

Guilford Technical Community College Children's Center

PARENT HANDBOOK

PURPOSE AND PROGRAM

Purpose

The Children's Center has three basic purposes:

1. To serve as a demonstration training site for the Early Childhood Associate curriculum,
2. To assist students enrolled in GTCC and GTCC employees by providing child care services, and
3. To provide quality care for the children enrolled.

The Children's Center serves approximately 61 children between the age of 6 weeks and 5 years. It is the Center's intent to serve children who represent a cross section of the community including those of various abilities and backgrounds – racial, ethnic, social, economic, and religious.

The Center is licensed by the North Carolina Department of Human Resources. It is inspected annually by the fire department, the health department, and the Child Day Care section. The Children's Center has a five star rated license.

Program

The curriculum includes a variety of activities that integrate physical, intellectual, and social-emotional stimulation. Continual assessment of each child's progress is reflected in the weekly plans which emphasize experiences and relationships that build individual competence and positive self-esteem. Weekly curriculum plans and the daily routine schedule are posted in the classroom for each group.

The staff of the GTCC Children's Center is concerned with each child's total growth and development. Carefully planned programs and a warm, enriched environment will be provided as the staff of the Children's Center strives to meet the following goals:

1. To provide developmentally appropriate activities which stimulate the children's growth in the following areas:
 - a. Physical and Motor Skills
 - b. Cognitive and Problem Solving Skills
 - c. Communication Skills

- d. Social Skills
 - e. Emotional Skills
 - f. Self-help Skills
 - g. Creative Abilities
 - h. Self-discipline
2. To offer children the opportunity to develop positive relationships with adults and other children.
 3. To provide a nutritious breakfast, lunch and afternoon snack daily.
 4. To provide daily opportunities for outdoor play and a rest period to encourage good health practices.
 5. To establish positive interactions with parents.
 6. To guide Early Childhood Education students through meaningful activities as they develop competencies in working with children.

Spanish Instruction

As an added feature, we will provide small group instruction in Spanish beginning with the 2-year-old classroom. This instruction will consist of learning basic concepts in a group of 3 or 4 children. During the summer months, instruction will occur twice a week. In the fall and spring, the schedule will be evaluated to determine if instruction can occur 1 or 2 times a week. The instruction will follow our philosophy of children learning through play. The children will work puzzles, play games, sing songs, listen to stories, and other strategies that follow the idea of teaching through play. We will send home a note each week to let you know the concepts your child was introduced to or reviewed during that week.

Lending Library

Beginning in August 2009, the lending library will be open. In this library, we will have items that you can borrow to assist you in activities with your child. We have file folder games, puzzles, puppet sets, books on parenting topics, lacing cards, flannel board stories, and many other items. These items can be checked out for you to explore at home with your child. We will operate it like a traditional library with a check out system in effect. A list of available materials will be sent out as soon as it is ready. New items will be added each month.

Shutterfly

We are in the process of getting this Internet site set up where we can post pictures of the children while here at the Center. This is a great way for us to let you know what your child is doing during the day through pictures. If you see a picture that you want a print of, you can order it through this site and the prices are really good. This site should be operational by the first of August 2009.

Email address

Our newsletter and menu is distributed by email each month. A paper copy is only given to each classroom. These documents are great ways to stay informed about what is going on in the Center. Please provide us with an email address so we can share this information with you. You are welcome to give us more than 1 email address if you want it to go to more than one location.

Meals

The children are provided daily a breakfast, lunch, and an afternoon snack in the classroom. Menus are designed to emphasize food nutrition and minimize sugar, salt, and fat intake. Menus are distributed through email and posted each month. Food items should not be brought to the Center unless the parent has arranged, in advance, with the teacher to serve snack items to the entire group. Breakfast is served at 8:30am, lunch is served at 11:30am, and afternoon snack is served at 2:30 pm.

Due to food allergies, food brought into the Center must be approved by the Director and classroom staff in advance of the day it is to be served. There is a form outside the Director's office requesting permission to bring in food to be served to the children. The form will need to be completed at least 1 week prior to the date to be served. This is to give the Director time to purchase the necessary items needed to make food substitutions.

The Children's Center (sponsored by GTCC) participates in the Child and Adult Care Food Program (CACFP) through the Nutrition Services Branch of the North Carolina Department of Health and Human Services. Through our participation in this program, we are able to provide 3 nutritious meals that meet CACFP guidelines and are reimbursed for expenses related to food service. Parents of every child enrolled in the Children's Center **must** complete a CACFP application and a participant enrollment form annually for the Center to participate in this program. In accordance with Federal law and U.S. Department of Agriculture policy, the GTCC Children's Center is prohibited from discriminating on the basis of race,

color, national origin, sex, age, or disability. For further information on the Child and Adult Care Food Program, contact the Center director.

Rest Period

A daily rest period is arranged and provided to accommodate individual needs. You do not need to provide any sheets or blankets for rest period.

APPLICATION AND ADMISSION

Application

1. Applications must be obtained from and returned to the office of the Children's Center. Applications will not be taken by phone.
2. Any parent or legal guardian may make an application for a child regardless of race, color, creed, or socioeconomic status.
3. Students may be eligible to receive reduced fees for the child care services provided through a grant. Accurate background and financial information is required on the Financial Aid application and is evaluated by the grant administrator to determine the level of assistance. This grant is provided on a first come – first serve basis and it only available until the money has all been allocated. The grant does not help with child care in the summer.
4. The children's names are places on the waiting list for six months and then deleted. Applications should be renewed every six months.
5. As vacancies occur, the parent of the next child on the waiting list will be contacted. This is dependent on the age of the child needed to fill the vacancy which occurs.
6. Priority is given to siblings of children already enrolled at the Center and to children of students, faculty, and staff of Guilford Technical Community College, if the age of the child is consistent with the vacancy which occurs.

Admission

1. Children between the ages of 6 weeks and 5 years are accepted for care in the full-day program. The Children's Center provides no transportation to the Center.
2. Applications are reviewed to determine that the Center can meet the needs of each child enrolled. It is recognized that no one program is best for all children; therefore, the Center reserves the right to deny

admission to a child or terminate a child's enrollment after having informed the parents that the Center cannot meet their child's needs.

3. Prior to enrollment, the Center schedules an interview with the parent to discuss policies and procedures, secure information about the child, introduce the parent and teacher, and acquaint the parent (and child) with the Center. The registration form, consent form, and discipline policy/statement must be completed and submitted by the parent and required fees(\$60.00 registration fee per child) paid before the child is officially enrolled. For children of students, a copy of the parent's class schedule must be completed and submitted by the parent before the child is officially enrolled. A child care food program application will also be required. Within thirty (30) days of enrollment, a child care health assessment and immunization record must be completed by a doctor or the child will not be able to remain in the center.
4. After acceptance, children may come to the Center for a visit or arrangements may be made for the child to come for short periods of time for several days prior to entering the full day program.
5. Parents are expected to adhere to the Children's Center policies, as stated, while their child is enrolled.
6. The Children's Center has a safe sleep policy that is abided by in the infant classroom for all infants under the age of 12 months. Each parent will be given a copy of the policy to review and sign.
7. Before the child may attend, any fees owed to the college must be paid in full.

Withdrawal

A two-week's written notice is required when a child is leaving the Center. The official withdrawal form is available from the Director. Parents are responsible for making all tuition payments before leaving. If a two-week notice is not received, the parent is still responsible for paying for the space for 2 weeks.

Schedule

1. The Center operates year-round, Monday through Friday, from 7:15 a.m. – 5:30 p.m. except for the following holidays: New Year's Day, 3rd Monday in January (Martin Luther King, Jr. holiday), Good Friday, July 4th, Labor Day, 2 days at Thanksgiving, and 6 days at Christmas. The Center remains open during GTCC semester breaks. The Center will also close for two professional development days. Parents will be notified in advance.

2. The Children’s Center will follow the same schedule as the GTCC campus regarding closings for inclement weather. If GTCC is closed, then the Children’s Center is also closed. There may be times when it is necessary to delay the opening of the college. Here is the policy for those circumstances.

To delay day classes (implemented on a very limited basis), the following procedure will be followed:

- a. The President (or designee) decides classes will be delayed.
- b. The President (or designee) will update the switchboard and the website as quickly as possible.
- c. The President or designee(s) gives the announcement to selected radio and television stations in Greensboro, High Point, and Winston-Salem and in time to be aired at or before 6:00 a.m.
- d. The announcement through the media will indicate the class hour at which the college will open such as 9:00 classes, 10:00 classes or 11:00 classes. If the college opens with 10:00 classes, for example, 8:00 and 9:00 classes will not meet. **Staff and students will report at the announced time.**

It may be necessary to close or delay the opening of the GTCC Children’s Center due to inclement weather.

- a. The Center will be closed on those days that GTCC is closed for faculty and staff.
- b. On those days when classes are delayed or when classes are cancelled but faculty and staff are required to work, the Center will open one half hour earlier than staff are required to be on campus.

If the Children’s Center needs to close for any reason during the day, the classroom teachers and/or the Director will call the parents and notify them of the change in schedule. For this and other reasons, it is very important that we have current phone numbers for all parents and emergency contacts.

Tuition

Rates for July 1, 2009 – June 30, 2010:

Infants* & Toddlers	\$820.00 per month
Two-year-olds	\$760.00 per month
Preschool	\$725.00 per month

*The fee for this group includes all baby food and Similac formula. If a parent chooses to use a different formula, then it is to be provided by the parents.

There is a one-time registration fee of \$60.00 which is due upon acceptance of enrollment. This fee is non-refundable and is required for each child enrolled in the Center.

Tuition assistance is available for GTCC students who are in financial need and meet the criteria of the grant. This grant application is available through the Financial Aid office and is allocated on a first-come, first-serve basis.

Tuition assistance is available through the Department of Social Services to those eligible families as determined by income and family size. Applications for assistance should be made directly through the Department of Social Services.

Payment Policies

1. After being notified of an opening at the Center, the parent must pay a \$60.00 registration fee per child to reserve the space. This is a one-time fee that is not refundable.
2. Tuition is due the first day of each period covered by that payment. Monthly payments are preferred; however, payments may also be made on a weekly or biweekly basis. When a payment is not received by the end of the day on the 16th of the month, a late fee of 10% of the monthly rate will be charged to your account. If payment is not received by the end of the month, day care services may be terminated and other appropriate action taken as deemed necessary.
3. All tuition payments can be made directly to the cashier in the Business Office located in the Medlin Campus Center. The office is open Monday through Friday between 8:00 a.m. and 5:00 p.m. Checks may be made payable to GTCC Children's Center and mailed to:

Guilford Technical Community College
ATTENTION: CASHIER
P.O. Box 309
Jamestown, NC 27282

The cashier's office can accept checks, cash, and credit cards. If you want to pay by a check, you also have the option of giving the check to the director of the Center to deliver to the cashier's office for you. The cashier's office will send a receipt back to the center and it will be placed in your child's mailbox for you. It is recommended, for security purposes, that you only give the check to the Director of the Center so that the check can be secured and promptly taken to the cashier's office.

4. A \$25.00 fee will be charged for any returned checks; a cash only policy will be required if more than one check has been returned.
5. The Business Office does not keep a record of your balance due. This information can be obtained from the Center Director.
6. No refunds will be given for holidays, vacation days, or days missed due to illness. The cost of your child's space continues regardless of attendance.
7. Should it become necessary for GTCC to refer unpaid balances to a collection agency or an attorney, the student or parent will be expected to pay all fees associated with the collection of the unpaid balance. (Revised 12-7-06)

Arrival and Departure

1. The Center opens at 7:15 a.m. No child may be left at the Center before it opens.
2. Children of students will be arriving at various times in order to accommodate the schedules of the parents involved.
3. The Center should be notified when a child will be absent or when there will be variations in his/her schedule.
4. Parents are expected to accompany their child to the classroom in the morning and pick them up from the classroom at the end of the day. Please hold your child's hand when arriving and leaving the classroom and the building. Be certain that the teacher had acknowledged your child's arrival or departure before you leave. The child needs to wash their hands upon arrival to the classroom.
5. The Center closes at 5:30 p.m. It is the parents' responsibility to arrive by closing time.
6. Parents, or other approved adults, must tell the teacher when picking up a child. Please sign in when you bring your child and when picking up your child.
7. Only adults previously specified in writing by the parents will be allowed to pick a child up from the Center unless the parent has notified the Center in writing. That adult will need to bring identification when coming for your child.
8. Parents who do not arrive for their children by closing time will be charged a late fee and emergency contact persons may be called to pick up the child(ren). Caregivers will complete a "Late Fee Notice"

and present one copy to the parent and one copy to the Director for accounting purposes. The fees for late pick-up are:

1-15 minutes - \$10.00

16-30 minutes - \$20.00

\$10 for every 15 minutes thereafter

After 30 minutes, if neither parents nor emergency contact persons have been reached by phone, the Department of Social Services will be contacted through the Sheriff's Department. More than 2 late pick-ups per month will result in termination of your child's enrollment.

Health and Safety

1. Each child must have a current immunization record and a physical examination record on file at the Center within thirty (30) days of enrollment. Parents are responsible for providing the Center with dates of immunizations as they are received. All children must have immunizations, within thirty (30) days of enrollment, as required by the North Carolina Immunization Law. A child who is not immunized according to the schedule will not be permitted to attend the Center until the appropriate immunizations are acquired.
2. Parents are responsible for supplying current emergency medical information and telephone numbers where they can be reached daily.
3. All cups, bottles, and/or other beverage containers brought from home must be labeled and dated. This includes cups that are kept in the cubby for the ride home.
4. The Center can not care for sick children except for brief periods when the child becomes ill at the Center. If a child should run a temperature of 101 degrees, or higher, vomit or have persistent diarrhea, or exhibit other signs of illness, a parent will be called and expected to come for the child as soon as possible. The child will be made as comfortable as possible until a parent arrives, but they will not be allowed to remain in the classroom while waiting for their parent to arrive. You will receive a note stating the condition of your child, and the day he/she was sent home. The date the child may return to the Center will also be on the note. The Director and the Teachers will enforce this date of return.
5. A child will be excluded from attendance if any of the following illnesses or conditions exist:

Axillary Temperature definition: The temperature is taken by an ear thermometer.

Fever – The child will be restricted from the Center if she/he has a temperature of 101° or higher, until he/she is without fever for 24 hours without the use of fever-reducing medication. (Tylenol, Advil, Pediacare, etc.). **The child will be out of day care one complete day.**

Diarrhea – This include two (2) or three (3) loose (watery) stools within the time at the Center or an increase from normal stool frequency and consistency (i.e., increased number or stools and a change from formed to loose). The child will be restricted until at least one normal stool has occurred or free of Diarrhea for 24 hours. **The child will be out of day care for one complete day.**

Rashes – Defined as a skin eruption excluding diaper rash. The child will be permitted to attend the Center when the condition resolves, is adequately treated, or the child’s physician provides a note specifically stating that the rash is due to a non-contagious disease.

Eye Drainage – Defined as yellow, white, or green drainage from the eyes along with redness of the lids or skin surrounding eye (pink eye appearance). Often there is matting of the eyelids after sleep and there may be pain and burning of the eyes. The child will need to be on medications for **one complete day** before he/she can return to the Center **and there is no longer drainage from the eye.**

Nose Drainage – Defined as yellow or green discharge from the nose. The child will need to be on an antibiotic or other medication prescribed by a physician for the illness. When there is a yellow/green discharge from the nose, this is a sign of an infection in the body. The child is considered contagious as long as the drainage is yellow/green. **If the child has been on a Doctor’s prescribed medication for a complete day, then the child may return to the Center**

EXAMPLE OF COMPLETE DAY POLICY:

If your child is sent home on Tuesday at 11:00 a.m. with a fever, vomiting, diarrhea, eye drainage, nose drainage, or any combination, the earliest he/she may return would be 7:15 a.m. on Thursday. This is based on the child being free of the symptoms for 24 hours before returning to the Center.

Specific Diseases - Listed are the specific diseases that require restriction from the Center. The child will be restricted until the disease has resolved or has been adequately treated as outlined below.

- a) **Chickenpox** – May return when all blisters have crusted.

- b) German Measles (Rubella) – Restricted at least four days after rash appears.
 - c) Hand, Foot, and Mouth Disease – Until the condition resolves or a physician writes a note to say that child may return.
 - d) Hemophilus Influenza (Hib) – Upon advice of the physician.
 - e) Impetigo – Until all lesions are healed.
 - f) Lice – Until all nits are removed and it has been at least 24 hours after effective treatment. **The child will be out a minimum of one complete day.**
 - g) Measles – Restricted at least four days after rash appears.
 - h) Pertussis (Whooping Cough) – For exposure of illness – 5 days after effective treatment.
 - i) Scabies – Until at least 24 hours after effective treatment.
 - j) Scarlet Fever – Until at least 24 hours of effective treatment and fever is gone. **The child will be out a minimum of one complete day.**
 - k) Strep Throat – Until at least 24 hours after effective treatment and fever is gone. **The child will be out a minimum of one complete day.**
 - l) Croup – Until at least 24 hours after fever is gone. **The child will be out a minimum of one complete day.**
6. Prescription medication (in a bottle with a prescription label from the child’s physician) will be administered at the Center. **The staff will NOT give over-the-counter medication to children unless there is written permission from the child’s physician.** The medication bottle must be labeled with your child's first and last name and must be accompanied with the doctor's instructions.
 7. If being on over-the-counter or/and prescription medications prevents your child from participating in the regular activities of the day, then he/she should not be at the Center.
 8. Medications will only be administered by a full-time staff member, after the parent has completed the Medication Form available from the Center staff. If children are to receive medication at school, parents need to bring a suitable medicine spoon with the medication. Early morning or late afternoon dosages should be given by the parents at home. Any medicine remaining after the course of treatment is completed, must be returned to the child’s parent.

9. If your child has a special condition such as allergies or diet restrictions, please inform your child's teacher. If this condition is a medical concern, please have your child's doctor write a note for the files. This will better enable us to care for your child.
10. If the child sustains a minor injury, a Center staff member trained in first-aid will provide care and the parent will be notified at the end of the day. In the case of a serious injury, the parent will be contacted as soon as possible. In the event of a life-threatening emergency, an ambulance will be called and the parent notified immediately.
11. A Day Care Nurse is assigned to the Center and is available to answer parent or staff questions.
12. The center will follow the Safe Sleep Policy in the Infant classroom for all children under the age of 12 months. A copy of the Safe Sleep Policy is included in the Appendix section of this handbook.

Sunscreens and Lotions

The sun can cause damage to your child's skin and we strongly encourage you to bring in sunscreen for your child. We must have your written permission to apply the sunscreen to your child, but it is as easy as signing a form. The form must be completed yearly and it is suggested that a new bottle of sunscreen is purchased each year to make sure that it is as effective as possible. The sunscreen should be applied to your child before you bring the child in each morning and we will apply another layer of protection before the afternoon play period. If this is a new brand of sunscreen, please let the teacher know so that they can watch for reactions. Children can have allergic reactions to sunscreen.

Lotions also require written permission from the parent before they can be applied, but sometimes they can really be helpful for your child. Your child's hands can often become chapped in the winter months because they are required to wash them so often. We will be glad to apply lotion to your child's hands or face if you would like to bring in something and sign a slip giving us permission to apply it. Please make sure that there are no restrictions on the back that would require a note from the doctor because of your child's age.

The same policy follows for all diaper rash creams.

Diet

1. Parents should notify the Center in writing and also discuss with the child's teacher any special diets,

allergies or food needs.

2. Parents of children under 15 months of age shall give the teacher a written statement concerning the child's food requirements.
3. All formulas will be brought in labeled and dated bottles and fed to that child only.
4. The infant room will serve homemade baby food when the child is ready to be introduced to baby food. It is important for the parents and caregivers to communicate on a regular basis about the introduction of new foods to ensure that allergies are noted. We will follow the recommendations of introducing new foods one food at a time and wait 3 days before introducing another new food.

Clothing

1. An extra set of clothes, including a sweater or light jacket, should be clearly labeled and kept in each child's cubby.
2. Children should wear clothing that is washable and comfortable and which allows children independence in toileting. Please remember that children are actively exploring their environment and will often soil their clothes. Soiled clothing will be put in the child's cubby and should be replaced the next day.
3. When on the playground, your child will be exploring the environment in many ways and running is often involved. We do not recommend that you allow your child to wear flip-flops to school because these are not safe to run in. If a child is wearing something other than a tennis shoe or closed toe sandal with a back strap, they will often fall, trip, and stump their toe. They will also spend a lot of time getting mulch out of their shoe. Please help us keep your child safe by letting your child wear proper shoes to school and wearing their flip-flops at other times.
4. When your child is ready to be potty-trained, please communicate with the teacher in the classroom about this process. We typically do not like pull-ups and believe that your child will train better in underwear once they are ready. Pull-ups also cost you more money than diapers. Your child's teacher can tell you how he/she is doing here at school and what course of action she/he would recommend.

Earrings

Earrings look very cute in children's ears, but they can become choking hazards if they do not stay in their

ears. To help us protect all of our children, please make sure that earrings have tight fitting back pieces and are small in nature. Also, the Center is not responsible for replacing lost earrings.

Birthdays

To make the day extra special, parents are encouraged to spend all or part of the day with his/her child at the Center. Parents who wish to contribute a simple afternoon snack should notify the Center in advance. This snack must be store-bought, not homemade due to sanitation regulations. Please do not bring anything that contains nuts, peanut butter, popcorn, carrot chunks, hot dogs (unless sliced down the middle lengthwise, raw peas, or pretzels. We have several children in our center who have food allergies and we would like for you to please discuss with the center director exactly what you plan to bring to eat so that we can make sure to provide appropriate substitutions. If you bring fresh fruit, the grapes must be cut into pieces. Although birthdays are special, we request that they be celebrated simply. No party favors or children's gifts will be allowed; however, parents are encouraged to allow the child to bring a gift to the Center or for their room.

Sharing

1. Items such as books, records, or nature discoveries are welcome to be shared at the Center. However, toys, money, gum or candy that are 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. Live pets, when provided with adequate housing, are welcome if prior arrangements have been made with the staff. Do to allergies, not all pets can be accommodated.
2. The Center appreciates contributions of leftover sewing, wood, or paper scraps or any other items that children might use in their activities. Dress-up clothing and safe kitchen utensils are especially needed for dramatic play.

Emergency Information

1. Each child must have on file emergency information giving the names and telephone numbers of persons to call when the parents can't be located, should an emergency arise.
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 registration form unless notification, in writing, has been given to the Center staff. The person picking up the child must sign the child out.

3. This information must be kept up-to-date. If changes occur, such as home address, telephone numbers, or contact people, please notify the staff immediately.

Other Policies

1. Parents should comply with the North Carolina Laws 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. There will be no street shoes allowed past the entrance gate into the infant classroom. This helps us ensure that the infants do not pick up trash that is carried in off of the bottom of our shoes.
4. Another way that we protect our infants is to restrict the classroom to adults. Children over the age of 2 are not allowed to enter into the infant play area.

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 Children's Center staff will comply with the law in reporting such suspicions and when feasible, express concerns of 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 your concerns is 641-3795. The Center director has many resources that you can borrow to read and share with you child during this traumatic time. They can sometimes help you figure out what to say and not to say. Please let the Center Director know if something is going on so if there is a change in behavior with the child, we will be prepared for it. Confidentiality will be maintained for the family at all times.

Referral to Other Agencies

The resources of Greensboro, Guilford County, and High Point 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 parents.

Parent Participation

Parent Participation is a welcome and essential aspect of the Center program. A child has the best chance of achieving in all areas of development when there is good communication between parents and other adults who help in the child's care. Observation booths are available for observing the children at any time. Parents are welcome at the Center and are encouraged to join their child for periods throughout the day. Parent programs will be scheduled at various times during the year. Parents are encouraged to participate in these programs, which we hope will be helpful to you in working with your child.

Parent-Center Communication

Frequent newsletters and classroom calendars will provide information about activities occurring at the Center. Ideas and suggestions for the newsletter are welcome from parents. Parents are encouraged to request appointments for conferences to discuss their child with the teachers and/or director, in addition to the informal exchanges at arrival and departure. The teachers will schedule conferences to share with parents the progress the child has shown and to receive any information that may better help them serve that child. Conferences are held in January and July.

Guidance/Discipline

1. Limits and guidance are necessary for a child's sense of security and for his happiness with himself and others. The Center staff seeks to provide guidance that respects the children's self-image.
2. Guidance techniques used will be 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 his development.
3. Techniques used include verbal reminders, the restriction of privileges, natural and logical consequences, and "time-out". Children are encouraged to use words to settle disputes rather than hitting, biting, or kicking. The teacher's emphasis is on recognizing and encouraging positive behaviors rather than dwelling on the negative.

4. Teachers or other adults supervising children are not permitted to use spanking, any other method of physical punishment, or verbal abuse such as threats. Children are not handled roughly in any way, including shaking, pushing, shoving, pinching, biting, kicking or slapping. Children are not punished for bathroom accidents. Teachers may not deny a child food or rest or force a child to eat or rest as punishment. Children are not punished for not sleeping during rest time.
5. No child may be placed in a locked or unsupervised area for punishment. No discipline will be delegated to another child.
6. The teachers will plan an interesting and varied program which can help to avoid many behavior problems. The teachers will keep alert to the entire group of children. They will set realistic limits and plan for a positive and safe environment.
7. The teachers will model appropriate behavior and provide a supportive environment for the enhancement of self-respect and the development of problem-solving skills.
8. When help is needed, the teacher will explain to a child why a certain behavior is inappropriate and will be supportive of the child's developing acceptable problem-solving skills.
9. The teacher will remove a child from a situation if necessary but within open view of the group. The "time out" will be minimal and only used after other more appropriate methods are tried first.

Concern/Grievance Procedures

Parents who have questions concerning their child or who disagree with Center programs and policies should talk to the Center Director. When further clarification is needed, the parent may speak to the Chair of the Human Services Division who will determine what action should be taken.

Cleaning Schedule

Cleanliness of the center is very important and is handled in a variety of ways. Here a breakdown of the schedule for cleaning for the center. Some of these duties are completed by the housekeeping staff.

Daily

- Vacuum carpet
- Sweep and mop floor
- Tables are cleaned and sanitized each time they are used
- Bathroom is cleaned and sanitized every night
- All sinks are cleaned and sanitized every night
- Commodes and sinks are sanitized during the middle of the day

Any toys that are put in the mouth are put into a basket and put away until they can be cleaned later on that day, and then they are cleaned and sanitized daily
Crib sheets are laundered daily
Changing table is cleaned and sanitized each time it is used
Water table is emptied daily and cleaned.
Hats that are worn are sanitized as soon as they are finished being used.
Chairs are wiped off after each meal.

Weekly

Mat/Cot sheets and blankets are laundered weekly.
Toy shelves are dusted each week.
All cloth toys are laundered weekly.
Dress-up clothes are laundered weekly.
Counter area is cleaned off weekly.
Cubby and mailboxes are encouraged to be cleaned out weekly.

Guilford Technical Community College Children’s Center

PARENT HANDBOOK

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Guilford Technical Community College Children's Center

STAFF DIRECTORY

2009-2010

		Location	Extension
Director, Children's Center	Anna Hartgrove	SC-100	2389
		Cell phone	442-7270
Chair, Business Technologies Division	Ken Rowe	AT - 150	2252
Staff:			
<u>Infant classroom</u>			
Younger Infants.....	Jill Bettini	SC-107	2409
Older Infants.....	Heather Hucks	SC-107	2409
<u>Toddler Classroom</u>			
Teacher.....	Terri Mills	SC-103	2223
Assistant.....		SC – 103	2223
<u>Two-Year-Olds</u>			
Two-Year-Olds.....	Jennifer Anderson	SC-105	2479
Assistant		SC-105	2479
<u>Preschool Classrooms</u>			
Preschool I.....	Karen Chesnutt	SC-102	2763
Preschool I.....	Chris Whitehead	SC-102	2763
Preschool II	Laura Mabe	SC-109	2533
Full-time Assistant	Michele Reynolds	varies	varies
Food Service Technician	Brenda Dixon	SC-108	2790

