



Policies and Practices
**GREENWAY BAPTIST CHILD
DEVELOPMENT CENTER**

858 Greenway Road
Boone, North Carolina 28607
Sponsored by Greenway Baptist Church

Telephone: (828) 264-3877
Fax: (828) 263-9396

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POLICIES AND PRACTICES

Greenway Baptist Child Development Center

GENERAL INFORMATION:

The Greenway Baptist Child Development Center (GBCDC) is sponsored by Greenway Baptist Church as a part of the church's efforts to educate the community through Christian education and missions. Our program is supported by tuition fees both from parents and the county subsidy program, as well as through the federal food allotments and mission support from the Greenway Baptist Church. We maintain the highest standards attainable, as provided by the North Carolina Department of Human Resources in Raleigh. Through our respect for the children in our center and community, our Teachers and Administrators have adapted a belief in the practice of developmentally appropriate curriculum through advancement in education, current regulations, and monthly training sessions, provided to us through the Children's Council of Watauga County. With help from the Children's Council, Caldwell Community College and Appalachian State University, our staff is kept current with state and federal guidelines, as well as developmentally appropriate practices in our classrooms.

OUR PHILOSOPHY:

Greenway Baptist CDC integrates the main objectives of early childhood education with the spiritual guidance of a Christian education.

Our primary objective, as child care providers is to meet the needs of each child in our program while fostering his/her strengths and abilities, providing him/her with the necessary components to become happy, active members of society. Our facility will remain positively Christian while providing hands-on experiences essential to achieving positive milestones in all domains of the child's development. Learning will be encouraged but never forced. While we provide structure within a loving, healthy environment, we also allow your child/children to explore freely with positive guidance. Our curriculum provides opportunities for worship and other spiritual concepts. Our center also allows your child the freedom to observe and ask questions, while existing in an environment of love and trust. We respect the importance of social/emotional development, as well as the gross/fine motor achievements, and achievements in language and intellectual development.

ENROLLMENT PROCEDURES:

A child may be placed on the waiting list by calling GBCDC, Monday thru Friday, between the hours of 7:00am- and 6:00pm. Please speak with the director or assistant director.

The center requires an application, a medical examination by a licensed physician, and an emergency contact sheet prior to enrollment. The physician's information must include an Immunization Record or an Immunization Exemption statement.

Conferences may be scheduled at the request of the parent, teachers and/or an administrator to address developmental objectives for the child. The administrator who conducts the enrollment conferences shall provide a copy of the CDC policy, as well as to provide an explanation of the disciplinary policy.

** All information will be maintained in the child's file and kept confidential. Parents, staff members, and members of the GBCDC Childcare Advisory Board, as well as state representatives from the Department of Health and Human Services/Division of Child Development will be the only persons permitted to see a child's file.

GRIEVENCE POLICY:

In the event of a misunderstanding or complaint, concerning your child, the parent should first discuss the grievance with the child's teacher. In the event that no solution can be reached, the concern should be addressed to the Director. If necessary, complaints and/or concerns should be discussed with the GBCDC Childcare Committee.

GBCDC Childcare Committee
Greenway Baptist Church
880 Greenway Road
Boone, NC 28607

ACCEPTANCE REGULATIONS:

The GBCDC provides services for children birth to school-age. Children who are eligible to go to Kindergarten are asked to continue on to public schools. Parents of children with special needs are welcome to observe the GBCDC in order to determine if the program would be appropriate for the needs of their child/children.

Our child development program does not discriminate against any child or adult on the basis of race, gender, religion, family income, and/or national origin.

GBCDC reserves the right to terminate your child care at their discretion.

OPERATIONAL HOURS:

The hours of operation for the center are from 7:00am until 6:00pm. We cannot accept children before 7:00am and a late fee will be charged to those who are later than 6:00pm. (See page 5). Upon enrollment, parents are asked to designate the hours that their child will attend the center.

Children must arrive at the center no later than 9:30am. If we have not received notice by 9:30am, we will assume that your child/children will be absent on that day. If your child is going to be late, we ask that you call the center before 9:30am to let us know when to expect your child. **If you do not call by 9:30am, your child will not be able to stay that day.** If continual tardiness occurs, please see the

Director or Assistant Director about the adjustment of the schedule. Please keep in mind that each classroom is required to post a Daily Activity Schedule. Make sure that you respect the more challenging times of the day for your child's teacher. (i.e. Lunch Time, Circle Time, etc.)

GBCDC is not a babysitting service; it is a child development center. Our teachers are required to provide developmental activities for the children in each classroom. An important part of the developmental program occurs in the morning beginning at 9:30am, when the children are fresh and alert. Having each child here by 9:30am allows the center to prepare an accurate lunch count for our cook. The teachers have prepared daily planned activities that include all the children in the classroom and each teacher needs to know a daily attendance by 9:30am for proper preparation.

****Children should be picked up at the time agreed upon when enrolled unless there has been a work schedule change. Parents are required to notify the center immediately of any change in the schedule.

LATE FEES:

The center closes promptly at 6:00pm each day. Parents are responsible for ensuring that their child has been picked up and all belongings have been gathered, as they depart from the center by 6:00pm. Parents WILL be charged \$1.00 (one dollar) for any part of the first five minutes overstayed (6:00-6:05pm) and a dollar per minute thereafter until 6:15. After 6:15 an additional \$2.00 (two dollars) fine will be levied for each minute in excess a child stays after closing. The employee time clock will be the official clock used. Any parent who anticipates being late picking up their child should notify the center immediately. However, the late fee will be levied. Payment of the late fee should be made prior to the child's return to GBCDC. Parents may request a hearing with the GBCDC Advisory Board for an exception to this rule.

Any parent who is late more than three (3) times in a month will be asked to meet with the Child Care Committee.

HOLIDAYS:

The center will be open Monday thru Friday, 7:00am until 6:00pm, year round, except for designated holidays and as otherwise provided in this policy. The center will be closed for following holidays:

New Year's Eve close at 4 pm
New Year's Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve and Christmas Day
(other days to be announced)

If any holiday falls on a Saturday, we will be closed the Friday before. If the holiday falls on a Sunday, we will be closed the Monday after.

FEE SCHEDULE:

Regular fees for all children are as follows:

\$25.00 application fee (non-refundable) this is due before start date

Birth up to 1 year-\$232.00

1 year up to 2 years-\$232.00

2-3 years-\$206.00

4-5 years-\$206.00

Active church members with two or more children will receive a 5% discount on the oldest child.

The center is to be notified at least two (2) weeks in advance of the date that your child is to be withdrawn from the center, if applicable. **If there is no advance notification, two-week tuition is due.**

The weekly fee is payable on Monday of each week prior to care for that week, or you may opt to pay monthly. **All fees are to be paid in advance.** Monday's tuition payment will cover the following week's enrollment. If you choose to pay monthly, your monthly payment is due on the first Monday of that month.

****Fees will only be pro-rated if your subsidy does not end on a Friday (i.e. your last day of subsidy is Wednesday; the parent will owe private pay rates for Thursday and Friday). We will not pro-rate any private pay rates; your last day must be on a Friday.

Fees are subject to change based upon the analysis of operating costs by the Greenway Baptist Church Child Care Committee. It is policy, however, that no fee change will become effective for thirty (30) days after being announced by the Greenway Baptist Child Care Committee.

Any person who is two weeks delinquent in payment of tuition fees will not be allowed to return to the center until the bill is paid in full, and will be given written notice by the center's Director that financial obligations must be met. If there is no attempt to pay tuition the center reserves the right to terminate your child's childcare. A parent/guardian/custodian may request that any financial decisions or decisions regarding termination of enrollment be reviewed by the Greenway Baptist Church Child Care Committee.

Fees are collected 52 weeks of the year.

RETURNED CHECKS:

An administrative fine of \$25.00 will be charged on all returned checks. After a second returned check, Greenway Child Development Center will no longer accept personal checks for that account. If weekly payments continue to be a problem, childcare could be terminated.

INCLEMENT WEATHER:

The center reserves the right to shorten hours for the safety of the staff and children if the weather presents hazardous conditions. We will make every reasonable effort to keep the center open as scheduled. When a decision has been made to shorten hours by closing the center early, the center staff will attempt to contact each parent by telephone. If the center will be closed or opening with a delay, information will be broadcast regarding the opening time via local media and will be on the answering machine at 264-3877.

Parents/guardians/custodians are responsible for keeping a current telephone number on file with the center office.

There will be no reduction on fees for sick days, family vacations, times or days when the center is closed. Cancellations will be listed on the local media and on the answering machine at 264-3877 as early as possible.

DEVELOPMENTALLY APPROPRIATE PRACTICE:

Any special activities or programs will be approved by the director and the Greenway Baptist Child Development Center Child Care Committee.

Schedules for each of the age groups are posted in the respective rooms and should be within view of each parent. Questions should be addressed first to the classroom teacher and subsequently to an administrator. All Lead Teachers will be pleased to discuss schedules with interested persons. Activity schedules and lesson plans will foster developmentally appropriate growth for all children. Children ages six weeks to one year will have an individual lesson plan.

All plans will include the following activities:

- Outdoor activities
- Scheduled rest times
- Music, art and dramatic play activities
- Games and creative learning activities
- Bible lessons

Breakfast, Lunch, and Afternoon Snack
We also include thankful blessings before meals.

The GBCDC will provide experiences that:

1. **Promote SPIRITUAL GROWTH.**

We will accomplish this by:

- Helping children to grow in the knowledge of and appreciate God, Jesus, and the Bible.
- Helping each child to develop happy and wholesome feelings toward the church and his/her relationships to those in society.
- Helping each child think of him/herself as a person of worth.
- Laying the foundation for a religious commitment when the child reaches the age of accountability.

2. **Promote INTELLECTUAL GROWTH.**

We will accomplish this by:

- Providing each child a base of interpreting and understanding his or her continuous encounters with the social and physical world.
- Whetting each child's curiosity about him/herself and the world.
- Encouraging each child to think for him/herself, to solve problems, to follow suggestions, and to carry out planned procedures to the best of his/her abilities at his/her own speed.
- Helping each child to cultivate attitudes, habits and an appreciation that will enable him/her to live happily in the environment.

3. **Promote SOCIAL GROWTH.**

We will accomplish this by:

- Helping each child to develop his/her ability to have satisfying experiences in working and playing with other children as well as in associating with attitudes.
- Guiding each child to learn to respect others, their rights, ideas, and property.
- Helping each child to develop empathy and to become productive citizens in society.

4. **Promote PHYSICAL GROWTH.**

We will accomplish this by:

- Helping each child to achieve good muscular growth, while promoting healthy fine motor skills, as well as eye-hand coordination.
- Guiding each child to establish positive health and safety habits.
- * Helping each child to grow in the understanding and the appreciation for his or her body, it's resources and limitations.

5. **Promote EMOTIONAL GROWTH.**

We will accomplish this by:

- Helping each child to mature in his emotional development, by expressing emotional responses in acceptable ways, to face and overcome emotional challenges.
- Guiding each child in the awareness of his/her unique, creative potential.
- Assisting each child in building his/her self-esteem, self-concept, and self-worth.

All of these activities will be developmentally appropriate for each age group.

SPECIAL PROGRAMS:

A major part of the learning process is the ability to experience the world firsthand.

Parents/guardians/custodians are asked to sign a field trip permission form when the child is enrolled. The signature on the form gives the center permission to take each child on nature walks and to the gymnasium. Notices will be sent home a few days prior to any scheduled field trip away from the center.

The center also utilizes resource persons from many areas to present information to the children. The center has enjoyed a close relationship with Appalachian State University. Both students and/or faculty from the university are invited to participate in the center's effort to aid children in the development of speech and language, as well as creative dramatics, recreation, physical education and general childcare. Potential resource persons are screened by the Director, along with professional advisement, if needed. If parents, staff, or other interested persons know of potential resource persons who would like to share his/her talents, please see the Director or Assistant Director.

SUPPLIES/PERSONAL ITEMS:

Children should be dressed comfortably in play clothes, each day. Hands-on play can be messy! Each child should have two changes of clothes, including socks, shoes, underwear, shirts, pants/shorts and they should be placed in his/her cubby. These clothes should be checked each season to ensure that they are weather-appropriate. Bathroom accidents are treated in a "matter of fact" manner, so please make sure that the clothes are replaced as necessary. All personal items **MUST BE LABELED (using first and last name)**.

*** Toys and personal playthings should not be brought into the center. Each classroom has a sufficient amount of toys for the children to play with. Some classes may have a scheduled "Share Day", however, please check with your child's teacher before bringing toys from home into the classroom. We do encourage children to share books and music with friends.

*** Children may bring a stuffed animal or security object to sleep with during naptime.

*** Because of GBCDC participating in a state food program, **children should not bring food or drinks from home at any time.**

PARENTS ARE REQUIRED TO PROVIDE:

- All necessary information regarding their child/children that is requested before the child's first day attending.
- Crib sheet (for mats at naptime)
- Blanket and naptime comforts (i.e. Teddy Bear)
- Two complete changes of clothing (please include extra shoes, if possible)
- Only disposable diapers and wipes (if needed) *** for sanitary purposes please purchase pull-ups if your child is in the process of being potty-trained. This policy has been suggested by the Public Health Nurse.
- A box of Kleenex to share with the class.

Infant & Toddler Classroom Supplies:

- Bottles of formula that have been **LABELED** with the child's full name and the current date. All containers must have the appropriate lids that fit the container (plastic wrap put over bottles will not be accepted). All bottles must have lids that fit with the child's name on the lid. Bottles that are not labeled correctly will be disposed of.
- Lots of extra clothes!!!!
- Please include a box of tissues to share with the class.

DISCIPLINE POLICY:

We believe that the word "discipline" is a positive term that should be used consistently with guidance and loving care in a structured, safe, and healthy environment. For this reason we have adopted a "refocusing time" as a last resort to allow children the opportunity to redirect their energy toward safer, more acceptable behaviors. This allows children to use cognitive skills/problem-solving strategies to help them make better decisions in the future.

The most successful example of positive behavior is learned through the actions of those within the shared environment. We respect the intelligence of children and believe that they will commit to a life of compassion, respect, empathy, and unconditional love if they are shown the same concepts.

**** No child shall ever be subjected to corporal punishment by the staff. Corporal punishment, sarcasm, and yelling are never acceptable forms of discipline at our center.**

**** Children will not be treated in a punitive manner or shamed when a bathroom accident occurs.**

**** Children will not be denied food or rest as punishment, nor will they be forced to eat or sleep.**

We will attempt to create an environment that will promote positive behavior. Discipline issues will be dealt with in a manner that will be age appropriate for the child.

Discipline is to be viewed as a teaching opportunity.

Some methods include:

- Positively direct the child to logical consequences (i.e.: to clean up a spill)
- Encourage the child to think of an alternative solution.
- Remind child that certain behaviors are not allowed.
- Assign a "refocusing time" -one minute for each year of age
- Contact the parent/guardian/custodian in the event of serious behavior problem. If challenging behaviors consistently cause a disruption in the classroom, it may become necessary for parents to pick up the child and confer with the Director and/or Assistant Director. Persistent problems may result in a referral to appropriate behavioral specialist for evaluation.

Should challenging behaviors continue, parents will be asked to meet with the Greenway Baptist Child Care Committee, in order to find an appropriate solution.

WELL CENTER POLICY:

State law requires that upon arrival, all children and parents must wash hands before handling any equipment in the center. Each child is to be observed by a staff member for early symptoms of illness.

Any child whose physical condition appears such that it endangers the health of other children and/or staff will not be permitted to stay at the center.

If a child becomes ill during the day and exhibit's a temperature of 100.5 degrees or higher, or has diarrhea and/or vomiting, parents will be contacted to pick up the child. Any child who shows signs of illness should NOT be sent to the center. The staff follows OSHA guidelines to ensure that a safe, clean, and healthy environment is present. We are a "well center." Please respect our efforts to keep all children and staff members healthy.

The following guidelines are an effort to limit the spread of infectious illnesses that commonly occur in preschool children. These guidelines may be modified after consultation with the child's physician.

Once you have been called to pick up your sick child, you have one (1) hour to get to GBCDC before late fees will be applied to your account. (See page 5 for the late fee charges)

1. **CHILDREN WHO HAVE ILLNESSES WITH A FEVER:** Children who have illnesses with a fever greater than 99.5 degrees F. auxiliary (under arm) cannot attend the center until they are fever free without fever reducing medications for 24 hours.

Exception: A child that has been sent home with a low grade fever (99.5-100.4 degrees F. auxiliary), may return to the center only after being seen by a physician after pick up or absence and returns with a form detailing the child's illness and that they are no longer contagious. The form must be signed and dated by the attending physician.

Note: The above exception is for a low grade fever only. If a child has a fever above 101.5 degrees F., the child may not return to the center within 24 hours even with a physician's form.

2. **ILLNESS WITH DIARRHEA:** Children who have had two (2) loose bowel movements will be sent home and cannot return to the center until they have been diarrhea free for 24 hrs. Please let the center know if your child is taking an antibiotic, for example, that may cause loose stools. This will also need to be verified by a physician.

3. **STREPTOCOCCAL INFECTIONS (STREP THROAT):** Children must be kept home until they are without fever and without medication or have been treated with antibiotics for at least 24 hours. A physician's note must be brought in to verify that the child is well enough to attend the center.

4. **CONJUNCTIVITIS (Pink Eye):** Children with infectious conjunctivitis should be kept home until well. Children diagnosed by their physician as having allergic conjunctivitis require no isolation, but will be required to provide a doctor's note indicating that he/she is not contagious. A physician's note must be brought in to verify that the child is well enough to attend the center.

5. **IMPETIGO:** Children should be on treatment and have no open, weeping lesions before returning to the center. A physician's note must be brought in to verify that the child is well enough to attend the center.

6. **CROUP AND PNEUMONIA:** Children must be kept home until well or until a physician approves their return to the center.

7. **CHICKEN POX, MEASELS:** Children must be isolated for a minimum of 7 (seven) days or longer if there are skin lesions that are still weeping. A physician's note must be brought in to verify that the child is well enough to attend the center.
8. **PEDICULOSIS (LICE):** Isolation is needed until successfully treated. A physician's note must be brought in to verify that the child is well enough to attend the center.
9. **SCABIES:** Children must remain at home until no longer contagious or a doctor's note stating that the child is no longer contagious is provided.
10. **EXCESSIVE VOMITING:** Children who have vomited more than once should not be in the center. The child can not return until they are vomit free for 24 hours.
11. **THE FOLLOWING ILLNESSES DO NOT REQUIRE ISOLATION IF THE CHILD IS AFEBRILE (WITHOUT FEVER):**
 - Upper respiratory infections (cold, sinus infections)
 - An ear infection
 - Urinary Tract Infection
12. **RASH:** Any unexplainable redness or "breaking out" must be checked by a physician. A signed statement from a physician permitting the child to return to the center is required. This includes any open sores or blisters in the diaper area.
13. **COMMUNICABLE DISEASES:** the CDC recognizes its responsibility to provide a safe and secure learning and working environment for all preschool children and employees. In case of a severe contagious disease, strict adherence to safety measures is required.
14. **RSV (Respiratory Syncytial Virus):** Children who are diagnosed with RSV should stay out of the center until they have a note from the physician's office stating that the child is well enough to return.
15. **Whooping Cough:** Children with Whooping cough should be out of the center for at least 5 days of antibiotic treatment. A physician's note will be necessary to return to the center.

In an attempt to maintain a balance between the individual rights of students and employees and control communicable diseases, the Child Development Center Committee requires that no child or employee with a communicable disease shall be denied access to child care or work on the basis of an individual opinion. All decisions regarding the educational or work status of a child or employee with a communicable disease shall follow the steps outlined in the procedures adopted by the Child Development Center Committee listed below:

* Most preschool children with a communicable disease represent a threat for communicable disease transmission in the classroom and should not be allowed to attend until the child is no longer contagious.

* A child with a communicable disease may be temporarily removed from the Center until the child's personal physician determines that the risk has abated and recommends that the child be allowed to return to the classroom. Children with HIV infection who are unable to control normal bodily functions (e.g. bowel and bladder control), who have behavioral abnormalities (e.g. autism, biting others, etc.) or who having oozing wounds or sores which cannot be adequately covered may pose a risk for HIV transmission to others and should be moved from the center.

* Screening for HIV antibody is not a condition for child care attendance.

* An Interdisciplinary Committee can best determine on an individual basis which children with HIV infection may safely attend school. Each case in which a parent or guardian requests their child be permitted to attend child care should be evaluated by a committee comprised of the child's personal physician, teacher, director, Child Development Center Committee Chairperson, local health director (or their designees) and a physician with expertise in managing communicable disease cases.

This committee will meet within five (5) work days after the request has been made. All efforts to have a consultant available from the Head of the Communicable Disease Control Branch of the N.C. Division of Health Services will be made. Periodic reevaluation, as determined by the committee, should be undertaken for each case since the child's condition may either improve or worsen over time. The deliberations of this committee should be confidential.

The Child Development Center Committee Chairperson will be responsible to establish and maintain the Interdisciplinary Committee.

* Confidentiality must be strictly protected by the Center for all children with HIV infection/ Only the Director, Child Development Center Committee Chairperson and the committee should be notified of the child's condition. Confidentiality will be strictly enforced.

* Whenever possible GBCDC staff will notify all parents when illnesses that may represent a threat to other children are occurring in the Center. These include chicken pox, measles, whooping cough, meningitis, influenza, or other reportable diseases.

* North Carolina General Statute 130A-136 requires school and childcare officials report certain diseases, including AIDS, to their local Health Departments. Confidentiality of such reports is protected by law, and officials cannot be held liable for reporting.

MEDICATIONS:

The GBCDC staff will no longer be required to give medications to the children attending GBCDC. The only exception will be the application of over the counter diaper rash creams and sunscreens (for all children **except** our 2 older classes (Camels & Sonbeams)). A form must be filled out with specific instructions on administering the diaper rash creams and sunscreens and should be given to the teacher to be stored for future use when applying creams. Each form must be updated every 6 months.

Children with developmental disabilities, chronic illness or weak immune systems may warrant special consideration either because they are unusually susceptible to infection or because they may infect other children. These cases will be considered on an individual basis by the director or assistant director to ensure that each child is given the best care possible.

**** NOTE:** Emergency medication can be administered with a physician's note. Any inhalers, etc. require an Action Plan. Please fill one out if necessary.

The teachers are also required by the state to go through the diaper bags each morning and take out any medications or other items that may be dangerous to the children in their care. Please make sure that you do not have any medications, lotions, or other items that could be dangerous in your child's bag. Any items found in the bags or in the cubby will be taken to the office. **(Note: items with a "Please keep out of reach of children" statement will also be included and taken to the office. Ex. Chap stick, hand lotion, hand sanitizer)**

NUTRITION:

Meal Schedule is as follows:

Breakfast	8:30am to 9:00 am
Lunch	11:30am to 12:00 pm
Snack	2:30pm to 3:00 pm

Greenway Baptist CDC serves nutritional meals and snacks on a regular schedule. All foods strictly adhere to meal patterns for children as established by the State of NC. GBCDC is part of a food program and because we agree to their guidelines, we do not allow the children to bring food from home. The children are to be offered what is served at the center. The children under GBCDC care are encouraged, but never forced, to sample different foods.

Any child at GBCDC will receive what is offered from the kitchen and what is on our menu unless they have a medical statement from a Licensed Physician. The state of NC says that any "special diet would include dietary requirements due to allergies or other medical issues, or could be for religious reasons. IT DOES NOT INCLUDE PARENTAL PREFERENCES." Not only is this policy for the State of North Carolina, it is also part of our food program. CACFP guidelines state that "If a participant has a documented disability that restricts his/her diet, the institution is required to provide substitution as identified by a Licensed Physician."

"Disability or Medical Condition 7 CFR Subtitle A, Section 15b.3 (i) Definitions:

- (i) *A person with a "disability"* means any person who has a "physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment."

*Please note: liquid milk is not affected by this new rule. Any changes in fluid milk may be requested by a parent writing a note themselves and given to the office.

Food allergies are posted in the child's room and the kitchen. To be exempt from certain foods, a signed doctor's note is required.

INFANTS:

The center provides "Parents Choice" milk based, soy based, and Gentlease formulas. If parents choose to use the center's formula, you must provide empty bottles labeled with name and date. If parents choose to provide their own formula they are required to provide bottles already filled and with name and date on bottle. All bottles must be removed from the Center daily by the parent. Infants will be held while being bottle fed at all times. (It is suggested that the parent make several small bottles instead of large ones. State regulations state that if the child does not finish the bottle in one setting, it cannot be saved for a later feeding. Bacteria grows on the nipple and the ingredients in the bottle must be disposed of.)

Greenway Baptist CDC tries to set a good example for all the children at the center by being a healthy center. We encourage water and trying new foods. Because we are a healthy center, when you are bring food for parties or special events we ask you to choose sugar free juices, fruits, and vegetables and try to avoid sweet sugary snacks. We appreciate your cooperation and understanding in teaching the young children to become a healthy eater.

STAFF/HEALTH:

Staff will abide by the same sick policy as the children. If a teacher will not be able to report for work or has become sick on the job, the Director is to be informed and a substitute teacher for that teacher will be appointed.

USE OF SUBSTITUTES AND/OR VOLUNTEERS:

It is the Center policy that only one substitute be placed in a classroom, except in case of emergency. A qualified person is to be in the classroom at all times, consistent with this policy. A list of qualified substitutes will be maintained at the Center, posted for ready reference by the Director or authorized caller. If the Director is to be absent, the Assistant Director will be responsible for the Director's duties.

SAFETY MEASURES:

Children will be supervised at all times. Each staff member is to be familiar with emergency measures and procedures.

- A list of emergency telephone numbers will be posted by the phone.
- A fire evacuations plan will be posted and fire drills are to be routinely held.
- Annual sanitation and fire inspection will be performed in the Center to insure that the building is clean and safe.

PARENTS are responsible to report immediately any change of address or telephone number at home or at work in order to be conducted promptly and without difficulty in case of emergency. PARENTS, if your schedule changes even for a day, please let us know where you will be. If a parent cannot be

contacted while under GBCDC care, it will be necessary to call the Department of Social Services or the Police Department for the safety of the child.

DAILY CLEANING TASKS (done by Staff)

- Wash and disinfect toys
- Straighten toys on shelves
- Vacuum floors and sweep bare floors
- Clean and disinfect toilets and sinks in bathrooms
- Clean and disinfect diaper changing area
- Take trash to dumpster and replace can liner
- Clean top of counters, shelves and tops of tables
- Wipe off cabinets, walls, doors and doorknobs
- Clean mirrors and windows
- Clean and disinfect chairs
- Take all dirty dishes to kitchen and wash them thoroughly
- Refill paper products in room and bathrooms
- Refill glove supply
- Straighten cubbies and ensure that items in the cubbies are safe for the children
- Unplug all appliances
- Turn off lights and fans
- Check outlets to make sure they are all covered with outlet plugs

WEEKLY CLEANING TASKS:

- Move and check under all shelves for toys

- Vacuum under shelves
- Clean fish tank or other small pet containers if needed
- Check for toys in need of repair and/or extra cleaning (discard un-repairable toys)
- Refill First-Aid box
- Thoroughly wash walls and cabinets with disinfectant
- Empty and clean refrigerator
- Check all cabinet and closet locks to make sure they are secure and in good repair

SAFE ARRIVAL AND DEPARTURE:

Due to the heavy traffic on Greenway Road, the Center uses only one entrance for delivering or picking up children. Children will be delivered and picked up at the rear entrance only (breezeway). Parking is available only in designated parking places. **Parking next to the church, gym or fence is not allowed, for the safety of our children and other pedestrians.** Parents are cautioned to use the utmost care in delivering and picking up children. After hand washing upon entering the center, escort your child directly to a teacher and sign in in the classroom.

Any person dropping off a child or entering the center for any reason should not leave their vehicle running. This is to ensure the safety of the children. This is also to ensure the safety of our staff, children and parents.

CHILDREN MUST NEVER BE LEFT TO ENTER THE BUILDING BY HIM/HER. PARENTS SHOULD ALWAYS INFORM THE TEACHER UPON ARRIVAL AND BEFORE THE CHILD LEAVES THE CENTER. YOU MUST SIGN OUT YOUR CHILD UPON DEPARTURE. IF CHILDREN ARE ON THE PLAYGROUND, DO NOT LIFT THE CHILD OVER THE FENCE: Any infraction of this safety rule may result in the parent appearing before the Child Care Committee to explain why the child's enrollment should not be terminated. Adults must set the safety example.

No one other than those authorized on the emergency contact form will be allowed to pick up the child. If another person is to pick up your child, please bring them into the Center and introduce them to the Director and the teacher. You will also need to make sure that their name is added to the emergency pick up list. If their name is not on this list they will not be allowed to leave the building with your child.

CHILD ABUSE AND NEGLECT:

North Carolina law requires caregivers to report any case of child abuse or suspected child abuse. Those parents who work with or are in contact with children have both legal and moral responsibility to report suspected child abuse/neglect in order to help the child, parent or caregiver. (This includes a child who

is observed without a child restraint (seat belt) in a moving vehicle.)

A person reporting known or suspected child abuse need not give his/her own name, but may call the Department of Social Services (265-8100) and give an anonymous report.

These are four areas of child abuse and neglect:

1. **PHYSICAL ABUSE-** includes any non-accidental physical injury to the child. By definition it is not an accident, neither is it necessary intent to hurt the child. Physical abuse may result from over discipline or punishment which is inappropriate to the child's age or condition.
 2. **NEGLECT-** involves inattention to the basic needs of the child, such as supervision, food, clothing, shelter, or medical care.
 3. **EMOTIONAL ABUSE-** includes blaming, belittling, or rejecting a child; constantly treating siblings unequally; a persistent lack of concern by a parent or caregiver for a child's welfare; refusal to provide, permit or participate in treatment for the child. Emotional maltreatment (abuse) is rarely manifested in physical signs; it is more often observed in behavior.
 4. **SEXUAL ABUSE:** any sexual act upon a child in violation of the law; this includes an act of prostitution with or by the child.
- If any member of the Center staff or any parent needs assistance with any matter concerning any aspect of child neglect or abuse please contact the Director of GBCDC or contact the Department of Social Services.

PARENT INVOLVEMENT:

For a Child Development Center to be a successful operation serving the true needs of the children there must be partnership between parents and Center staff. Parents can be involved in our center in many ways. Some of these include:

1. Daily contact between staff and parents as children are delivered and picked up.
 2. Newsletters and other communications to parents.
 3. Parents/Guardians/Custodians are encouraged to visit the Center at any time in order to observe and participate in activities. If you are interested in eating lunch with your child, please check with your child's teacher one day in advance in order to ensure that the proper amount of food is provided.
 4. If either the parent or teacher recognizes a need for a conference, one can be scheduled. Parents should call the teacher, the Director or the Church Child Care Committee to make an appointment for a conference.
- **Meetings or conferences should be only with parents and/or grandparents who interact with the Child Care Center on an everyday basis.**
5. We encourage parents to share birthday or other special celebrations with their children during snack time at the center. The Center will recognize each child's birthday. Parents should check with the child's teacher if you want to furnish any of the refreshments items for the party or to help with

arranging festivities for afternoon snack. Environmental Health rules prohibit any homemade items from being served, however; purchased items (cupcakes, cookies, etc.) purchased from a store are acceptable. (Please see pg. 14 under Nutrition) Any questions please check with the Director or your teacher. We do attempt to keep the parties fairly uniform. Rubber balloons have been banned in Child Care by North Carolina state regulations. Mylar balloons are acceptable.

CHURCH INVOLVMENT:

The congregation of the *Greenway Baptist Church* sponsors a preschool child development facility to provide Christian development training for children in the community as a mission arm of the church. The *Greenway Child Development Center* is to be licensed by the State of North Carolina (so long as such licensing does not interfere with the religious freedom of the church to provide appropriate Christian training), operating on the premises of *Greenway Baptist Church*, under the direction and control of the congregation of *Greenway Baptist Church*. Such control and guidance will be exercised through a committee of church members elected and appointed by the congregation. The committee, entitled the *Greenway Baptist Church Child Care Committee*, will function as the Board of Directors of *Greenway Baptist Child Development Center (GBCDC)*.

GBCDC as a non-profit, largely self supporting organization, frequently referred to as the "Center," is to be considered a mission arm and a ministry of *Greenway Baptist Church*. The operating philosophy of the Center is to be frankly Christian, based on Biblical doctrine, emphasizing Christian moral and ethical values such that preschool students of the Center will be nurtured in an atmosphere of love and respect.

Greenway Baptist Church will provide some custodial support (I.e. all custodial support and maintenance that would be required if the Center were not there and some incidental support to be defined from time to time, e.g. plumbing repairs, movement and/or repair of furniture, etc.) and will provide limited financial support. The center must provide much of its own finances, and will provide for such maintenance services as are unique to and required for the day-to-day operation of a child care center.

The income provided from the costs of tuition is to pay salaries, most operating and administrative expenses.

The title to the equipment and property of the "Child Development Center" is to be vested in the *Greenway Baptist Church*. The budget of the Child Development Center is to be approved annually by the Child Care Committee.

Center funds are to be separately disbursed by dual signature accounts. The Center Director and the Child Care Committee will provide a monthly report to the church on the occasion of the monthly meeting.

In addition to the provision of property and facilities of the Center, *Greenway Baptist Church* will provide a pool of Christian resources. Persons and organizations are encouraged to contact the Center

Director to volunteer their services. Such services might include being available to read stories to the children, serving as a "room volunteer" for a particular age group, serving as an occasional aide for teacher during nap-time or for walks or other outings or activities.

The curriculum is to be frankly but broadly Christian, keeping in mind that the students of the Center are preschool children ages one month to 12 years. The Church Child Care Committee will require the Director to screen and maintain a file of lesson plans for the Church as well as the NC State Health and Human Resources.

The congregation of the Greenway Baptist Church, working through the Children's Minister and the Board of Directors of the Center (the Church Child Care Committee), except that the curriculum is to be frankly but broadly Christian, keeping in mind that the student of the Center are preschool ages.

Policies and Practices
**GREENWAY BAPTIST CHILD
DEVELOPMENT CENTER**

858 Greenway Road
Boone, North Carolina 28607
Sponsored by Greenway Baptist Church

Director: Phyllis Taylor
Telephone: (828) 264-3877
Fax: (828) 263-9396

Revised January 2019

I have read and understand all information in the GBCDC Operations Policy,

Signature

Date

Print Name