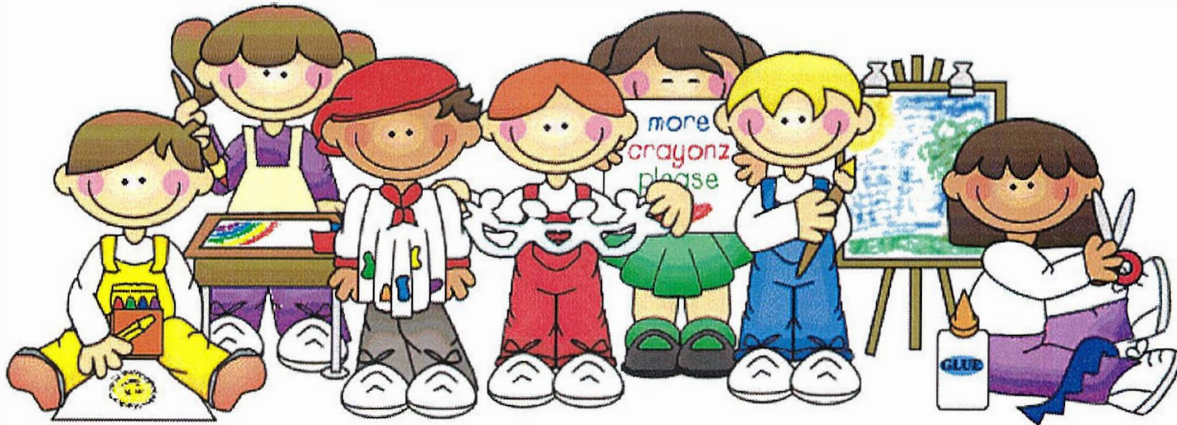


Long Shoals Wesleyan Child Development Center



Parent Handbook

Effective August 01, 2025

Last Revision August 01, 2025

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"Building Strong Foundations"



**LONG SHOALS WESLEYAN
CHILD DEVELOPMENT CENTER**

PARENT HANDBOOK

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Kim Cline Assistant Director**

“BUILDING STRONG FOUNDATIONS”

Welcome!

We are glad you have chosen Long Shoals Wesleyan Child Care Center. You are encouraged to visit our center with your child prior to the first day of child care. This gives the staff and child an opportunity to meet and get to know one another. It makes separating on the child's first day a little easier for both you and your child.

We are licensed under the State of NC Department of Human Services with a Three-Star Rating. The center has been in operation since 1976. Our program is designed to meet the developmental needs of young children. Within our daily schedule we include time for fine motor skill development, encourage socializing with other children, provide an atmosphere of love and understanding so the child can have a sense of security, problem solving and listening skills.

This handbook should answer most questions you may have regarding our center. Please feel free to talk to your child's teacher, secretary or the director at any time.

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Again, welcome.

LONG SHOALS WESLEYAN CHILD CARE CENTER

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SECTION I

Mission Statement of Long Shoals Wesleyan Child Care Center

The mission of the Long Shoals Wesleyan Child Care Center is to nurture the “whole child” in areas of physical, intellectual, emotional, social and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and life-long learners.

Long Shoals Wesleyan Child Care Center

Provides Care For:

Infants - 6 weeks to 12 months

Toddlers - 13 months to 24 months

Twos - 24 months to 36 months

Threes - 36 months to 48 months

Fours - 48 months to 60 months

Before School and After School Care_- Ages 5 to 12 years

Solid Rock (Summer Camp) - Ages 5 to 12 years

Parent Handbook

Purpose and Goals

The Long Shoals Wesleyan Child Care Center has a four-fold purpose. Our purpose is to provide more than mere custodial care to children; our services are administered with total development of the child in mind.

Spiritual - We will meet the children's needs through a regular devotional program. The staff will give Bible story, choruses and prayer at some point of each day. We will demonstrate Christian living through all interactions with the children by showing love and right attitudes.

Social- We will teach the children to live together and play peacefully.

Physical- We aim to provide safety and guard against ill health. We encourage the children to participate in large and small muscle activities. Weather permitting: the children will play outside for at least one hour each day. Hot, well-balanced meals are served each day. Provision for a rest period is provided daily.

Emotional - We will provide an atmosphere of love and understanding and a close relationship between child and staff to instill a sense of security in each child. A schedule will be followed as closely as possible each day so that the child will have a good idea of what happens next to reinforce this sense of security.

Enrollment Procedures

- A. Parents/Guardians may secure child care applications from the center during regular office hours. Regular office hours are 9:00 A.M. to 5:00 P.M.
- B. The application must be returned to the center a week before the first day of attendance.
- C. Parents/Guardians are required to submit a medical examination report and a current immunization report on their child no later than the first day of enrollment.
- D. Parents/Guardians are encouraged to visit the center before their child is enrolled and should bring their child with them. This will give the child an opportunity to meet the teachers and other children before the first full day of attendance. All students are encouraged to attend the center at least one half day, for orientation purposes, before the first day of class. A three to four hour stay by the student on the first day is encouraged.
- E. Parents/Guardians are required to have a pre-enrollment conference with the Executive Director prior to the child's first day of enrollment. During the conference, parents/guardians are encouraged to share information about their child, voice their expectations of the program and

ask questions.

- F. It is the responsibility of the parent/guardian to report to the Child Care office any change of address, telephone numbers (home or work), employment, emergency contact person and medical information (updated shot records).

Times of Operation

Operating hours are Monday through Friday from 6:00 A.M. through 6:00 P.M.

Closings

The Center will be closed on the following dates:

New Year's Day	1 day
Good Friday/Easter Monday	2 days
Memorial Day	1 day
Independence Day	1 week of the July
Labor Day	4th 1 day
Thanksgiving (Thurs. & Fri.)	2 days
Christmas	week of Christmas

Parents/Guardians will be responsible for payment for the above days in order to provide paid holidays for the staff. Please look for posted dates on all main entrances and bulletin boards. Please add them to your personal calendar as soon as possible.

Personal Belongings

All parents/guardians are asked to bring an extra set of seasonal clothing for your child to be left in the cubby. The extra clothes should include top clothes, socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants or pull ups should be brought to the center on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by the child and the teacher.)

Please put your child's name or initials in all items left at the Center.

Items Needed by Parents/Guardians to Ensure Quality Care

Parents/Guardians are responsible for providing the following items:

Infants: 6 weeks to 12 months

- Diapers - weekly or large pack
- Clean Bottles with caps and nipples - daily with name and date
- Baby food with name
- 2 complete changes of clothes (seasonal) at all times

Toddlers: 13 months to 24 months

Diapers - weekly or large pack
Two changes of clothes (seasonal) - at all times
One clean set of linen - at all times

Twos: 24 months to 36 months

Diapers/Training Underwear (If the child isn't potty trained)
Change of clothes - at all times
One clean set of linen - at all times

Note: When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid: overalls, onesies undershirts, jumpers and body shirts.

Threes:

Change of clothes - at all times
One set of clean linen - at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning and having fun.

Fours:

Change of clothes - at all times
One set of clean linen - at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning and having fun.

All children are required to have on file a current annual physical and updated shot record.

Safe Arrival and Departure Policy

All parents/guardians must sign children in upon arrival and out upon departure. Long Shoals Wesleyan Child Care Center staff will not receive children before 6:00 A.M. Children must be picked up before 6:00 P.M.

If an individual other than the parent/guardian is picking up the child, the parent/guardian must notify administration and the child's teacher. The individual must show identification, such as Driver's License prior to departing with the child if the staff are not familiar with the individual.

To prevent unnecessary accidents, parents/guardians are asked to take your child/children directly to their class upon entering the building or to the designated class for students arriving before 7:30 A.M. Students leaving the building must be accompanied by parents/guardians or adults from the

class to the vehicle. Do Not Allow your child the freedom to run or roam the building, classrooms or hallway. **LSWCCC will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of LSWCCC staff.** When children are released from the class to parents/guardians, they are no longer under the care of LSWCCC staff.

Safety Tips During Arrival and Departure

1. Please turn your car off and take the keys out of the ignition before entering the Center in the morning and afternoon.
2. Please turn off or turn down loud music.
3. Please drive very slowly when approaching the building.
4. Please do not leave small children unattended. We know it's convenient not to have to bring in your small ones or infants while you take their older siblings to class or pick them up at the end of the day, but the following can happen:

- *The child or another child can jump into the driver's seat and change gears.
- *A lot of times little ones can lock themselves or the parent/guardian may lock them in unintentionally.
- *The child or baby can choke.
- *Someone can abduct your child.
- *Children can climb out of the car and get hit by a moving car or wander off.
- *Children can go into your purse and open medicine bottles.
- *Heat exhaustion or hypothermia may occur since your car should not be left running.
- *Heads, necks, and arms can get caught in power windows.
- *Children can sometimes lock parents/guardians out of the car or parents may accidentally lock themselves out of the car.

Sick Policy: Regulations Concerning Sick Children

According to the N C. Health & Human Services, Division of Child Development, we are unable to accept at the Child Care Center a child with a diagnosed communicable disease (measles, mumps, chicken pox, etc.) or obvious acute illness. Therefore, please do not send your child to the center when he/she is sick or has signs of possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms have subsided and the child feels well enough to participate in Center activities.

In order for the staff to administer medication it must be prescribed by a doctor unless it is an over-the-counter medication, which can be given only as recommended by the label. Please help us by:

- A. Administer at home if possible.
- B. Signing and dating a medical consent form, which can be picked up from the child's teacher.
- C. Making sure all medication is in the original container and the date, child's name, Doctor's name, and the dosage plainly stated is present on prescribed medications.

If a child has a temperature of 101 degrees or greater, diarrhea, contagious illness, or an injury occurs during the day, the parent/guardian or next of kin will be contacted immediately. If there is a serious injury and/or medical problem, the parent/guardian and/or the local rescue squad may be contacted for assistance. If the nature of the illness is not life threatening, the director will transport the child to the hospital or local physician. If this action is taken, parents/guardians will immediately be contacted.

Nutrition Policy: Meals and Snacks

The Center will provide nourishments three times each day. Breakfast, lunch, and an afternoon snack will be distributed. All meals and snacks are prepared based on the Recommended Dietary Allowances contained in the Food Pyramid. Menus are posted. This center participates in the Child and Adult Care Food Program of N. C. Dept. Of Health & Human Services, which meet all federal recommended daily nutritional standards. All parents/guardians are requested to fill out annually a Child Food Program Eligibility Application in order for the Center to maintain state compliance.

Parents/Guardians must provide formula, and baby food for their infants, unless otherwise noted. Parents/Guardians who provide their own formula, must prepare it at home and bring it in ready to serve providing infant's name and date. Parents/Guardians are required to fill out an infant feeding schedule before the first day of care.

Parents/Guardians must provide food for children who are on special diets that are prescribed by the child's physician. Parents/Guardians must have a Physician or Dietitian to substantiate the need for a special diet in writing. Notes from Physicians are needed to substantiate food allergies.

Extra snacks, other foods and/or beverages are not permitted in the Center, except at Holiday or Birthday parties. The snacks for the parties must be store bought in original packaging. The Center provides a balanced snack, which meets nutritional guidelines. Soft drinks are discouraged.

- Breakfast will be served between 7:30 -8:30 A.M.
- Lunch is served between 10:45-12:20.
- Snacks – 1:30-2:30 P.M.
- Food will not be allowed in the class after meal times.

Discipline & Behavior Management Policy

The guidelines for discipline at LSWCCC are to foster and teach children to be independent self-monitors of their behavior that walk in Christian Love. This will be achieved through behavior guidelines provided by teachers and staff.

Children attending Long Shoals Wesleyan Child Care Center will not be subjected to any form of corporal punishment, by the director or any other staff of the facility. The definition of “staff” includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might come into contact with the children while providing services for LSWCCC.

LSWCCC instructors and other staff will provide Verbal Guidance by:

- Speaking kindly to children.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions
- Avoiding making comparisons between children-Modeling Christian values
- Promoting positive self-esteem

LSWCCC instructors and staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor and outdoor)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.
- Providing consistency in discipline practices.
- Ensuring that teachers and staff will be positive role models.
- Giving children choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using “Time Out” immediately following physical aggression, hitting with objects, kicking, or biting. (See explanation of “time out”)

LSWCCC complies with General Statutes of the State of North Carolina; which are:

- No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- No child shall ever be disciplined for not sleeping during rest period.
- No child shall ever be placed in a locked room, closet, or box.
- No child shall be disciplined for toilet related accidents or any other accidents.
- No child shall be delegated to providing discipline of another child.
- Foods shall not be withheld as a means of discipline.

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

We:

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

We:

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

“Time-Out”

“Time-Out” is the removal of a child for a short period of time (1 minute for each year of age) from a situation in which the child is misbehaving and has not responded to other behavior management techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight or in the administrative office. During “time-out”, the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

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

Reporting Child Abuse and Neglect

We understand the importance of family unity, however if a time arrives where upon any are symptoms of suspected child abuse or neglect by a staff member of parent/guardian are brought to our attention, we are required by law to report it to the Lincoln County Department of Social Services. This center will abide by this law.

Child Care Center Cleaning

The Child Care classrooms are cleaned daily. The Kitchen and Bathrooms are cleaned and mopped daily. The Center's floors are professionally cleaned at least yearly or as needed.

Inclement Weather

During periods of inclement weather, the center will close or will not open if travel is extremely hazardous. Late openings and closings will be announced on WBTV and phone tree.

Nondiscriminatory Policy

LSWCCC does not discriminate on the basis of race, color, religion, political party, national origin, sex, age or disability.

SECTION II

Long Shoals Wesleyan Child Care Center

Tuition Agreement

Revised Feb. 12, 2024

At the time of enrollment, parents/guardians are required to sign a tuition agreement, pay a registration fee of \$40.00 and one week's tuition in advance. **The Registration Fee and first week of Tuition are Non-Refundable.** The registration fee/tuition will also serve as a security deposit to secure a child's space in a classroom for a minimum of one (1) week. At the end of the week, the child will need to have started the program, or another week of tuition is due. The space is forfeited when the financial obligation is not met.

Tuition Rates

<u>Class</u>	<u>Weekly Rate - No discounts available</u>
Infants.	\$190 .00
Toddlers	\$190 .00
Twos	\$175.00
Threes	\$175.00
Fours	\$175.00

Additional Fees

Annual Registration.	\$40.00
*Due at enrollment and automatically billed every January.	
Summer Activity Fee (billed in June)	\$30.00
Pre-K Book Fee (billed in August)	\$40.00

Each child's tuition is an ongoing fee, which may be separated into weekly, bimonthly, or monthly payments. Weekly, bimonthly, or monthly tuition must be paid in advance. Tuition payments are to be made by Friday of each week for the following week of child care services. If payment has not been made by Tuesday afternoon, parents/guardians will be notified of a past due account and be informed that child care services will discontinue the following Monday unless the account becomes current by Friday of the week of notification. The child may return to the Child Care Center once the past due account is paid in full (past due plus the next week's tuition). Child Care accounts will not be allowed to be past due and children continue to attend the Center. Note: Weekly tuition is required if your child attends or does not attend the Center, as long as the child is enrolled in the Child Care Center. An account is "current" if there is no past due tuition and tuition is made in advance of child care services. A late payment fee will apply when an account becomes past due.

Year Round Child Care Services

Child Care Services will be provided year round (52 weeks). Parents/Guardians whose child is enrolled year round will pay full tuition for 50 weeks. Christmas and July 4th will pay ½ the regular tuition for each of those two weeks.

Form of Payment

Parents/Guardians are encouraged to make payments in the form of cash or check. If paying by cash, please have the correct amount and use an envelope with name and amount written on the front. Drop your payments off in the black box at the hall door (across from kitchen entrance).

The center may drop a child from enrollment if any account remains past due two weeks or more.

Penalty Charges

Late Payment Fee: \$10 each occurrence

Re-enrollment Fee: \$40.00 if a child has been dropped from the Center and wishes to re-enroll during the same year.

Returned Check Fee: \$20 service fee for all returned checks plus a \$10 late payment fee.
After the third returned check, the Center will no longer accept checks from that client and all tuition must then be paid in cash.

Late pickup fees: If a child is picked up after 6:00 P.M., the following fees will apply.
The charge is paid directly to the staff at the time of pickup. Phone calls to notify of late arrival will not exempt a late fee charge.

<u>Time</u>	<u>Fee</u>
6:00 - 6:10 P.M.	\$5.00
6:10 - 6:20 P.M.	\$10.00
6:20 - until	\$5.00 for each 10 minutes or part of

Delinquent Accounts

All unpaid accounts will be turned over to a collection agency. Parents/Guardians will be notified prior to this procedure.