



Policies and Procedures

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*“Where Learning
is Play”*

Dear Parents:

Welcome to the CCCC Child Care Program. We are a program for the students attending Central Carolina Community College. We want our program population to reflect the diversity of our community. We want to encourage continuing your education and help you meet your personal educational goals.

Our child care program is a part of the Early Childhood Department at Central Carolina Community College. The program serves as a learning site for the students in this program.

We are all looking forward to working with you and your child this semester.

Sincerely,

Ginger Harris, M.Ed
Department Chair,
Early Childhood Education

PHILOSOPHY • MISSION STATEMENT

PHILOSOPHY

We believe a high quality early childhood program:

- Provides a safe and nurturing environment
- All children have the right to loving and nurturing care from adults in their lives
- Children have the right to be treated with respect
- Fosters an environment of independence and play
- Through play children learn
- The role of the adults is to provide positive guidance

MISSION STATEMENT

The purpose of this program:

- Serve as a program that provides for the optimal development of the children in our care while allowing CCCC students to pursue their educational goals through our evening college.
- The evening care program will serve as a site for the training of Early Childhood students in setting the appropriate care for children.

To fulfill this purpose, the program will provide a safe, secure, and consistent educational environment for the children.



GOALS OF THE PROGRAM

FOR THE CHILD

- Develop a sense of self-worth
- Encourage respect for their environment
- Develop a sense of personal responsibility
- Develop the ability to express their thoughts, feelings, and experiences that contribute to their developmental needs
- Develop decision making and problem solving skills
- Develop gross and fine motor skills

FOR THE COMMUNITY

- To help meet the students need for quality childcare, regardless of race or socioeconomic status during evening college
- Contribute to the wholesome growth and development of the community
- Promote the quality education of early childhood professionals in the community

FOR THE PARENTS

- Provide opportunities to meet and work with others who have as their common concern the interests and needs of young children
- Make available opportunities to understand child development and guidance



ENROLLING AT CCCC CHILD CARE

REGISTRATION, APPLICATION, AND ADMISSION

1. Parent or legal guardian, who is enrolled in evening classes at CCCC, completes an application form for a child regardless of race, color, creed, socioeconomic status, or special need.
2. Application form is returned to the Early Childhood Department.
3. The parent or guardian will be contacted to confirm space is available.

ADMISSION

Children between the ages of 6 weeks and 12 years are accepted for care. An application form must be completed and returned to the Early Childhood Program prior to the child attending the first day.

TUITION AND FEE POLICIES

There is no fee for childcare services. The parent or legal guardian must be attending class on campus while the child is attending the center. The student's schedule must be submitted with the application.



OPERATING SCHEDULE AND HOURS

SCHEDULE

The Center operates on the semester schedule. The child care program will operate on two schedules, to meet student needs. The morning care will operate Monday through Friday, from 8:30 a.m.-12:15 p.m. The evening care will operate Monday through Thursday, from 5:30 p.m. – 9:00 p.m. We will not operate during student breaks and holidays.

For evening child care all children **MUST** be dropped off by 6:30 p.m. If no children arrive by 6:30 p.m. the center will close for the evening.

INCLEMENT WEATHER

Child care will follow the same schedule as the CCCC campus regarding closings for inclement weather. No separate media announcements are planned for the Child Care program. If the college is closed, childcare will not be provided. Announcements will be made over the following area radio and television stations:

RADIO:

Dunn:	WCKB – 780 AM
Durham:	WFXC – 107 FM
Fayetteville:	WKML – 95.7 FM
	WQSM – 98.1 FM
	WQSM - 98.1 FM
	WZFX – 99 FM
Raleigh:	WRAL – 101.5 FM
	WPTF – 680 AM
	WQDR – 94.7 FM
	WLLE – 570 AM
Sanford:	WFJA - 105.5 FM
	WDCC 90.5 FM

TELEVISION:

Durham	WTVD-TV, Durham, Ch. 11
Greensboro	WFMY-TV, Greensboro, Ch. 2
Raleigh	WRAL-TV, Raleigh, Ch. 5
	WRDC-TV, Raleigh, Ch. 28



OPERATING SCHEDULE AND HOURS

ARRIVAL AND DEPARTURE

1. The center opens at 8:30 a.m. for morning care and 5:30 p.m. for evening care. No child may be left at the center before it opens.
2. All children must arrive to the classroom by 6:30 p.m. for evening care.
3. Please bring your child to the classroom. There will be a sign in/sign out sheet for you to sign when dropping off and picking up your child.
4. The center closes at 12:15 p.m. for morning care and 9:00 p.m. for evening care. It is the parent's responsibility to arrive on time.
5. Parents, or other approved adults, must tell the teacher and sign out the child when picking them up.
6. Only adults specified by the parents or guardians will be allowed to pick up a child from the center. Picture identification will be required.

After 15 minutes, if either the parents or emergency contact persons have not been reached by phone, the Department of Social Services may be contacted through the Sheriff's Department.



HEALTH AND SAFETY

Each child must have a current immunization record and a physical examination.

CHILDREN WILL BE EXCLUDED FROM CARE FOR THESE CONDITIONS:

1. Fever is 101 or higher when taken under the arm.
2. Uncontrolled diarrhea (watery stool that cannot be contained or number of stools is significantly more than the child's normal toileting pattern.)
3. Vomiting
4. Chicken pox
5. Inability to participate in the classroom program/activities
6. Conjunctivitis (pink eye)
7. Persistent sore throat
8. Persistent or distressing cough
9. Unexplained rash
10. Persistent tiredness or fatigue
11. Any other contagious disease Parent/guardian or designated emergency person should be available to pick up a child from the center within fifteen (15) minutes of notification of illness. The child will be made as comfortable as possible in the director/teacher office until a parent arrives.

CHILDREN MAY RETURN TO THE EVENING CARE:

1. For fever of 101 or higher: after being fever free for 24 hours without the use of fever-reducing medication
2. For contagious infections (ex. strep throat, pink eye): after the first 24 hours of treatment
3. For infectious diarrhea: after the child is well and no longer has diarrhea, unless other specific guidelines must be followed
4. For chicken pox: after the lesions (sores) have scabbed over
5. For an ear infection or ringworm: the day after treatment has begun

MINOR INJURY REPORTS

If a child sustains a minor injury, a center staff member trained in first aid will provide care. In case of a brief illness or minor injury, the parent will be informed of the incident when picking up the child. In the event of a life threatening emergency, an ambulance will be called and the parent notified immediately. An accident report will be filled out immediately for the director and parent to sign.

Parents are responsible for supplying current emergency medical information and telephone numbers where they can be reached.

RULES

Limits and guidance are necessary for a child's sense of security and for his/her happiness with themselves and others. The center staff seeks to provide guidance that respects the children's self-image.

The staff will plan an interesting and varied program which can help to avoid many behavioral problems. The staff will keep alert to the entire group of children. They will set realistic limits and plan for a positive and safe environment.

The staff will use guidance techniques that are directed toward teaching self-control, acceptable behavior, and respect for the rights of others. The methods used will be based on an understanding of the child's needs and the stage of the child's development. Some positive guidance techniques are as follows: verbal reminders, choices of other centers to "work" in, work alone area, natural and logical consequences, and restriction of privileges. The children will be encouraged to use words to settle problems rather than hitting, biting, or kicking. The staff's emphasis is on recognizing and encouraging positive behaviors rather than dwelling on the negative.

The staff will model appropriate behavior and provide a supportive environment for the enhancement of self-respect and the development of problem solving skills. Whenever necessary, the staff will explain to a child when a certain behavior is inappropriate and will be supportive of the child developing acceptable problem solving skills.

The staff supervising children will not be permitted to use spanking, any method of physical punishment, or verbal abuse, such as threats. Children are not handled roughly in anyway, including shaking, pushing, shoving, pinching, biting, kicking, or slapping. Children are not punished for bathroom accidents. The staff will not deny a child food or rest and will not force a child to eat or rest as punishment.

A child will not be placed in a locked or unsupervised area for punishment. No discipline will be delegated to another child. The staff will be encouraging and supportive of each child as he/she develops.

TERMINATION OF CARE

In certain situations, it may be necessary for the director to discontinue a child's enrollment. The decision would be based on the best interest of that child, the other children in the class, and overall operation of the center. All efforts, including a conference with the parent(s) or guardian will be made to correct and solve the situation before a final decision is made.

RULES

Termination of enrollment may include, but not be limited to, the following:

- Abuse of staff, children, and/or property
- Dangerous and disruptive behavior
- The center's inability to meet the child's needs
- Continued violations of CCCC Child Care policies
- Parent/Guardian withdraws from their class.
- Parent/Guardian is late picking up their child.

In the event of enrollment termination, written notice will be given if possible.

TOILET TRAINING

Diapers and wipes must be provided for children who are not toilet trained. When an accident occurs, the staff will help the child to change clothes. The staff will encourage the child to be as independent as the child is able.

DRESS

Children should be dressed for the season. Children should wear clothing that is comfortable, washable, and allows children independence in toileting.

DIET

Parents should notify the center in writing and also discuss with the director any special diets, allergies, or food needs. Parents should notify the center if there are any special cultural or religious preferences in food.

HAND HYGIENE

When entering and leaving the preschool classroom **children** and **parents** are **required** to wash their hands following the hand washing procedure posted.



RULES

SNACKS

Parents are encouraged to send a healthy snack to child care for your child. The snack must be labeled with the child's name and date. **The program does not provide meals.** Please let the staff know of any routine your child may have regarding snacks.

EXCURSIONS

1. Teachers may plan walks for the children. They will go only if there is enough supervision and the trip has the director's approval.
2. All children must have a blanket permission slip on file for excursions.

SHARING

Items such as books or nature discoveries are welcome to be shared at school. However, toys, money, gum, or candy that is brought to the center will be collected and held by a staff member to be picked up by parents. Exceptions may be discussed with the teacher in advance. If in doubt, a parent is advised to discuss the item with the teacher.

SPECIAL TOYS

While it is often meaningful for a child to share a special book, toy, or other item from home with his/her school friends, it must be noted that problems of sharing, breaking, etc. may well occur. Therefore, we do not allow toys at school, including guns and "superhero" figures.

The center appreciates contributions of leftover sewing, wood, or paper scraps or any other items that children might use in their activities.

PARENT INFORMATION

1. Parents should comply with the laws of North Carolina and have children ride fastened in a seat belt and approved car seat when coming to the center and returning home.
2. Parents are asked to notify the staff if an unusual situation exists at home, such as a parent being out-of-town or if a family member is hospitalized. This might have an effect on the child's behavior at school. The staff will be more effective in helping the child if we know the situation.
3. Parents should not allow other children to be left unattended in their car when picking up their child or anytime.



COMMUNICATION

PARENT CONCERNS

Parents are encouraged to request appointments for conferences to discuss their child with the director in addition to the informal exchanges at arrival and departure.

EMERGENCY INFORMATION

Child Care operations and registration, concerns should be shared with the ECE Department Chair. Curriculum development and classroom management concerns should be shared with the ECE Department Chair. Parents are also welcome to share their concerns with the Dean of the Early Childhood Program.

1. Each child must have on file emergency information giving the names and telephone numbers of persons to call when the parents cannot be located, if an emergency arises.
2. Authorization of persons who may pick up the children must be recorded. Children will not be permitted to leave with persons not listed on the application form, unless notification in writing has been given to the center staff. Picture identification must be given when picking up a child for a parent or legal guardian.
3. This information must be kept up-to-date. If changes occur, such as home address, telephone numbers, or contact people, the staff must be notified immediately.

PLEASE KEEP US UP-TO-DATE ON NEW INFORMATION IN ORDER TO CONTACT YOU IN CASE OF AN EMERGENCY.

CHILD ABUSE AND NEGLECT

North Carolina law requires that anyone suspecting that a child has been abused or neglected must report available evidence to the Department of Social Services, Protective Services Division. The center's staff will comply with the law in reporting such suspicions directly to the child's parents or guardians. It is also the parent's responsibility to report suspected abuse and neglect.

If you have suspicions or your child shares a "secret" with you, please take these seriously and report the suspicions. It is the responsibility of the social workers to prove abuse. Our responsibility is to report suspicions. The telephone number to report abuse is (919) 718-4690 or (919) 718-4560.

REFERRAL TO OTHER AGENCIES

The resources of Lee, Harnett and Chatham County are available to teachers, parents, and children. When it is believed that a child needs a special program or community resource, an appropriate referral will be made. Prior to this, a conference will be held with the parent(s).