

The Early Schools

PARENT HANDBOOK

Carrboro Early School
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Orange-Chatham Early School
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WELCOME

Welcome to the Early Schools. We are a licensed program that offers care for children 6 weeks to 12 years of age. We are pleased to be a part of your children's lives and beginning education. We pledge to do all we can to make you comfortable in our school and invite your participation in all activities.

PHILOSOPHY

At the Early Schools we believe each child holds in himself unlimited potential to learn, to grow and to thrive. Our goal is to give each child the love, care and support they need to reach their potential. We realize that although we spend an invaluable amount of time with children, it is the family that exerts the most influence in a child's life. In order to make a difference in a child's life outcome, we know we must provide support to the family. Our primary responsibility to the family is providing the best possible childcare. Secondly, we must be a resource and referral when a family has a need, and when necessary we must become personally involved to help bring about successful resolutions to problems. Our desire is to build a relationship with families that will allow us to work together to create the best possible start in life for the children.

DAY CARE HOURS

Carrboro Early School and Orange/Chatham Early School are open from 7:30 am to 5:30 pm, Monday through Friday. Children should arrive no later than 9:00 am, unless there is a scheduled Doctor appointment. Let us know ahead of time when a child will be arriving late. Parents are also required to call if a child will not be attending for the day.

LATE PICK-UP

Anyone that arrives late for pick-up will be charged \$5 for the first five minutes and \$3 for each additional 5 minutes following. Upon your third late pick-up your fees will be doubled. Late arrivals are a very big inconvenience. If you are consistently late for pick-up, your childcare slot will be terminated.

PARENTS ARRIVAL

Parents are required to arrive at the center properly dressed and presentable. We do understand that it is early in the morning, and you may not be ready to leave for work when you bring your children in. We do not expect parents to be dressed up, just respectful of our program. No sleep attire. When arriving at the center all cars must park in the parking spaces. Alternate drivers must also pull into the parking space and wait for the drop off parent to return. Under no circumstances are drivers to drop off and pick up in the driveway. It is very important that all families follow these guidelines. Parking lots are dangerous places for young children as we have families coming and going. The drive must stay clear so all families will be able to safely enter and exit. Even if there are no other cars in the drive you must park. Also, do not leave cars running while you come into the building or leave children unattended in cars. These are violations that could be considered neglect.

SAFE ARRIVAL AND DEPARTURE OF CHILDREN

Upon arrival, parents must accompany their children inside, help each child hang up bags and coats, help child wash hands, and sign child in. When signing your child in please remember to note the time of arrival and today's phone number where you can be reached. Make sure to verbally let the teacher know you have arrived.

For departure, please remember to always sign your child out and also note the time at the end of the day. Anyone other than parents or guardians picking up the child must be designated on the 'Child's Application for Child Care' Form. Children will not be released to individuals not listed on the Application Form without prior written consent from the parents on this form. Anyone picking up the child other than the regular person for pickup will be required to show ID. Children will also not be released to anyone less than 16 years of age. We reserve the right to make changes as needed. This is done for the protection of the children and childcare mandated state law.

WHAT TO BRING TO SCHOOL

Each child should arrive daily prepared to participate in all activities for the day. Please remember our activities may be relatively clean but we can also get very messy. Please dress children in clothing that can be easily washed or something that if all stains do not wash out, it will not be a tragic loss. Each child is provided a bag at registration and should carry it daily. The bag should contain two complete changes of clothes. Even if your child is potty trained everyone has accidents from time to time, for this reason all children must keep the required change of clothes at school. Your child will need daily:

1. Diapers (if child uses diapers, provide ample supply of diapers for the day)
2. Wipes (one full pack of baby wipes on the first of each month if still in diapers)
3. Two changes of clothes appropriate for the season
4. Shoes (for outdoor play, no sandals or open toed shoes)
5. Underwear (Children potty training should have at least three changes of underwear)
6. Bag with other needed supplies (never leave medications, ointments, toys or any object that might be harmful to a child in your bag)

WHAT NOT TO BRING TO SCHOOL

While we want to respect each child's individuality, items brought from home cause unneeded conflict among children. If your child simply cannot part with an item from home, something such as a stuffed toy, we will allow them to enter with it, but the child will be asked to place the item in their cubby or bag once they have become settled. Please take the item home at the end of the day. Under no circumstances will items that pose harm to other children be allowed into school (i.e. -toy weapons, guns, knives, swords, etc.).

1. No toys, coloring books, crayons, jewelry.
2. No food, candy or gum.
3. No money in pockets or purses.

ADMISSION/ENROLLMENT PROCEDURES

Interested parents are asked to visit our school for an initial interview. The child should accompany the parent if possible. A childcare application will be provided at the interview. If the parent is interested in a space, then the application should be returned. After consideration, if a child is accepted, it will be for a trial period of two weeks. Parents must bring all enrollment forms provided at registration on the first day of attendance. Children will not be accepted until all required paperwork has been turned in.

Some children adjust to large group care easier than others. All children however need the time to get to know the new people they will be spending a large part of their days with. Some children take a little longer than others to go through this process. Because it is a get-to-know process for all of us, we require the parents only bring children for a few hours on the first three days. Depending on the child's adjustment, you will be allowed to leave your child for a full day after three days.

TERMINATION PROCEDURES

If a parent wishes to end enrollment, please submit in writing your intent with a final day of attendance. A two-week notice is required. Notices for termination will not be accepted until all outstanding fees are paid. The parent may end the child's attendance prior to the end of the two-week notice. However, the parent will still be responsible for all fees through the two-week period. Families receiving subsidized care will not be cleared from the center to start care at another facility until these fees are paid. In cases where the childcare arrangement is not working out, the Early Schools reserve the right to terminate services. In cases of non-payment no notice may be given. In all other instances a two-week notice will be given, in which time you may continue to attend. Please understand that it is not often that a family must be terminated and it is no reflection on the child.

TUITION AND FEES

Waiting List Fee - \$5

Enrollment Fee - \$45 per child

Monthly Tuition - \$1150 for Carrboro Early School and Orange/Chatham Early School

We also accept subsidy from the Department of Social Services and Smart Start (CCSA, CCN, etc.)

All fees are due and payable the first day of each month, this includes all Parent Fees. Parents may make payment by money order or cash (money order is preferable). As a courtesy to parents we will accept partial payments in the following way: One half of payment due by the first Friday of the month, and the second half of payment due by Friday of the week of the 15th.

LATE PAYMENTS

Late payments will be charged an additional \$10 late fee. After 5 days of non-payment of fees the child will not be allowed to return until payment is made. A termination notice will be sent after 10 days of non-payment of fees.

MEALS

Breakfast, lunch, and an evening snack are served daily. We strictly follow the guidelines set forth by the USDA Food Program and serve well-balanced, nutritious meals in accordance. We eat with the children so you can be assured we serve hot, delicious meals with many special treats. **Infants are fed according to parents' instructions.**

Please realize that the last large meal is around 12 noon. Children receive a snack between 3 pm and 4 pm.

SAMPLE MENU SERVED ACCORDING TO USDA FEDERAL FOOD PROGRAM

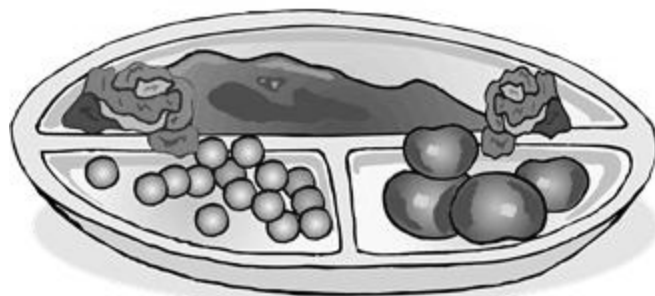
Monday - Friday

Breakfast

Grains/Breads, Grits, Pancakes, Oatmeal, Bagels,
Juice, Fruit and Vegetable, Orange Slices,
Bananas, Applesauce, Apples, Milk

Lunch

Meat or alternate, Stew, Turkey, Meatloaf, Catfish,
Homemade Chicken, Fruit or Vegetable, Green
Beans, Mash Pot., Carrots, Spaghetti, Finger
Fruits or Vegetables, Peaches, Pears, Green
Salad, Corn, Grains/Breads, Biscuits, Bread,
Cornbread, Pineapple, Pears, Milk, Rolls, Biscuits.



PM Snack

Any two of these:

Milk, Apple Juice, Orange Juice, Grape Juice,
Grains/Breads, Peanut Butter, Juice, Banana Nut, Blueberry, Fruit, Vegetable, Sandwich Cheese, Bread,
Bologna, Muffin, Meat or Alternate, Nachos, Sandwich.

HEALTH AND SAFETY PRACTICES

Establishing a safe, healthy environment provides the basis for which all childcare situations should meet prior to children introduced to the environment. Some of the precautions we take are:

- Using sanitary practices in diapering and bathroom visits.
- Hand washing.
- Toy sanitation.
- Daily cleaning of floor and mopping with disinfectant.
- Locks on medicines and hazardous materials.
- Doors and locks to close off dangerous areas.
- Separation of individual bedding and linens.
- Washing of linens weekly, baby items daily.
- Items not intended for children's play kept up.
- Fenced outside play area.

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 child care center, in vehicles used to transport children, or during any off premise activities. All smoking materials shall be kept in locked storage.

We have a few special practices that we follow daily to teach children the importance of health and safety. These are practices that we encourage you to also teach at home so that it will reinforce what we are teaching. Hand washing is top on the list. Hand washing is the best method of avoiding the spread of germs. The children are taught to wash hands using running warm water, soap and vigorous scrubbing. A hand washing schedule is posted at every sink. Children must wash their hands as soon as they arrive daily. Parents should help their child accomplish this task. This is one of the ways parents will participate in our daily routines. Even the youngest children must have their hands washed as soon as they enter.

Dirty hands and runny noses are also a major source of germ spread. Children rub the back of their hands across their noses spreading the germs to their hands. Health education for the children includes teaching the children to ask for a tissue when needed, how to use it, where to discard it, and to finish the process by washing their hands.

Finally, please refrain from walking on carpet with shoes in the infant room.

2021 SCHOOL CALENDAR



New Year's Day	January 1 ST
Martin Luther King, Jr. Day	January 18 TH
Easter - Good Friday	April 2 ND
Memorial Day	May 31 ST
Independence Day	July 2 ND
Labor Day	September 6 TH
Teacher Workday	September 7 TH
Thanksgiving - Thursday & Friday	November 25 TH & 26 TH
Christmas Break	December 24 TH - December 31 ST

DAILY SCHEDULE – INFANTS

Please note that our Infant room schedule is variable due to the needs of individual children.

7:30 – 10:30	Welcome, Breakfast according to own schedule
9:30 – 10:30	Read to each child, music activities, art activities Free choice in activity areas
10:30 – 11:00	Outdoor play or vigorous indoor play
11:00 -- 11:30	Sensory materials blocks Free choice in activity areas
11:30 – 1:30	Lunch on own schedule
1:30 – 3:30	Encourage nap or according to own schedule Free choice in activity areas
3:30 – 4:00	Outdoor play
4:00 – 5:30	Music, Free choice in activity area and prepare to go home



DAILY SCHEDULE – ONE YEAR OLD CLASSROOM

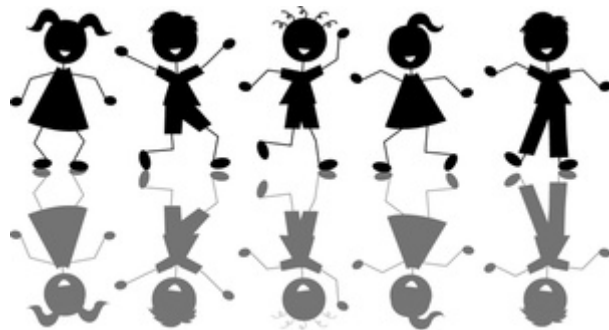
7:30 – 8:50	Welcome, Free choice in activity centers
8:50 – 9:00	Prepare breakfast
9:00 – 10:00	Breakfast and cleanup
10:00 – 10:10	Circle time – Only done with those that participate
10:10 – 10:30	Free choice of activity centers
10:30 – 11:00	Outdoor play
11:00 – 11:20	Free choice of activity centers
11:20 – 11:30	Prepare for lunch
12:30 – 3:00	Nap
3:00 – 3:30	Free choice of activity centers
3:30 – 4:00	Snack
4:00 – 4:30	Outdoor play
4:30 – 5:30	Free choice of activity centers & prepare to go home



DAILY SCHEDULE -- 2-YEAR OLD CLASSROOM

All children in the 2-year-old room will participate in potty training activities. The process will be carried out individually and at the child's own level of comfort and readiness. Parents are expected to participate and communicate with the teacher about progress and concerns.

7:30 – 8:50	Welcome and greet parents and children Free choice of activity centers
9:00 – 9:30	Breakfast
9:30 – 9:45	Circle time (Reading, Weather, Science, Math, Music)
9:45 – 10:30	Free choice of activity centers
10:30 – 11:15	Outdoor play
11:15 – 12:00	Free choice of activity centers
12:00 – 1:00	Lunch
1:00 – 3:00	Nap
3:00 – 3:30	Free choice of activity centers
3:30 – 4:00	Snack and clean up
4:00 – 4:30	Outdoor Play
4:30 – 5:30	Free choice of activity centers, and prepare to go home



DAILY SCHEDULE -- 3, 4, 5-YEAR OLD CLASSROOM

7:30 – 8:50	Welcome and greet parents and children Free choice of activity centers
9:00 -- 9:30	Breakfast and cleanup
9:30 – 9:50	Circle Time (Reading, Weather, Science, Math)
9:50 -- 11:00	Free choice of activity centers
11:00 – 12:00	Outdoor play
12:00 – 1:00	Lunch and clean-up, ready for nap
1:00 – 3:00	Nap
3:00 – 3:30	Free choice of activity centers
3:30 – 4:00	Snack and clean-up
4:00 -- 4:30	Outdoor play
4:30 – 5:30	Free choice of activity centers, and prepare to go home

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will also practice the following discipline and behavior management policy:

We:

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

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

"TIME OUT"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other behavior management techniques. The "timeout" space, usually a chair, is located away from classroom activity but within the teacher's sight or in the administrative office. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

(Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College)

PARENT INVOLVEMENT

We welcome and encourage parent involvement in daily activities. If you have a skill or activity you would like to share with the children, we would love you to share it with us. It may be something as simple as sharing a good book or song, or a larger activity like a field trip. If you would like to plan something, please let us know in advance so that we may schedule it.

We will, on special occasions, have school activities when all family members will be invited. This is an opportunity for us all to get to know each other better. When we do have a family activity, we ask that everyone make his or her best effort to attend.

ABUSE/NEGLECT POLICY

We are required by law to report suspected cases of abuse and neglect to the county office of Social Services. The center will cooperate with agencies with regard to any investigation into allegations. It is also customary for social workers looking into reports made from other sources to visit or contact the center as part of an investigation. We do our very best to provide information that is relevant to the situation at hand. And it is always our policy to maintain the confidentiality of our children and their families.



INCLEMENT WEATHER POLICY

During hazardous weather the daycare will follow the schedule for the Chapel Hill-Carrboro and Chatham Co. school system. If schools are in session and let out early you will need to pick up your children right away. If our schedule will need to be altered from the schedule of the school system, we will contact families directly. If you are questioning the weather conditions and have not received any information, call us directly at the school (919)929-9998. **Inclement weather is anything that makes travel hazardous. Please also understand it is not only you that must be able to make it here and home safely, but teachers as well.**

INFECTION CONTROL (Ill child exclusion and inclusion)

For the protection of all children in our care and their families we have adopted strict guidelines for the prevention and the spread of illnesses or contagious disease. If a child is sick he or she will be sent home. We will also not accept an ill child into care. **If you find you are questioning whether we will accept a child it is probably better he/she stay home.** Parents should plan for alternate care for when their child may be ill.

When a child becomes ill we will contact the parent or emergency caregiver to come pick up the child. In some cases, we may require the child remain out for a certain length of time especially in the case of a fresh cold, flu or fever situations. In other cases, we may require a doctor's note for a child to be readmitted. **When contacted parents or emergency caregivers should come immediately, no more than 30 minutes delay to pick up the child.** Parents that disregard the ill child exclusion policy will be terminated.

Parents will be notified and required to remove a child immediately if a child exhibits any of the following symptoms:

- Fever 101°F (38.5C)
- Two or more diarrheas in a day
- Severe coughing
- Difficult or rapid breathing
- Conjunctivitis (pink eye)
- Unusual spot or rashes
- Vomiting
- Yellow color or tint to the eyes or skin (jaundice)
- Difficulty in swallowing
- Heavy discharge from the nose or discharge that is greenish or yellowish in color
- Fresh cold in which child is sneezing, coughing and has a runny nose
- Any other symptoms that indicate the presence of a contagious disease such as chicken pox, measles, impetigo, ringworm, etc.



MEDICINES

It is the policy of The Early Schools not to dispense medications given on a temporary basis. This includes antibiotics and over the counter medications. **We will however, administer medications that must be taken for acute or chronic conditions (i.e. -allergic reaction or asthma).** Parents should **never leave medications** including diaper creams or ointments **in a child's diaper bag.** It is a very serious state violation.

IMMUNIZATIONS

North Carolina law requires children to maintain current immunization unless there is an approved exception. We are required to maintain current immunization records on all children. Children may not return to school on the day of their immunizations. The child may return on the following day.

TRAVEL TO AND FROM SCHOOL ON A DAILY BASIS

Our school is located in a residential area. We have worked very hard to make ourselves good neighbors. We ask that families of the school realize that by being a part of the school, it also makes you a part of the neighborhood as well. Please respect others by:

- Observing the speed limit
- Parking only in legally designated areas
- No loud or obtrusive noises

Please be considerate of others and park in designated spots in our parking lot. No parking in the lane. Do not leave cars running.

RELIGIOUS OBSERVANCE

The Early Schools are not affiliated with any religious group or philosophy. We do at meals say a simple grace, "Thank you for the world so sweet. Thank you for the food we eat. Thank you for the birds that sing. Thank you, thank you for everything." Our grace serves to build routine into our meals, which creates a smooth transition from getting our plates ready to eat, to formally as a group beginning our meals.

BUILDING MAINTENANCE

Day to day building maintenance and cleaning is the responsibility of the teachers and staff. The staff will maintain a daily, weekly and monthly cleaning schedule. The director will be responsible for making arrangements for equipment and facility repairs. While parents have no direct responsibilities for cleaning, we ask that you be aware that this is part of our everyday routine to ensure the health of the children. Please feel free to pitch in whenever you can. Check with the staff in charge for any instructions.

DAILY CLEANING DUTIES

Teachers

- Clean tables before and after activities.
- Clean tables before and after each mealtime and snack time.
- Clean up spills and accidents with the assistance of the children.
- Empty all cleaning buckets at the end of the day.
- Keep all walkways clean and clear.
- Sweep or vacuum all floors when dirty and at the end of the day.
- Clean and sanitize toys in the classroom.
- Clean and sanitize all working surfaces in the classroom at the end of the day.
- Remove all trash from cans and dispose in roll-out cans at the end of the day.

Kitchen Staff

- Put away all food in approved, labeled storage containers/cabinets.
- Put away all food supplies in proper storage places.
- Clean counters and sinks with cleanser and disinfectant.
- Disinfect surfaces with bleach solution.
- Make bleach solution daily for use in the center.
- Clean refrigerator once per week.
- Wash all dirty dishcloths and towels.
- Remove all trash from cans and dispose in roll-out cans at the end of the day.
- Clean refrigerator and wipe stove top and oven.
- Clean shelves and organize cabinets.
- Clean storage areas.

Support Staff or Teachers

- Clean all toilets with disinfectant.
- Clean all sinks with disinfectant.
- Scrub all floors with hot water and disinfectant.

Teachers

- Dust all classroom shelves.
- Keep tidy and clean all interest centers and equipment.

MONTHLY

Exterminating Service

- Once per month, after hours, an exterminator will spray inside and outside of building for pests.

SUMMARY OF THE NORTH CAROLINA CHILD CARE LAW FOR CHILD CARE CENTERS

See website for revised version

STANDARD PHOTOGRAPHIC RELEASE

I do hereby grant to the Early School the unlimited right to use and/or reproduce photographs, in any legal manner for the internal activities of the Early School. No photographs, audio or video will be shared on any social media platform without the written consent of the parent or guardian.

I further understand that by signing the release, I waive any and all present or future compensation rights to the use of the above stated material(s).

Sign and date on the "Parent/Guardian Acknowledgement Form"

THE EARLY SCHOOL CONTRACT

I, have reviewed a copy of the Parent Handbook and I understand the Parent Handbook of the Early Schools. I have also received a digital copy to my email address (if provided below) of the Parent Handbook.

- I agree to keep all parent fees up to date.
- I will insure that all deadlines for updating subsidy agreements are met at least two weeks prior to termination date.
- I understand that although a late fee is in place, it does not provide me the option of picking up my child later than the 5:30 p.m. closing time.

Sign and date on the "Parent/Guardian Acknowledgement Form"