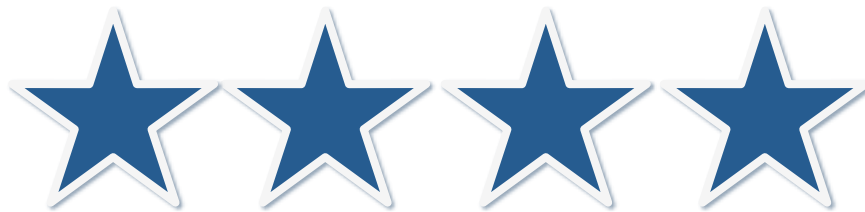




Day Care

“An Early Step Toward a Godly Walk!”



336-766-4055

Greetings Parents, Staff and Friends of the Immanuel Baptist Daycare Ministry.

It is with great joy and personal pride that I have been given the opportunity to share a few words about Immanuel Baptist Daycare.

I believe what the Bible teaches when it tells us, "Lo, children are an heritage of the LORD: and the fruit of the womb is his reward. As arrows are in the hand of a mighty man; so are children of the youth. Happy is the man that hath his quiver full of them:" Psalms 127

Those verses teach us that children are special gifts that God has entrusted to parents. Children and parents are uniquely suited and selected for each other by God. They also teach that many children are special treasure. In other words, the more the merrier!

As a parent and grandparent I know how important it is that our children are rooted and grounded in the proper things in their early years. Not all parents are able to provide all of the needed training, nurturing and love that they would like due to the demands of their work and busy lives. For that reason daycares have risen up to help the parent share in the child training.

Due to the demands of our society and the fact that many children are in homes where both parents work, or they are being raised in a single parent home, daycare businesses have sprung up everywhere. I believe all daycares have their own special contributions and many try to provide good services to the parents and children. I am especially thankful for the many Christian daycares.

However, when it comes to Immanuel Baptist's own daycare, I would like to think that we have something many others do not have. We look at IBC's daycare as a trust from God and consider it not so much a business as we do a ministry. That means in part, that we not only answer to parents but we answer to God for the care given here.

Here at Immanuel we strive meet all the many needs of the child from diaper changes, healthy foods and exercise to plenty of down time to relax. But one of the greatest things Immanuel has to offer is the spiritual nourishment and daily guidance from godly child care givers. We strive to make sure that all of our workers look out for the spiritual needs of the children by sharing the message of the Gospel of Jesus Christ with them on their level. Each of our workers is committed to Christ and to the ministry of caring for your children as if they were their very own.

My wife Kathy and I always count it a joy to be involved in the lives of the children at Immanuel. We love our children and grand children, as we also love the little ones entrusted to us through the Immanuel church's ministries.

If you have a child enrolled with us, thank you for your trust and confidence. If you are considering enrolling your child I don't believe you will find a better day care anywhere. Please be assured that Kathy and I, as well as our staff and child care givers are here for you. It is our prayer that God will bless you and your family as you seek to

serve Him. Remember, "Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6

Welcome from the Director

We recognize that decisions about the care and education of your child are among the most important choices you'll make during their preschool years. Immanuel Baptist Church Daycare is more than just a day care provider. IBCD offers a fun, caring, and inspiring place for your child to grow and learn.

Many things have changed during our more than 25 year history, but our commitment to providing a Christ-centered, love-motivated, and well-structured environment for young children is unwavering.

We invite you to browse our site, preview our programs, and discover the spirit of IBCD. We understand how important it is to find a daycare you can trust. If you'd like to arrange a tour, become acquainted with our leaders, or ask further questions, please call 336-766-4055.

Mission/Philosophy Statement

The Daycare Center is a Mission of Immanuel Baptist Church, organized and developed to provide a loving, supportive, safe and educational environment for families who need pre-school and school-age care for their children. It is our goal to offer a program that meets the intellectual, moral, social, emotional, and physical needs of each child. It is also our mission for each child to know that they are created and loved by God.

Our Staff

IBCD is most known for our great staff. While many other day cares and preschools have a high turn-over in their staff, IBCD has a staff both experience and longevity. Many of our staff members have been teaching at IBCD more than 20 years. This creates stability and security for our children, parents, and staff team.

Our staff is well-trained and equipped to teach children. Each staff member receives a minimum of 10 hours of additional early childhood training each year, and each staff member is required to undergo a criminal background check. Because the safety and health of your child is important to us, our entire staff is trained and certified in first aid and CPR.

Admission Policies & Procedures

IBCD does not discriminate on the basis of race, color, or national and ethnic origin. Prior to making decisions about enrollment, we recommend the following:

- Parents tour the IBCD
- Parents review the Parent Handbook
- Parents and child/children visit the classroom

We make every effort to ensure the appropriate placement for each child. The Director has the right to assign classrooms based upon the following considerations while following State guidelines and regulations:

- Child's age

- Child's developmental needs
- Teacher/Director assessment and observations

Prior to a child's attendance at IBCD the following forms must be on file with the Director:

- Application for Enrollment
- Medical Report (within 30 days of enrollment)
- Immunization Record (within 30 days of enrollment)
- Documentation of Receipt of the Discipline and Behavior Management Policy
- Permission for Play outside Fenced Area
- Documentation of Receipt of Policies in the Parent Handbook
- Documentation of Receipt of Summary of NC Child Care Laws
- Internet/Pictures Picture Release Form
- Authorized Pick-Up Form

**Fees are subject to change with a two week notice to all parents.

Our Program

The goal of our Christian Day Care is to provide quality care for children ages 6 weeks to 12 years old in a Christ-centered, love-motivated, well-structured environment. We promote spiritual, social, physical and educational development.

Children are cared for and taught by our high-quality, experienced staff. Our teachers focus on helping their children master Kindergarten readiness skills, as well as spiritual development. We also use our play time as opportunities for learning. Early Childhood experts agree that learning through play fosters all aspects of child development and creates children who love to learn! Our goal is to foster an eagerness for education and promote self esteem.

Our Learning Goals for 2's:

- Begins to know letters and numbers
- Recognizes first name in written form
- Counts to 10
- Recognizes and names 4 basic shapes
- Recognizes and name basic colors
- Begins to trace simple shapes
- Begins to use a zipper
- Begins to construct and say simple sentences
- Toilet Training upon readiness

Our Learning Goals for 3's:

- Recognizes at least 7 letters.
- Recognizes first name in written form and beginning to recognize last name.
- Counts to 15 and recognizes these numbers in written form.
- Recognizes and names 6 basic shapes
- Recognizes and names basic colors
- Can trace simple shapes
- Can use buttons and zippers
- Begins to construct and say complete sentences

Our Learning Goals for 4's & 5's:

- Recognizes and writes letters
- Recognizes & writes name
- Counts to 20 and recognizes these numbers in written form.
- Recognizes and draws basic shapes
- Recognizes and names basic colors
- Performs all self care skills: zip, snap, button, tie shoes.
- Speaks clearly in complete sentences

Arrival & Departure Procedures

IBCD is open Monday thru Friday 6:30am–6:00pm. Upon entering the building, both parent or guardian and child must wash hands to prevent the spreading of germs. Parents are required to sign their child in and out on the classroom clipboard with an updated phone number in case of an emergency. Parents must have communication with the teacher before leaving his or her child with teacher for the day of care. Parents should feel free to remain in the room long enough to make sure that the child is ready for the day. Once the child is in the care of the teacher, the teacher will then take charge of the child unless the parent removes the child from the classroom.

IBCD closes at 6:00pm, and all parents are required to pick up children before that time. If a child is here after 6:05, a late fee of \$1.00 per minute will be charged to your account.

Before leaving, parents should sign their child out on the clipboard, making sure that the teacher is aware the child is with the parent. At this time, for their safety, we ask that children are not allowed to run up the hallway and out the doors into the parking lot.

School–Age Program

During the school year we provide before and after program for children from kindergarten to fifth grade. IBCD does not provide transportation to and from school. IBCD is a designated bus stop for children enrolled in Southwest, Lewisville, and Morgan, Bolton, Moore, Diggs–Latham, Kennedy Elementary School. The public school bus will pick up and drop off at IBCD. During the school year we set aside 30 minutes each day for homework; if your child needs more time for schoolwork, please see the school age teacher.

When public schools are closed during the year, IBCD offers full-time care for school age children. If your child is sick at school, he or she may not return to daycare until well.

Full Day Care

Schedules in each of the classrooms are followed as closely as possible so your child will have a structured learning environment while you are at work. Keep in mind that some schedules will vary depending upon the age of your child. Bathroom breaks, diaper changes and hand washing breaks are given as needed for each child.

Drop-In Care

Drop-in Care is only offered on a day to day basis when space is available.

Sample Infant & Toddler Schedule

Early Morning

- Greeting Parents
- Routines
- Diaper Change & Hand washing
- Child Learning Center Open (Teacher Guided)
- Wash Up & Breakfast

Mid Morning

- Routines
- Outside/Gross Motor
- Teacher Directed Activity

Late Morning

- Wash Up & Lunch
- Nap-time
- Child Learning Center Open (Teacher Guided)

Early Afternoon

- Quiet Time (Teacher Guided)
- Routines
- Child Learning Center Open (Teacher Guided)
- Wash Up & Snack

Mid-Afternoon

- Outside/Gross Motor
- Routines

Late Afternoon

- Child Learning Center Open (Teacher Guided)
- Routines
- Teacher Directed Activity
- Clean & Departure

*Routines include diaper changes and hand washing before/after & as needed on an individual basis. Parents must provide diapers, wipes, formula, and cream for daily routines.

Sample Two's Schedule

6:30-8:20	Greeting Parents/Child Learning Center Open (Teacher Guided)
7:30-7:45	Diaper Change/Bathroom Break/Water)
8:20-8:30	whole group (Devotions)
8:30-9:00	Wash & Breakfast
9:00-9:30	Child Learning Center Open (Teacher Guided)
9:30-9:50	Lesson & Art
9:50-10:00	Diaper Change/Bathroom Break/Water
10:00-10:45	Outside/Gross Motor
10:45-11:10	Water/Diaper Change/Bathroom Break/Wash up
11:10-11:45	Lunch & Wash up
11:45-12:00	Naptime Story
12:00-2:00	Naptime
2:00-2:20	Diaper Change/Bathroom Break/Wash up
2:20 -2:45	Snack & Wash up
2:45-3:15	Child Learning Center Open (Teacher Guided)
3:15-3:45	Afternoon Group Time
3:45-4:30	Outside/Gross Motor
4:30-4:50	Water/Diaper Change/Bathroom Break
4:50-5:30	Child Learning Center Open (Teacher Guided)
5:30-6:00	Screen Time

**Parents must provide diapers, wipes, and cream for daily routines.

**At naptime each child will be furnished a mat. The mats and covers are sanitized weekly. Please take home any personal blankets on Friday to be washed. Even if your child does not sleep, he/she will be encouraged to rest and remain quiet during this time. The average rest time is 1.5 to 2 hours in length.

Sample Three's Schedule

6:30am	Greeting parents/Child Learning Center Open (Teacher Guided)
8:15-8:45	Wash Up & Breakfast
8:45-9:15	Breakfast
9:15 9:30	Morning Whole group time (Teacher Guided)
9:30-10:00	Small group/Child Learning Center Open (Teacher Guided)
10:00-10:30	Outside/Gross Motor
10:30-11:00	Child Learning Center Open (Teacher Guided)
11:00-12:00	Wash Up & Lunch/Naptime Story
12:00-2:00	Nap
2:00-2:30	Wash up & Snack
2:30-3:30	Outside/Gross Motor (Weather chart)
3:30- 3:45	Wash up
3:45-4:00	Afternoon Whole Group Time
4:00-5:30	Child Learning Center Open (Teacher Guided)
5:30-6:00	Screen Time

**At naptime each child will be furnished a mat. The mats and covers are sanitized weekly. Please take home any personal blankets on Friday to be washed. Even if your child does not sleep, he/she will be encouraged to rest and remain quiet during this time. The average rest time is 1.5 to 2 hours in length.

**Parents must provide diapers, wipes, and cream for daily routines.

Sample Four's Schedule

6:30am	greeting to parents/Child Learning Center Open
8:45-9:05	Wash up and Breakfast
9:05-9:20	Whole group time
9:20-9:40	Small group time/Learning Centers Open (Teacher guided)
9:40-10:15	Learning Center Open (Teacher Guided)
10:15-11:15	Outside/Gross Motor (Teacher Guided)
11:15-12:00	Wash up/Lunch/Naptime Story
12:00-2:00	Nap
2:00-2:30	Wash up & Snack
2:30-3:30	Learning Center Open (Teacher Guided)
3:30-4:30	Outside/Gross Motor (Weather Chart)
4:30-4:50	Afternoon Group Time (Teacher Guided)
4:50-5:30	Learning Center Open/Departure (Teacher Guided)
5:30-6:00	Screen Time

** At naptime each child will be furnished a mat. The mats and covers are sanitized weekly. Please take home any personal blankets on Friday to be washed. Even if your child does not sleep, he/she will be encouraged to rest and remain quiet during this time. The average rest time is 1.5 to 2 hours in length.

***In all our Daily Schedules we teach our children about God on each age appropriate level.

Registration, Tuition and Fees

A non-refundable fee of \$60.00 is required for each child to enter the center. After the registration fee has been paid, we will sit down and go over the handbook before finishing with a complete tour of the daycare. Every year in September, an annual fee of \$25.00 will be charged for the first child and a reduced rate of \$15.00 for the second child. If enrollment begins after October 1, the annual fee is waived.

Weekly fees should be paid on Monday for that week. If a family has 2 or more children enrolled at the center, a credit of 5% for one child will be credited to the account per week (excluding before and after school care). If you can pay one month in advance, then your tuition will decrease 5% per week.

All accounts must be kept current or your child could be dismissed from the daycare. A fee of \$25.00 will be charged for all returned checks. After two returned check payments, you will be required to pay in cash or certified check.

For your convenience we accept cash, check, money order, Visa, Master Card, American Express, and Discover Card. The machine is located in the office.

Child care Assistance

If your child receives assistance, your parent fee must be paid by the 1st of every month. It is your responsibility to slide your card every morning/afternoon when leaving/picking up your child. If you forget, we will not get paid from DSS and then you will be held responsible for the full tuition amount. Discounts do not apply to children receiving child care assistance.

Withdrawal

A two-week notice is required in writing when a parent plans to permanently withdraw a child from the center. If the required notice is not given and a child leaves the center, the parents are financially responsible for paying a penalty equal to two weeks tuition. If a two week notice is given, any additional tuition will be refunded if monthly or quarterly payments have been made.

Security Door

Once your child enrolls in our daycare, we will provide you with a code to get into the building. We encourage parents not share your code with children and relatives that would not be picking your child up on a normal basis. If you need someone to pick your child up and they do not know the code, they may ring the bell and someone from the office will allow them to come in with proper identification. We strongly encourage you not to hold the door open at anytime for another adult to come into the building, as this will help keep all of our children safe throughout the day.

Authorized Pick-Up

Only individuals named on the Authorized Pick-Up form will be allowed to take your child from IBCD. Telephone calls giving permission to pick up a child are only approved if we can identify the person on the phone. Siblings cannot sign a child out from the IBCD unless they have a valid driver's license. When someone else must pick up your child, the Director must be notified by telephone or a signed note. The person must present a valid driver's license or other photo identification to the Director and/or Teacher before they will be allowed to sign out your child. Children will not be allowed to go with an unauthorized adult. Registered sex offenders are not allowed on the premises regardless of his/her relationship to the enrolled child.

If your child is on the playground when you arrive, please be certain that the teacher is aware that you are leaving IBCD and that you have signed your child out on the classroom clipboard. Please enter the playground area to pick up your child. For safety reasons, do not lift your child over the fence at any time.

Custody Arrangements

If custody arrangement change while a child is enrolled at IBCD, legal custody papers stating the exact nature of the arrangement must be provided to the center. Each staff member will be notified of the changes; if a parent fails to respect the arrangements and attempts to remove the child, we will contact the police. IBCD will not become involved in custody disagreements between parents.

Parent Involvement

A parent board is located on the back of each door which includes the daily schedule and lesson plan for everyday activity reference. The lesson plan will be posted every Monday with age appropriate activities for each of the four developmental areas. Each day you will receive a Sunshine Report regarding the status of your child's day.

IBCD has an open-door policy. Parents are allowed to visit IBCD at any time during regular business hours. We are committed to working with our families and we encourage parents to participate in every aspect of their child's program. We invite

parents to participate in special events, open houses, and conferences. Parents are also encouraged to share personal hobbies and/or interests in the classrooms. If you have any questions or concerns about the IBCD, please feel free to arrange an appointment with the Director.

Birthdays are special occasions and we love to celebrate them. Parents are welcome to provide store bought refreshments (cakes, cupcakes, cookies, pre-packaged fruit, etc.) on or around your child's birthday and to participate in the celebration. Please remember that we do not allow any peanut butter or peanut butter products at IBCD. Please let your child's teacher know you are planning to bring a treat to the class. Latex balloons and candles are not allowed at IBCD at any time for safety reasons. Outside party invitations will be distributed at school only if each child in the class is invited.

Parent-Teacher Conferences

It is important for parents to openly communicate with their child's teacher. Parents are expected to participate in one parent-teacher conference each year. Parents may request additional conferences at other times if needed. Please arrange these times with your child's teacher. Please do not try to have a conference with a teacher unless it has been previously arranged. Teachers need to be available to assist children at all times in the classroom.

Nutrition Time

IBCD menus are prepared in accordance with USDA (US Department of Agriculture) guidelines to ensure that breakfast, lunch & afternoon snacks are nutritionally balanced. Our menu rotates regularly and is posted in each room on the parent board. Children participate in saying Grace before eating each time. We encourage all children to try to eat the food provided by IBCD for breakfast, lunch and snack. Meals are provided at the following times:

Breakfast	8:30
Lunch	11:00
Afternoon Snack	2:30

Parents should notify the director if they plan to arrive with their child after 10:00 in order for their child to be added to the lunch count.

For infants 13-months or younger on formula/breastmilk, bottles must be pre-made with child's name, date and lid on bottles stored properly in the refrigerator.

If your child is 13 months or older and has a medical or dietary allergy rendering him/her unable to eat the foods that we serve, the parent is responsible for supplying the nutritional food. A doctor's note is required for medically required substitutions. If food is brought from home, please write your child's name on the properly stored container and inform your child's teacher.

Health Policy

If your child manifests any of the following symptoms while at IBCD, someone will contact you to pick up your child. Children should be picked up within one hour.

This is for the safety of your child and to prevent the spread of contagious illnesses. In the event that a parent cannot be reached, the emergency contact on file for your child will be called. We understand that it is difficult to leave or miss work. It is suggested that a backup for ill children should be arranged.

The state of North Carolina mandates that a child with any of the following symptoms or illnesses must be excluded from care.

- Underarm temperature over 101 degrees
 - Vomiting/ Gagging
 - StrepThroat return 1 day after treatment)
 - Runny nose, sneezing, coughing
 - Pink Eye(return 1 day after treatment)
 - Tuberculosis(return with a physician note)
 - Chicken Pox/Rubella/Roseola/ Mumps
 - Impetigo-(return 1 day after treatment)
 - Pertussis-(return 5 days after treatment)
 - Hepatitis A(return one week after onset)
 - Diarrhea-(1 day after ceased)
 - Rash, sore or swelling
 - Sleepiness or listlessness
 - Herpes (mouth or lip)
- When a physician or other health professional issues a written order that the child is separated from other children.

When a child returns to IBCD after an illness, please remember:

- Your child must be able to participate in all daily activities.
- Chicken Pox lesions must be completely dry.
- Your child must be free from fever, vomiting, diarrhea, and other symptoms for 24 hours without medication prior to returning to the IBCD.
- Children on prescription medication for a contagious illness must take it for 24 hours before returning.
- If your child has a rash, they may not come to school without a physician's note.

Medication Policy

All medication is kept in a locked space inaccessible to children at IBCD. All medication must be given directly to the Director or Assistant Director and the proper paperwork kept on file. We encourage parents to administer medicine at home whenever possible.

Prescription Medications:

- No medicine is administered to a child after the expiration date.
- Medication must be in the original container.
- Parents must complete and sign a medication slip with specific times, dosages, and dates to be given ("as needed" is not acceptable).
- A new slip is needed each week unless giving permission is for asthma/breathing treatments, which is good for six months.
- All medications must be picked up on Fridays.
- Medications will be discarded each Friday.

- Staff will not administer medication if it is different from the doctor's prescription.

Non-Prescription Medication:

- Non-prescription medication must be in the original container.
- Parents must complete and sign a medication slip with specific times, dosages, and dates to be given ("as needed" is not acceptable). A new slip is needed each week except for sunscreen, bug spray, or diaper cream, which is good for one year.
- Non-prescription medication will only be administered when accompanied by a doctor's note. The only exceptions will be topical ointments applied to the skin surface.
- Parents may not come in and administer any kind of fever reducing medicine.

Medical Emergencies/Injury

Our goal is to keep children safe at all times. Slight injuries (minor cuts and scrapes) will receive treatment by a staff member with basic First Aid training and will be writing up in an incident report, which is to be signed by the parent and returned to the office to be filed in child's folder. Parents are notified of any accidents involving their child that includes injury of the head or bleeding.

In the event of serious injury, parents will be called immediately and necessary steps will be taken to obtain medical aid. At enrollment, parents will sign a permission form for emergency care for their child. In cases of emergency, we will attempt to make contact in this order: parents, emergency contacts listed on the application form, physician, and/or hospital. When it has been determined that a child must receive outside medical treatment from an incident that occurs at IBCD, an incident report is filled out and placed on file with the Division of Child Development.

*It is very important to keep all numbers accurate. Please let the Director and/or your child's teacher know if you need to make changes to your enrollment paperwork.

Insurance

In the event of a medical emergency in which your child may need medical treatment, the resulting expenses are the responsibility of the family. IBCD does not provide medical insurance.

Discipline

Our number one goal is to provide your child with a safe, nurturing environment where his/her individuality is celebrated and respected. We are committed to helping your child develop a positive self-image. A child who is provided with appropriate stimulation in a creative and structured environment will develop the skills they need to share, problem solve, take turns, deal with disappointment, and learn to successfully communicate their thoughts and feelings. At IBCD, we endeavor to create an environment designed to avoid conflict among the children, and we work with the children to solve problems and offer suggestions. We ensure that sufficient materials and toys are available to all children, and we ensure that all children are supervised at all times.

IBCD uses positive reinforcement, re-direction, and time-out as appropriate non-physical forms of discipline. Positive reinforcement is used to praise a child for appropriate behavior. Re-direction offers appropriate alternatives to disruptive or

unacceptable behaviors. When needed, time-out removes a child from his/her current situation to allow him/her time to regain control of behavior. At IBCD, we:

- DO praise, reward, & encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behaviors.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their levels.
- DO use short supervised periods of "time-out".
- DO stay consistent in our behavior management program

As children learn appropriate skills to handle disagreements, some aggressive behaviors may occur such as biting, hitting, kicking, hair pulling, etc. The staff at the IBCD makes every effort to prevent such aggressive behaviors by actively supervising all children and trying to prevent problems before they occur. It takes time to correct these behaviors, and parents and staff must be willing to work together to develop strategies to change this behavior and reduce stress that causes the aggressive behavior. We make every effort to correct the situation quickly and balance our commitment to the families involved. When these events occur and another child is injured, both families will be notified and written documentation kept on file. The names of the children will not be disclosed for the confidentiality of both families. After three documented instances of physical aggression, the Director has the right to terminate care for a child who shows continuous physical aggression toward other children at IBCD.

Child Abuse and Neglect

North Carolina law states that any child care operator or staff member who suspects that a child has been abused or neglected must notify the proper authorities. This requirement applies regardless of where the abuse may have occurred, be it at the child's home or the child care center. If such cases arise, the staff members will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services.

Inappropriate Language

Proper language should be used by all children, teachers and parents. IBCD will not tolerate improper language on our premises. At all times make sure you are being respectful to all teachers, children, and office staff.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at IBCD is our primary concern. IBCD biting

policy addresses the actions the staff will take if a biting incident occurs. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive, having not yet mastered the practice of self-control. Sometimes biting occurs for no apparent reason. The teachers will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our school:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm.
- The bitten child will be comforted.
- The wound of the bitten child shall be assessed and cleansed with soap and water and apply ice.
- Staff will remove the biter from the situation.
- The biter shall be reminded that teeth are used for chewing food and help us talk.
- The parents of both children will be notified of the biting incident. Appropriate forms will be completed.
- The bitten area should continue to be observed by parents and staff.

Depending on the ages and circumstances involved, additional actions might include:

- Discussing a better solution with all children involved
- Separation of involved children
- Showing/giving the biter something appropriate to bite (teething ring)
- Explaining to the children that teeth are used to chew food help us talk
- Ensuring that the environment provides enough challenging activities
- Carefully observing the involved child to identify precipitating events and prevent recurrences
- Maintaining a log to track when the behavior occurs
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as any behavior issue regarding a child is confidential, the name of the child that has been bitten is also confidential in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. Children who bite three times in the same day will be sent home.

Discharge Policy

Positive Measures to Produce an Acceptable Behavior

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

Constructive Measures to Discourage Unacceptable Behavior

When a child exhibits unacceptable behavior or attitudes, he/she is informed

what he/she has done wrong and then directed to a positive alternative behavior. Along with these new attitudes and behaviors, the teacher will guide the child in the direction of self-discipline by encouraging him/her to make as many decisions as possible within limits. The limits are as follows:

1. If a child strikes another child, he/she and the other child are respectfully separated. Each child is asked to explain what happened (define the problem). After each child has verbally given information, they are asked to help solve the problem, talk to each other, reconcile with one another and are redirected to another activity.
2. If a child is disruptive, he/she will be respectfully asked to stop the behavior. If the child persists to the point of disruption again, he/she is reminded of his/her behavior and how it affects others. If the disruption continues, and the child willfully refuses to yield to instruction, he/she will be separated from the other children. After the child has been separated from the class activity for a short period of time (2 to 5 minutes) he/she will be invited to rejoin the class.
3. If a child continues to misbehave and disrupt the class, the parents will be asked to come in for a conference to discuss how we can best meet the needs of the child. If the behavior is ongoing then a second conference will be held to try to identify the problem and try another method for the child.

Termination of Enrollment

In certain circumstances, it may be necessary for the Administrator to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child, teacher and other children in the room. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Disruptive or dangerous behavior
- Abuse of other children, teachers, and property
- Center's inability to meet the child needs
- Non-payment of fees
- Lack of parental cooperation when requested
- IBCD forms not filled
- Inappropriate Language

Holidays Observed

The daycare will be closed in observance other the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	Easter Friday
Day after Thanksgiving	Easter Monday
Christmas Eve	Independence Day
Christmas Day	Memorial Day
Day after Christmas	

**There is no tuition credit allowed for these days. Holidays falling on a Saturday will be observed on the previous Friday. Holidays falling on Sunday will be observed on the following Monday.

Vacation Week

After your child has attended our program for one continuous year, you may take one week's vacation with no cost for tuition. You must notify the office at least 2 weeks in advance in order to receive this benefit.

Teacher Discount

If you are a school teacher, we offer special discounts throughout the year for your convenience. You must notify the office in advance in order to receive this benefit. Your registration fee is \$100.00 (non-refundable) and is due before leaving for the summer so we will be able to hold your child's spot.

Absences

If your child will be absent for any reason, please call the IBCD. If you plan to bring your child in after 10:00, please call the office so we can plan appropriately for the day.

Inclement weather

If the center will be closed, open, late, or close early due to inclement weather, a decision will be made by 6 a.m. Please stay tuned to WXII 12 or WGHP Fox 8 for childcare information. Decisions to close or delay opening will be based on highway information, other area business closings, and the ability to staff the center properly. No credit will be given for days lost due to inclement weather. **If the weather becomes hazardous while we are open and we need to close, each classroom teacher will call you. If the weather is in question, please stay tuned to WXII 12. You can add WXII school closings to your computer or phone, also.

Clothing/Shoes

Children should be dressed when they arrive in clothes and shoes that allow them to participate in all indoor/outdoor daily activities. Children should wear rubber-soled or non-slippery shoes to play safely on all equipment. Children are not allowed to wear cowboy boots, backless/open-toed sandals, flip flops, or jelly shoes. Jackets are needed for cool weather and towels may be needed on special water days. Each child must have a change of (seasonal) clothing and shoes left at the daycare to be used in case of emergencies. Please label all clothing and shoes. Place the change of clothes in a Ziploc bag with your child's name on it. IBCD does not have extra clothing for the children to borrow. We also prefer that children do not wear jewelry.

Toilet Training

Several changes of clothing and extra shoes will be needed during toilet training in our two year old classroom. Children must be toilet trained before moving to the three-year -old classroom, which is not equipped with a changing table.

Personal Belongings

Children may not bring toys, costumes, guns, knives, chewing gum, candy, or money to the daycare. Let the classroom teacher know if your child has a special nap item (blanket or

stuffed animal). Each child has personal cubby with his/her name. All items must fit in the child's cubby without hanging out. The daycare is not responsible for lost or damaged items.

Field Trips

All children go on walks around our daycare's campus. The permission form signed at initial registration covers these special trips. We do not transport children off the premises of IBCD at anytime.

SIDS

Sudden Infant Death Syndrome is the sudden and unexpected death of an infant 12 months of age or younger, for whom no cause of death can be found: North Carolina Law requires child care providers to follow these child care rules to promote sleep safety and to reduce the risks for SIDS.

- Always place baby on its back to sleep. A written waiver from a healthcare provider or parent stating a different sleep position is allowed in certain circumstances.
- Do NOT cover baby's head. Baby's head remains uncovered throughout sleep time.
- Visually check the sleeping baby and record information. Record baby's position, who checked, the date and time. Keep record for 1 month.
- Create a safe sleep place. Use a crib, bassinet or playpen. Use a firm padded surface (mat or mattress). If objects are allowed in the crib when baby sleeps, your policy must state what kind and how many.
- Observe the room temperature where baby sleeps. Keep room temperature 75° Fahrenheit or lower.
- No smoking. No one may smoke while children are in care or are being transported.
- Stomach to play. Put awake baby on its tummy.
- Develop a written Safe Sleep Policy Post your policy or a sleep safety poster in the infants' sleeping area.
- Share the Safe Sleep Policy with parents and staff. Talk to parents about the policy before their child enrolls. Have parents sign a statement when the policy is explained and keep a copy. Give parents a copy of the policy.
- IBCD staff tucks a thin (receiving) blanket along 3 sides of the mattress.

IBCD staff is required to take ITS-SIDS (or Infant/Toddler Safe Sleep and SIDS Risk Reduction in Child Care) Training. New providers must take ITS-SIDS training within 4 months of being hired. Take ITS-SIDS training every 3 years. Receive contact hour credits.

*Alternative Sleep Position waiver maybe requested from the office for your child.

Playground/Exercise

Physical exercise is essential to a child's development. Children will play outside on a daily basis, weather permitting. During inclement weather, physical activity time will take place in the classroom. Students must be able to participate in outdoor activities in order to attend IBCD on a daily basis. Even if your child is recovering from an illness, they are expected to participate in outdoor physical activity time.

Screen Time

In the afternoon from 5:30 until 6:00 pm, children watch educational and bible learning movies furnished by IBCD. If a child decides they do not want to watch television, other activities are provided for them. The Division of Child Development will only permit certain times for children to watch television, so we ask that you not to bring in videos or other screen items to watch.

Cleanliness/Sanitation Policies

Cleaning and sanitation policies are in place to minimize the risk of illness. ***They include, but are not limited to, the following: Teachers are responsible for each room.

- Daily: sweep classroom floors; mop classroom floors when needed; vacuum carpets; clean restrooms; clean food preparation areas; clean changing area, tables and chairs; empty trash cans, infants/toddler sheet
- Weekly: clean waste receptacles when needed; wash mat sheets and sanitize mats; sanitize all non-wooden toys, manipulatives, dust surfaces
- Monthly: clean kitchen shelving and food storage areas; change air filters; clean windows

Parking

Please watch all children closely while entering and leaving the pick-up/drop off area. Do not leave unattended children in your car. We suggest that you do not leave valuables in clear view and lock your car when entering the IBCD. IBCD is not responsible for any theft/damages that occur while you are in the daycare parking lot. If you have an accident in the parking lot with another car, please alert someone in the day care office so we can handle it properly.