



Cornerstone Child Development Center

Parent Handbook

Cornerstone Child Development Center – Main
315 Webb Road Salisbury NC 28147
704-855-1218 Office Ext. 109
Front Desk Ext. 109

Cornerstone Child Development Center – City
1325 Faith Road Salisbury NC 28146
704-633-0016

Cornerstone Child Development Center- East
125 Eastville Dr. Salisbury, NC 28146
704.279.1255

Cornerstone Child Development Center-North
1010 S. Salisbury Ave. Spencer, NC 28159
704.637.5878

Handbook Outline

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Cornerstone Child Development Center & Kidz Club

Mission Statement:

- ❖ “We’re helping children discover the best in their worlds and themselves.”

Our Goals:

- ❖ Welcome and promote parent participation in center activities.
- ❖ Include children with diverse backgrounds and special needs
- ❖ Provide high quality learning resources and experiences to children at all levels of development.
- ❖ Support and encourage staff training and education to enhance quality, and to ensure the needs of children are being met.

Center Hours:

Monday-Friday
6:00 a.m.-6:00 p.m.
Latest arrival time: 9:30a.m.

Ages of Children Served:

6 Weeks- 12 Yrs. Old



C.C.D.C. & Kidz Club

Dear Cornerstone Child Development Center Family:

Welcome! You are a Cornerstone Child Development family now. We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you.

Informality is the keynote. We will place great value on freedom to be oneself- for adults and children alike. We offer a relaxed and casual setting geared to the needs and interests of each child and each parent who is a part of our center. We try to take into consideration individual differences and special abilities as well as family cultural patterns.

We will have special days for families. But don't wait for invitations. Visit us often even for five minutes. Know with your child that Cornerstone Child Development is a good place because you have been there and seen it firsthand.

We thank you for allowing us to join with you in providing for the care, loving, and nurturing of your developing child. We look forward with eagerness to the year ahead.

With Much Excitement,
Cornerstone Child Development Center

Enrollment Procedure:

1. Take tour of the Center.
 2. Fill out enrollment packet; making sure all forms are signed and dated.
 3. Reviews with Office Administrator,
 - Daycare Policies and Procedures concerning Center/Parents.
 - N.C. Child Care Law for Centers.
 - Pay Enrollment Fee of \$25.00 per child enrolled.
- * Paid prior to child entering the center
- * For those that teach in the public school system:
- If the child will not be attending during the summer - Enrollment fee must be paid annually
(This will ensure that the child's spot is held for the following school year)
4. Bring your child to the center on the day you and the Supervisor has decided upon.
 - Shots and physical must be turned in before the first day of enrollment.

Weekly Tuition Rates

6 weeks old to 23 months	\$145.00
2 year-olds	\$135.00
3-5 year- olds (non-potty- trained)	\$135.00
3-5 year- olds (potty- trained)	\$112.00

***Please note that your child can not be moved to the Pre K class until he/she is potty trained**

Before & After School (School-Age)	\$85.00
Public School Closings (School-Age)	\$10.00 additional per day
Summer Camp	\$112.00
Summer Camp Activity Fee	\$45.00 (one time yearly fee)

TUITION:

Private: Weekly

Due on the Friday prior to childcare unless the center is closed, then tuition is due on the next business day.

Vouchers: Monthly/Semi-monthly

Monthly-Tuition is due on the first of every month. Semi-monthly- half of your monthly tuition is due on the 1st and 15th.

Annual Registration:

Annual Registration Fees are due on the first day of your anniversary month (example: If your child enrolls 6/10/2010, your annual registration fee will be due on 6/1/2011). Annual Registration fees are as follows:

Family with one child \$25.00

Family with more than one child \$50.00

- C.C.D.C. does not pro-rate for Holidays or sick days.
- There will be a \$10.00 late fee on all tuition that is not paid according to your contract.
- The maximum fee of \$30, allowed by state law will be charged for all returned items/checks.
- We request the courtesy of a two week notice should you decide to withdraw your child from his/her program at C.C.D.C. or pay for the two weeks if proper notice is not given.
- I agree to pay the extra charge if the child is in the center for more than 10 hours a day or per your daily schedule contract/Voucher Time. The charge is as follows:
 - \$ 1.00/minute up to 15 minutes and \$2.00/minute every minute thereafter.
- If your account is delinquent your child will no longer be accepted into C.C.D.C.; however that does not cancel your responsibility for paying your debt to C.C.D.C. If your account goes through a collection agency, you will be responsible for any incurred fees plus outstanding balance.
- We offer 10% 2nd child discount. The discount will be applied to the tuition of the oldest child.
- After 1 year of continuous enrollment, families will be eligible for 5 days of tuition free vacation. In order to be tuition free the vacation must be taken in 5 consecutive days & your child will not be permitted to attend on any of those days. Please schedule your vacation 2 weeks in advance with office management.
- *Due to market rate 2nd child discount & vacation can only be applied to private pay accounts.

Children must be accompanied to and from their classroom by an adult. Upon arrival all parents must assist their child in washing their hands before entering the classroom. The teacher should be aware of the child's arrival and departure. Children will not be permitted to leave with an older sibling or unauthorized persons. The authorization is part of the contact and emergency information on the application forms. The child's teacher should be made aware in advance if anyone other than the regular persons are to pick up a child. For safety reasons, identification is required.

Absences:

When a child is to be absent, parents are asked to call the center as early as possible each day. Advanced notification of vacations or days off is also appreciated. Due to the high demand for care in our facilities and in accordance with DSS childcare voucher program, CCDC reserves the right to terminate your child if they have missed 10 or more unexcused days with in a month.

Inclement Weather:

In case of inclement weather, the center will be open if at all possible. In the event that the Center cannot be open or that the Center's opening is delayed, announcements will be made on the following TV station.

TV: WSOC Charlotte Channel 9

C.C.D.C. Closings:

Good Friday	1 Day
Easter Monday	1 Day
Memorial Day	1 Day
Independence Day	1 Day
Labor Day	1 Day
Thanksgiving Holiday	2.5 Days
Christmas Holiday	2.5 Days
New Years Holiday	1 Day

Field Trips:

C.C.D.C. at this time does not take field trips outside the center area, excluding our school age summer program.

Parent Involvement Policy:

To provide the best care possible for your child, there needs to be mutual cooperation and understanding between home, and the center. Parents who share daycare experiences with their children at home reinforce these new experiences and make them more enjoyable. Parents are welcome to visit the center at anytime; we also, encourage you to help with special events. Meetings are held periodically to share information with you; you are expected to attend these meetings. If you should have any questions or concerns at anytime, please feel free to share them with us. To file complaints or to obtain information please see the on-site supervisor.

Nutrition & Monthly Menus:

Your child is served breakfast, lunch, & snack. Our menus are planned and posted on the parent board for your review. Our center participates in the North Carolina Child Nutrition Program in order to ensure that your child will be served a nutritious & tasty meal. It is not recommended that parents bring a different meal for your child. However, we will accommodate children's religious backgrounds. Menu exceptions cannot be made except for documented medical reasons. It is important that you advise us of any allergies your child may have. We offer Parents Choice formula for your infant or toddler who is not yet eating table food. The formula will be sent home at the beginning of the month to prepare enough bottles for each day.

Birthday/Special Events:

Birthdays are a special event in a child's life. We appreciate your interest and involvement when arranging a birthday party for your child. If you wish to provide a "treat" for each child in your child's group, please arrange the date and time with the teacher. No homemade goodies are to be brought in, only store bought.

Outdoor Play:

Fresh Air and exercise are apart of your child's daily activities. Please be sure your child has appropriate clothing for all seasons. We carefully monitor outdoor play and provide adequate water and shade. Should you desire sunscreen or sunblock for your child you must fill out a medicine form. According to the NC Child Care Law Article 7, chapter 10, outdoor play is required as part of the daily activities in a child care center. Children that are ill, cannot go outdoors or are not able to participate in all the daily activities, should be excluded from care. All children must be able to participate in all the daily activities. If a child is not well enough to go outside, the child is not well enough to be at the center.

Toilet Training:

Children will be potty trained when they are ready. We do not force children to potty train. However a child cannot transition to Pre-K until they are potty trained. Please communicate. It is important during the potty training process to communicate with your child's teacher about any questions or concerns you may have.

Rest Periods:

Your child's day here is planned to provide many exciting, active learning experiences. 6 weeks-15 months are on their individual schedules and will sleep as needed throughout the day. All other children will have a rest period after lunch. We encourage your child to rest quietly during that time. You must supply a standard size crib sheet and blanket for naptime. Every Friday your blanket must be taken home, laundered then returned on Monday. We are responsible for washing the crib sheets.

Clothing & Shoes:

Children should be dressed in washable, comfortable clothing appropriate for the season. Shoes that buckle or tie should be worn. Sandals and thongs are not appropriate for comfortable, safe play and should not be worn to the center. Clothing should not prevent

children from full participation in the center activities. Children potty-training must wear clothes that are easy to take on and off. One-piece suits or suspender type clothing prevent children from developing self-help skills necessary for meeting toileting needs. Children who are potty training should also have several pairs of training pants and extra sets of clothing available at the center. Please place child's initials on all articles of clothing brought in. **The center is not responsible for lost or damaged clothing.** Lost and Found is located at the Main Center Office.

Jewelry/Hair Bead Policy:

We do not allow any type of Jewelry/Hair Bead to be brought into the center, due to the possibility of it being a choking hazard.

Reporting Abuse/Neglect:

All Cornerstone Child Development Center Staff is to report suspected child abuse/neglect to management immediately. At no time is a staff member allowed to question a child of suspected child abuse. This act will interfere with further investigation. Rowan County Department of Social Services 704.638.3175

Contact Name: Tom Brewer, Program Manager or the corporate office at 800.545.4005.

Children Unattended in the Car

Do not leave children unattended in the car. If assistance is needed, call us ahead of time at 704.855.1218 ext. 109 and ask for assistance. Depending upon the environmental circumstances (hot/cold weather, etc.), leaving children unattended can be considered neglect. Cornerstone Child Development staff members are required to report all observed child abuse and neglect to the Department of Social Services.

Policy Adopted July 31, 2009

Child Safety Seats

North Carolina law requires all children under eight years of age or weighing less than 80 pounds be restrained in a proper child safety seat, placed in the rear seat of the vehicle. Failure to comply with this law, after one written warning by Cornerstone Child Development Center personnel, will result in termination of care. Labeled car seats may be left in the foyer in the morning so that they are available for the return home.

Cornerstone Child Development Center will not be held responsible for any lost or stolen car seats.

Policy Adopted July 31, 2009

Discipline and Behavior Management Policy

Name of Center: Cornerstone Child Development Center

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concept, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

WE DO:

- Praise, reward, and encourage the children.
- Reason with set limits for the children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logical consequences of their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehavior
- Explain things to children on their levels.
- Use short supervised periods of "time-out":("Time-out" is described later in this discipline and Behavior Management Policy) **
- Stay consistent in our behavior management policy

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

"TIME-OUT" POLICY

"Time-out" is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from the classroom activity but within the teacher's sight. During "time-out" the child has a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than five (5) minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.



KIDZ CLUB RULES (School Age Program)

1. Respect your friends and teachers by
 - a. Following directions
 - b. Keeping your hands and other objects to yourself
 - c. Speak kindly to one another
2. Practice safety in the classroom
 - a. Walk in the classroom, run outside
 - b. Remain in the classroom unless you have teacher permission
 - c. Use your indoor voice
3. Ask a teacher before going to the restroom
4. Leave objects from home at home
5. When riding on the van/bus, practice safe van/bus riding practices
 - a. Staying Buckled
 - b. Keeping your hands and feet and all other objects to yourself
 - c. Using your inside voices
6. Inappropriate Language or Conversation will not be tolerated

Consequences

3 Strike's, you're Out!

Strike 1 – Verbal warning, you as the student, receive from the teacher

Strike 2 – Written Warning Home: write up

Strike 3 – Suspension

Special Note - Some actions deserve immediate consequences based on the severity of the infraction. That will be left up to the discretion of management.

Those infractions include, but are not limited to:

- *Physical assaults*
- *Verbal aggression*
- *Inappropriate behavior on a field trip*

Discipline and Child Guidance

The Center's formal Discipline and Child Guidance Policy is included in this handbook and a copy of the policy is included with the application that must be signed and returned

with the enrollment application. The following steps will be taken for repeated inappropriate, disruptive, or hurtful behavior.

- Verbal redirection to a more appropriate activity or behavior. (Children will be redirected three times before being sent to “Time out” as explained in the discipline policy.
- Parent/teacher or management conferences will be called to ensure a consistent effort in dealing with the problem.
- With parental permission, consultation with community resource persons may be held to help identify the child’s needs and appropriate actions for specific problems.

If a child’s behavior continues to be such that his safety or the safety of others are in danger and/or the rights of others are not respected thus making him/her unable to function in the group, the child will no longer be able to attend the Center. Parents will be asked by the Director to find an alternative placement for him/her. If this step is required, the Director will make every effort to assist in appropriate evaluation and placement of the child.

Policy Adopted July 31, 2009

Health:

- In the morning, there will be a daily check of each child's condition. At any sign of illness, the parent will be notified to take the child home. Children will not be allowed to attend if they have any of the following symptoms:

Fever: Under-arm temperature over 100 degrees. If your child is running a temperature 102 degrees or higher, we feel obligated to contact EMS for the safety of your child.

Respiratory: Breathing difficulties, e.g., wheezing.

Vomiting: More than usual infant vomiting.

Diarrhea: Is characterized by frequent watery or green colored bowel movements, which are not related to medications or food reactions.

Rash: Undiagnosed rash other than mild diaper or heat rash.

Sore Throat: Sore throat that needs culturing because other signs are present.

- During the day, at the first sign of illness, the child will be promptly isolated and a parent will be notified to take the child home.
- After an illness, the Center requires a physician's statement before the child will be readmitted.
- Failure to notify Center staff of child's illness, fever, or contagious health condition is grounds for termination.
- The following are communicable diseases, and the conditions upon which a child may return to the Center:

-**Chicken Pox:** when all sores are scabbed over, dry, and crusted.

-**Measles:** the week after the rash began, provided all cough and cold symptoms are gone.

-**Mumps:** when all swelling is gone.

-**German Measles:** after rash and fever are gone.

-**Roseola:** after rash and fever are gone.

-**Conjunctivitis (Pink Eye):** when there is not any discharge from the eyes or 24 hours after treatment has begun.

-**Impetigo:** when all sores are scabbed over and not oozing, and 24 hours after the start of medication.

-**Head Lice:** when physician's permission is provided or documentation of treatment is provided and there are no visible signs of infestation.

-**Fever-** no fever for 24 hours.

-**Strep Throat:** no more symptoms or on medication for 48 hours.

- Scarlet Fever:** all symptoms have disappeared.
- Salmonella or Shigella:** after two consecutive negative stool specimens.
- Scabies:** day after treatment with proof of treatment.
- Hepatitis:** physician's statement required for re-admittance.

Medicine Policy:

We realize that there are times when your child may need medication during the day. With your child's health and safety in mind, C.C.D.C. does not administer any medications besides:

- Sunblock or Sunscreen
- Diaper Crème (no substitutes)
- Asthma Medication

Prescribed asthma medication must be in its original container bearing the pharmacist's label, which lists the child name, date the prescription was filled, the physicians name, the name of the medicine or the prescription number, and the directions for dosage. Medication cannot be given on "As needed" basis. You must also fill out a medicine form when medication is to be given. All medication policies are subject to state regulations. **MEDICATIONS OF ANY KIND CANNOT BE LEFT IN BACKPACKS OR DIAPER BAGS. THIS INCLUDES DIAPER CREAMS, OR ANY KIND OF LOTIONS OR CREAMS.**

Emergency Procedure:

In case of an emergency we will make every attempt to contact you or one of your listed emergency contacts. If you or an emergency contact is not available a staff member will accompany your child to the nearest emergency room. An incident report will be filled out by a staff member and will be given to parent upon pick-up of child.

Service Provided by Center:

- We have an open door policy for family and staff members
- Main- We offer care for children 6 weeks to 12 years of age Monday – Friday
East- We offer care for children 6 weeks to 5 years of age Monday-Friday
- We offer Before and After School care for school age children. We are open for care on scheduled school closings.
- For those enrolled in Before and After School care we offer transportation
- We serve two meals and a snack (Breakfast, Lunch and a pm Snack).
- We offer at least one monthly activity to encourage family or community involvement in the center.
- If at any time there is a concern about a child's development we will try to find recourses that will service the area of development that the concern is with.
- For quality and safety purposes, CCDC utilizes security cameras. In accordance with state regulations, information gathered can not be shared with parents, guardians, or other outside persons in order to maintain confidentiality standards. (Provided at Main, City, and East).

We serve the following Schools:

Granite Quarry Elementary (East Location)
Rockwell Elementary (East Location)

Shive Elementary (East Location)

Faith Elementary (Main Location)

Knollwood Elementary (Main Location)

China Grove Elementary (Main Location)

Koontz Elementary (Main Location)

Southeast Middle (Main Location)

North Elementary (North Location)

North Middle (North Location)

Handford Dole Elementary (North Location)

- **Summer Camp:**

Serves ages 5-12 Yrs. Old from 6:00a.m.-6:00p.m

- **Serving Times:**

Breakfast: 7:15-8:15 a.m., Lunch: 10:30-11:30 a.m., Snack: 2:00-3:30 p.m.

****Drinking Water is provided throughout the day****

Items to be provided by Parents:

- **Infant room**

* Children 6 weeks to 12 months

If the child has a pacifier please supply one extra for center use only

All bottles (milk and/or juice)

-with caps

-must be labeled with the child's name and correct date - daily

Baby food and/or cereal

-jars and/or boxes must be labeled with child's name

-a bowl and spoon for each meal

Diapers and wipes

-label each diaper with child's initials on fold of diaper

-must bring at least one box of wipes – there after may bring refills

A regular size baby crib sheet with child's name or initials

A receiving blanket (no large blankets due to SIDS regulations)

At least one complete set of extra clothes (seasonal) label with child's initials

- **Children 12 months to 24 months**

(No bottles are allowed in this class – Child must be eating table food and self feeding)

Three (3) spill proof cups

Diapers and wipes

-label each diaper with child's initials on fold of diaper

-must bring at least one box of wipes – there after may bring refills

A regular size baby crib sheet with child's name or initials

A blanket - please label each item with child's initials

(a small pillow or stuffed animal is optional)

At least one complete set of extra clothes (seasonal) label with child's initials

** You may bring sun-block and/or diaper cream

You must fill out a medical form for each item

- **2/3 year old room**

(No pacifiers or sippy cups are allowed in this classroom)

Diapers/Pull ups and wipes

-label each diaper with child's initials on fold of diaper

-must bring at least one box of wipes – there after may bring refills

A regular size baby crib sheet with child's name or initials

A blanket - please label each item with child's initials

(a small pillow or stuffed animal is optional)

At least one complete set of extra clothes (seasonal) label with child's initials

* If the child is potty training and not using a pull-up please bring in 3 extra sets of clothes.

** You may bring sun-block and/or diaper cream

You must fill out a medical form for each item

** **Your child must be potty trained before he/she can transfer to the Pre-K classroom**

Continued on next page

• **3/4/5 year old room (Pre-K)**

A regular size baby crib sheet with child's name or initials

A blanket (you may bring a small pillow) please label each with child's initials

At least one complete set of extra clothes (seasonal) label with child's initials

** You may bring sun-block

You must fill out a medical form

• **School Age Children**

If your child is required by Law to ride in a booster seat it is your responsibility to provide the center with one on the first day of enrollment. If you fail to do so we will not drop/pick your child up from school.

Daily, Weekly, & Monthly Cleaning Schedule:

Because a clean healthy environment is an important component of quality early childhood programs, Cornerstone Child Development Center has established basic routines for ensuring a safe and sanitary facility.

Daily: After meals and snacks, tables are sanitized with an appropriately mixed solution of bleach water approved by state inspectors. Bathrooms are always cleaned at rest time and before closing, and more frequently if necessary. Teachers in infant/toddler area sanitize and launder linens daily. Floors thoroughly swept and mopped throughout the center after lunch, again at closing, and as needed. Teacher's do not clean while supervising children. Children are taught the importance of maintaining an orderly environment and encouraged to put away toys and equipment after use. **Weekly:** Preschool toys and furnishing including shelves, chairs, play equipment and cots are cleaned and sanitized on a weekly basis and more frequently is necessary. Two Year olds- Pre-K: Linens are laundered on a designated day.

Monthly: Monthly Cleaning duties often include, washing walls, cleaning closets and storage areas, washing windows, organizing cubby boxes, etc.

Summary of the North Carolina Child Care Law for Child Care Centers

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
 - receiving care from a non-relative
 - on a regular basis, of at least once a week
 - for more than four hours per day but less than 24 hours.
- It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers that meet the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet, the history of their compliance with licensing requirements, and the program standards met by the program.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Parental Rights

- Parents have the right to enter a center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements here, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

Reviewing Files
 A public file is maintained in the Division's main office in Raleigh licensed center. These files can be viewed during work hours or the Division's web site at www.ncchildcare.net; or, requested by Division at 1-800-859-0829.

Licensed centers must, at a minimum, meet requirements in the following areas.

• Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must have training in child development each year and must undergo a criminal records background check.

• Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below.

Age Maximum	Teacher : Child Ratio	Group Size
0-12 mths	1:5	10
12-24 mths	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

• Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

• Records

Centers must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

• Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

• Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

• Transportation

Child care centers providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

• Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law. The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community.

For more information about quality child care, parents can visit the Resources in Child Care website at www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at www.ncchildcare.net.

This summary shall be posted for the public to view in accordance with GS 110-102



Division of Child Development
NC Department of Health and Human Services
319 Chapinok Road
Raleigh, NC 27603
May 2005

Do You Qualify? Child Care Subsidy Guidelines

Child Care Subsidy is available to help parents pay for quality childcare. The Rowan County Department of Social Service administers the program.

Call **Melody Tate** at **704-216-8413** for an appointment to apply for assistance and to see if you qualify.

The following are some of the requirements to be eligible:

1. You must be employed 30 or more hours per week.
2. If both parents are living in the home, both must be employed 30 hours per week.
3. You may qualify if you are a full time student.
4. You may qualify if you are a part time student and part time employed.
5. Meet the income eligibility limits below.

% parent fee	10%	10%	10%	10%	10%	10%
Family Size	1	2	3	4	5	6
Maximum Gross Monthly Income (DSS)	\$1,892/month	\$2,475/month	\$3,057/month	\$3,639/month	\$4,421/month	\$4,629/month
Maximum Gross Monthly Income (SSR)	\$1892.01 - \$2365.00	\$2475.01 - \$3094.00	\$3057.01 - \$3821.00	\$3639.01 - \$4549.00	\$4221.01 - \$5276.00	\$4804.04 - \$6005.00

% parent fee	10%	10%	10%	10%	10%	10%
Family Size	7	8	9	10	11	12
Maximum Gross Monthly Income (DSS)	\$4913/month	\$5022/month	\$5131/month	\$5240/month	\$5350/month	\$5459/month
Maximum Gross Monthly Income (SSR)	\$4913.01 - \$6141.00	\$5022.01 - \$6278.00	\$5131.01 - \$6414.00	\$5240.01 - \$6550.00	\$5350.01 - \$6688.00	\$5459.01 - \$6824.00

Effective August 1, 2007

Applicants must be seen at the WIC site to determine eligibility.

FINDING FREE OR LOW COST HEALTH INSURANCE FOR YOUR CHILDREN JUST GOT EASIER

What is it?

Two programs in North Carolina are now available to help children get the insurance they need. Health Check (Medicaid) provides free health insurance to children age 0 – 20 whose families qualify. North Carolina Health Choice for Children provides free or low cost health insurance to uninsured children aged 0 – 18 whose families cannot pay for private insurance and who do not qualify for Health Check.

What are the benefits?

Eligible children will receive coverage for:

- Well Child Checkups
- Medicines
- Vision & Hearing Care
- Sick Visits

Additional benefits may be available for children with special health care needs:

- Dental Care
- Medical Equipment and Supplies
- Lab Tests
- Immunizations
- Counseling
- Hospital Care
- Therapies
- Surgery

How do I know if my child is eligible?

Your child may be eligible for one of these programs if your family size and income (before taxes) is less than:

Family Size	Monthly Income	Family Size	Monthly Income
1	\$1,392	5	\$3,325
2	\$1,875	6	\$3,809
3	\$2,359	7	\$4,292
4	\$2,842	8	\$4,775

Valid thru March 2004

Some eligible families, depending on income, may have to pay an enrollment fee and co-payment for their child's care. The fee is \$50 - \$100 per year. Many families do not pay any fees at all.

How do I apply?

To apply for Health Check or North Carolina Health Choice, a person completes an application form. Application forms are in all county health department and social services offices. They may also be at other places in the county. To find out where applications are available in your county or to get an application in the mail, call

1-800-367-229. Families need to bring or mail completed applications to the department of social services in the county where they live, along with the proof of income for the past month (wage stubs) and their child's age.

How do I know if my child is covered?

Your local department of social services reviews all application forms. DSS will inform you by mail or phone if your child qualifies for a program. They will also tell you if you have to pay an enrollment fee. Children are enrolled in either program for one year. Families must re-apply each year.

For more information or to get an application form, contact your local department of social services or call the NC Family Health Resources Line at 1-800-367-2229.

W I C

Do you need healthy food and eating tips for you and your child?
Get help from the WIC Program!

What Does WIC Provide?

If you are eligible for WIC, you will receive at no cost:

- * food instruments to buy healthy foods
- * eating tips for you and your child.
- * breast feeding support
- * referrals to health care and community resources

What Foods does WIC provide?

- *milk *juice *eggs *cheese *infant formula
- *cereal *dried beans and peas * peanut butter *infant cereal
- *tuna and carrots (breast feeding women only)

Who is WIC for?

WIC is for:

- * children up to five years of age
- * pregnant women
- * breastfeeding women who have had a baby in the last 12 months
- * women who have had a baby in the last six months
- * infants

To be eligible for WIC, you must also:

- * meet WIC income guidelines. (All kinds of families qualify for WIC. You may be working or not. You may be single or married. You may live with your parents. You may be a student.)
- * have a health risk factor based on:
 - height and weight
 - blood test low for iron
 - health history
 - diet history

How can I get WIC services?

Call your local health department, or to find the phone number for the closest WIC office, call **1- 800 -FOR -BABY**, (1-800-367-2229).

Visit the WIC website at: www.nutritionnc.com/wic/index.htm

Tell a friend about WIC!

WIC is an equal opportunity employer.

State of North Carolina, Department of Health and Human Services, Division of Public Health,
Women.s and Children.s Health Section, Nutrition Services Branch

Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast

Lunch or Supper

Snacks (Two of the four groups:)

Milk

Fruit or Vegetable

Grains or Bread

Milk

Meat or meat alternate

Grains or bread

Two different servings of fruits or vegetables

Milk

Meat or meat alternate

Grains or bread

Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- .children age 12 and under,
- .migrant children age 15 and younger, and
- .youths through age 18 in afterschool care programs in needy areas.

Contact

Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center :
Cornerstone Church of Salisbury Inc.
315 Webb Rd
Salisbury NC 28147
Administrator: Emilie Scharf
704-855-1218 ext 103

CACFP Unit Manager,
Department of Health and Human Services
Division of Public Health
Nutrition Services Branch
1914 Mail Service Center
Raleigh, NC 27699
919-707-5799

CIVIL RIGHTS COMPLAINT INFORMATION FOR CACFP BENEFICIARIES

★XV COMPLAINTS OF DISCRIMINATION

A. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability, either written or verbal, must be processed within the time frames established by Departmental regulations and agreements. The FSP and FDPIR also prohibit discrimination on the basis of religion or political beliefs.

B. FNS Headquarters CRD and the FNS Regional OCRs have been delegated the authority to determine whether or not complaints will be reviewed and, if so, the manner in which they are to be reviewed. Depending on where the complaint was initially filed, it must be forwarded to the appropriate OCR (FNS Headquarters, Regional, or State) for a determination on how the complaint will be handled. The appropriate OCR will prepare and issue letters of acknowledgment to the complainants.

C. FNS Headquarters and Regional OCRs must establish and maintain a system for processing and resolving complaints of discrimination that complies with Departmental regulations and agreements. FNS Headquarters CRD has a Memorandum of Understanding with USDA OCR regarding complaint processing and resolution that directs FNS actions as follows:

1. Right to File. Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The complainant and the entity that the complaint is filed against will be encouraged to resolve the issue at the lowest possible level and as expeditiously as possible.

2. Acceptance. All complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information.

3. N/A

4. Verbal Complaints. In the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

a Name, address, and telephone number or other means of contacting the complainant,

b The specific location and name of the State agency, local agency, or other subrecipient delivering the service or benefit,

c The nature of the incident or action that led the complainant to feel discrimination was a factor, and an example of the method of administration that is having a disparate effect on the public, potential eligible persons, applicants, or participants,

d The basis on which the complainant believes discrimination exists. The bases for nondiscrimination are race, color, national origin, age, disability or sex. The FSP and FDPIR also prohibit discrimination on the basis of religion and political beliefs,

e The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action, and

f The date(s) during which the alleged discriminatory actions occurred or, if continuing, the duration of such actions.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 792-6382 (TTY). USDA is an equal opportunity provider and employer

NCPK

1. NCPK County Contractor determines the eligibility/priority for our NCPK classroom.
2. No parent co-payment shall be imposed for parents of children who are “at-risk” enrolled in the NCPK program.
3. All meals are included and are at no cost for the family.
4. Transportation is not provided.
5. Families may be charged for the cost of before and after school services provided before or after the regular school day, during holidays, or during summer months. NCPK dollars are not to be used for such costs. Please refer to page 5 of the parent handbook for fees.
6. Activities, instruction, or communication which promotes religious beliefs shall not be directed toward children participating in the NCPK during the NCPK portion of the day.

NCPK Class Schedule

November 11th	<i>NO SCHOOL</i> Veteran’s Day (Holiday)
November 21st-25th	<i>NO SCHOOL</i> (required training days, annual leave and Fall Break)
December 23rd – January 2nd	<i>NO SCHOOL</i> (winter break)
January 16th	<i>NO SCHOOL</i> Dr. Martin Luther King’s
January 23rd	<i>NO SCHOOL</i>
March 23rd	<i>Half Day</i> 12:00pm Early Release
April 4th - 5th	<i>NO SCHOOL</i> (required training days)
April 6th	<i>NO SCHOOL</i> Good Friday (Holiday)
April 9th - 13th	Spring Break (Make-Up Days)
May 4th	<i>Half Day</i> 12:00pm Early Release
May 28th	<i>NO SCHOOL</i> Memorial Day (Holiday)
June 11th	<i>NO SCHOOL</i> Required Semester Workday

North Carolina Pre-Kindergarten Daily Routine

8:00 - 8:30am	<i>Breakfast and Free Choice</i>
8:30 - 9:00am	<i>Outdoor or Indoor Gro¹ss Motor</i>
9:00 - 9:15am	<i>Morning Group</i>
9:15 - 10:45am	<i>Free Choice and Teacher Directed Activity</i>
10:45 - 11:05am	<i>Rest Period and Outdoor prep</i>
11:05 - 11:35am	<i>Outdoor or Indoor Gross Motor</i>
11:35 - 11:45am	<i>Wash hands and Lunch prep/Story Time</i>
11:45- 12:15pm	<i>LUNCH</i>
12:15 - 12:30pm	<i>Restroom break</i>
12:30 - 2:00pm	<i>Rest Period</i>
2:00 - 2:20pm	<i>Snack/Free Choice</i>
2:20 - 2:30pm	<i>Departure</i>

¹ Added NCPK Information August 2011-BR