

North Christian School Early Learning Center

STATEMENT OF PURPOSE

North Christian School Early Learning Center is licensed to operate legally by the West Virginia Department of Health and Human Resources and is bound to operate by the terms set forth by this license. All day care is provided to children from ages six weeks to five years, after school care for children who attend North Christian School kindergarten to sixth grade, and interim care is provided for school age children during the summer months for children ranging from ages five years to twelve years. Our goal is to implement an environment of love, safety, and Christian values for all children. The Early Learning Center is licensed to provide care for twenty infants (six weeks to twenty four months), eighty-three children (two years to five years) and twenty school-age children. The center is open from 6:00 a.m. to 6:00 p.m. Monday through Friday excluding nine major holidays and two teacher in-service days. An application and registration fee are required upon admission. Children are accepted within our licensed capacity regardless of race, color, creed, sex, sexual orientation, and national orientation.

Early Learning Center Programs

Infant/Toddler Care:

This program focuses on the individual developmental needs of children from six weeks to twenty-three months of age. Teachers work with the children to provide activities necessary for their physical, cognitive, social and emotional development. Our teachers are sensitive to the individual needs of the children and provide care based on each child's schedule.

Pre-K Three and Pre-K Four Programs:

Children in our Pre-K Programs enjoy daily activities which will promote learning in all areas of development. Our teachers use the West Virginia Early Learning Standard Framework to create a classroom environment and activities which promote the development of the "whole child". Our children will develop the skills necessary to succeed as they continue on the education pathway to kindergarten.

After School Care:

School Age children will enjoy afternoons packed with homework help, activities, and some adventure through free play. Each day they will enjoy time doing homework with help of qualified staff, playing games, art projects, and developing lasting friendships. We will also provide a nutritional snack.

Summer Camp:

School Age children enjoy a summer packed full of activities and adventure. The children go to the library and do exciting activities. Each day they will enjoy time doing activities such as playing games, making food, art projects, and developing lasting friendships.

North Christian School Early Learning Center Mission Statement

Our goal is to implement an environment of love, safety and Christian values for all children through meaningful activities and positive relationships with caregivers and other children.

Our Vision

We value our children for their wonder and curiosity. We value our parents for their bonds, traditions and dreams for their children. We value our staff for their vision and commitment to families.

Hours of Operation

Monday-Friday

6:00 am-6:00 pm

Care is provided year round with the exception of the following days.

Holiday Closings

January 1-New Years Day

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day and the Friday after

December 24th and 25th

Staff Enrichment Days

Dates Will Be Announced Annually

Curriculum

Infants, Toddlers, and Twos: In our nursery, ones, twos and twos transition room; we use the *Creative Curriculum for Infants, Toddlers and Twos*. This curriculum encourages the teachers to use daily routines and experiences to teach children about themselves, others, and the world around them. We will use the assessment tool that comes with the curriculum to guide children's individual learning. The teachers will develop individual portfolios that will document each child's growth and development.

Pre-K Three and Pre-K Four: In all of our pre-k programs, both half-day and full-day, we use *The Creative Curriculum for Preschoolers*. This curriculum encourages the teachers to use a

mixture of child initiated and teacher directed activities. Our teachers will select the materials placed in the classroom with specific goals in mind. We will use the Abeka and ACSI Bible curriculum along with the Creative Curriculum to ensure all curriculum goals are met. Children will also engage in chapel and music times each week.

North Christian School Early Learning Center is licensed through the WV DHHR.

Our license is posted outside the Early Learning Center Office.

Parents have the right to report serious concerns to the Secretary, Jerry Brewer, DHHR, PO Box 6165, Wheeling, WV 26003 or by phone at 304-232-4411 ext. 339.

Confidentiality Statement

Children's enrollment forms and medical information will be kept in a locked file in the director's office. Only information necessary for the care of your child should be shared with staff. Parents are asked to share any concerns they may have regarding their child's care with their child's teacher and the director. Any concerns regarding an employee or another child/family enrolled in the Early Learning Center should be discussed with the director. Parents should also refrain from discussing issues with other parents. Early Learning Center staff is required to sign an Oath of Confidentiality.

Arrival, Departure and Attendance

For the safety of the child, parents are required to sign in and out at the time of arrival and departure.

The sign in/out book is located on the parent table at the center's entrance. Teachers also take attendance in the classroom upon arrival. Please contact the Early Learning Center Office if your child will be absent.

Release of Children

Children will only be released to those individuals listed on the child's enrollment form. You may be asked to show photo identification at the time of pick-up.

Parental Custodial Agreements

In the case of separated or divorced parents, where there are concerns, NCS Early Learning Center may require the parent to provide a legal document outlining divorce decree sections related to the welfare of the children. We will follow the court documentation and direction from the custodial parent if needed.

Fire, Tornado and General Emergencies

Two fire drills must be conducted monthly. Record of this is kept in the childcare director's office. A plan of action is posted in each room. If a fire occurs, all staff and

children will evacuate the building and the local fire department will be contacted. The staff will maintain the child/teacher ratio, keep children calm, and conduct normal class routines. For the safety of children during a natural disaster, environmental threat or situation or threat of violence we would follow procedures listed. In any situation that would require evacuation of the children we would go to Café North, which is located across Emerson Avenue. The emergency number to Café North is 865-6644. It is the director's responsibility to contact all parents to inform them of an emergency situation.

Early Learning Center Child Wellness Plan **For Illness and Disease**

All children enrolled in the Early Learning Center are required to have a medical evaluation within thirty days of enrollment. The schedule for updating a medical evaluation is as follows: Children under 3 months of age must have a signed statement from the physician stating that the infant is able to enter group care. All children need updated medical forms every two years. Along with the medical evaluation form, we are required to have a copy of the child's vaccination record. To protect the health of all children, vaccinations must be current prior to enrollment. A child may be exempt from immunization requirements with written documentation of religious objections to immunization or with a written statement from the child's licensed health care provider indicating that immunization is contraindicated based on the child's medical condition.

No child who is ill will be accepted for care. If a child shows signs of illness, which prevents him/her from participating in daily activities, parents will be called to pick up the child. A child sent home due to illness may not return until 24 hours after the symptoms subside or with a doctor's statement. Doctor's statement does not apply to children with lice or conjunctivitis. In these cases, children may return as stated below.

A child with any of the following signs or symptoms of illness shall be isolated and discharged to his parent/guardian or person designated by the parent.

1. Temperature of one hundred degrees taken auxiliary method when in combination of any other sign of illness, or a temperature higher than 101 with no other symptoms.
2. Diarrhea (three or more times of abnormally loose stool within a three hour period).
3. Severe coughing, causing the child to become red or blue in the face or making a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness in eyes, obvious discharge, matted eyelashes, burning itching, i.e. conjunctivitis.
7. Unusual spots or rashes, or untreated skin problems.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with elevated temperature.

10. Sore throat or difficulty swallowing.
11. Vomiting more than one time or when accompanied by any other sign or symptoms of illness.
12. Scabies, head lice, or other infestations. (Child may return to care when all signs and symptoms of infestation have resolved.)

If a child has been diagnosed with a Communicable Disease, the child may only return with doctor's permission.

A child, who is "mildly ill," which is defined as a child who is exhibiting only minor cold symptoms and demonstrating none of the symptoms listed above, will be permitted to stay with their class and will be observed carefully for signs and symptoms of worsening conditions.

Oral Health

All children one year of age and above will be required to brush their teeth every day after lunch. Children may bring a toothbrush from home, or one will be provided for them. The Early Learning Center will provide non-fluoride toothpaste for the children. Toothbrushes will be stored so they do not drop on other toothbrushes, separate from one another and exposed to the air to dry, and not in contact with any surface. Early Learning Center staff is required to complete training in oral health. Teachers incorporate activities which promote good oral health into their curriculum.

Allergies

If a child has any allergies, please note this on the enrollment forms and notify the teacher and the director. The center will maintain a current list of the allergies and post in the rooms and in the area where they eat. Any special needs must be noted and any medication needed must be provided. The staff must be given detailed written explanation of the allergy from the parent or guardian.

Administration of Medication

North Christian School Early Learning Center staff can give medications to children. There are many guidelines which must be followed to protect the children and then staff. Therefore, we encourage parents to schedule medication doses so that the medication can be given at home. **We will not give over the counter medications to children on a regular basis.** *All over-the-counter and prescription medications require a form be completed by the child's parent and physician. All medications must be in the original container. Medication administration forms must be completed prior to giving the medication. Parents are responsible for obtaining physicians signatures.*

Medication administration forms are available in the Early Learning Center office. Please direct all questions regarding medication administration to the director. Only staff

members who have completed training in Medication Administration are permitted to give medications.

Topical lotions and ointments used to prevent illness or injury can be applied without physician's consent. This includes but is not limited to sunscreen, diaper creams, lip balm, and insect repellent. There is a parental consent form which must be signed prior to application of such products. These forms are available on the parent welcome table.

Accidents/Incidents

North Christian School Early Learning Center Staff are required to document any incident or accident which occurs while your child is in our care. Reports are completed if there is injury to a child, behavior concerns, or any incident which warrants concern. The teacher responsible for the care of the child is required to complete and sign the report. The director will review and sign the report. The parent will sign and receive a copy of the report. All incident reports are kept in the child's confidential file. Parents may receive a phone call regarding an incident if necessary.

Medical Emergencies and Transportation

We take every precaution to prevent injury to your child, but in the event of accident or medical emergency, we proceed as follows:

1. A staff member certified in first aid/CPR will administer emergency first aid or CPR.
2. We notify you by telephone and provide a written accident report.
3. If the situation warrants, we will request emergency assistance by calling 911.
4. If you are not available, we notify the person you designated as your emergency contact.
5. If a parent or the emergency contact does not arrive before the emergency transport, the person in charge of the center at the time accompanies the child to the hospital.

NCS Early Learning Center Staff is required to attend training in First Aid and CPR.

Liability Insurance

North Christian School Early Learning Center is covered under North Parkersburg Baptist Church's insurance policy through Brotherhood Mutual.

North Christian School Early Learning Center **Guidance and Discipline Policy**

Our goal at North Christian School Early Learning Center is to instill self control, social skills and moral values in our children. We teach this through positive guidance, role modeling and redirection. Our teachers set realistic rules for classrooms and encourage appropriate behaviors. At times, there are behaviors which are inappropriate for the safety of the children such as; hitting, biting, throwing objects, inappropriate touching of others, leaving the classroom without permission and destruction of property. In such instances, a discipline report will be completed by the teacher and a conference will be held with the director to determine a plan for the individual child and behavior. If a serious behavior can not be resolved, the child may be withdrawn from the program at the discretion of the director.

Abuse/Neglect Policy

The center prohibits the use of corporal punishment on its premises and during off site center activities. All staff is required to report any incidents of possible abuse or neglect to WV DHHR @ 1-800-352-6513.

NCS Early Learning Center Staff is required to complete training in identifying and reporting abuse and neglect.

Field Trips

Our Preschool Age and Summer Camp children will participate in routine walking trips to the Wood County Public Library and other places near the Center. We do not provide any type of vehicular transportation for children. You will be informed of these trips and will be required to sign a permission form. Staff ratios will be met and staff accompanying the children will be trained in First Aid.

Parent Participation

The director and staff at North Christian School Early Learning Center are committed to providing a positive and consistent relationship with our parents. We want the Early Learning Center to be an extension of your home. We encourage parent participation and have an open door policy. We also appreciate constructive ideas on how to improve our center to better meet your needs.

If you need assistance with a problem, concern, or complaint related to the program you might speak to your child's teacher or feel free to contact the center director.

Parent Conferences

Parent Conferences will be conducted twice yearly for children enrolled in the Pre-K Programs to give parents and teachers the opportunity to discuss the well being of their child. Every parent is asked to attempt to make an appointment. We will provide you

with a written form of progress and improvements. A parent may request an individual conference with the director or teacher at anytime.

Transitioning of Children

As children are enrolled and continue to grow through our program in both age and mastering skills there will be a need for transition. The Early Learning Center Staff, the director and the parent/guardian will discuss when the appropriate time and space is available. Children will transition as they are developmentally ready and vacancies are available.

Withdrawing from a Program

If a parent wishes to withdraw a child from the program, they will need to provide two weeks notice prior to the last date of attendance. If two weeks notice is not possible, they will be required to pay a two weeks notice.

Discharge Policy

In addition to discharging a child for behavior issues as stated in our Discipline Policy, North Christian School Early Learning Center may discharge a child/family for the following reasons:

- Your financial obligations to NCS-ELC are not being met according to the payment policy.
- We feel we cannot meet the needs of your child.
- Or for other reasons, as deemed necessary by the director.

Grievance Procedure

Parents should attempt to resolve all grievances informally through the Director, however, if you feel you have not received satisfactory resolution the following procedure should be followed.

- Submit a formal written complaint to the Director.
- Within 7 days of receiving the written letter, the Director will distribute copies to Pastoral Staff
- Copies of the grievance and all documentation of the incident will be given to the North Christian School Board.
- Within 7 days of receiving the information, the North Christian School Board will meet with the parent and those parties mentioned in the grievance. All parties have the right to be present during any statements considered by the committee and have access to any and all relevant information presented. Each side will present its perspective, which may include statements from relevant persons, and submit any information that supports its claim. Board members have the right to ask questions during the meeting. A member of the church staff will act as an impartial

- coordinator of the meeting, to ensure that all procedures are followed appropriately.
- Within 7 days after the meeting, the Board President will prepare and submit to all parties, findings and a conclusion. The North Christian School Board decision will be final and binding.

North Christian School Early Learning Center **Administration and Staff**

Director of Early Learning
Terri Wagner

Assistant Director
Traci Matteson

Pastor of Family Life
Ryan Brooks

Dress Code

We encourage all parents to dress their children with modesty and to be sure garments worn to school are weather appropriate. We require shoes to be appropriate for gross motor play in the classroom as well as on the playground. NO FLIP FLOPS or shoes without backs please. Safety of our children is very important to us that is why we encourage tennis shoes. Please be sure shoes worn are secure to feet.

Toys from Home

We ask that children DO NOT bring toys to school. Teachers will provide opportunities for show and tell during the school year. If your child has a toy or game that is age appropriate, easily shared with the group and corresponds with the teachers weekly theme, you may make arrangements with the teacher to share them.

Birthday and Holiday Parties

The kitchen staff at the Early Learning Center will provide a Birthday Cake for snack on the third Wednesday of each month to celebrate children's birthdays. Children will receive a birthday crown, birthday certificate and Mylar balloon on the date of their

birthday. Parents may bring in non-edible party favors or a game to share with the class on their child's birthday.

We will celebrate Holidays throughout the school year. The Early Learning Center Kitchen staff will provide the food for these parties.

NCS Early Learning Center Food Program

North Christian School Early Learning Center participates in the Child and Adult Care Food Program (CACFP).

Each day more than 2.6 million children participate in CACFP at homes and centers who provide childcare 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.

The Child Nutrition Programs are available to all children. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age and disability. To file a complaint of discrimination, write USDA; Director, Civil Rights; Room 325-W, Whitten Building; 14th and Independence Avenue, SW; Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Meals and Menus

All menus will be posted monthly in each classroom and copies will be given to parents each month. If for any reason we are unable to serve what is posted we will make a substitution and this will be changed on the menu for that particular day. We will have nutritional meals and snacks as regulated by the Department of Education.

Food from Home

North Christian School Early Learning Center DOES NOT allow food to be brought into the center. We will make exceptions for children under 2 years of age and for children with dietary needs. Parents must talk with the Director of Early Learning to develop a plan for their child.

A: MEAL PATTERNS FOR THE CHILD UP TO 12 MONTHS OF AGE

Age	Breakfast	Lunch or Supper	Supplement
Birth through 3 months	4-6 fl. oz. Formula ¹ or Breast milk ^{2,3}	4-6 fl. oz. Formula ¹ or Breast milk ^{2,3,4}	4-6 fl. oz. Formula ¹ or Breast milk ^{2,3}
4 through 7 months	4-8 fl. oz. Formula ¹ or Breast milk ^{2,3} 0-3 Tbsp. Infant Cereal ^{1,4}	4-8 fl. oz. Formula ¹ or Breast milk ^{2,3} 0-3 Tbsp. Infant Cereal ^{1,4} 0-3 Tbsp. Fruit and/or Vegetable	4-8 fl. oz. Formula ¹ or Breast milk ^{2,3}
8 through 11 months	6-8 fl. oz. Formula ¹ or Breast milk ^{2,3} 2-4 Tbsp. Infant Cereal ¹ 1-4 Tbsp. Fruit and/or Vegetable	6-8 fl. oz. Formula ¹ or Breast milk ^{2,3} 2-4 Tbsp. Infant Cereal ^{1,4} and/or 1-4 Tbsp. Meat, fish, poultry, egg yolk, cooked dry beans or peas or ½ -2 oz. Cheese: or 1-4 oz. Cottage Cheese, cheese food or cheese spread; and 1-4 Tbsp. Fruit and/or Vegetable	2-4 fl. oz. Formula, Breast milk ^{2,3} , or fruit juice ⁵ ½ Bread ⁶ or 0-2 Crackers ⁶

¹ Infant formula and dry infant cereal shall be iron fortified.

² It is recommended that breast milk be served in place of formula from birth through 11 months.

³ For some breast fed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

⁴ A serving of this component shall be optional.

⁵ Fruit Juice shall be full strength.

⁶ Bread and bread alternates shall be made from whole grain or enriched meal or flour.

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8 through 11 months	6-8 fl. oz. Formula ¹ or Breast milk ^{2,3} 2-4 Tbsp. Infant Cereal ¹ 1-4 Tbsp. Fruit and/or Vegetable	6-8 fl. oz. Formula ¹ or Breast milk ^{2,3} 2-4 Tbsp. Infant Cereal ^{1,4} and/or 1-4 Tbsp. Meat, fish, poultry, egg yolk, cooked dry beans or peas or ½ -2 oz. Cheese: or 1-4 oz. Cottage Cheese, cheese food or cheese spread; and 1-4 Tbsp. Fruit and/or Vegetable	2-4 fl. oz. Formula, Breast milk ^{2,3} , or fruit juice ⁵ ½ Bread ⁶ or 0-2 Crackers ⁶

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