



PARENT HANDBOOK

Lockhart Child Development Center

Located at All Saints' Episcopal Church

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Concord, NC 28205

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Parent Handbook

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Welcome

The **Lockhart Child Development Center (LCDC)** is entering into a working partnership with your family to ensure the best environment for your child's care, growth, and development.

The day your child enters this program is a particularly important milestone in his/her life. Therefore, our teachers have planned very carefully to receive your child. We all strive to give your child the loving care and opportunities for learning experiences that children need in their formative years. We want the transition from home to school to be a happy one – one in which your child feels safe and secure.

As parents, you are invited to visit us, ask questions, and keep us informed of your child's progress. You will be invited to discuss your expectations with your child's teacher through regular communication and Parent/Teacher Conferences. We will work together to ensure your child has the best opportunities to grow and develop to their greatest potential.

LCDC has been planned for young children with the goal of helping them in their total development (physical, cognitive, social, and emotional) and helping them to realize that they are purposeful, intelligent, creative, and social persons who are in a lifelong process of learning.

LCDC does not discriminate based on race, color, gender, sexual orientation, national origin, religion, age, differing abilities, or political affiliation.

Mission Statement

Lockhart Child Development Center provides quality, developmentally appropriate child development services for children 8 weeks through 5 years of age. LCDC will demonstrate best practices in early childhood development to provide a model setting for our community and families. LCDC will also offer guidance and mentoring for Rowan Cabarrus Community College's students in their study of young children.

Purpose

The purpose of LCDC is to

1. Provide quality childcare services to the families in Cabarrus County
2. Develop excellent childcare providers and compensate them appropriately.

Philosophy

The Teaching Staff of LCDC strive to:

1. Provide an enriched environment to meet the needs of children in our care.
2. Provide a nurturing and stimulating learning environment,

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3. Provide developmentally appropriate experiences in cognitive, language, social, emotional, and physical development.
4. Provide experiences which promote the development of independence and positive self-concept in each child.
5. Provide resources and opportunities for parent education, partnership, and involvement so that the child's experience in the program becomes integrated with the home environment.

Goals for Children to Develop

1. Healthy self-concept.
2. Positive, trusting relationships with teachers and peers.
3. Security and a feeling of success.
4. Socially, emotionally, intellectually, and physically through interactions with adults and children, along with exploration with learning materials.
5. Independence and personal care skills.
6. Enjoyment of creative experiences

Goals for Parents:

1. Become knowledgeable of LCDC's philosophy, goals, policies, and procedures.
2. Seek information on age as well as developmentally appropriate expectations. methods to enhance children's optimal learning and development of self-concept.
3. Explore methods for child guidance and for the progressive development of self-control in children and the practice of good decision-making skills.
4. Become active in family-school partnerships to promote quality environments for children.

Admission & Enrollment

LCDC provides full-day service for well children. A parent-child visit is required prior to admission. LCDC accepts children with no discrimination based upon sex, creed, or national origin. No otherwise qualified child shall be denied enrollment or be excluded or removed from the program or activities. LCDC Staff will make the final determination as to whether the program can best meet the needs of a child. Parents may call LCDC for potential enrollment opportunities.

Registration Fee

A non-refundable registration fee of \$50.00 is required for the enrollment process to be complete. This fee must be paid at the time the application for enrollment is processed, unless paid by a grant.

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Priority Enrollment Procedure

LCDC has 68 – 70 spaces for children. Forty (40) spaces are reserved for Cabarrus County Employees. Names are placed on the waiting list by date of application. Priority status allows those siblings currently on the waiting list to be given the first opportunity when openings arise. LCDC seeks to ensure as much diversity in enrollment as possible.

Forms required for Enrollment

The following forms are included in the Parent Enrollment Packet and may be found on the website. These forms are to be completed *prior* to the first day of attendance. These forms must be updated annually or ‘as required.’

- Enrollment Application
- Immunization Form
- Child’s Health & Medical Form
- Play Outside of Fence & Field Trip Permission
- Documentation of Receipt of Discipline Policy
- Documentation of Receipt of Parent Policies
- Tuition Agreement
- Emergency Contact & Medical Care Authorization
- Documentation of Receipt of Summary of Childcare Law
- Documentation of Receipt of Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policies
- Notification of Smoking & Tobacco Restriction

Hours of Operation

LCDC is currently a full-day program from 7:00am - 5:30pm with drop off no later than 9:00am unless there is a note from the doctor. Hours may be adjusted based on inclement weather and holiday closings as outlined in the ‘Holiday and Workday Closings’ section of this Handbook.

Sign-in and Sign-out should be completed at the designated checkpoint. **Children may only come into the classroom at or after 7:00am.** You may wait with your child until that time. LCDC does not assume supervision responsibility until you have signed in and taken your child to the classroom. Children should not be left unsupervised.

Arrival & Pickup

For the safety and convenience of all parents and children please observe the following guidelines:

1. Parents should park in the designated parking spaces in the parking lot. Please always keep your child with you when arriving and departing, as the traffic is heavy and small children are difficult to spot between parked cars.

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2. Supervision of children before entering and after departing the classroom is the responsibility of the parent.
3. Children are not to be left unattended.

A parent or other authorized adult (18 years or older) must sign the child into LCDC through the Pro-Care App. After signing in, please escort the child to their classroom. LCDC's responsibility does not begin until the parent/authorized adult has signed the child in and are recognized as being present by a teacher. Teachers also sign each child in to their classroom's daily record of the child's attendance.

Authorized Release of a Child

A child will be released only to those persons authorized in writing by the parents. Parents must notify LCDC if anyone other than those names on the **Enrollment Form** may pick up a child. The person picking up the child must be authorized in writing by the Parent and will be asked to present picture identification.

The Staff reserves the right to deny release of a child to anyone, including a parent, who appears to be under the influence of drugs or alcohol.

Late Arrival & Departure

If your child is absent or arriving late for any reason, please call LCDC by **7:30am** to inform the staff. The staff should also be informed of any extended absences such as vacations.

Likewise, if you are late picking up your child, please contact LCDC, as soon as possible. A call does not negate the late fee. If you have not contacted LCDC within **15 minutes** of closing, we reserve the right to contact the emergency contacts listed on the Enrollment Form.

If you arrive late to pick up your child according to the statement above, there is a **\$15 late fee** per child for every 5 minutes you are late. The late fee should be paid on the same day or can be paid prior to check-in time the next day. The child cannot return until the late fee(s) are paid.

After two late pickups, you will be required to meet with the Director to discuss your situation, and to determine if LCDC's schedule is a proper match for you and your child.

Accountability of Children

Teachers monitor the children in their classroom throughout the day to ensure their safety and security and to ensure accountability for the children under their supervision, Classroom Teachers must keep a daily roster of attendance to track the children in their group. These rosters are taken on the playground, campus walks, field trips, etc.

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Inclement Weather Policy

If the Cabarrus County Government Center is closed due to inclement weather, LCDC will be closed. If the Cabarrus County Government Center is on an abbreviated schedule like a 2 – 3-hour delay, LCDC will open accordingly: A 2-hour delay: LCDC will open at 8:30am; a 3-hour delay: LCDC will open at 9:30am. LCDC reserves the right to adjust its own schedule when the Cabarrus County Government Center has extended closures when safety allows.

Holiday & Workday Closings

LCDC will observe the following holidays as well as two teacher workdays:

New Years Day	1 day	Independence Day	1 week
Martin Luther King Day	1 day	Labor Day	1 day
Good Friday	1 day	Veteran’s Day	1 day
Easter Monday (Staff Workday)	1 day	Thanksgiving Day	2 days
Memorial Day	1 day	Christmas	3 days
Juneteenth	1 day	Staff Workday (TBA)	1 day

NOTE: Full tuition will be changed for weeks in which a holiday or workday occurs.

Tuition

Tuition is due on the first day of the month or first day (Monday) of each week. Monthly payments received after the fifth of the month are considered late and a \$15 late fee will be added to the account. Weekly payments must be received by Wednesday of each week, or a \$15 late fee will be added. See the Director for tuition rates and Payment agreement. If payments are not received as stated above, your services will be suspended until your account is current.

Forms of Payment

LCDC will accept money orders or cashier checks for tuition payments. *Personal checks or cash will not be accepted.* Other forms of payment include online payment, grant assistance, subsidy/vouchers, and agency scholarships. Cashier’s checks and money orders should be made payable to Lockhart Child Development Center.

Daily Health Check

In the morning, there will be a daily check of each child by the teachers. At any sign of illness, the parent will be notified to take the child home. Children will not be allowed to attend if they have any of the following symptoms:

1. **Fever** – (until medical evaluation indicates inclusion): a fever of 100 degrees or higher that is taken under the arm.

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2. **Behavior** – (If a child looks or acts differently): awake all night and crying, unusually tired, excessive sleeping, persistent crying, pale, lack of appetite, irritable or restless.
3. **Signs of Illness** – without obvious localizing symptoms: complaint of pain and/or pain that interferes with normal activity.
4. **Respiratory** – Breathing difficulties, e.g., wheezing, severe coughing, drainage from ears, discolored nasal discharge with other symptoms, rapid/difficult breathing.
5. **Vomiting** – More than usual ‘spitting up;’ two or more episodes of vomiting.
6. **Diarrhea** – Characterized by frequent watery or green colored bowel movements, which are not related to medications or reaction to food. Uncontrolled diarrhea, increased number of stools, increased stool water and/or decreased form that is not contained by the diaper or toilet use.
7. **Rash** – Undiagnosed rash other than mild diaper or heat rash. Rash with fever or behavior change unless a physician states that it is not a communicable disease.
8. **Sore Throat** – Sore throat that needs culturing because other signs are present.
9. **Ringworm Infection** – Excluded and cannot return until 24 hours after initial treatment.

During the day, at the first sign of illness, the parent will be notified to take the child home. The policies for exclusion focus on the needs and the behavior of the ill child. The decision to send a child home is based on many factors; fever is not the only indicator. Your positive support to these health standards will help us protect your child, other children, and the teachers/staff at LCDC.

In the event the parent is unable to be reached, an alternate emergency number that is listed on the child’s information form will be called. **It is particularly important that the staff always be provided with an updated parent contact number.**

Alternate Plan for Childcare

It is also important that parents have an alternate plan for childcare for when their child becomes ill. An ill child should be picked up within the hour after a parent has been contacted.

Communicable Diseases

The following are communicable diseases and the conditions under which children can return to LCDC.

1. **COVID-19** – If the child receives a positive COVID-19 test result, they should not attend school and should isolate following CDC guidelines.
2. **Chicken Pox** – When all sores are scabbed over, dry and crusted.
3. **Measles** – The week after the rash began provided all cough and cold symptoms are gone.
4. **Mumps** – When all swelling is gone.

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5. **German Measles** – After rash and fever are gone.
6. **Roseola:** After rash and fever are gone,
7. **Conjunctivitis (Pink Eye)** – When there is no discharge from the eye or 24 hours after treatment has begun.
8. **Impetigo** - when all sores are scabbed over and not oozing, and 24 hours after start of medication.
9. **Head lice or other infestation** – When physician’s permission is provided, or documentation of treatment is provided and there are no visible signs of infestation.
10. **Fever** – no fever for 24 hours, *without fever reducing medication*; or with a physician’s note stating the child may return to group care.
11. **Diarrhea** – re-admitted after 24 hours diarrhea free or with a physician’s note.
12. **Vomiting** – Re-admitted after 24 hours without vomiting or with a physician’s note.
13. **Rash** – After rash has cleared up or with a physician’s note.
14. **Strep Throat** – Until 24 hours after initial treatment, and no fever for 24 hours. Documentation may be required.
15. **Scarlet Fever** – All symptoms have disappeared.
16. **Salmonella or Shigella** – After two consecutive negative stool specimens.
17. **Scabies** – Day after treatment with proof of treatment.
18. **Tuberculosis** – Until a physician states the child can attend facility.
19. **Hepatitis** – Physician’s statement required for re-admittance.
20. **MRSA** – Physician’s statement that the child may return to group care.

**Failure to notify LCDC staff of your child’s diagnosed communicable illness is grounds for dismissal and/or termination of services.*

Food Allergies and Sensitivities

If a child has any food allergies, a doctor’s note or medical information must be provided in writing verifying this condition and any special treatment that staff need to know. When required, the parent must provide an alternate food item or foods, following the USDA guidelines, for their child at meals and snacks. Food items which do not meet these guidelines and other non-nutritious foods will not be allowed in LCDC. Please inform us of all allergies your child may have and the expected reactions.

Prescription Medications & Permission Forms

Parents should request medications from a physician which can be administered at home, whenever possible. Prescribed medications will only be administered in cases of chronic and or acute conditions. The parent/guardian must provide a signed **Medication Permission Form**

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authorizing that the medicine be given to the child, accompanied by an administration schedule for the medication. **The LCDC staff will not administer any medication, unless the medication is provided in the original container with the child's name, the physician's name, and the administration schedule for the medication.**

The staff will not assume responsibility for any medicine that is lost or left at LCDC, nor will medications be stored longer than the specified time on the medication label. ALL medications should return home with the child each Friday.

Over the Counter Medications & Permission Forms

As a general rule, the staff will not administer over-the-counter medicines. **Exception:** Parents must also complete the **Medical Permission Form** for all topical ointments including sunscreen lip balm, and lotions. None of these topical ointments can be stored in a child's cubby where they may be accessible to children. The form will include dates for administration, not to exceed 90 days.

Accident/Incident Report

An accident report, stating description of the accident and treatment, will be sent home in case of a minor accident occurring at LCDC.

In the event of a serious accident or life-threatening emergency (i.e., the child loses consciousness, there is severe bleeding, apparent broken bone(s), symptoms of shock, etc.) 911 will be called and your child will be taken to a designated Medical Center. A designated member of the staff will accompany the child. Parents will be notified immediately; if they cannot be reached, LCDC will attempt to reach the physical listed on the enrollment form. In the event the designated physician cannot be reached, an assigned member of the staff will secure the medical attention deemed necessary by the attending emergency department physician. This is in accordance with a signed release maintained in each child's file.

In the event of an incident, for example a behavior problem, an undetermined mark or bruise, unusual behavior, concerns about comments or acting out, the incident will be documented and discussed with each parent and with the Director. A copy of the report will remain in the child's file.

Parent Visitation

During COVID, visitations by parents will be via appointment only. Parents are encouraged to come to LCDC, unannounced, at any time to visit their child(ren) in the classroom. However, please be aware that some children may become upset as parents begin to leave. Please use discretion. The teachers will work with parents and children to ensure that parent visits are very special times for both the parent and the child. Please understand that teachers can only visit with the parents for a few minutes as children are being dropped off and picked up.

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Parents need to schedule a parent conference with the classroom lead teacher or Director if they have a question or concern that will require a longer conversation. Parents are also encouraged to use the observation windows at any time.

Curriculum

LCDC offers many opportunities for social interaction and seeks a proper balance between responsibility, freedom, conformity, and individuality in a setting that is conducive to establishing a positive self-image.

The staff plan, write, and implement developmentally appropriate lesson plans on a weekly basis to provide children with a planned learning environment that develops and nurtures developmental skills. A daily **classroom schedule** is posted for parents and visitors to view. Weekly **lesson plans** of developmentally appropriate activities are posted.

Observation of children will be an ongoing process by teachers. Assessments/Checklists of developmental skills will be maintained for each child. These documents will be a basis of communication for parent/teacher conferences to better inform parents of their child's progress. Child assessments will enable teachers to plan activities that will aid in the child's development and to inform parents of any concerns in development.

Free Play takes place at various times during the day. The child may participate in any activity they desire from the learning areas in the room which include Block Center, Dramatic Play, Manipulatives Center, Science Center, Art Center, Book Center, and Writing Center. The process is more important than the finished product. The children begin social integration, problem-solving, and cooperative play. Tasks of varying degrees of difficulty and length of time involved develop as the year progresses.

Circle and Group Time are opportunities for children to develop understanding about themselves as individuals and as members of a group. They enjoy language together through familiar songs, favorite finger plays, and a wide variety of activities. Children gain self-confidence, feelings of personal worth and group spirit. Circle time is the most structured part of the program. We discuss individual experiences, the date, weather, holidays, and any other pertinent events that may take place. Large and small group times provide limited teacher directed activities and allow the children to participate as a member of a group. Lab/clinical students also plan and implement teacher directed activities as a part of their coursework in the early childhood education classes.

Art activities are experiences and opportunities to stimulate the child's creativity, increase attention span and offer children the opportunities they need to think things through and express their own ideas through a variety of mediums. Art experiences also help children develop fine motor skills needed in reading and writing.

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The **Block Center** provides opportunities that develop a child's perception of depth, size, and height. The child learns about mathematical relationships and has experience in problem solving.

Dramatic play allows children to act out and repeat words and actions of others. It helps the child to develop conversational skills and to better understand the feelings, roles, and work of others. It allows a hands-on approach to develop creativity and to act out emotional troubling situations in an acceptable manner.

Outside play activities promote large muscle development, social interaction with other children and adults in organized play. It provides a healthy release of energy and gives children a firsthand experience in exploring the world in which we live.

Children will play outside every day, weather permitting, for an opportunity to get fresh air for at least 5 minutes per day. Please dress your child accordingly. Send hats, mittens, etcetera for winter, and dress your child lightly for summer. Every child in attendance should be able to participate in the daily routine. Children should have sunscreen applied to all exposed areas before they arrive in the morning.

Music is an ongoing component of the curriculum. The children are introduced to a complete range of musical experiences including action songs, seasonal songs, classical music, as well as creative movement and rhythm instruments throughout the daily routine. Our four-year-old children will have the opportunity to participate in Orff lessons. The Orff approach combines music, speech, movement, and drama into music lessons.

The **Science Center** allows children the opportunity to explore the natural world by using any or all of the five senses. It also allows for experiences that prompt questions, encourage experimentation, and demonstrate A cause and effect relationship from people, animals, plants, and objects.

The **manipulatives center** provides games, objects and materials which allow the child to take apart, put together, sort, stack, string together, etcetera these experiences develop small motor skills, my hand coordination, sequencing, and our demonstration of order. These type skills are all prerequisites to pre reading and prewriting skills.

The **book center or library** gives the child a special place to enjoy and interact with books. Books, pictures, magazines, and other audio-visual materials provide meaningful reading experiences for the young child, promoting an interest in and love of books and reading.

Special events include walks and excursions on and within All Saints Episcopal Church grounds. Special guests, such as faculty, community workers, and community volunteers, are invited to LCDC to share their knowledge with the children. Holidays are celebrated in the spirit of custom, tradition, and cultural exchange. Parents are encouraged to contribute and participate in those celebrations.

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Meals/snacks are a vital part of the curriculum and are designed with nutritional and social needs of children in mind. Children learn good nutritional habits, learn appropriate and conversational skills, acceptable etiquette and gain experience and self-help skills.

Parent involvement, Conferences, and Resource Center

Parents/legal guardians are invited to visit the classroom to observe and/or participate in classroom activities. Parents are required to attend parent teacher conferences that are scheduled twice yearly parent meetings will be held during each school year. dates and times will be announced.

Parent and teacher partnership (PTP)

Acts as a support group for the director, teachers, staff and children of LCDC. The PTP can help coordinate/publicize the resources of the parent Resource Center, sponsor workshops, group meetings and other events of interest for parents and children. Parents are encouraged to attend events to support their child and their program.

Parent teacher communication

The teachers and staff will strive to develop and maintain trusting and open communication. The teachers and staff will professionally communicate any significant emotional, psychological, or physical event that is behavior problem, adjustment problem, outstanding performance or achievement, each day when the parent arrives to greet the child at the end of the day.

Parents are encouraged to discuss their questions, concerns, and suggestions with the lead teacher in their child's classroom. If a favorable resolution is not reached, parents should then contact the director.

Regular notes, letters, notices, and e-mail will be sent to parents to keep them informed about the program and their child. Parents are responsible for checking daily for each communication in their child's classroom locker.

There is a parent information board in the classroom and a parent resource corner with materials for parents to check out to use at home or in room 108.

Parent responsibilities:

1. Parents are expected to be active participants in the program.
2. All children's clothing should be marked clearly with the child's name to prevent any mix-up of ownership.

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3. A typical day involves artwork as well as outdoor play. Children's clothing should be loose fitting, casual, and washable.
4. To make toileting easier, LCDC discourages the use of belts, overalls, and suspenders that may hinder a child in developing toileting skills. The staff is not responsible for damage or dirty clothes.
5. Each child will need at least one change of clothing that is labeled with the child's name and left in the child's cubby for emergencies. The change of clothes should be seasonally appropriate. Your child should be dressed comfortably for an active school day and should be encouraged to help choose their clothing, whenever possible.
6. Socks and nonskid, safe, comfortable, closed toe shoes should be worn at all times. Closed toes and closed back shoes must be worn daily. Shoes such as Crocs and flip flops are not safe for outdoor play and take away valuable time for changing shoes.
7. Do not send any toys, jewelry (bracelets, necklaces, rings) food or gum with your child. If these items are observed on or with the child, the staff will place the items in the child's cubby until the end of the day. The staff, however, is not responsible for the loss or damage of anything brought from home.
8. Toys or games of a violent or aggressive nature are not allowed.
9. On special holidays and for birthdays, parents may bring healthy treats. Birthday celebrations will be held at afternoon snack time period we will also provide the regular snack menu items to allow children a choice.
10. The guidelines for treats are unfrosted cookies, fresh fruit, pound cake, ice cream (no sugar added), fruit smoothies, cupcakes (low sugar frosting), dried fruits, et cetera.
11. Drinks should be natural fruit juices, sugar free flavored drinks, or milk. There will be no carbonated soft drinks served to children. Parents are asked to coordinate these events with the classroom teachers.
12. In the interest of nutrition, parents are asked to limit additives such as sugar, salt, artificial color, preservatives, et cetera in foods that are brought into LCDC.
13. In the interest of safety, latex balloons are not permitted in LCDC. Latex balloons can be a choking hazard.
14. Children may be taken on campus field trips to reinforce the curriculum they are learning. A field trip can be as simple as a walk to the opposite end of the campus to see a nest of eggs, building, or a garden.
15. All records pertaining to the child shall be kept current period. Any changes in address or telephone numbers, as well as other pertinent changes, must be reported to the administrative personnel.
16. Parents are required to fill out a new updated information form once a year or as necessary.
17. Parents are asked to refrain from using cell phones and other devices when they are dropping off and picking up their child(ren). These times are transition times and the

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parent's attention should be on the child to help establish positive and meaningful routines.

18. To better enhance the infection control policies **parents are required to wash their hands and assist their child with hand washing with soap and water upon entering the classroom each morning.** This is a new guideline provided during the COVID pandemic. This not only reduces the amounts of germs coming into LCDC, but it is a positive transition activity for parent and child.
19. The LCDC is a safe place for children, their families, the staff, and all people who visit. As each person will be treated with respect and dignity, each person is expected to demonstrate respect and dignity.

Food and nutrition

children are encouraged to serve themselves when developmentally appropriate, and the staff is present to assist the children as well as model appropriate behavior for these times day. Snack time will be used as an opportunity for developing appropriate manners, conversational skills, good nutritional habits, and ecological attitudes that discourage food waste.

If we have an obligation to provide safe and responsible nutritional practices at LCDC. It is in our children's early years that we have the best opportunity to set a good model of appropriate nutrition and good eating habits.

Special diets

staff members must be notified of any special diets, food restrictions, or allergies. Substitutions will be made when possible. Parents are required to provide alternative **nutrition** to document any special diet for their child. This alternate nutrition plan may be supported with a note from the child's physician. This pledge should follow the appropriate nutritional guidelines established for young children.

Celebrations

Holidays are often representational and sometimes uncertain period holidays have different meanings for different people. People celebrate even the same holiday in different ways. LCDC embraces diversity and respects the culture of all families; Therefore, we base our celebrations on observable or concrete concepts and incorporate the culture of our families into the celebrations.

We invite our families to share their family traditions with their child's classroom as it is developmentally appropriate for the group of children. If you have a special family custom or tradition that is appropriate for the children, you may share this in the context of "this is how our family celebrates the holiday". This may include a special food item, an activity, a story or book, a craft, etcetera. All activities must have prior approval before the day of the activity.

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We hold the opinion that religion is best taught in the home and in the context of the values, beliefs, and ideals that the family holds. Religion is a personal concept and often the concepts of religion are aesthetic and/or abstract. These concepts can be difficult and often impossible for young children to understand. With that understanding, religious concepts are often not developmentally appropriate for young children.

Termination of Services

Parent decides to withdraw a child, LCDC shall be given 10 working days written notification.

The staff will work with families to ensure that children and families have a positive experience. If a conflict should arise regarding LCDC's policies, there is a process in place to resolve issues. After careful consideration and after deliberate communication with families there are some examples of circumstances whereby LCDC may choose to terminate services:

- Excessive late pickups even after meeting with the director and agreeing on an action plan to avoid late pickup.
- The needs of the child that LCDC is unable to meet, after careful analysis of resources and expert consultations which determine that LCDC is not the best environment for the child.
- Failure to pay any required tuition fees according to the terms in these policies.
- Child is not potty trained in a portion of the program which requires potty training.
- Repeated acts of aggression or destructive nature which places the child, other children, or the staff in danger.

Discipline policy

discipline can be defined as “training that develops self-control and character”. This approach to discipline is in line with the philosophy of LCDC that is building self-worth, increasing social competence, and enhancing the dignity of the child. The discipline techniques used at LCDC shall be consistent with this philosophy. We encourage positive behavior by structuring the child's day to give many opportunities for quiet and stimulating activities, outdoor play, and arrest. Kind words, hugs, words of encouragement and praise are often used so the child will want to repeat appropriate behaviors. Harsh voices, corporal punishment, physical punishment, scolding, shaming, or ridiculing will not be used.

The Lockhart Child Development Center seeks to provide a safe place for children to learn, thrive, and develop life skills. We employ a variety of interventions to respond to inappropriate behaviors, beginning with redirection, moving to separation, and adjusting the environment. If a child is exhibiting violent and/or aggressive behavior and must be removed from the classroom for the safety of themselves and others, the designated adult will be contacted and must immediately come to pick up their child.

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Possible next steps could include a meeting with the parent and relevant LCDC staff to develop a response protocol which may include reaching out to community partners. A second incident will require participation of the parent/guardian in assessment, evaluation, etc. with the understanding that a third incident may require a child to be withdrawn from LCDC. This stepwise program is intended to find a path forward to support the child and their family and the staff and other children in LCDC. However, nothing in this plan limits the ability of LCDC to require parents to make other arrangements for the safety of their child, the other children in LCDC, and the LCDC staff. LCDC maintains written records of incident reports and protocols.

Non-smoking and tobacco restriction policy

Childcare rule .0604(h): children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made, or derived from tobacco, including E cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center, in vehicles used to transport children, or during any off-premises activities.

Parent communication guide

The discipline policy clearly outlines LCDC's guidelines for discipline. If after these guidelines are followed, the child's behavior continues to disrupt the classroom daily routine, then the lead teacher will communicate the situation to the director. The director and the classroom teachers will develop and implement an action plan to assist the child in appropriate and acceptable behavior in the daily routine.

Parents/guardians will be invited into this planning process to ensure that the child can be successful and to ensure that expectations at LCDC are consistent with expectations at home. Anytime a behavior has caused a disruption in the daily routine, or an incident poses a danger to the child or to other children, the director of LCDC should be notified immediately. In the case where a child exhibits extreme behaviors (including, but not limited to aggression towards other children, offensive language, destructive behavior toward property, disruption of activities for the entire class, etc., request a conference with the parents to ask for their support resources LCDC will use developmentally appropriate methods for guiding behavior while recognizing that all children are unique with individualized past experiences, preferences, and concerns. The staff will work with families to support each child's success. The parents are not allowed to use corporal punishment with their child on LCDC's property. No center can meet the needs of all children and we reserve the right to terminate services when a child's behavior poses a direct or significant threat to the health or safety of others, to oneself, or fundamentally alters the classroom program.

Parent Handbook

Preventing, recognizing and reporting suspected child abuse and/or neglect

It is the goal of LCDC to be proactive to prevent potential child abuse and neglect. By establishing and nurturing positive, open and meaningful partnerships with families, we can observe potential stress factors and dramatic lifestyle changes in family dynamics to give support and information and to provide resources for successful living. The staff will listen to and observe children daily to readily recognize a change in their personal dynamics. If a staff member becomes aware of a significant change in the dynamics of a family, this information should be shared with the director. And a proactive approach, the director will work with the lead teacher to monitor the dynamics of the family and to provide emotional support and resource information for the teachers and the family. In the event there is a suspected incident of child abuse or neglect, the staff person will notify the director immediately if the director is not immediately available the staff person should contact the board of directors' chair or vice chair. Once the staff has made the director aware, they must immediately report the suspected incident to the Department of Social services.

Board of directors

LCDC is governed by the board of directors representing parents, faith-based members, and community stakeholders, a representative from All Saints governing body (Vestry), educators, and the director.

Statement of confidentiality of information

In a continuing effort to protect the confidentiality of our staff, families and specifically, the children enrolled in our program, all information is kept in a filing system in a closed and monitored space. We further protect the confidentiality of our children, families, students, and staff by securing files and confidential information in a locked file cabinet in the director's office. Only the staff has access to these files; Information is released, in-house, on a need-to-know basis.

In the classroom, teachers must use care in securing and sharing information about a child so that the information is only available to that child's family. **Remember, ALL information related to health and/or illness is confidential.**

Information about staff, children, and their families, it's often sensitive and improper talk or careless handling of information can cause hurt, harm or embarrassment.

Summary of the North Carolina childcare law - see attached

At the end of this document a summary of the North Carolina childcare law and rules created by the North Carolina Department of Health and Human Services is attached this document which was revised in September 2023.

Parent Handbook

Prevention of shaken baby and abusive head trauma policy

Belief statement: LCDC believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Background

SBS/AHT the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and there may be trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death according to the North Carolina childcare rule 10A NC AC09.1726 each childcare facility licensed to care for children up to five years of age shall develop and adopt A policy to prevent SBS/AHT.

Procedure/practice:

Recognizing:

Children are observed for signs of abusive head trauma including irritability and/or pitched crying, difficulty staying awake, lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

If SBS/ABT Is suspected staff will:

- Call 911 immediately and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in child care are reported to the division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing WEBMASTERDCD@DHHS.NC.GOV.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social services. The phone number is 704-920-1400.

Parent Handbook

Prevention strategies to assist staff in coping with the crying, fussing or distraught child

Staff will first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change period if no physical need is identified, staff will attempt one or more of the following strategies.

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, LCDC:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provide support when parents/guardians are trying to commit crying child and encourage parents to take a coming break if needed.

Prohibited Behaviors

Behaviors that are prohibited include but are not limited to:

- Shaking or jerking a child
- Tossing a child into the air, or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

Strategies and Resources to assist staff members understanding of how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf.
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families: www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and policy, the Network of Infant/Toddler Researchers, pages 7-9 www.af.hhs.gov/sites/default/files/opre/nirt_inquire_may_2016_070616_b508compliant.pdf

Parent Handbook

Resources to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within the first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age staff will review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families: www.zerotothree.org/resources/156-brain-wonders-nurturing-health-brain-development-from-birth.
- The Science of Early Childhood Development, Center on the Developing Child: www.developingchild.harvard.edu/resources/inbrief-science-of-eed/

Resources

Parent's web resources:

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

Facility web resources:

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma: <http://cfoc.nrckids.org>
- Preventing Shaken Baby Syndrome, the Center for Child Welfare, <http://centerforchildwelfare.gov>
- Early Development & Well-Being, Zero to Three: www.zerotothree.org/early-development

References

1. The National Center on Shaken Baby Syndrome: www.dontshake.org
2. NC DCDEE: https://ncchildcare.dhhs.state.nc.us/general/mp_ccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic: www.mayoclinic.org/diseases-conditions then search for Shaken Baby Syndrome
4. Pediatric First Aid/CPR/AED, American Red Cross: www.redcross.org. Choose from the list of classes.
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado: [Calm a Crying Baby Techniques | Children's Hospital Colorado \(childrenscolorado.org\)](http://www.childrenscolorado.org/child-development/child-development-articles/calming-techniques-for-a-crying-baby)
6. Caring for Our Children, Standard 1.7.0.5: Stress: <http://cfoc.nrckids.org>

Parent Handbook

Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff*

- Within 30 days of adopting this policy, the childcare facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date LCDCs policy was given and explained to the individual, the individual signature, and the date the individual signed the acknowledgement.
- The childcare facility shall keep the SBS/AHT staff acknowledgement form in the staff member's file.

Parents/Guardians

- Within 30 days of adopting this policy, the childcare facility shall view the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at LCDC.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended LCDC, date the operator policy was given and explained to the parent, parents name, parent signature, and the date the parent signed the acknowledgement.
- The childcare facility shall keep the SBS/AHT parent acknowledgement form in the child's file.

* For purposes of this policy "staff" includes the operator, other administrative staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

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