



Parent Handbook

2018-2019

## 2018-2019 Calendar

August 31, 2018 _____	Teacher Work Day*
September 3, 2018 _____	Labor Day Holiday*
September 4, 2018 _____	First Day of School
September 27-28, 2018 _____	School Pictures
November 21, 2017 _____	Close at 1:00PM
November 22-23, 2018 _____	Thanksgiving Holidays*
December 24-26, 2018 _____	Christmas Holidays*
December 31, 2018 _____	Close at 1:00PM
January 1, 2019 _____	New Year's Holiday*
January 21, 2019 _____	MLK Jr. Day*
February 19, 2019 _____	President's Day *
April 19, 2019 _____	Good Friday*
April 22, 2019 _____	Teacher Work Day*
May 24, 2019 _____	Class Pictures
May 27, 2019 _____	Memorial Day*
July 4, 2019 _____	Independence Day*

*\*The school will be closed these days*

## Tuition and Fees

A non-refundable registration fee of \$75 per child is due with your registration paperwork each year.

### 2017-2018 Tuition Rates

Infants	\$281 weekly/\$1221 monthly
Toddlers	\$265 weekly/\$1150 monthly
Twos	\$244 weekly/\$1058 monthly
Threes	\$232 weekly/\$1006 monthly
Pre-K	\$232 weekly/\$1006 monthly

We accept cash, checks, and money orders.

Tuition is based on the classroom in which your child is assigned. The tuition decreases each August when your child promotes to the next class. Infant tuition decreases when your child promotes to the toddler room.

Tuition is due on Monday of the week covered or on the first day of the month if you pay by the month.

If payment is not received by the close of business Tuesday (if paying weekly), a late fee of 5% will be assessed. If after 2 weeks, full payment and late fees have not been received, your child's spot will be filled from the waitlist.

If payment is not received by the 5th (if paying monthly), a late fee of 5% will be assessed. If full payment and late fees are not received by the 15th, your child's spot will be filled from the waitlist.

There is no reduction in tuition due to illness, vacation, holidays, or inclement weather.

A receipt will be emailed once payment is processed. Please save this for your tax records.

Returned checks are subject to a \$25 service charge in addition to late fees. We reserve the right to refuse future check payments.

## Potty Training

As children begin turning two, we begin to look for signs of toilet training readiness. These include staying dry for a longer period of time, being able to verbalize the need to go, being able to follow simple instructions, and being able to maneuver his/her clothing. Your child's teacher will discuss the process with you so that we have consistency between school and home.

Children must be fully potty-trained (naptime excluded) to attend the threes or Pre-K classes.

## Enrichment Activities

We offer several enrichment programs throughout the year that your child may participate in. These activities are included in your tuition:

- Chapel Service is twice monthly and held on campus in the chapel. This is led by the Pritchard pastoral staff for the two year old class and older.
- Labs are held monthly. These special classes are taught by our staff and focus on science, math, art, and more.
- Spanish classes are held each Friday for the Twos class and up.
- Music classes are held each Wednesday for Toddlers and up.

These activities are available for an additional fee:

- Jump Bunch brings a sports related activity for the children each week. Jump Bunch is offered on Tuesday mornings for those in the toddler room and older. For more information, see [www.jumpbunch.com](http://www.jumpbunch.com).
- South End Fine Arts Academy offers dance classes such as ballet, tap, tumbling, hip-hop, private dance lessons, and private music lessons in piano, voice, violin, and trumpet. For more information, see [www.pritchardmemorial.com/finearts](http://www.pritchardmemorial.com/finearts).

Welcome to the Pritchard Child Development Center! We are thankful that your child will be a part of our weekday preschool ministry for the 2018-2019 year.

Our program is an extension of Pritchard Memorial Baptist Church and serves the purpose of providing Christian love, care, and education for the preschool children in our church and community. We operate as a licensed faith based care and education center in the state of North Carolina.

It is the philosophy of the Pritchard Child Development Center that children are unique individuals created by God who deserve a warm and secure environment that promotes a sense of wonder and discovery in learning. Through a play driven environment, we encourage children as they develop socially, physically, emotionally, intellectually, and spiritually.

This booklet offers general information and an explanation of our policies. **PLEASE KEEP IT FOR FUTURE REFERENCE.**

### Operational Information

Pritchard Child Development Center  
1117 South Blvd, Charlotte, NC 28203  
704.343.2944 (office) 704.376.6304 (fax)  
[pritchardcdc@pritchardmemorial.com](mailto:pritchardcdc@pritchardmemorial.com)

**Tax ID: 56-0650622**

## Schedule

Our operating hours are 7:30 a.m. to 6:00 p.m. Monday through Friday. The center will be closed in observance of New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and three days at Christmas.

## Enrollment Information

Before your child's first day, the enrollment application, medical form, current immunization record, and registration fee must be submitted to the office. Parents are responsible for keeping the records updated as new immunizations are received.

We have a waiting list for future openings priority is given to active church members, current families, and staff. If you are expecting please notify the office as soon as possible so we can add your name to the wait-list for infants, we must be notified by the beginning of your second trimester in order to receive priority. Children will be enrolled as space is available .

We follow an annual progression process in which children move as a group from one class to the next at the beginning of the school year. Once our oldest class leaves for kindergarten, the remaining classes move up to the next age group, which leaves spaces in our youngest classrooms. This means that the majority of our spaces come available in early September each year.

## Center Visits

Pritchard CDC has an open door policy for any parent, guardian, or custodian of a child enrolled in the center. Parents may visit during our operating hours in order to contact their child or evaluate the center.

Unfortunately, we are not able to accommodate classroom visits from extended family or anyone other than the primary parent, guardian, or custodian.

## Field Trips

Older classes will go on several field trips throughout the year. They will travel by light rail, church coach, or by walking. Notice of upcoming field trips will be posted at least 2 weeks in advance. There may be a fee for some field trips.

## What to Bring/What Not to Bring

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration, your child will get dirty! Please send them in comfortable play clothes and sturdy closed toed shoes—no sandals, flip-flops, Crocs, or boots, please.

Your child will need appropriate outdoor clothing each season of the year: coat, gloves, and hats in the winter and cool clothing and sun hats in the summer.

All children must have at least one complete change of clothing in his/her cubby in case of an accident during the day. This should include shoes, socks, and underwear.

**Do not** bring toys from home because they can be broken, lost, and/or cause conflicts among the children. Teachers cannot be responsible for these items. Your child is welcome to bring a security item or a blanket/lovey for naptime. Some classes have specific "show & share" days where children are allowed to bring items in, your teacher will let you know details for these days.

Infants, toddlers, and non-potty trained twos provide their own diapers and ointments. Wipes are provided by the center. Parents are welcome to bring packs of diapers, labeled with your child's name, for us to store. We will notify you when your supply is running low.

## Daily Outdoor Play

The development of large muscle coordination is one of the major tasks for preschool aged children. Children need to develop large muscle coordination through active movement. Daily outdoor play allows more freedom of movement and provides fresh air. Daily outdoor play is a requirement of the state.

Our children have outdoor play scheduled in the morning and afternoon, weather permitting. This is determined by whether it is actively precipitating and by the air quality index.

Children who are not well enough to participate in daily activities, including outdoor play, must stay home.

## Birthdays and Parties

Birthdays are important occasions for young children. Talk to your child's teacher if you wish to send a treat for that day. Treats must be store bought without peanuts or peanut products.

Outside party invitations may be distributed at school only if each child in the class is invited.

## Termination of Enrollment

The Director, in consultation with the Minister to Children and Their Families, reserves the right to make the final decision regarding termination of enrollment. Parent and professional consultants knowledgeable about the child will participate in the decision to terminate services to a child when:

- They are unable to make progress in the program
- The child endangers self or the health and welfare of other children and/or staff
- Parents fail to cooperate with the center's policies and guidelines contained in the program Parent Handbook
- Parents are dissatisfied with the program or staff to the extent that a healthy relationship no longer exists
- Parents fail to pay fees and have been given notice of nonpayment

## Arrivals and Departures

In order to maintain the class schedule, we ask that children arrive no later than 9:30 a.m. In case of an emergency or variation in your schedule, please call or email us so the teacher and kitchen staff may be informed.

All children must be checked in at the computer via the KidCheck program prior to joining their class. All parents and guardians should have their own KidCheck account. Free accounts are available on [www.kidcheck.com](http://www.kidcheck.com). Before collecting your child from their classroom, please check them out for the day.

We do not release children to anyone not listed on the registration form. A photo ID may be requested. Please inform us if someone different will be picking up your child.

If your child is on the playground when you arrive, do not enter the playground directly. You must come in through the front door, sign your child out, enter the playground through the classroom, and exit the center out the front door. Do not exit via the playground gates.

To avoid accident or injury, children must walk in the hallway at all times. Siblings of infants may not enter the infant room.

## Inclement Weather

In the event of inclement weather, Pritchard CDC will follow the Charlotte Mecklenburg School District decision for the initial two days. If CMS remains closed more than two days, we will make an independent decision for our program and will notify you through the KidCheck program.

If the inclement weather occurs on a weekend or during a CMS break we will make an independent decision for the next work day. Our decisions will be based on ensuring safe travel for both families and staff, and our ability to provide safe and appropriate care for the children.

## Lunch and Snacks

For those children on table food, our center provides two nutritious snacks a day and a hot lunch prepared in the state approved kitchen. This food is included in the tuition. We are required to comply with the Meal Patterns for Children in Child Care Programs as approved by the USDA. Other food may not be brought from home with the exception of classroom celebrations (please see details in the birthday section). We are a peanut free facility.

Please feed your child breakfast before coming to school; no breakfast item may be brought into the classroom. A morning snack is provided at 8:30 a.m., a hot lunch is provided at 11:30 a.m., and an afternoon snack is provided following naptime.

Parents of infants on bottles and baby food provide their own food. Infants should be fed either a bottle or food prior to arriving at the center. Infant food must be in a container, ready to eat, and labeled with the child's name and current date. Unfortunately, we cannot microwave or cook infant food.

For sanitation reasons, lunch and snacks cannot be saved beyond scheduled times. Monthly menus are emailed at the end of each month, posted outside the CDC office, and available on the literature rack.

**Parental preference will not be accepted in regards to mealtimes.** Children with documented food allergies must provide a medical action plan completed by the pediatrician on file. This plan must include the allergy, symptoms, type of response, and medication/dosage. We may consult with the pediatrician to ensure we are adequately providing for your child. If a child has a milk allergy, a substitute milk product must be brought from home. Two four-ounce servings of the milk substitute must be provided each day in a closed lid cup labeled with the child's full name, classroom number, and current date. This must be turned into the office each morning at drop-off. Water is not an acceptable replacement. Allergy action plan must be updated annually.

Biting is a typical behavior for children between 1 and 2 years of age. For most children, this is a means of communication during a time when children do not have the words to express themselves. Though it is never pleasant when a child is bitten or is a biter, our teachers use these opportunities as teachable moments. The teacher will care for the child that was bitten and will remove the biter. Families of the children will be informed of the situation. The staff will work with the child and family to correct this behavior.

North Carolina Administration Code Rule 3V.1802 states that the parent must sign a statement that the center's discipline policies were discussed. The rule further states:

1. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. No child shall be placed in a locked room, closet, or a box.
3. No discipline shall ever be delegated to another child.
4. Discipline in no way shall be related to food, rest, or toileting.
  - A. No food shall be withheld, or given, as a means of discipline.
  - B. No child shall ever be disciplined for lapse in toilet training.
  - C. No child shall ever be disciplined for not sleeping during rest period.

## Abuse and Neglect Procedures

Our staff receives training in recognizing child abuse and neglect. In North Carolina, the General Statutes require that "any person or institution who has cause to suspect that any juvenile is abused or neglected shall report the case of the juvenile to the Director of the Department of Social Services in the county where the juvenile resides or is found."

Pritchard CDC believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families. A copy of our prevention policy is provided at registration and must be signed.

## Curriculum

Our curriculum provides a framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did “in wisdom and stature” and “in favor with God and men” (Luke 2:52). A child’s growth and development is viewed as a process, not an event.

Development begins when the child is conceived and continues throughout life. The curriculum provides a range of activities designed to meet the needs of each child, their level of development along the growth continuum. It provides guidance and activities to help each child develop fundamental skills appropriate to his or her stage of development.

Using the Creative Curriculum, we balance both teacher directed and child initiated learning, with an emphasis on responding to children’s learning styles and building on their strengths and interests. For all of our children, we use activities to build a foundation of Christian faith by using the WEE Learn curriculum. Through this material, children are introduced to Bible stories and Bible thoughts, develop spiritual understandings that are appropriate for their developmental level of mental, emotional, and social growth.

## Child Guidance

We have planned an environment where children can be successful and feel good about themselves. Our rooms are designed so that children will have a variety of activities in which to continually be engaged. Typical behaviors such as hitting, biting, and fussing over toys will be dealt with by redirection, spoken reminders, removal from the situation, and perhaps a short time out to allow the child to rethink his/her behavior.

During your time in our classrooms, you may observe behavior in a child that you find to be inappropriate. We ask that you bring the behavior to the attention of the teachers. At no time can we allow parents to discipline any child (other than their own) at the center.

## Health and Wellness

The medical form and immunization record must be signed by your pediatrician and returned to the center before your child is enrolled. Parents are responsible for keeping the records updated as new immunizations are received.

Handwashing is our most effective line of defense against infection. All children, including infants, must wash their hands upon entering the center each morning. Infants must be removed from their car seat.

Illnesses such as colds, flu, and other contagious diseases are common in preschoolers. Preschool children are expected to have 7-8 respiratory or gastrointestinal illnesses a year. To protect your child and to help contain these illnesses, we must exclude a child exhibiting the following symptoms:

- A temperature over 100 degrees Fahrenheit
- A sudden onset of diarrhea, characterized by an increased number (two or more) of bowel movements compared to the child’s normal pattern and increased stool water
- Two or more episodes of vomiting within a 12 hour period
- A red eye or eyes, accompanied by a discharge that is not clear in color
- Strep throat, shigellosis, rotavirus, impetigo, head lice, ringworm, unexplained rash/hives, or other contagious/communicable diseases.

If contacted to pick up a child, parents are responsible for doing so promptly.

When a child is excluded for illness, he/she must remain out the next school day and until he/she has been symptom free **without medication** for 24 hours.

Children who attend with a cold but are fever free must be able to follow the daily routine, including outdoor activities. If for any reason a child needs to remain indoors, he/she should remain home in your care.

## Medication and Sunscreen

**We ask that parents administer all necessary medication to their children at home.** If that is not possible, we will follow the following procedures:

- Parents must administer the “first dose” of any new medication at home.
- All medication must be handed to the teacher. A current medication permission slip must be completed and signed by the parent.
- All medication must be in the original bottle and labeled with the child’s name, the prescription number, name of the doctor, and dosage for the medication to be given. We will not administer any expired medications.
- We do not give over the counter medications, such as Tylenol, without written instructions from the doctor.
- Diaper ointments, sunscreen, and lip balm require a complete and signed permission slip.

We recommend the use of sunscreen. Please make sunscreen application part of your morning routine at home. Second applications can be applied before afternoon outdoor play at school with written approval. From April-September, we offer use of our sunscreen free of charge with written approval.

## Late Pickups

Our center closes at 6:00 p.m. We charge a late fee of \$10 for any part of the first ten minutes. After 6:10 p.m. there will be a charge of \$1 for each additional minute. Late fees are per child, not per family. This payment must be made in cash to the CDC office the next business day.

If we are unable to contact you or any other authorized person within an hour to pick up your child (whether due to business closing OR due to illness), we will contact Child Protective Services.

Habitual late pick up may result in a dismissal from the program.

## Cleaning Schedule

Our facilities are cleaned daily, including floors and bathrooms by a cleaning service. Crib sheets are laundered daily and mat sheets are laundered weekly. Infant toys are cleaned and sanitized daily.

## Teacher Qualifications

All lead teachers have a NC Early Childhood Education Credential as well as additional college studies in Early Childhood Education. Lead teachers are encouraged to have or be pursuing associate degrees in Early Childhood Education. Our staff are offered training opportunities in a variety of interest areas that they can implement in their classrooms. All staff members have background checks and physical examinations, TB test, CPR training, and first aid training, all staff who interact with infants have SIDS training,

Pritchard CDC follows the highest voluntary enhanced classroom staff to child ratios as follows:

Infant Class	1:4
Toddler Class	1:5
Two Year Old Class	1:8
Three Year Old Class	1:9
Pre-K Class	1:11

Teachers are required to create a detailed weekly lesson plan and a daily schedule. Both are posted in each room.

## Withdrawals

A written two week notice is required prior to a child’s withdrawal. You are responsible for full tuition during this two week period.