

CP 3.10.1

Child Development Center

Related Board of Trustee Policy: BP 3.10

Responsible Official *Director of Child Development Center*
Approvals *07/28/2020*
Revision

Procedures

Enrollment

The following procedures are necessary to ensure compliance:

1. An annual waiting list will be compiled for families who are interested in enrollment when the center has reached full capacity.
2. When an opening is available, the family will be invited to schedule an enrollment interview to discuss center policies, curriculum, and receive appropriate paperwork.
3. The center will operate during the normal work week with operating hours consistent with the overall need of the families.
4. The center will be closed a portion of the college semester breaks, and all other holidays observed.
5. The number of slots available per age group will be determined by the NC Licensing Regulations.
6. Enrollment of families will be prioritized in the following order: 1) MTCC students, 2) MTCC faculty/staff, and 3) community.
7. Children ages 6 weeks to 5 years may enroll fulltime or part-time: fulltime care is available five days per week Monday through Friday, part-time care is available three days per week Monday/Wednesday/Friday, or two days per week available Tuesday/Thursday

Duties

1. The waiting list will be purged annually in April and begin again in May.
2. Letters will be mailed to all families on the waiting list each year and invite them to complete a new waiting list form in person beginning the first working day of May.
3. Enrollment packets will be created and available for the enrollment interviews scheduled with all new families.
4. A Parent Handbook will be available to parents and others interested in the center's policies and curriculum.
5. Families will be notified when a slot is available assuring compliance with the priority status for enrollment.
6. A list of closing dates for each school year will be available to families in August.
7. Comply with the staff/child ratios will be maintained for each applicable age group.

Child Abuse

The following procedures are necessary to ensure compliance:

1. Assure teachers are educated about signs and symptoms of abuse and the legal responsibility to report.
2. Maintain daily communication with families concerning accidents and/or illnesses that may have occurred at home prior to coming to school.

Duties

To carry out the procedures necessary to ensure proper compliance, the following duties must be performed:

1. Training will be provided for new teachers during orientation and for all teachers annually at staff meetings.
2. Educate parents during enrollment interview.
3. Report information within the first 24 hours reported.
4. Report information directly to appropriate authorities.
5. Collect information from families.

Discipline

The following procedures are necessary to ensure compliance:

1. Positive Reinforcement will be used to nurture all children.
2. Redirection will be used to guide a particularly disruptive child to another activity.
3. Conflict Resolution will be used to help a child identify a problem and/or choices for behavior changes.
4. "Time-out" is used when a child needs a break from the children or activity causing he/she concern. "Time-out" lasts for no longer than 3-5 minutes and gives the teacher and the child time to regroup.
5. A teacher is never permitted to spank, pop, slap, grab, pinch, shake or yank any child.
6. Withholding food shall not be used as a discipline measure.
7. A child will be encouraged to try new foods, but no child will be forced to eat.
8. Scolding a child for toileting accidents will not be permitted.
9. Humiliating or ridiculing a child shall never be exhibited.

Duties

To carry out the procedures necessary to ensure proper compliance, the following duties must be performed:

1. Educate and inform families during the enrollment interview.
2. Provide training during orientation of a new teacher.
3. Provide ongoing in-service training during staff meetings and offer other professional development opportunities.
4. Sign a statement verifying receipt of written copy of the policy.
5. Comply with all procedures outlined.
6. Assure compliance with all procedures outlined.

Health and Safety

The following procedures are necessary to ensure compliance:

1. No child will be admitted or be permitted to remain in attendance with fever, diarrhea, vomiting, or other communicable disease.
2. Children must be fever free (without Tylenol, Motrin or Advil) for 24 hours prior to returning to school.
3. A child must be on an antibiotic for 24 hours before he/she is no longer considered contagious and able to return to school.
4. Both prescription and over the counter medication will be administered.
5. No over the counter medication will be given to children under the age of 2, except Tylenol.
6. Sanitation of the classroom environment will occur within time intervals as required by licensing regulation.
7. The center will adhere to the Emergency Care Plan required by NC Division of Child Development.
8. Children will receive appropriate medical attention in the event of an injury not determined to be an emergency.
9. Nutritious meals will be served with water being available throughout the day.
10. A child will be released to only the parent/guardian or other authorized escort.
11. The ITS-SIDS Laws will be implemented when caring for children under 12 months of age.
12. The Shaken Baby syndrome and Abusive Head Trauma policy will be implemented when caring for all children.

Duties

To carry out the procedures necessary to ensure proper compliance, the following duties must be performed:

1. A medicine permission form will be signed prior to and after administering all medications to children.
2. Perform daily health checks
3. All toys, furniture, floors, rugs and equipment will be sanitized daily, weekly and monthly as deemed necessary.
4. Create and adhere to the Emergency Care Plan, share with staff and post in center.
5. Complete an accident form documenting any injury.
6. Apply simple first aid treatment for non-emergency injuries.
7. Post a child allergy chart in the kitchen and appropriate classrooms.
8. Develop and post monthly menus for breakfast, lunch and afternoon snack.
9. Assess developmentally adverse behaviors of children and refer accordingly.
10. Assure compliance with all licensing regulations.
11. Release children to parent/guardian or authorized escort with proper identification.
12. All teachers will be certified in CPR and First Aid.
13. Provide ITS-SIDS training for infant teachers every three years.
14. All teachers will maintain a current NCDCEE Qualifying Letter and criminal background check.

Fees

The following procedures are necessary to ensure compliance:

1. Tuition will be charged per month for all children enrolled.
2. A separate registration fee will be charged upon enrollment and annually in August.
3. Tuition fees will be offered for part time, fulltime and drop-in care.
4. Collection of tuition will be due on the first day of the month, unless other arrangements are scheduled with the center director.
5. Lack of payment can result in dismissal of the child from the center.
6. Contracted payment is due regardless of the child's attendance.
7. Tuition will be charged for the days the center is closed.
8. Financial assistance will be made available to all interested families.
9. MTCC faculty and staff will receive a 10% discount on the established tuition fees.

Duties

To carry out the procedures necessary to ensure proper compliance, the following duties must be performed:

1. A Policy Contract itemizing fees and days enrolled will be signed prior to enrollment.
2. Applications for financial assistance available through MTCC will be provided to all students.
3. All potentially eligible parents will be referred to the Department of Social Services for financial assistance.
4. An accounting ledger will be set up for each child enrolled and tuition will be posted monthly to each account.
5. Parents will receive a monthly fee statement.
6. Collection of fees will be receipted and deposited daily with the MTCC business office.
7. Each account will be reviewed monthly to assess account balances.