

Creative Learning Center

at

North Oxford Baptist Church

Handbook 2018- 2019

For Families, Visitors, and Volunteers

Acknowledgments

Creative Learning Center is a program ministry of North Oxford Baptist Church.

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Welcome!

Welcome to the Creative Learning Center, a weekday education ministry of North Oxford Baptist Church. Our childcare ministry exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he or she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program and its mission and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. North Oxford Baptist Church values children and believes in families. We sponsor this weekday education program as a ministry of the church to provide loving and nurturing environment that will help babies and preschoolers grow as Jesus grew.

“And Jesus increased in wisdom and stature and in favor with God and man” (Luke 2:52).

We look forward to another year of wonderful and meaningful blessings afforded to us by you and your precious child/ren. We promise to love and cherish them all.

Sincerely,

Gwenda Brown, Director

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Introduction

Creative Learning Center (CLC) is administered by North Oxford Baptist Church of Oxford, Mississippi and is overseen by the CLC Weekday Education Committee. This childcare is licensed to offer full-day childcare services for 150- 175 children, Infant-afterschool Care. The CLC weekday education program operates under the standards and regulations of the Mississippi Department of Health (MDH) Child Care Facilities Licensor and is inspected regularly by the MDH and the City of Oxford Fire Department.

Our Mission

Our mission is to support the family by extending the ministry of North Oxford Baptist Church by providing a biblically based, age appropriate weekday education to infants, pre- school, and school age children. We will love, nurture and teach each child by God's example. Our words will encourage, our actions will be gentle, and our hearts will love unconditionally.

Our Purpose

We know every child is fearfully and wonderfully made, and is a priceless Masterpiece designed by God. Our purpose is to help each child reach his or her full potential by recognizing the child as a unique, special creation of God and to design and implement a high quality early childhood program of activities and experiences that will develop each child mentally, physically, spiritually, socially, and emotionally.

Our Philosophy

Children learn best through play in a safe, nurturing environment that encourages hand-on experiences. Our program encourages and promotes positive development and learning by providing opportunities for discovery, hands-on experiences, imaginative free play, observation, and positive peer and adult interactions. The play environment encourages appropriate and positive development across a wide range of domains while building self-confidence, independence, and self-discipline.

Our Curriculum

Age-specific daily lesson plans and Bible lessons are developed using the WEE Learn Curriculum published by LifeWay Christian Resources and other age appropriate curriculum. The curriculum will be supported by hands-on activities in the following learning centers:

- Fine Motor
- Art
- Music and Movement
- Blocks
- Sand and Water
- Dramatic Play
- Nature and Science
- Math and Numbers
- Large Motor

The curriculum's unit themes will be enhanced by the use of children's books. Teachers will read daily to the children and a variety of books will be available to the children. Our curriculum is designed to meet the "MISSISSIPPI EARLY LEARNING GUIDELINES."

Program Goals and Objectives

- To support the family by extending the ministry of North Oxford Baptist Church to families with young children.
- Provide a biblically based, age appropriate weekday education to infants, pre- school, and school age children.
- We will love, nurture and teach each child by God’s example. Our words will encourage, our actions will be gentle, and our hearts will love unconditionally.
- Provide a classroom environment where children “learn by doing.”
- Encourage the development of a joy for learning.
- Provide age-appropriate learning experiences in an accepting, warm environment.
- Encourage positive development across a wide range of domains while building self-confidence, independence, and self-discipline.
- Provide opportunities for discovery, learning through concrete experiences, imaginative free play, observation, and positive peer and adult interaction.
- Promote physical, social, emotional and cognitive development of young children.
- Use basic health and developmental screenings as a means to determine the need for additional screening, referral for a comprehensive assessment, or needed professional services.
- Use positive guidance techniques to provide a foundation for appropriate social interaction, positive self-esteem, and successful academic performance.
- Provide an environment in which diversity is a part of daily routines and activities.
- Teach hand washing and other health practices as part of the daily routine.
- Provide positive mealtimes to encourage the development of healthy lifetime eating habits.
- Provide outdoor play for the development of healthy bodies and minds.
- Provide activities for children which encourage a positive transition from preschool into the kindergarten setting.
- Provide a safe and secure environment in which learning is optimal.
- Provide a positive supporting environment in which children will develop self-directed, cooperative, trusting relationships.

Enrollment Eligibility

CLC offers services to children ages 8 weeks to 4 years of age and afterschool classes up to the 4th grade.

Requirements for admission:

Before admission to the CLC program, the following documents must be on file in the office:

- ✓ A completed registration form;
- ✓ Non-refundable registration fee;
- ✓ Enrollment card (updated as needed);
- ✓ Third-party release information;
- ✓ Emergency contact information with current telephone numbers;
- ✓ Current MS State Department of Health Certificate of Immunization; Compliance Form 121. (The Parent is required to provide updated 121 forms as shots are given).

Re-enrollment Procedure

CLC program year runs August to July. Families currently enrolled will complete a re-enrollment process in the spring for the following year. Parents who wish to re-enroll their child must complete a new CLC enrollment application, sign a contract for enrollment, and pay a non-refundable \$100 registration fee per child. Families will be notified of the re-enrollment deadline per CLC newsletter.

Contract, Tuition, and Fees

Contract

Parents are required to sign a Contract for Enrollment, included on the CLC Enrollment Card, which becomes a binding contract between the parent(s) and Creative Learning Center of North Oxford Baptist Church. The contract is for a period beginning August 1 and ending July 31 of the following year, or if entered into after the beginning of that time period, for the remainder of the year.

Cancellation of the Contract

- A. The contract for childcare services may be cancelled by the parent or guardian if written notification is received by the CLC two weeks prior to withdrawal of the child.

- B. CLC may cancel the contract if the parent or guardian fails to meet the full contract terms and conditions, or there are violations of policies or regulations as detailed in the CLC Parent Handbook.
- C. CLC reserves the right to discontinue services immediately to any child who demonstrates behaviors that are disruptive and these behaviors interfere with the overall quality of care in the classroom. If reasonable, a two-week notice of dismissal will be given by the Director to the parent.

Tuition

Infant/Creep class	\$635
Toddler class	\$610
Two year old class	\$560
Three year old class	\$540
Four year old class	\$540
Afterschool class	\$200
Summer Care for School Age Children	\$540
*Sibling Discount	\$25 per child
Daily/Drop-in rate	\$30

***Sibling discount does not apply to children in after school care**

- ✓ Tuition is to be paid in advance of the service provided.
- ✓ Monthly payments are due by the 10th of each month.
- ✓ A \$25.00 late fee will be added for payments made after business hours on the 10th of the month.
- ✓ In the event, the 10th day of the month falls on a Saturday or Sunday; tuition payment can be received by the end of the business hours on the following Monday.
- ✓ All payments in the form of personal or business checks should be made out to CLC NOBC.
- ✓ The memo portion of the check should have the name of the child(ren) for whom tuition is being paid.
- ✓ If a check is returned for insufficient funds, a \$30.00 charge will be posted to the account, and cash payment will be required within five working days.
- ✓ Full tuition is required in the event a child is absent or the facility is closed due to observed holidays and staff development days, and inclement weather.
- ✓ Special consideration may be given for a child that is hospitalized for more than one week.

Delinquent Fees

The CLC reserves the right to discontinue services to any family who becomes delinquent in payment of tuition or fees. Upon payment of fees, the child's name will be placed on the CLC waiting list until enrollment space is available.

Calendar/Closings

CLC is open throughout the calendar year. CLC closure includes any officially declared closure such as professional development days or holiday.

Professional development and holiday closings observed by CLC are:

- ❖ Labor Day
- ❖ Thanksgiving Day and the Friday following
- ❖ Professional Development Day 1- Friday, December 21, 2018
- ❖ Christmas Break and New Year's Day- CLC will be closed December 24th – January 1, 2019.
- ❖ Martin Luther King Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ July the Fourth
- ❖ Professional Development Day 2- Wednesday, July 31, 2019

A calendar of events will be disbursed to parents during open house and will be advertised on our website- clc.northoxford.org

Hours of Operation

CLC is open Monday through Friday from 7:00 a.m. - 5:30 p.m. If a child is absent, parents are asked to notify CLC so appropriate accommodation regarding staffing, food and activities can be arranged.

Questions or Comments

The most crucial aspect of teaching/caring for young children is communication among parents and staff. The CLC staff encourages parents to share questions and concerns about their child at any time. However, there are some concerns and/or complaints that should be addressed privately as the classroom environment does not lend itself to discussion of sensitive matters. For these matters we request that a phone call or a conference be scheduled. Conferences may be scheduled by notifying the CLC office.

CLC is licensed by the Mississippi Department of Health. The local Health Department representative is Janay Pratt (662-489-8916). The Child Care Complaint Hotline is 1-866-489-8734.

Questions or comments concerning CLC policies and procedures should be addressed to the CLC director:

❖ **Gwenda Brown 662-234-9703 or 662-202-4642**

Policies and Procedures

Accidents and Emergencies

Accidents

CLC staff maintains Basic First Aid and CPR Certification. First aid procedures are followed when caring for an injured child. Parents are notified immediately by phone for serious injuries or as determined necessary by the director, and a written report of accident will follow as soon as possible. Minor injuries will be written on an accident report and placed in child's cubby or bag. The accident reports, which include type of injury, the treatment given and the circumstances of the injury are signed by the teacher and director, and kept on record for future reference. Accident reports will not be written on very minor scrapes and bump. These accidents will be reported orally to parents or written on child's daily report.

Emergency Information

Parents are asked to advise the CLC staff of changes of address, phone, number, emergency information, work changes, or any family information that might affect our ability to contact you or other emergency contacts.

Emergency Medical Care

In case of accident or emergency concerning a child, the director or director's designee will promptly take such measures as are, in her judgment, in the best interest of the child. A staff member with a valid first aid certificate shall treat a child with a physical injury. In the case of a serious injury, parents will be contacted to transport the child to a medical facility. Parents will be notified using the emergency information provided on the CLC Enrollment Application. If the parent(s) cannot be located or the injury requires emergency medical treatment, CLC staff will obtain needed emergency services by calling 911.

It is the parent's responsibility to make sure emergency information is provided as requested and kept current throughout the school year.

Emergencies Evacuations

CLC conducts emergency drills monthly. Teachers are trained to evacuate children in the event of fire or weather emergencies. Evacuation procedures are posted in every classroom and at the front desk. Parents coming to the center to be with their child during an emergency should remain in the building until the emergency conditions subside. A parent choosing to leave with their child during an emergency will be required sign and date a form for Release of Responsibility during an emergency. Children evacuated from the CLC weekday education building will be taken to the Family Life Center. In the event of an emergency in which we must vacate the property, all children will be transported by North Oxford Baptist Church vans and/or other suitable transportation provided by local authorities to the Christian Life Center at First Baptist Church Oxford, MS. If another location is necessary parents will be notified.

Procedures for emergency evacuations

Tornado

Infant and Creepers rooms

In the event of a tornado warning, care givers will put infants and creepers in an evacuation crib and move to the reception area. Care givers will take extra mattresses to cover infant's heads.

One year olds- Three-year olds

In the event of a tornado warning teachers will move all children to the hallway. Children will be instructed to sit on the floor against the wall and cover their heads with their hands. Teachers will cover children with nap mats and other protective materials.

Four year olds and Afterschool

In the event of a tornado warning teacher will move four year olds and afterschool to the narrow hallway adjacent to the fellowship hall's small kitchen on the main floor of the church.

Fire and other evacuation emergency

Infant and Creeper rooms (exit through the north exit)

In the event of a fire emergency, care givers will put infants and creepers in evacuation cribs and exit through the north end of building, if safe. If north exit is not safe, infants and creeper rooms will exit through the south end of

building. In the event both exits are not safe, children will be passed through the classroom window. All children will be taken to the Family Life Center.

One year old rooms (exit through the north exit.)

In the event of a fire emergency, care givers will move children out of the building by exiting through the north end of building, if safe. If north exit is not safe, the one year old room will exit through the south end of building. In the event both exits are not safe, children will be passed through the classroom window. All children will be taken to the Family Life Center.

Two year old rooms (exit through south exit.)

In the event of a fire emergency, care givers will move children out of the building by exiting through the south end of building, if safe. If the south exit is not safe, the two year old room will exit through the north end of building. In the event both exits are not safe, children will be passed through the classroom window. All children will be taken to the Family Life Center.

Three year old rooms- exit through south exit

In the event of a fire emergency, care givers will move children out of the building by exiting through the south end of building, if safe. If south exit is not safe, three year old rooms will exit through the north end of building. In the event both exits are not safe, children will be passed through the classroom window. All children will be taken to the Family Life Center.

Four year old rooms and Afterschool rooms- exit through west exit

In the event of a fire emergency, care givers will move children out of the building by exiting through the west end exit. If west exit is not safe, the four year old room will exit through the old nursery exit. In the event both exits are not safe, children will be passed through the classroom window. All children will be taken to the Family Life Center.

All teachers should close the door and turn off the light to indicate the room is empty.

Intruder Alert Procedure

If a suspicious person(s) comes into the facility, the Director or Assistant Director will immediately assess the situation. If they are uneasy or suspicious of the person(s) they will immediately have someone call 911. If a weapon is present, DO NOT CONFRONT- give another staff member the signal to call 911

In the event of an intruder alert, staff will be given a pre-determined signal to

move all children inside the building to their classroom. Close the door, lock all windows, cover windows and doors, and turn off the lights. Keep children away from windows and doors. Position all children in a safe place against wall or on the floor. Turn a classroom table on its side to use as a barrier. Teacher will keep all children in the classroom until an all-clear signal is given.

Arrival and Departure Procedures

- ✓ CLC opens at 7:00 a.m. and closes at 5:30 p.m., Monday through Friday.
- ✓ Upon arrival, parents or authorized adults are asked to sign the child IN on the Weekly Sign In/Out Sheet kept in each classroom.
- ✓ Parents are to notify the teacher of the child's arrival and communicate any special needs for the day.
- ✓ Parents are requested to wash their child's hands upon arrival and departure using the procedure provided.
- ✓ Upon pick up, parents are to sign their child OUT and record the departure time.
- ✓ **It is the parent's responsibility to protect children from traffic and other hazards during arrival and departure. CLC is not responsible for any accidents or mishaps during these times.**
- ✓ **Children should NEVER be left unattended in vehicles.**
- ✓ Children will be released only to a parent or other persons designated on the *Emergency Information Form*. Parents must provide permission in writing for any additional pick-up designees.
- ✓ Parents are asked to be respectful of the staff's need to close the center at 5:30 p.m.
- ✓ **Pick up Late fee is at the discretion of the Director, but is subject to the following charges are: 5:30 p.m. - 5:40 p.m. - \$10.00, 5:41p.m. -5:50 p.m. - \$20, 5:51p.m. - 6:00 p.m. - \$40. Consideration will be given to emergency circumstances. Late fees will be charged to the parents' account and payment is expected to be paid immediately but no later than the following month's tuition payment.**

Behavior Management

Discipline

CLC operates on the principle that discipline means teaching children acceptable behavior with our discipline practices designed to encourage and instill appropriate child behavior. We will practice, promote and model positive behavior to the children. Through these efforts, it is our goal to develop children who are gaining self-control and positive self-esteem, enjoying positive social interactions, and successful academic performances.

Discipline practices

Preventive

- ✓ Model, practice, and promote appropriate behavior;
- ✓ Arrange the classroom environment to enhance the learning of acceptable behaviors;
- ✓ Use descriptive, simple praise when appropriate behavior is occurring.

Corrective

- ✓ Redirection- Move or encourage another choice of activity
- ✓ Distraction- Change the focus from one activity to another;
- ✓ Active Listening- Take an active part in understanding the cause of the behavior;
- ✓ Continued misbehavior may result in a “time-out”. Time out is a brief time away from activities/play. When a child is placed in time-out he will be given a clear explanation as to why he is in time-out.
- ✓ Staff may also bring children to see a director if child does not respond to any of the above mentioned discipline practices.

In the event that a discipline-related behavior cannot be resolved by the CLC staff, parents will be contacted. A conference to develop a behavioral management plan will be scheduled, if needed.

The CLC reserves the right to discontinue services to any child who ceases to benefit from the services of the program. **In addition, CLC reserves the right to discontinue services to any child who harms others if attempts of intervention by preschool staff and conferences with the child’s parents do not resolve the situation.**

XIV. Discipline and Guidance (Reference: MSDH)

14-1 Prohibited Behavior

The following behaviors are prohibited by anyone (i.e., parent, caregiver, or child) in all childcare settings:

- A.** Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain;
- B.** Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities;
- C.** Abusive or profane language;
- D.** Any form of public or private humiliation, including threats of physical punishment;
- E.** Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating (out of view of a caregiver), or corrupting a child;

- F. Use of any food product or medication in any manner or for any purpose other than that for which it was intended;
- G. Inappropriate disciplinary behavior including, but is not limited to, putting soap or pepper in a child's mouth; or
- H. Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.

14-2 Restraint of a Child

Children shall not be physically restrained except as necessary to ensure their own safety or that of others and then for only as long as is necessary for control of the situation. Children shall not be given medicines or drugs that will affect their behavior except as prescribed by a licensed physician and with specific written instructions from the licensed physician for use of the medicines or drugs.

14-3 Children Shall Not Discipline Other Children

Children shall neither be allowed nor be instructed to discipline other children.

Biting

Many children go through a biting phase and it can last up to the age of three. Biting causes more upset feelings than any other behavior in a child care program. Because it seems so primitive, we tend to react differently to biting than we do to hitting, grabbing or other aggressive behaviors. The following biting policy was created to give parents insight into the reasons why children bite and the actions that will be taken when a child is bitten. Also, there is an outline of actions that will be taken to prevent biting.

Why children bite-

Most biting occurs between the ages of 13 months and 30 months and should stop around age three. Children bite for many reasons, including:

- ✓ Toddlers are oral beings and put everything in their mouths, including another child's finger, arm...
- ✓ Toddlers do not have the cognitive ability to discriminate between animate and inanimate objects. A toddler may not be able to distinguish between a soft, plump teething ring and a soft arm.
- ✓ Toddlers often bite because they are frustrated, tired or hungry. They do not have the vocabulary to say, "I'm hungry," "I'm tired," "I want that toy." Biting is often the basic response.

- ✓ Toddlers often bite when there are too many children in close proximity. If another child is too close, too rough or too intimidating, a toddler will often bite to move him out of the way.
- ✓ Some toddlers will bite for the attention they receive from caregivers, even if it is negative attention.
- ✓ Toddlers tend to be territorial in their behavior. A child may want a certain amount of space around him and his toys and does not want other children intruding on what he is playing with or doing. When another child comes too close, the child may bite to remove the other child from his space or to keep the child from taking his toys.
- ✓ Toddlers have developing social skills and self-control. Without the skills to discuss their disagreements with other children, they often act aggressively and in some cases resort to biting.
- ✓ Many toddlers are teething and biting helps alleviate the pressure from new teeth breaking through the gums.
- ✓ Some children bite often and some not at all. Furthermore, some children seem to be victims more than others.

Preventive Steps

CLC weekday education will provide preventive measures to create an environment that will serve to decrease incidents of biting, as follows:

- ✓ The use of small groups during play; appropriate toys on which to bite, including teethingers attached safely to the clothing of those known to bite;
- ✓ Model use of appropriate words to children to help them express their feelings;
- ✓ Shadowing children known to bite;
- ✓ Parent education and meetings that expose parents to the issue of biting using this handbook as well as other available literature.

When a child is bitten

- ✓ The teacher will take these actions in the event a child is bitten:
- ✓ Attend immediately to the injured child providing comfort and care; Have the biter sit to the side where someone can watch him;
- ✓ Provide appropriate treatment to the injured child by cleaning the area with soap and water, apply ice, antibiotic ointment and a bandage as needed; When the injured child is calm and the bite attended to, the teacher will allow the biter to gently stroke the injured child to promote age-appropriate social interaction;
- ✓ When a bite occurs a written report will be completed by the teacher. A copy will be given to the parent of the injured child and to the parent of the biter. Strict confidentiality rules absolutely restrict teachers and the

- director from revealing the identity of the biter.
- ✓ A teacher will shadow the biting child.

Not all bites are witnessed by the teacher(s) and the bruising may not appear until later on in the day. Please inform your child's teacher the next day if you find a bite mark and did not receive a written record.

Birthday Parties

CLC welcomes the efforts of parents wishing to provide a special occasion for their child's birthday. Refreshments supplied for parties are an exception to the outside food regulation. Please make arrangements for these celebrations at least one week in advance by planning the details with the child's teacher, and pay close attention to known food allergies of children in the classroom. Hard candies, suckers, balloons, and very small toys should not be brought to parties. The celebration should be limited to 20-30 minutes and should be done during the afternoon snack time, 2:15- 2:30 p.m. Please limit the number of outside guests to parents, immediate family, or an extremely close friend.

Child Abuse

Reporting Mandates

Mississippi law states that persons having reasonable cause to suspect that a child is abused and/or neglected must immediately report this suspicion to the Department of Human Services. A toll-free hotline number, 1-800-222-8000 is provided for this purpose. Reporting suspicions of child abuse and/or neglect is in accordance with the state's Youth Court Act. Directors, teachers and operators of schools have a duty to report reasonable suspicions.

Child Health

One of the most difficult decisions for the childcare staff is determining when to send a child home from daily activities due to illness. A primary goal is to provide a healthy environment by controlling the spread of disease in order to provide the best care, while being sensitive to family needs. Children showing signs of illness such as fever above 100, vomiting and/or diarrhea, undiagnosed skin rashes, and conjunctivitis (Pink Eye) should stay home. The cooperation of parents in this matter is crucial in maintaining good health among the other children and staff. If any of these symptoms appear while at the center, the child will be isolated from the class and a parent will be notified. The sick child

will need to be picked up within the hour.

Exclusion criteria in the following:

Fever	Defined as 100° F or higher taken under the arm. 101° F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold.
Diarrhea:	Frequent (3 or more episodes in a 24 hour period) runny, water, or bloody stools.
Vomiting	Two or more times in a 24-hour period
Rash	Body rash with a fever
Sore Throat	Sore throat with fever and swollen glands
Severe Coughing	The child gets red or blue in the face or makes high-pitched whooping sound after coughing.
Eye discharge	Thick mucus or pus draining from the eye.
Jaundice	Yellow eyes and skin
Irritability	Continuous irritability and crying

When caring for children in a group setting, staff members need to take these precautions in order to protect the health and well-being of all children. Please notify the CLC office if your child contracts a contagious disease so that parents may be notified of their child’s exposure. **Upon returning to school following illness, children should be symptom-free for 24 hours without preventative medication (Tylenol, Imodium A-D, etc.).**

Contagious Disease

If your child is diagnosed with a contagious condition, please contact CLC weekday education as soon as possible. Notification will be posted on the sign-in and sign-out sheets of known contagious condition occurring in your child’s classroom. At the discretion of the director notification by letter will be given to parents of known severe contagious conditions occurring at the facility.

CLC staff members use the following Health Department guidelines:

12-2 Child Health (Mississippi Department of Health (MSDH))

- A.** A child who is suspected of having a serious contagious condition shall be isolated and returned to the parent as soon as possible.
- B.** A child having a serious contagious condition shall not be allowed to return to the childcare facility until he/she has been certified by a

physician to be no longer contagious.

C. Parents of all children shall be notified of a contagious illness in the childcare facility as soon as possible.

Communicable Diseases/Conditions and Return to Childcare Guidelines

APPENDIX – I Mississippi Department of Health (Parents will be provided with this information on a case by case basis).

Classroom Celebrations

Celebrations are to be used as a time to invite families to share cultural traditions celebrating family, friendship, and the changing of seasons.

Special occasions:

- Classroom celebrations for special occasions are held during snack time.
- Food should include simple nutritious snack that meets the MSDH nutritional guidelines.
- Natural 100% fruit bars, fresh fruit, or cheese cubes are a healthy option.
- Lead teachers are responsible for party arrangements and sign-up sheets.
- No Gum or candy.

Classroom Environment

Classrooms are set-up in learning centers using Infant and Toddler Environmental Rating Scale (ITERS) and Early Childhood Environmental Rating Scale (ECERS-R) guidelines. A variety of developmentally appropriate materials and equipment are to be available supporting curriculum goals and objectives. Materials should be rotated monthly and with weekly themes.

A Typical Day

Daily schedules include indoor and outdoor activities. Schedules are adjusted during summer months to include sun safe practice and during the school year to accommodate special activities and weather.

Our day begins with learning centers which include activities that are age appropriate while providing opportunity for exploration of science, language, literacy, math, music, dramatic play, art, and music. Group times include thematic activities, letter bags, and show and tell... and more. Meals are served family style and include breakfast, lunch, and two snacks. Rest time is about 2 hours daily. Children are encouraged to rest while listening to quiet music. There is outdoor play daily, weather permitting.

Classroom Rules

Classroom rules (*As We Play . . .*) are posted in each classroom at the child's eye

level. A copy of *As We Play . . .* is provided for each family at the beginning of the school year. Parents are encouraged to use these guidelines at home providing a more consistent home to school transition for the child.

Clothing

Children should wear comfortable, washable clothing each day. Select clothing that can be easily managed. Since play and movement is a large part of the day, clothes should not hinder a child from running, jumping, and climbing. Because clothing will certainly be soiled with food, paint, dirt and other substances, avoid sending children in their finest clothing. To avoid injury, CLC requires that all children, with the exception of infants, (8weeks- 1 year) wear closed toe, snug fitting shoes each day.

Children should be dressed appropriately for the weather each day:

- ✓ In the summer send children with caps or hats to protect them from the sun. Also, avoid shirts and dresses that expose large portions of the chest, back and shoulder area to limit sun exposure.
- ✓ In the winter children should wear clothing and coats appropriate for outdoor play.

Communication

Ongoing communication is the key to quality family-school relationships. Written program communication includes:

- ✓ Monthly classroom calendars
- ✓ Weekly classroom newsletters
- ✓ Daily notes- Infants- Two year old classes
- ✓ General program information and up-to-date program happenings and events can be viewed on our website-**clc.northoxford.org**

Lesson plans and menus are posted weekly. A parenting resource closet is located in the reception area. Parenting books for check out are located in the Resource room. If you would like additional information on a parenting subject, please ask and we will try to locate items for you.

Conferences

Two parent conferences are offered annually. Conferences include programmatic information, child progress, parent concerns and goals for their child. In addition evaluation results from formal and informal evaluations are shared. Child evaluations address the following areas:

- Social skills and behaviors
- School environment skills
- Self-help skills
- Motor skills
- Cognitive skills

An important component of the parent/teacher conference is parental concerns. Parents are invited to share:

- Parent's knowledge of their child's interest
- Parental view of the child's developmental needs
- Parental goals for their child
- Additional information of concern or interest

Confidentiality

Children's records are considered confidential. Children's records are available to the directors, teachers, and parents. Assessments of children's development and progress are placed in the each child's records. All assessments are shared with parents. Copies of assessments are available upon request.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) guidelines, children's school records are kept in a locked file and released only to designated parties and parents. Child and family information is also computerized with access by password only.

CPR and First Aid

CLC staff is trained and hold current certificates in CPR and First Aid. A fully supplied first-aid kit is readily available and maintained for use in the CLC reception area.

Emergency closings

CLC weekday education may be closed for the following reasons:

1. Hazardous weather conditions
 - a. Closing of the CLC weekday education program will coincide

- with the closing of the **Oxford School District** unless otherwise specified;
 - b.** For closing information tune into local media broadcast;
 - c.** Parents will be expected to come as soon as possible when school closings are announced;
2. Loss of electrical power;
 3. Loss of water;
 4. Widespread illness.

Enrollment

An invitation to enroll a child in the CLC weekday education program of North Oxford Baptist Church will be extended to current enrollees and church members first. Remaining vacancies will be offered to families on our waiting list. Registration for enrollment is done annually during the month of March.

Waiting List

Families are placed on our waiting list upon parent's request. CLC will send out periodic emails to these families to inquire about their status, update contact information and if they wish to remain on our waiting list. Families will be removed from our waiting list by:

1. Parent's request
2. Repeated failure to reply to email
3. Child(ren) have aged out

Field Trips

Our Three, Four and After School classes enjoy several outings/field trips during a program year. Transportation will be provided by NOBC vans, parent volunteers, and directors/teacher's vehicles. Parents will be notified in advance of a field trip and transportation arrangements. Parents will be asked to sign a permission form. Parents are invited to join us on our field trips. Extra hands are always appreciated – no invitation required.

Food Allergies

Food allergies must be documented by the child's physician. For safety purposes, allergies will be posted in the child's classroom.

Graduation

CLC provides a preschool graduation ceremony for children entering kindergarten.

Hand Washing

Hand washing is part of the daily routine for both children and staff. We ask parents to assist us by washing your child's hands upon arrival. Hand washing procedures are posted at all sinks. Hands are washed throughout the day after handling bodily fluids, before meals and snacks, after playing in water that is shared by two or more people, re-entry from the playground and after messy activities.

Harassment Policy

CLC weekday education reserves the right to remove a family from the program if, in the opinion of the director and/or the CLC weekday education committee, a parent or family member is harassing, intimidating or exhibiting other inappropriate behavior to a member(s) of the staff.

Homework for Afterschool

CLC afterschool staff will provide a quiet time for homework every afternoon Monday- Thursday. CLC afterschool staff will be available to assist children in completing their assignments as time allows. However, it is the responsibility of the parents to check for completion and correctness of the homework.

Infant sleeping procedure

Infants will be placed on their backs for sleeping unless written physician's orders to the contrary are in the child's file. Items such as but not limited to pillows, blankets, sheepskins, bumpers, soft objects, stuffed toys, loose bedding, etc., shall not be in the crib.

Immunizations

An original Mississippi State Health Department Certificate of Immunization Compliance Form 121 is required for a child to enroll in the

CLC weekday education program. Also, it is the responsibility of the parent to provide a new certificate when the current certificate has expired and additional shots are needed. If the parent is unable to obtain shots on or before the scheduled date stated on the certificate it is the parent's responsibility to have a copy faxed to the office providing a date the shots will be given. In order to keep our records current, CLC weekday education will assist parents by notifying them of immunization requirements. If we are found to be out of compliance in this area the program will be charged \$100.00 per citing.

Insurance

North Oxford Baptist Church carries liability insurance on each child through Brotherhood Mutual Insurance Company.

Invitation for non-school celebrations

CLC weekday education will not hand out invitations to parties unless each child in the classroom receives one. Confidentiality prohibits CLC Weekday staff from disclosing addresses and other personal information.

Kitchen

In compliance with state regulations, children are not allowed in the kitchen area. A sign announcing this regulation is posted on the door of the kitchen. Parent cooperation is required in this matter.

Meals

Children are provided breakfast (8:30 A.M.), lunch (begins at 11:00 and is served at 15 minute intervals), and afternoon snacks (2:15 P.M. and 4:30 P.M.). Parents of children arriving at preschool after breakfast will need to call the preschool for their child to be included in the 9:00 A.M. lunch count. Nutritious meals are served which meet the USDA Child and Adult Care Food Program Guidelines. Menus are posted in each classroom and copies sent home monthly. Meals are served family style. Accommodations for children with special dietary needs or food allergies are made on an individual basis and require a written request and instructions. Milk allergies must be documented with a doctor's note.

Snacks may be provided by parents on special occasions such as a child's birthday; however, they must meet minimum nutritional standards. Please schedule with your child's teacher when bringing food items to school.

Meals for infants

Infants are fed as needed on an individual basis. Parents of infants will be provided a Daily Information Sheet (DIS). These information sheets along with the following instructions should be followed to plan and prepare for infant's daily feedings:

Daily informational Sheets (DIS)

- ✓ Initially, parents should inform staff about infant's general eating habits. Following this initial conference, DIS will be used to communicate infants eating habits.
- ✓ It is the responsibility of the parent to provide written instructions on the DIS for the day's feedings.
- ✓ Staff will provide DIS to parents stating infant's feeding times and intake amounts.

Food supply for infants

Parents are responsible for supplying each day's supply of food and formula (already prepared in bottles) for infants. Procedures and regulation in supplying food:

- ✓ Label all bottles and jars appropriately with the name of the child; Glass bottles are not permitted;
- ✓ State law prohibits accepting previously opened jars of baby food;
- ✓ Baby food will be served in a separate dish from the jar or container it was stored in, and the remaining will be discarded.
- ✓ Any leftover in the jar will be dated and used within 24 hours or discarded;
- ✓ Formula must be prepared and stored in bottles at home.

Breast-feeding

CLC welcomes breast feeding mothers. CLC will provide a private space for breast-feeding mothers in an unoccupied classroom above the CLC. For your convenience, these rooms are located near a restroom. Breast-feeding mothers will be given a "do not disturb" sign to place on the door for privacy. Please discuss your breast-feeding schedule with your child's caregiver.

Outside Food

Food from outside the facility is prohibited. This is in accordance with Mississippi Department of Health regulations. Permission may be granted by the director and teacher for special occasions such as a child's birthday. See Birthdays in the hand book. **If a child enters the facility eating, the food will be taken away and discarded.**

Lost Items

CLC is not responsible for the replacement of lost, stolen or broken items. Parents are encouraged to report lost items as soon as possible. Many times, items left behind are found by others and are brought to the office for safekeeping. To aid in returning lost items, please practice labeling personal items with the child's name.

Medication Dispensing

In general, oral medication cannot be administered by CLC weekday education staff. If a child requires an oral medication, it is the responsibility of the parent to come and administer the medication. In some cases an exception will be considered for medications that are prescribed to be given in increments of time that does not accommodate parents or guardians' work schedules. These requests must be approved by the director.

Open Door Policy

CLC maintains an open door policy. Parents are welcome and encouraged to visit the center anytime during hours of operation 7:00 a.m. until 5:30 p.m.

Outdoor Play

Fresh air, sunshine, and exercise are good for children. CLC children play outdoors each day. In extreme weather conditions, discretion will be used to determine the feasibility and amount of outdoor play.

If your child has a medical condition that prohibits him from outdoor play, a doctor's statement explaining the child's medical condition is required to be on record.

Pacifiers

Pacifiers are only permitted in the infant, creeper and one year old rooms. This is to prevent the spread of germs. As children graduate to the two-year-old rooms,

pacifiers need to be left at home.

Parent Involvement

CLC offers parents opportunities to become actively involved in their child's preschool day to build a strong bond between home and school. Parents may visit at any time during the program's regular scheduled hours of operation. Parents and grandparents are invited to come and play, join a child for lunch, read a book to a group, or share a special talent or interest. At our fall orientation, parents are provided a survey to list talents and interest. We invite parents to share their special interests or talents with their child's classroom throughout the school year. Arrangements may be made with the staff or director for these types of activities. All visitors and volunteers are asked to sign in.

Parent Meetings

Parent meetings are held during fall and spring terms. Our first parent meeting of the school year serves as a program orientation. Our spring meeting is an educational meeting, with parent input as to suggested topics of interest.

Pets

Pets or visiting animals must have documentation of immunization and a statement that the animal is suitable for contact with children. Teachers are to supervise the interaction between children and animals. No reptiles are allowed due to the risk of salmonella infection.

Pest Control

Pest control is done monthly and is conducted by a licensed provider chosen by the NOBC administrative staff.

Photography

Parents are asked to sign a *Photography Permission Form* upon enrollment. Any photographing of a child is prohibited without parental consent. Photographs are taken throughout the school year by CLC staff. Once each year, the CLC will contract with an outside photographer to take individual and group portraits. Parents will be notified in advance of the date and details of this event.

Professional Development

CLC staff is required to obtain a minimum of 15 hours of professional development during each program year. CLC will be closed for two professional development days to help meet this requirement. See Calendar of Events on our website for Professional Development dates.

Program Evaluation

Families are invited to participate in our annual program evaluation each May. Data and comments are compiled and used to make program improvements.

Program Handbook

The Handbook for Families, Visitors and Volunteers is provided to families and staff annually.

Prohibited Substances

The use of any form of tobacco product, alcohol and illegal drugs are prohibited on the grounds of North Oxford Baptist Church.

Registration

Registration for enrollment will be annually. A yearly non-refundable registration fee is required and must be paid at the time of registration. All existing fees and late tuition payments must be paid to be eligible for registration.

Rest Time

CLC children will be allowed rest time daily. Children are not required to sleep, but must rest and remain quiet for other classmates to sleep. Each child will need a small sleep mat with his or her name.

Show and Tell

Children will have a special Show and Tell day to bring and share personal items. Show and Tell will be during group time. Following group time, items will be placed in the child's cubby. We ask that personal toys, books, etc. be left at home other than for Show and Tell. It is difficult for small children to share personal items in a school environment. They may also become lost or broken in our classroom setting.

Signing in and out/Security

Parents of our infants – three year olds are required to bring their child directly to the classroom in the mornings, and pick up their child from the classroom or other designated area in the afternoon. Four year olds parents can choose to drop-off their child with their teacher at the four year old drive through during the hours of 7:00- 8:30 a.m. After 8:30, four year olds must be brought to the CLC main entrance, and the director, asst. director, or parent will take child to the classroom. Four year olds can be picked up from the entrance closest to their classroom from 4:00- 5:30. If a parent arrives prior to 4:00 p.m. to pick up a four year old, the parent must enter through the main CLC entrance. Each child must be signed in and out by a parent/guardian. Prior written notice must be given in the event someone other than the parent/guardian is picking up your child. This person will be required to show proper identification before the child is released.

It is the aim of CLC weekday education program to ensure a safe environment for each child enrolled in the program. The drop-off and pick-up procedures and other security measures have been implemented for the safety and protection of your child. Once a parent enters the building to pick-up a child, the parent is responsible for the child and is required to keep the child in his or her presences at all times. Children should not be allowed by parents to exit the classroom and the building without their close supervision. Your cooperation with these procedures is mandatory.

CLC will not allow entrance of persons without valid cause. If a suspicious person enters the facility that may pose a threat to children, teachers will be notified to follow lock-down procedures and emergency officials will be called to the facility.

Smoke-Free Environment

CLC is a smoke free environment. No smoking is allowed on the NOBC grounds.

Sun Safety Practices

CLC will follow all sun safe practice guidelines of the MSDH, including but not limited to refraining from being out in the sun during the hottest part of the day, use of sunscreen, and use of hats and other sun safe clothing. Parents are asked to apply sun screen with an SPF of 15 or higher on their children before arrival. Teachers will apply sunscreen for morning and afternoon play, as needed.

Permission forms must be signed for afternoon sun screen application.

Teacher-Child Ratio

The Mississippi State Department of Health mandates the following minimum care giver to child ratio at all times. For quality care, CLC's caregiver to child ratios is as follows:

	Minimum	*CLC
Less than 1 year	1:5	3:8
1 Year	1:9	3:12 or 2:12
2 Year	1:12	2:12
3 Year	1:14	2:12
4 Year	1:16	2:12
5 Year- 9 Year	1:20	1:9
10 Year- 12Year	1:25	3:30

*CLC ratios are subject to change.

Toys and Personal Items

CLC asks that all toys, books, games, etc. be left at home to avoid problems among the children concerning ownership and sharing. Exceptions are made for "show and tell" day and for stuffed animals to be used at nap time. Toys which indicate or suggest violent or destructive play should be left at home.

Toilet Training

A toilet-training agreement is available in the CLC weekday education office for the 2-year-olds classroom. The goal of the agreement is to provide a positive experience and to maintain consistency in training between home and the child care facility. Teachers are not responsible for toilet training, but it is a partnership between parent and teacher. Children being toilet trained should have several changes of clothing clearly labeled with the child's name each day.

The following signs could indicate readiness for toilet training

- ✓ Your child remains dry at least two hours at a time during the day or is dry after naps;
- ✓ Your child's bowel movements become regular and predictable;
- ✓ Your child indicates by words, facial expressions or posture that he is about to urinate or have a bowel movement;
- ✓ Your child can follow simple, verbal direction;
- ✓ Your child becomes uncomfortable with soiled diapers and wants them changed;
- ✓ Your child asks to use the toilet or potty chair;
- ✓ Your child asks to see grown-up underwear.

Children should be toilet trained prior to entrance in a 3-year-old classroom.

Transition

Daily transitions for individual children are to be minimized by:

- Maintaining a designated staff for each classroom
- Maintaining a predictable schedule designed to minimize transitions through the day
- Scheduling transition and planning activities to limit standing in line and waiting periods for changes in activities

Transition to Kindergarten

CLC plans and provides activities for children transitioning from preschool to the kindergarten setting.

Transition activities include:

- ✓ Incorporating needed kindergarten skills into weekly activities
- ✓ Notify parents of Kindergarten Open House by posting sign and include on weekly newsletter
- ✓ Plan a field trip to Kindergarten
- ✓ Read books about Kindergarten such as Kindergarten Rocks.
- ✓ Provide a graduation ceremony
- ✓ Teach a unit on Kindergarten

Transportation Policy

Field Trips

With parental permission for each outing, CLC will transport children on field trips using NOBC church van, teachers and or director's vehicles, and volunteer parent's vehicle. Proof of insurance is required for teachers, directors, and parents to transport children.

Emergency Transportation

In the event of an emergency that require children to be vacated from the property, all children will be taken first to North Oxford Baptist Family Life Center. Our children will get to the Family Life Center by walking and/ or evacuation cribs. If it is necessary for our children to be vacated of our church property we transport children in church vans or other suitable transportation provided by local authorities to the Christian Life Center at First Baptist Church Oxford, MS.

Afterschool

CLC will use NOBC church vans to pick up enrolled students of CLC afterschool program from Oxford School District. It is the responsibility of the parent to provide a booster seat, to be left at CLC, for children who are less than 4' 9" in height or weighs less than 65lbs. Children will not be transported without appropriate restraint. Parents must notify the CLC before 1:00p.m., if a child is absent from school or will not be needing afterschool transportation.

Visitors

All visitors to CLC weekday education will be asked to show proper photo identification.

Withdrawal

CLC Weekday request that parents provide 2 week advance written notification of withdrawal from the program. A withdrawal form can be picked up at CLC front desk.