



Parent Handbook 2011-2012

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Introduction

Dear Parents,

On behalf of the Snyder Memorial Childcare Staff, we want to welcome you to our Center. We know that you, as parents of preschoolers, are concerned that your child receives a firm educational foundation on which to build his formal school years. We know, too, that you want your child to be taught values that are important to your values such as honesty, fair play, sharing, love for himself, as well as others.

Our staff is committed to guiding your child's preschool learning experience with love and understanding, and with the knowledge that can be a positive influence in his future. We are committed to provide your child with a fun, safe environment in which they can make new friends, learn their ABC's and learn about God's love for them.

****Glynnis Newkirk, MBA (glynnisn@snydermbc.com)** Director of Snyder Child Care Center. Glynnis is responsible for overseeing the staff and the day to day operations of the childcare facility. She handles the centers administrative duties, instructional duties, managing staff, communication with parents, and compliance duties.

Please know that our office door is always open to you.

"Hold childhood in reverence and do not be in a hurry to judge it for good or ill..."

Give nature time to work before you take over her task, lest you interfere with her method.

-Rousseau

PHILOSOPHY OF EARLY CHILDHOOD EDUCATION

Snyder Child Care Center is an extension of the Christian Ministry of Snyder Memorial Baptist Church. As such, the church, as well as the Child Care Center staff and faculty, will endeavor to build a program that will encourage the development of Christian principles in the lives of children placed in our care. We will accomplish this with a sound curriculum taught through developmentally appropriate and Christian practices that will make each child feel loved, wanted, cared for, and secure. We recognize that each child learns differently and will provide avenues for different learning styles.

Children learn as naturally as they grow; Snyder Child Care Center philosophy includes the art of learning through play and discovery. Through a balance of self-directed and teacher-directed activities, we strive to enrich a child's social, emotional, intellectual and physical development.

We believe that in order for children to successfully handle the trials of life, they must develop a relationship with both Christ and His teachings. We want children to leave Snyder Child Care Center ready to move into society as a positive, productive person with Christian values.

WEE LEARN CURRICULUM AND CREATIVE CURRICULUM

Curriculums used for the 2011-2012 school year are called the WEE Learn Curriculum and the Creative Curriculum.

The WEE Learn Curriculum is a Bible-based curriculum that will help preschoolers grow and develop just as Jesus did – “in wisdom and stature, and in favor with God and man” (Luke 2:52). This curriculum focuses on helping preschoolers develop spiritually, physically, mentally, emotionally, and socially through planned learning center activities. Furthermore, it will help each child develop language, reading, writing, and math skills appropriate to his or her stage of development.

The Creative Curriculum is a comprehensive and developmentally appropriate curriculum that includes goals and objectives for children's learning in all areas of development: social/emotional, physical, cognitive, and language.

GENERAL PROGRAM OBJECTIVES

The academic staff of Snyder Child Care Center developed strategies to implement the following objectives:

- To provide a Christian faith foundation
- To promote developmental independence and good work habits
- To promote good standards of conduct
- To provide developmental and age appropriate opportunities
- To provide opportunities for self-expression and creativity
- To promote good health habits
- To lay groundwork, through readiness, for entrance into public school

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

At Snyder Child Care Center, we feel that discipline is one of the most important techniques the teachers and parents can use to enhance their child's behavior. Good discipline techniques give children the opportunity to gain self-control, which is the ultimate goal of discipline. Discipline is a long-term approach that our teachers will use to teach children self-help skills, responsibility, and suitable alternatives to any poor behavior. Snyder Child Care Center takes a positive approach to discipline based on the Christian principle, "in everything, do unto others as you will have them do unto you." (Matthew 7:12)

This policy will serve as our first step in communicating with you about discipline and punishment. Secondly, our teachers will let you know about your child's behavior through daily reports or weekly reports. These reports will be placed in your child's cubby for you to take home and read. Thirdly, our teachers will also talk to you when you drop off or pick up your child to let you know about any behavior issues. Teachers try to intervene before frustration becomes a trigger for inappropriate behavior in the classroom. They use many different strategies to guide a child through the frustration and to learn self-control. If a child develops a pattern of resisting most rules or demands and does so with great intensity, a problem exists. Continued outburst that harm other children, staff or destroy school property cannot be tolerated.

Parents will be called to come and take the child home if any of the following occurs:

- If tantrum or defiant behavior lasts longer than a half an hour
- If the behavior results in bodily harm to another child or adult
- If the behavior results in willful destruction of property
- If the behavior results in the need for one to one supervision to the detriment of the other children
- If the behavior results in unacceptable language

If parents cannot be reached, another authorized person will be called to pick up the child.

When a child has been sent home for noncompliant or defiant behavior, the parents must schedule a meeting with the teacher and Director within a week to discuss and develop a behavior modification plan. If a parent does not show for the appointment the child will not be allowed to return to the Center. At this time the possibility of referral to a behavior specials may be discussed. Each infraction will be documented. **When a child has been sent home for the third time for noncompliant or defiant behavior, he or she will not be allowed to return to the Center. Classroom/Center Behavior Policy Guidelines incidents are cumulative and are not affected by class transitions or start of a new academic year.**

It is the purpose of this Center to protect all children and staff. According to experts, children misbehave to accomplish certain goals. They might want attention, a feeling of power or revenge. Sometimes they act helpless and inadequate when they are feeling discouragement. When frustrated, angry, or upset the child reacts with a variety of behaviors, including throwing himself or herself on the floor, crying, screaming, kicking, head banging or pounding fist.

Differences between Discipline and Punishment

Praise and positive reinforcement are effective methods of managing childhood behavior. 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, Snyder Child Care Center will practice the following discipline and behavior management policy:

We:

- ◆ DO praise, reward, and encourage the children.
- ◆ DO reason with and set limits for the children.
- ◆ DO model appropriate behavior for the children.

- ◆ DO provide alternatives for inappropriate behavior to the children.
- ◆ DO reason with and set limits for the children.
- ◆ DO modify the classroom environment to attempt to prevent problems before they occur.
- ◆ DO listen the children.
- ◆ DO provide alternatives for inappropriate behavior to the children.
- ◆ DO treat children as people and respect their needs, desires, and feelings.
- ◆ DO explain things to children on their levels.
- ◆ DO use short supervised periods of “time-out:” (“Time-Out”) is described on the bottom of this page).
- ◆ DO stay consistent in our behavior management program.

We:

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

“TIME-OUT”

For clarification purposes, Snyder Child Care Center uses the following definition for “Time Out”. “Time-Out” is the removal of a child for a short period of time (1 minute per age) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, usually a chair, is located away from the classroom activity but within the teacher’s sight. When removed from the situation the teacher discusses the incident and appropriate behavior with the child. During “time-out”, the child has a chance to think about the misbehavior that lead to his removal from the group. When the child returns to the group, the incident is over and the children continue with the scheduled activity.

HOURS AND FEES

Monthly tuition is as follows:

Morning Only Care

Two Year Old	Tues & Thurs	9:00 am-12:00 Noon	\$150.00
Two Year Olds	Mon, Wed, Fri	9:00 am-12:00 Noon	\$191.00
Three Year Olds	Tues & Thurs	9:00 am-12:00 Noon	\$128.00
Three Year Olds	Mon, Wed, Fri	9:00 am-12:00 Noon	\$179.00
Four Year Olds	Mon - Fri	9:00 am-12:00 Noon	\$261.00
Kindergarten Academy	Mon - Fri	9:00 am-12:00 Noon	\$277.00

Full Day Care

One Year Olds	Mon - Fri	7:00 am-6:00 pm	\$633.00
Two Year Olds	Mon- Fri	7:00 am-6:00 pm	\$588.00
Three Year Olds	Mon- Fri	7:00 am-6:00 pm	\$582.00
Four Year Olds	Mon- Fri	7:00 am-6:00 pm	\$582.00
Five Year Olds	Mon- Fri	7:00 am-6:00 pm	\$582.00
After School	Mon-Fri	7:00 am-6:00 pm	\$582.00
After School	Mon-Fri	2:00 pm-6:00 pm	\$245.00
Kindergarten Academy	Mon-Fri	7:00 am- 6:00pm	\$582.00

Summer Activity Fee	\$55.00
Summer Session Registration Fee	\$55.00
Registration Fee	\$95.00

- **Tuition at Snyder Child Care Center is due on the first day of each month and becomes past due after the tenth. A fifteen-dollar late fee accrues to each account paid after the tenth which will be due at the time of payment. CHILD CARE SERVICES WILL CEASE ONCE THE ACCOUNT BECOMES THIRTY DAYS DILINQUENT.**
- **Full Day services are available when children are enrolled in the After School program and do not attend their primary school. There is an additional charge of \$16.00 per day for this service in addition to the regular monthly charge.**
- **A Non-Refundable registration fee of \$95.00 is required for the application process to begin.**
- **Full Day Care Services are charged at an average rate of \$29.00 per day.**
- **A charge of \$15.00 will accrue every 30 minutes or any portion of the 30 minutes that a child is left past the closing time of 6:00 pm if the child is enrolled in the Full Care program, past noon if in the Morning Only program, and past 2:00 pm if signed up for Lunch Bunch. A "FEES DUE" note will be placed in the child's cubby the day following the late pick-up to remind you to pay the \$15.00 charge. The clock in the Snyder Child Care front office will be used as the "official" clock.**
- **Payments for tuition may be made by check, cash and/or money order. Correct change is needed when paying in cash. All parents will receive a yearly statement by January 31st of each year for tax purposes.**
- **A \$35.00 service charge will be charged on returned checks. If checks are returned more than twice, checks will not longer be received. Payments may then be made in cash or money order.**
- **Full tuition is charged each week regardless of whether or not a child attends.**

GENERAL POLICIES

- **ENROLLMENT PROCEDURES:** Registration application forms, medical forms, copy of current shot record, and the registration fee must be in the office before the registration is complete. We enroll children year round as space becomes available. The Director will be glad to have a conference with parents prior to the child's enrollment to answer questions. Children may visit the Center with their parents before they are enrolled. Children must have their immunizations and physical before enrollment. **CHILDREN WITH AN INCOMPLETE MEDICAL FORM WILL NOT BE ABLE TO ATTEND SCHOOL.**
- **INFORMATION UPDATE:** It is the responsibility of the parent to notify the Director of any changes of employment, addresses, telephone numbers, hours of work, or any other pertinent information regarding the family.
- **ATTENDANCE:** The Center asks to be notified when a child will not be attending. When possible, parents should give advance written notification of expected absences to the Center Director. In case of absence due to unexpected illness, we realize this advance notice is not always possible. In these cases, parents should call the center the morning of the absence.
- **CENTER CUTOFF:** The Center cutoff time is 10:00 am. Children who arrive late in the morning usually will not take a nap, and it is unfair to expect them to lie quietly for 2 hours. The late arrivals usually wake up other children who require a nap to be successful in our afternoon program. **The exceptions to this policy are documented medical appointments. However, please call the center and notify the staff if you are going to be late so that we have adequate staffing and a correct count for meals served.**
- **TOILET TRAINING:** Snyder Child Care does not accept three year olds and older children who are not toilet trained. **TOILET TRAINED MEANS BEING ABLE TO GO TO THE BATHROOM WITHOUT OR WITH MINIMAL ASSISTANCE.** Children must be able to clean themselves after bathroom use. **Please do not put body suits or onesies on your children.** The crotch-snaps are too hard for them to handle and we are not allowed to snap them. **CHILDREN ENROLLED IN THREE, FOUR, AND FIVE YEAR OLD PROGRAMS MAY NOT COME TO SCHOOL IN PULL-UPS OR DIAPERS. The only exception to this rule is children enrolled in our Two-Year old Morning Only and Full Care Class.**
- **WITHDRAWAL PROCEDURES:** Parents are required to give a written notice to the Director at least 2 weeks prior to withdrawal. If your child is withdrawn without the proper notice, you will still be responsible for the 2 week fee. Snyder Child Care

Center has the right to terminate enrollment of a child for non-payment for services, not showing up for several days without calling, disregard to the Center's policies, verbal/physical abuse by parents/children to teachers, other students, or other parents and/or any other behavior that is not conducive with Snyder Child Care Center's best practices and policies. If we are unable to meet your needs or your child's needs, we will also terminate enrollment. We may also suspend a child for continual misbehavior. Payment will still be due. If the suspension does not solve the problem, then the child may be withdrawn from the Center at the Director's discretion.

- **SICK CHILD POLICY: We are not equipped to care for sick children. Do not bring your child if he/she is sick.** Any child who shows signs of illness should not be brought to the center. If a child becomes ill during the day, he will be isolated from the other children and his parent will be contacted and asked to pick the child up as soon as possible. If neither parent can be contacted, we will call the emergency contact person listed on your child's application.

It is important for all parents to plan in advance what they will do if called to pick up a sick child. All parents need to have arrangements made as to the care of their child in the event the child is sick and the parent is unable to pick up the child.

Below is a list of symptoms requiring the removal of the child from the child care setting. If you are called to pick up your child for any of the following symptoms, your child may not return to the school the next day.

- **FEVER**
- **DIARRHEA**
- **VOMITING**
- **BODY RASH**
- **SEVERE COUGHING**
- **EYE DISCHARGE**
- **CONTAGIOUS DISEASES**
- **NASAL DISCHARGE**

- **MEDICINE POLICY:** Medicine will be administered by a member of the Child Center Staff upon receipt of written permission from the parent. A form is provided in the Child Care Center office for this purpose. All medication needs to be left in the front office. **We will only administer medication prescribed by a physician, including over the counter medications. All medicine should be clearly labeled with a pharmacist's label with clear instructions on how to administer the medication.** A medicine cabinet is provided and refrigeration facilities are available. All medicines need to be picked up on Fridays. Any medicine left at school over the weekend will be discarded. **Do not put medicine in your child's bag.** ALL medicine must be turned into the office with a medication form and then locked away. Prescription medicine must be labeled with the child's name that it is intended to be given.

- **EMERGENCIES** - Each child must have on file emergency information giving the names and telephone numbers of the child's parents and persons to call when the parents can't be located, should an emergency arise.
- Authorizations of persons who pick up a child must be recorded on your child's application. A child will not be permitted to leave with persons not listed on the application unless notification has been given to the center staff. **Our staff has been instructed to check the I.D. of anyone who picks up a child that they don't recognize. Persons who are authorized to pick up your child need to be told that this is our procedure so they have their I.D. available.**
- **INCLEMENT WEATHER POLICY**
 - ◆ (Full Care and After School) If the Cumberland County Schools are close because of the inclement weather, the Directors will assess conditions and determine if the Center will open. If the Center is closed, the information will be communicated via WRAL-TV5, WTVD-11 and Snyder website.
 - ◆ (Morning Only Program) When the Cumberland County Schools close because of inclement weather, the Morning Only Program will close, also. If the Cumberland County Schools make up the missed day(s) during spring break or on the teacher work days, the Morning Only Program will be open for the make up as well. The Morning Only Program will not make up days held on Saturday or after June 1st.
 - ◆ When Cumberland County Schools are dismissed early because of weather and/or other conditions, the Snyder Child Care Center – including the Morning Only, Full Care and After School programs will close **TWO HOURS AFTER THE LAST SCHOOL CLOSSES** (*e.g. if Middle School closes at 1:30pm, then Snyder Child Care closes at 3:30pm*).
 - ◆ When Cumberland County Schools are on a two hour delay, the Child Care Center will open at the regular time.

Media sources used by Snyder Child Care Center are **WKML, WFLB, WAZZ, WFNC 640am, News 14 Carolina (Cable Channel 14), WTVD TV-11 and WRAL TV-5**. They will not announce if we are open — only if we are closed — so please pay close attention.

- **MEALS AND SNACKS:** Each day we provide your child with two snacks and a hot lunch. Menus are available so that you will know what is being served each week. All children will receive a mid-morning snack and children in the full care program receive a hot lunch and mid-afternoon snack. Children should not bring candy, gum, lunch boxes or snacks to the Child Care Center. Please make sure both your child's teacher and administration are made aware of the food allergy. **FOOD BROUGHT TO THE CHILD CARE CENTER FOR PARTIES AND FESTIVITIES MUST BE PREPARED IN A REGULARLY INSPECTED COMMERCIAL FACILITY. FOOD ITEMS MADE AT HOME CANNOT BE SERVED AT THE CHILD CARE CENTER.**

Because we recognize the dangers children with peanut allergies face, we do not serve peanut butter in any form. We ask that when you pack your child's lunch for Lunch Bunch, that you avoid using peanut butter. Snyder Child Care Center participates in the Child and Adult Care Food Program administered by the State of North Carolina. We are required to maintain certain records for this program. Those documents will be distributed to you periodically and we appreciate your prompt return.

- **LUNCH BUNCH:** services are available for a limited number of children in the Three, Four and Kindergarten Academy classes. Parents provide their child with a packed lunch (see above) and must sign up each time the service is used. The sign-up is located in the office. Parents should sign up each Monday for the number of days you will need that particular week. Exact amount of payment will need to be made to the office at the time of sign up.
- **PERSONAL BELONGINGS:** Because on occasion a child needs to bring with him/her an item for security, he may do so but please discuss this with your child's teacher. **We do not allow children to bring and use pacifiers at school.** Toys and play items should not be brought except when teachers give children permission to bring them for "Show & Tell" time. Power Ranger, Army Men, etc... type action figures may not be brought at any time. **Movies may be brought for show & tell but they must be G-rated movies.** (Also, we do not allow Power Ranger cartoons or movies). All movies must be approved by the office before watching in the classroom. All possessions should be marked with the child's name. All wearing apparel that your child takes off and puts on (coats, sweaters, hats, etc.) should also be labeled with your child's name. Try to have your child take all personal belongings home each night. Lost and found items may be located in the Child Care office. An extra set of clothing (this includes skirt, pants, underwear, and socks) should be brought when the child enrolls and maintain depending on the type of weather for the season. Children should not bring money. If for any reason the center needs money, field trip or parties, please make sure all money is given to the lead teacher in your child's classroom.
- **TRANSPORTATION:** Permission for field trip transportation arranged by the Child Care Center is granted when you sign the **One Time Travel and Transportation Authorization** form at registration. Off-campus activities will be scheduled regularly. These activities may include trips to local recreational or educational facilities, as well as facilities located outside Cumberland County. The children will be transported in church owned, state/federal regulated buses.
- **PARENTAL VISITS:** Parents are invited and encouraged to visit the Center. However, use discretion and check with the teacher concerning the best times to visit since the teacher will not be able to devote full attention to the children when talking with parents. We do encourage parents to set up appointments with the teachers. This helps us know the child better. By making an appointment with your child's teacher, we can prevent loss of valuable instruction time. Conferences can

be scheduled at the request of parents or teachers at a convenient time for both parties. We appreciate your willingness to volunteer in your child's classroom, but we ask that you do so at a convenient time for the classroom and please inform the teacher before volunteering.

- **PARENT INVOLVEMENT:** We welcome parents to have lunch with their child, join the class for circle time, or volunteer to help out in the child's classroom. Throughout the year parents will be invited to attend meetings with other parents and offered the opportunity to participate in special programs in their child's classroom such as but not limited to **Thanksgiving Day Feast, Community Helper Day, Book Fair, Teacher Appreciation Week, Week of the Young Child, and Field Day**. Parents are also encouraged to work in the classroom as needed by the teacher. You will be notified of specific volunteer opportunities in the classroom. Chaperones for Field Trips will be enlisted by the teachers at the appropriate times. We do ask that care be arranged for siblings if you are asked to chaperone. **Snyder Child Care Center presents an annual Christmas program by the children for their families and we encourage all to attend.**
- **RELEASE FORMS:** We cannot release your child to anyone other than the persons designated in writing on your application form. Any arrangements you make for the release of your child must be made in writing and given to the Director. You may fax your written permission to 910-221-9111. Picture identification must be shown when someone other than parents pick up a child.
- **PROGRESS REPORTS - REPORT CARDS:** Each child's progress will be carefully monitored to assist both teacher and parent to help each child progress as he/she is able. Monitoring will also help with preparations for placement in the school classroom. Kindergarten Academy children will receive report cards four (4) times during the school year. All other children will receive evaluations two (2) times per school year.
- **PARTIES:** Throughout the year there will be room parties on various occasions. These parties are planned by each classroom. The parties include but are not limited to Halloween, Christmas, Valentine's Day, Easter and End-of-School. We also have an annual Thanksgiving Feast for the children. If you would like to have your child's birthday party at school, arrangements should be made with the teacher in advance. State law prohibits Latex balloons at the Child Care Center. Mylar balloons are acceptable.
- **REST:** It is most important that a small child go to bed early. School is not fun for a child who is tired upon arrival - the day becomes a burden instead of a pleasure. After a good night's rest, a child should be awakened early enough in the morning to have time to dress, eat breakfast and to go to the bathroom without being unduly hurried. A regulation size mat, sheets and blankets will be provided by the Center and are the property of the Snyder Child Care Center.

- **PARKING LOT REGULATIONS: Parents must park in a regular parking space, turn off the car motor, and bring the child into the Center.** Sign into the building using a code to unlock the doors to the Center. You will have to do this when you are dropping off and picking up. In the classroom, please sign your child in and note the time. Only adults are to sign the clipboard. Sign out your child when you pick them up and following the same procedure for parking. This eliminates blocking the other cars, but most importantly, it protects the children. Remember to check in front and behind your car before you pull out. **Parking in the driveway (even if it does not state NO PARKING) is prohibited by law in order to maintain the fire lane.**
- **Disaster:** Children and staff rehearse fire and tornado drills monthly. In the event a disaster, parents should stay as calm as possible since phone lines may not be working and traffic may be heavy. Parents, or persons on contact list, will be notified immediately. We will evacuate, if necessary. Parents should make the proper arrangements to pick up children immediately if such an event should occur.
- **Lock-Down Policy:** In the event that there is a threat to the children in our Center, we may have a lock-down. This means we will lock all doors and place the children away from all windows. Examples of threats would be having an enraged parent or person who has threatened to come into the Center, having an unauthorized person trying to pick up a child, or being advised by the local authorities that there is just cause for us to lock all doors. People may not enter or leave the building until local authorities tell us the situation is over.

REPORTING SUSPECTED CHILD ABUSE

Child abuse is defined as violence in the form of physical maltreatment, abusive language, and sexual harassment or misuse of children. Child neglect is the act or situation of parents' /adults' inattention to a child's basic health needs of adequate food, clothing, shelter and health care; child neglect may also include not noticing a child or paying enough attention in general.

North Carolina State Law requires teachers and aides to report suspected child abuse and/or neglect. Teachers and aides are instructed to be on the lookout for signs of abuse. If an employee notices unusual and/or severe bruises, welts, or cuts on a child or if a child talks about his parents or someone else hitting or beating him or her, they are to discuss the matter with the Child Care Center Director. A determination will then be made about further action. Reports are legally required if there is reasonable cause to suspect a child has been mistreated.

How to Make a Report in North Carolina

You can make a report of child abuse by calling, writing, or visiting the Cumberland County Department of Social Services, Child Protective Services Division (677-2450) or by calling 1.800.CHILDREN or 1.919.733.2580. A social worker will listen to you and take down all the information you provide.

It is helpful if you can share the following information:

- the name, address, and age of the child
- the name and address of the child's parent, guardian, or caretaker
- the child's condition, including the nature and extent of the injury
- any information regarding the presence of weapons, alcohol/drug abuse, or other factors affecting the social worker's safety are important.

Please note!

- You do not need to prove that abuse has taken place; you only need reasonable grounds for suspicion.
- You do not have to give your name.
- You do not need permission from parents or caregivers to make a report and you do not need to tell them you are reporting.
- You do not need permission from your workplace to make a report, but there may be guidelines to help you.

If you suspect a child is being abused or neglected while in care at a child care center, you may report it to the Center Director. If you feel the information should be taken further, you may report your suspicions to the North Carolina Department of Health and Human Services - Division of Child Development Abuse & Neglect Department 1 -800-859-0829.

- **CLASSROOM ENVIRONMENT:** Our program is designed to promote the healthy growth and development of the whole child - social/emotional, physical, and cognitive development. We believe that children learn best by doing. Therefore, our classrooms are planned in a way that encourages each child to become actively involved in exploring this surroundings and interacting with others. The children ages two and older, classrooms are set up in clearly defined activity areas called centers. In the centers, children may work alone or in a group of two or more children. The centers may include dramatic play, block building, sand and water play, art, music, science, listening, reading, writing, and manipulative. Materials in the centers are changed or new centers are added periodically to reflect a particular theme or interest of the children.
- **ENRICHMENT ACTIVITIES:** Throughout the year a wide variety of enrichment activities will be offered at our school. Some of these activities will be offered as part of the regular program. Some may be offered for a fee. These activities include such things as gymnastics, dance classes, and foreign language instruction.

- **PARENT/STAFF COMMUNICATION:** Good communication between parents and staff helps assure the best possible care and education for each child. Our staff will routinely notify parents of observations and activities relating to their child. This information will be shared in a variety of ways - including conversations between staff and parents, printed handouts, posted notices, daily reports, etc. Parents are asked to share with staff any information about their child that would be helpful to staff in caring for their child. If a misunderstanding should ever occur, please talk to your child's teacher who will do her part to resolve any problems. If your concerns remains unresolved, please feel free to discuss it with the Director since this is the person who is responsible for the oversight and all program planning. Every effort will be made to resolve the situation.

**GRIEVANCE POLICY AND PROCEDURE:
Parent-Teacher Concerns:**

- Parents are encouraged to discuss specific concerns related to classroom issues with their child's teacher.
- If the parent and teacher are unable to reach a resolution, either may request a meeting with the teacher and the Director.
- If either is not satisfied with the results of that conference, either may request a meeting with the Director of Children & Family Ministries.
- If a satisfactory resolution is not achieved from this meeting, the matter may be referred to the Child Care Committee for final disposition.
- The Child Care Committee will document its findings in the minutes and will respond in writing to the parent regarding its findings within 14 calendar days of the hearing.
- All concerns/grievances should be put in writing and given to the Director.
- Concerns related to non-specific classroom issues (e.g. safety, transportation, curriculum, etc.) will be referred to the Child Care Center Director.

SCHOOL CALENDAR - FULL CARE

2011

August 31	Open House - 7:00 - 8:30 PM
September 1	New Curriculum Year Begins
September 5	Labor Day - Student/Staff Holiday
November 1	Progress Reports
November 7-11	Parent/Teacher Conferences
November 22	Thanksgiving Feast Chapel - 10:30 AM (All Classes – Students Only) Fellowship Hall - 11:00 AM
November 24 - 25	Thanksgiving - Student/Staff Holiday
December 1 - 4	Annual "Singing Christmas Tree" - Sanctuary
December 15 - 16	Christmas Program & Individual Classroom Programs
December 23 –26	Christmas - Student/Staff Holiday
December 30	Center Closes ½ Day for New Year's

2012

January 2	New Year's – Student/Staff Holiday
January 9	Progress Reports
January 16-20	Parent/Teacher Conferences
March 5	Progress Reports
March 12-16	Parent/Teacher Conferences
April 9	Good Friday - Student/Staff Holiday
May 18	Progress Reports
May 25	Pre-K/Kindergarten Graduation 10 am
May 28	Memorial Day - Student/Staff Holiday
June 11	Summer Session Begins
July 4	Independence Day - Student/Staff Holiday

SCHOOL CALENDAR - MORNING ONLY

2011

August 31	Open House - 7:00 - 8:30 PM
September 1	New Classes Begin
September 5	Labor Day – Student/Staff Holiday
October 28	Student/Staff Holiday
November 1	Progress Reports
November 7-11	Parent/Teacher Conferences
November 22	Thanksgiving Feast Chapel - 10:30 AM (All Classes – Students Only) Fellowship Hall - 11:00 AM
November 23	Student Holiday
November 24 - 25	Thanksgiving - Student/Staff Holiday
December 1-4	Annual “Singing Christmas Tree” - Sanctuary
December 15 - 16	Christmas Program – Individual Classroom Programs
December 19 - 30	Christmas - Student/Staff Holiday

2012

January 2	New Year’s – Student/Staff Holiday
January 9	Progress Reports
January 16	Student/Staff Holiday
January 23-27	Parent/Teacher Conference
January 23	Student/Staff Holiday
February 20	Student/Staff Holiday
March 5	Progress Reports
March 12-16	Parent/Teacher Conference
March 26	Student/Staff Holiday
April 6-13	Easter Break
May 25	Pre-K/Kindergarten Graduation 10 am

August 31, 2011

Dear Parents,

Welcome to Snyder Child Care Center and thank you for entrusting us with the care of your child. This responsibility is one that is taken quite seriously at our center. We understand that much thought has been given to who will influence your child during these formative years. Because of this, we consider it a privilege that you have chosen us to be a part of this exciting time in your child's life.

We promise to provide a safe, happy environment for your child to learn and grow. At our center your child will begin to learn life skills that will prepare them for the years ahead. It is our belief that children respond to positive, loving experiences that mold their lives in constructive ways. Because of this your child will not only learn social and academic skills, but will also learn that God's love is all around them and that He especially loves them.

Our administration, teachers, and staff anticipate an exciting year as we partner with families to love and teach children.

Sincerely,

Glynnis Newkirk, Director

