be paid for by the parents (or guardian) of the student prior to the consultant's observation. Implementation of the consultant's recommendations will be one of the conditions to continued services to the student.

If all of the above three steps have been followed and the situation is not addressed to the satisfaction of the Director in his or her sole and absolute discretion, the Director may in his or her sole and absolute discretion immediately terminate services to the student.

With respect to each of the above three steps, the parents (or guardian) of the student are expected to cooperate fully, take an active role in implementing the proposed plan and otherwise assist CLCC in addressing the situation. If the Director determines in his or her sole and absolute discretion that the parents (or guardian) of the student are not cooperating fully, are not taking an active role or otherwise are not assisting in addressing the situation, the Director may in his or her sole and absolute discretion immediately terminate services to the student.

## PARENT INVOLVEMENT

### Communication

Close communication between parents and staff is essential for the total happiness and well-being of the child. The goal of this Center is to work together with parents, supporting each other, to provide a happy, positive experience for the child. Parents are encouraged to discuss any concerns with your child's teacher. If after talking to your child's teacher you feel you need further assistance or advice, feel free to talk with a member of the center's administrative team. If you have any questions or concerns about the Center's program, please feel free to arrange an appointment with the Director.

### Parent-Teacher Conferences

Parents are expected to participate in Christ Lutheran Children's Center's Open House which is scheduled prior to when your child moves up to his/her new class. During the Open House, teachers will introduce themselves and their classroom giving the parents the opportunity to ask questions. Four-year old teachers schedule optional conferences in November to discuss how your child is progressing which will help you think about your child's placement for the following year. Conferences for the Four-year old's are also scheduled for late January when the teachers will go over your child's growth in all aspects of development prior to registration for Kindergarten.

During these developmental conferences teachers will provide information on your child's progress with the following developmental skills: social and emotional, fine, and gross motor, and cognitive and language. **Please note that you may request additional conferences at any time during the year; for CLCC has an open-door policy.**

Occasionally, upon personal observation and consultation with the classroom teacher, the Director may determine that the Center is not equipped to administer to the special needs of a particular child. In such an instance, the Director will further consult with the parents but may insist that the child be removed from the Center and placed in a more appropriate childcare environment.

## Parent Email Addresses and Phone Numbers

It is essential for CLCC to have your current email address to keep you posted on “breaking news”, class news, notes from the Director, and activities dealing with the preschool. Christ Lutheran Children’s Center cannot provide the email addresses of the families in attendance for any non-center related causes. Parents are not permitted to utilize the email distribution capabilities of Christ Lutheran Children’s Center to promote charitable events.

It is also essential that the Center has your current phone numbers so that you can be reached in the case of an emergency.

## Brightwheel

At Christ Lutheran Children’s Center, communication with our parents is one of the most important priorities on our agenda. We have a free app, **Brightwheel**, that gives us the ability to contact you directly by notifications on your mobile phone immediately during an emergency, school closing or any other situation. **CLCC will use Brightwheel for increased communication as well for emergency situations.** All parents/legal guardians are required to join Brightwheel.

## Parent Surveys

Every June, parents are given the opportunity to complete a Parent Survey providing evaluation and informative feedback to Christ Lutheran Children’s Center in various areas. We welcome feedback at any time of the year. CLCC has an open-door policy, so if you have any concerns feel free to schedule an appointment with the administration.

## Parent Annual Room Contribution

There is a parent committee that will collect one amount for the year to cover all teacher gifts. This voluntary contribution will cover teacher birthdays, Christmas gifts, Teacher Appreciation Week, and end of year gifts. You will receive a letter each September requesting the amount. The parents will not be asked to donate any other monies for the year.

## Babysitting Policy

CLCC teachers and staff may babysit for any families enrolled at the Center; however, teachers and staff are not permitted to babysit during their regular work hours and/or required work activities. ***Teachers may pick up your child ONLY after she has worked her scheduled shift for the day. If your child gets sick at 2:00, and the teacher babysitting your child is scheduled to work until 3:00; someone else must pick up your sick child.***

## Child Abuse and Neglect

By North Carolina law, caregivers are required to report suspected cases of child abuse and/or neglect. If such a case arises, the staff members will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services. In conjunction with this law, CLCC has a policy to prevent shaken baby syndrome and abusive head trauma. Our policy is as follows:

**POLICY TO PREVENT  
SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA**

**I. How to Recognize, Respond to, and Report:**

**a. Recognize Signs and Symptoms**

- Irritable, confused, restless, agitated state
- Difficulty staying awake
- Difficulty breathing
- Inability to lift the head
- Seizures or convulsions
- Lack of appetite or inability to nurse
- Poor sucking or swallowing
- Vomiting
- Bruising
- Loss of energy or motivation
- Slurred speech
- Uncontrollable crying and inability to be consoled
- Unequal pupil size

**b. Respond to: *Follow CLCC's Procedure for Handling an Emergency***

- Call 911 immediately if child is in distress
- Call administrators on emergency phone
- Calm other children and remove them from the room
- Call the baby's parents
- DO NOT pick up or SHAKE babies to try to wake them
- DO NOT give these babies anything by mouth

**c. Report:**

- Call CLCC's licensing organization
- DO NOT disturb the area until investigator's say it is ok

**II. Strategies to Assist Staff Members with Crying, Fussing, or Distraught Child:**

- a.** Staff will be required to take and pass Shaken Baby Syndrome and Abusive Head Trauma: Brain Development: Amazing Brains, Amazing Babies – Physical Well-Being, Stress and Trauma course that is offered through ProSolutions website. A certificate of passing this course will be in each staff members file. In this course, staff will learn to consider the following if a baby is crying inconsolably:

- Are the baby's needs met?
- Is the baby hungry?
- Does the baby's diaper need to be changed?
- Is the baby sick?
- Try to sing or talk to the baby.
- Offer the baby a pacifier.
- Try to distract the baby with a noisy toy.
- Try holding the baby closely while breathing calmly.
- Call a coworker or administrator to take the baby while you take a break.
- Try introducing white noise or rhythmic sounds to mimic the noise in the womb.
- Rock the baby gently to mimic the motion that the baby felt in the womb.

**III. Strategies to Assist Staff Members in Understanding How to Care for Infants:**

- a.** Staff will be required to take and pass Shaken Baby Syndrome and Abusive Head Trauma: Brain Development: Amazing Brains, Amazing Babies – Physical Well-Being, Stress and Trauma course that is offered through ProSolutions website. A certificate of passing this course will be in each staff members file. In this course, staff will learn how to provide for a child's well-being by providing a safe environment, good nutrition, adequate sleep, and physical activity.
- b.** Staff involved in infant care will also attend Sudden Infant Death Syndrome courses every three years. SIDS certificates will be filed in staff member's file.
- c.** Staff involved in infant care will review CLCC's Safe Sleep Policy annually with one of the administrators. Staff members will sign a form indicating that she reviewed the Safe Sleep Policy with an administrator. This form will be filed in the staff member's file.

- d. Staff will review Section II Employment Policies and Procedures, Section VI Work Rules/Employee Responsibilities, Section VII Communication which includes CLCC's Discipline and Behavior Policy and Section VIII Health and Safety in the CLCC Employee Handbook. Each staff member will sign a form stating that she has read and understands the content in the handbook. This form will be filed in staff member's file.
- IV. Strategies to Ensure Staff Members Understand Brain Development of Children up to 5 Years of Age:**
- a. Staff will be required to take and pass Shaken Baby Syndrome and Abusive Head Trauma: Brain Development: Amazing Brains, Amazing Babies – Physical Well-Being, Stress and Trauma course that is offered through ProSolutions website. A certificate of passing this course will be in each staff members file.
  - b. Staff will be provided with additional workshops or courses if administration feels the need to offer more training. If additional training is provided, documentation will be filed in staff member's file.
  - c. All staff caring for children up to five years of age will review this Shaken Baby Syndrome and Abusive Head Trauma Policy with an administrator prior to working in a classroom. Staff member will sign a form indicating that the policy was given and explained to her. This form will be filed in staff member's file. When this policy is revised, the policy must be explained and reviewed within 14 days of revision; new forms will be signed and filed as well.
- V. Prohibited Behaviors of Staff Members:**
- a. Staff will be prohibited of the following behaviors that could cause Shaken Baby Syndrome:
    - Shaking an infant or child
    - Tossing an infant or child into the air or into a crib, chair, or car seat
    - Pushing an infant or child into walls, doors, and/or furniture
  - b. Staff will review Section II Employment Policies and Procedures, Section VI Work Rules/Employee Responsibilities, Section VII Communication which includes CLCC's Discipline and Behavior Policy and Section VIII Health and Safety in the CLCC Employee Handbook. Each staff member will sign a form stating that she has read and understands the content in the handbook. This form will be filed in the staff member's file.
- VI. Resources to Assist Staff Members and Families:**
- a. CCRI – Child Care Resources, Inc. [www.childcareresourcesinc.org](http://www.childcareresourcesinc.org)
  - b. National Center on Shaken Baby Syndrome - <https://dontshake.org>
  - c. CDC – Center for Disease Control and Prevention – [www.cdc.gov](http://www.cdc.gov)
  - d. A parent or guardian will review this Shaken Baby Syndrome and Abusive Head Trauma Policy with a teacher or administrator prior to their child starting in his/her classroom. Parent will sign a form indicating that the policy was given and explained. This form will be filed in the individual child's folder. When this policy is revised, the policy must be explained and reviewed within 14 days of revision; new forms will be signed and filed as well.

***Policy written on March 6, 2017***

***Policy REVISED on September 11, 2018***

## **Drug and Alcohol Policy**

If a parent appears to be intoxicated or under the influence at any time on the premises of Christ Lutheran Children's Center, the teachers and staff will immediately call the police. Christ Lutheran is required by law to release your child to you as the parent if you are picking up; however, if you are under the influence of drugs or alcohol, a report will be made, and the Department of Social Services will become involved.

## **FAMILY REFERRAL SERVICES**

### **Charlotte Speech & Hearing**

**704-523-8027**

Provides screening for speech and hearing, speech therapy, hearing aids, and family support

### **Charlotte Child Care Resources**

**704-376-6697**

Provides childcare referrals and information to parents

Offers training and technical support to childcare providers

Provides financial assistance with government funds for day care fees for low income working families

### **Child and Family Development**

**704-332-4834**

Provides occupational therapy, physical therapy, speech therapy, psychological testing and psychotherapy, educational testing, and treatment services

### **Family Support Network Charlotte**

**980-314-7066**

Offers support for families of special needs by providing a one-on-one parent match with a trained support parent for emotional support, assistance in finding community resources, and sharing parenting experiences

### **Health Department**

**704-336-6500**

Provides health services, case coordination, immunizations, WIC, and communicable disease control

### **Mecklenburg County Children's Developmental Services**

**704-336-7130**

Provides child and family evaluation, service planning, and child service coordination for eligible children with a known or suspected developmental delay or disorder