

Parent Handbook

WELCOME TO BUILDING BLOCKS EARLY EDUCATION CENTERS

Dear Parents,

Thank you for your interest in Building Blocks Early Education Centers. Building Blocks Early Education Centers is a ministry of Fayetteville Christian School. We serve families with children ages six weeks to four years. Our Bible-based preschool program includes activities centering on communication, science, language, music, art, and large and fine motor skill development. We will have daily Bible stories and children's chapel every Friday.

We are licensed to accommodate 200 children in each of our spacious 13,000 sq. ft. buildings. Our beautiful facilities are new and have been built with state-of-the-art technology. Access to the building is through a central lobby monitored at all times by child care personnel. We will have a courtyard style, 10,000 sq. ft., playgrounds with enclosed courtyard play areas, indoor playrooms, full-equipped indoor gymnasiums, secure internet streaming video access for parents to monitor classrooms and play areas from their homes or places of work worldwide, and credentialed teachers and educators, equipped and trained to the highest North Carolina Department of Child Development standards. This booklet was prepared for your use in hopes that it would answer your questions about our program.

As a Christian Center, we seek to honor Jesus Christ in all that we do. Therefore, our goal is to offer the best in a Christ-centered developmental program. Since our aim is to develop character as well as intellect, our program offers a developmental curriculum from a Christian perspective.

In His Service,

Director

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STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)

We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

We believe in the Deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 15:14, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

PHILOSOPHY

We are blessed to be of service to children and families of this community. We strive to meet the developmental needs of children and assist in parenting through a spiritually enriching and flexible, educational experience. We believe your child's first five years are most important for child development. Our trained educators work together with parents to offer a program designed to facilitate the physical, cognitive, psychosocial and spiritual development of pre-school age children.

We believe education must be based upon the unity of truth in God. "He is before all things, and in him all things hold together; in whom are hidden all treasures of wisdom and knowledge." (Colossians 1:17, 2:3). Christian education integrates God's truth.

Our desire is to continually improve our care and facility through the suggestions and cooperation of each parent. Our hope for the future is to provide quality child care and to grow in His service.

GOALS

The primary goal of Building Blocks Early Education Centers is to provide a spiritually safe, loving, nurturing, Christian environment that enhances the development of the "whole" individual. Our education center is a home away from home for every participating child. Our educational programs will enable each child to develop a positive Christian attitude toward learning and developing responsibility, self-discipline and self-esteem.

STAFF

All staff members are experienced and/or certified. They are carefully selected people who have demonstrated a love for children. The center is professionally managed by a highly qualified Director. The Director and staff members work together to provide a happy, healthy family environment for the child. Every teacher has a worldview and expresses the convictions he/she lives by. The worldview of the teacher will gradually condition the worldview of the student. It is for this reason that good Christian models are an absolute necessity for Christian education. Jesus spoke of fully developed disciples being like their teachers (Luke 6:40). Therefore, a Christian teacher is one redeemed through Jesus Christ; conducting a pure life controlled by His Spirit; called and gifted to teach; and evidencing the fruit of the Spirit.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request the Christian School, along with the church, becomes a partner in giving this education.

WEE LEARN CURRICULUM

WEE (Weekday Early Education) Learn Curriculum is the framework on which we build our early childhood program. It allows children to grow and develop as Jesus did *in wisdom and stature, and in favor with God and men (Luke 2:52)*. This curriculum was created by LifeWay, established in 1891 in Nashville, TN by J.M. Frost. LifeWay is one of the world's largest providers of Christian products such as Bibles, church supplies, and music. 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. Because children learn through play, many activities will appear to be just that. However, a learning concept is always present. Spiritual, physical, mental, emotional, and social developments are all important.

PROGRAMS

Explorers – 6 weeks through 24 months

Our *Explorers* are separated into four different groups: 6 weeks-6 months; 6-12 months; 12-18 months; 18-24 months. This ensures that infants can explore at their own level in a safe and protected environment. Each of the four rooms focuses on age appropriate milestones so children are prepared to move on to the next classroom.

Transition Room

Our *Transition Room* is for beginning two-year olds. Here, children are gradually introduced to new and exciting things. They have freedom to explore as they learn to follow the teacher and develop their cognitive abilities. Children will learn at their own pace before moving into the more advance room for two-year olds, the *Adventurers*.

Adventurers – 2 Year olds

Two-year-old *Adventurers* are introduced to creativity, new activities, and dramatic play in three different rooms. Themes in each room will change every two weeks. At this age, children will also be introduced to potty training.

Discoverers – 3 & 4 Year olds

Our three- and four-year-old *Discoverers* will be introduced to four different theme rooms: Creativity, Activity, Dramatic Play, and Discovery.

THEME ROOMS

Creativity

In this room, children are encouraged to express themselves in creative ways. Adventurers learn and explore through various art materials, painting, music, computer programs, and a variety of books and puzzles. The Discoverers have additional opportunities to practice more advanced skills such as cutting and pasting, along with more challenging computer programs, books, and puzzles.

Activity

During their individual class time, Adventurers and Discoverers will have a sensory experience with colors, shapes, and sizes. These activities help develop problem solving, choice making and matching skills. This room's sand/water table, and touch and feel manipulative tools such as puzzles and blocks, will help improve fine-motor-skills. The Discoverers' experience also includes Lego tables and chairs, and a cubby tower.

Dramatic Play

Here children learn about life in general. In this room is a complete playhouse center, which changes with the theme. The playhouse can be converted into a doctor's office, another house, a school, or a hospital. A separate play marketplace, puppet theater, play mailbox and dress-up clothes such as uniforms worn by police officers, doctors, dentists, etc... helps them learn through dramatic play.

Discovery (3-4 year olds)

Here our Discoverers have a science-habitat with plants and small animals (such as hamsters), a smart board interactive whiteboard system), books, and computers. These experiences help children learn to appreciate and care for our world.

DAILY ROUTINES

The day-to-day routine is similar for both the Adventurers and the Discoverers. First is homeroom with a morning snack and Bible time, followed by outdoor playground (during inclement weather, the class can go to the indoor gym), and theme room. Teachers will have a schedule and parents will be informed of each teacher's schedule. Our curriculum is incorporated so that children will learn through play in the different theme rooms. Although the child will change classrooms throughout the day, the child will have the same teacher.

PLAY AREAS

Outdoor Area

Here we will have a 10,000 sq. ft. playground. On the playground will be swings, a bike trail, a Kid Castle, and a Tic-Tac-Toe castle for the children's enjoyment.

Indoor gymnasiums

Here the indoor gymnasium will be fully equipped with gym sets, climbers, foam mats, foam shapes and maps, climbing stations, swings for babies, and a separate bathroom.

GENERAL POLICIES AND PROCEDURES

STATE REQUIREMENT

The state of North Carolina recommends that no child be left in the Child Care Center longer than ten hours a day. We support this recommendation.

SERVICE AND OPERATING HOURS

We provide service for children ages 6 weeks through 4 years old. We provide full time care only. The center will be open Monday through Friday, 6:00 am to 6:00 pm.

TUITION AND REGISTRATION

Registration = \$50 per child

Tuition:	<u>15% 2nd child discount</u>
Infants (0-12 months) = \$150 per week	\$127.50 per week
12 to 24 months = \$145 per week	\$123.50 per week
2 year old = \$140 per week	\$119.00 per week
3 year old = \$135 per week	\$114.75 per week

4 year old = \$135 per week

\$114.75 per week

All tuition fees are due and payable in advance. Fees not paid by the grace period (according to your payment schedule) are subject to a \$5.00 late charge for each week that tuition is not paid. The late pick-up fee is \$5.00 for every five minutes (per child) past closing. Children are not allowed in the building before 6:00 am.

PAYMENT SCHEDULES

Monthly -Due by the 1st of the month or (grace date) no later than the 3rd the month.

Twice Monthly -Due by the 1st and the 15th of the month or (grace date) no later than the 3rd and the 17th of the month.

Weekly -Due by Thursday of each week or (grace date) no later than the following Monday.

Bi-weekly -Due by Thursday of every other week or (grace date) no later than the following Monday.

A \$50.00 registration fee per child is due upon enrollment and is non refundable. These fees help cover the expense of supplies and parent handbooks.

Registration fees are due as follows:

- **Upon initial enrollment**
- **Annually from August to August**
- **Prior to the last day of attendance if a child leaves for the summer.**

Parents are to give a two weeks notice if a child is to be taken out of the center, or all fees will be expected until such time is up.

REGISTRATION FORMS

- **Registration forms may be picked up at the center.**

- **Bring or mail completed registration forms with registration fee to the center.**
- **Registration is accepted on a first come, first served basis. Register Early.**

RECORDS

It is a must that your child's records be up-to-date. If you have a change-of-address, phone number or job, please notify the center immediately. The enrollment forms needed for your child are as follows:

- **Completed Application Form**
- **Discipline and Behavior Management Policy Form**
- **Child's Health and Emergency Information Form**
- **Child's Medical Reports**
- **Child's Immunization Record**
- **Contract Agreement**
- **Client Payment Agreement**

ARRIVALS AND DEPARTURES

Parents or an authorized adult must accompany the child into the center upon arrival. Before leaving, the parent must stop by and sign the child in as well as inform the director or teacher of any changes in pick up procedures or of any special instructions for the day. If a parent is unable to pick the child up, the center must be notified in writing as to who will be responsible for picking up the child. A car seat must be left for the other person picking up your child. A form of ID will be requested if the person is unfamiliar to the staff. If the parent is going to be away from the usual workplace for the day a telephone number must be left where the parent can be reached in case of an emergency. Before departing the center, parents are responsible for signing the child out.

ITEMS NOT PERMITTED AT SCHOOL

It is a policy of Building Blocks Early Education Centers that no toy guns be brought into the center. We are extending this policy to include all Power Ranger, Ninja Turtle, Batman and Superman paraphernalia (i.e., clothing and toys). These items encourage children to act out violence exhibited by these characters

sometimes resulting in injury to themselves or others. In addition, such behavior is not conducive to the Christian atmosphere we strive to maintain here at Building Blocks Early Education Centers. We are a “Christian” Center geared to promote spiritual up bringing and love and respect for each other.

SUSPENSION

Any child who willfully hits, kicks or bites a teacher will be suspended immediately for the remainder of the day. If the offense occurs after 3:00 pm, the suspension will be in effect for the following day.

CLOTHING

- **Children must be dressed in washable play clothes.**
- **Children must have proper outdoor clothing since outdoor activities are scheduled each day (weather permitting).**
- **A full set of extra clothing must be brought in for children to ensure their comfort in case of spills or other accidents. Your child must be dressed in comfortable clothes that are easily changeable.**
- **All children must wear enclosed shoes with (i.e. tennis shoes or laced shoes). Sandals, cowboy boots, flip-flops and shoes that do not securely fit children are unacceptable because of safety factors. Proper shoes are also very important for the development of gross motor skills (i.e. walking, running and climbing).**
- **Potty Trainers must wear pants with elastic waistbands. Clothing that is difficult for the child to remove when going to the bathroom (i.e. belts, buttons and snaps) can cause the child to become frustrated with his/her potty training experience. Potty Trainers should be in pull-ups or training pants. No diapers. Girl’s two years and up must wear shorts under their dresses or skirts.**
- **Children wearing earrings in the center must always wear the post style earrings. Loop style earrings and necklaces are unacceptable because of safety factors. The center will not be responsible for lost earrings.**

To ensure the safety and contentment of all children, please do not allow your child to bring:

- **Their own toys unless it is a soft toy to be used during rest time or for show-n-tell.**
- **Toy guns, gum, candy, soda and tea.**

- **Money, jewelry or high value items.**

CELEBRATION OF HOLIDAYS

Because of the joy of celebrating holidays from a Christian perspective, the center will not recognize Halloween (including use of jack-o-lanterns, bats, witches, black cats, etc.) or use leprechauns, or Easter bunnies in parties, classrooms, handouts, bulletin boards, etc.

HOLIDAYS

Tuition is due on all paid holidays. The following paid holidays will be observed:

- **New Year's Day (January 1)**
- **Good Friday**
- **Memorial Day (last Monday in May)**
- **Independence Day (July 4)**
- **Labor Day (First Monday in September)**
- **Veterans Day (second Monday in November)**
- **Thanksgiving Day and day after**
- **Christmas Day and day after**

TUITION FOR INCLEMENT WEATHER

On the days the center is closed due to weather conditions or other emergencies, the tuition for those days will be \$10.00 less for each day we are closed. On early release day's and delayed openings, the tuition will be charged for a full day.

MEALS AND SNACKS

Meals and snacks are provided by the center everyday. Hot lunches are served daily as well as nutritious snacks. Outside food is not allowed.

CELEBRATION OF BIRTHDAYS

We encourage parents to let the children celebrate his/her birthday with other children at the center. It will be the parent's responsibility to provide all party

refreshments. All food must be commercially prepared. No home cooked food is allowed. Balloons are allowed, but we ask that if “Characters” are hired (i.e. clowns, mimes) that they do not perform magic tricks. Please notify the director several days in advance to plan a party.

ABSENTEES

Please call if your child will be absent. Also, call if your child has been sick the night before or the present morning before bringing them into the center.

Notification is very important because we do not want to infect the other children and staff.

CHILD NEGLECT

Child Care Centers are required by law to report any suspected or confirmed incidents of child abuse to the Department of Social Services. If your child is to leave home with any kind of injury or bruise and is brought to the center, we ask that you please inform us of the situation. You will also be required to fill out an incident report of when, where, and the time it happened.

HEALTH AND SAFETY

All of our personnel are certified in CPR and First Aid. Refresher courses are taken yearly. Our center operates for well children and staff only. Please do not send your child to the center if they show signs of illness. If your child becomes sick during the day, you will be called to come and pick up your child. Children who are mildly ill (i.e. minor cold symptoms) may remain at the center only with the director’s approval. Children must be fully able to participate in all activities, including outdoor play.

Any child with a sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child’s normal pattern and with increased stool water, or has two or more episodes of vomiting within a 12-hour period will be sent home for 48 hours.

Children with symptoms of communicable disease will remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes, we will contact the emergency contacts indicated by the parents.

We will not serve children with:

- A fever of 101 F or above, axially
- A fever of 100 F ---- 100.9, axially if combined with another sign of illness.
- A skin rash that has been identified by a phone call or in writing from a physician who has seen the rash.
- Diarrhea and/or vomiting two or more times in a day.
- Evidence of head lice or other parasites.
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open cold sore

CHILDREN MAY BE READMITTED

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or to others.

OR

- **If visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting, diarrhea for 24 hours while on a normal diet.**

The center retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the center's "policies". When any youngster in a child's class has a communicable disease, parents are informed in writing within 24 hours.

Staff with symptoms of illness will remain away from the center.

A CHILD MAY RETURN TO THE PROGRAM WHEN

- **Fever has been absent for 12-24 hours**
- **Nausea, vomiting, or diarrhea has subsided for 48 hour**
- **Four to eight doses of an antibiotic has been given over a 24-hour period for known strep throat infection**
- **Child feels well enough to participate in activities at the center**
- **Chickenpox lesions are crusted, usually 6 days after onset**
- **Scabies, Lice and Ringworm – 12 hours after treatment**
- **Pinworm - treatment has occurred 24 hours before time of requested readmission**
- **Lesions from impetigo are no longer weeping**
- **Pinkeye – 12 hours after use of medication**
- **The child has completed the contagious stage of the illness.**

Our staff is trained in recognizing communicable diseases. We follow strict hand washing and disinfectant procedure with staff and children. The disinfectant policy is posted in the bathrooms and in the kitchen.

MEDICATIONS

Medication is given only if parents sign a permission form. Prescription medication must have a prescription label with the child's name and date and signed in by the parent for each day the medication is to be given. Medications that are not age appropriate or medical samples and over-the-counter oral medicines must have a written note from the doctor as well as a parent signed form. Children with medication for severe allergies (i.e. asthmas) must renew the prescriptions and

permission forms every six months and the form is to be kept in the child's file. Chapstick, sunscreen, diaper rash medications and modified diets do not require a physician's signature, but do need a parent's written instructions and permission. Such items must be labeled and given to a teacher to be locked up.

For minor accidents, the staff will administer first aid. An accident report will be prepared and given to the parent to sign, and a copy will go in the child's file.

EMERGENCIES

In the event of an emergency, 911 will be called and an ambulance will be summoned. An adult provider will be instructed to notify the Parents. The provider will remain with the injured child until the Parent or Emergency Personnel arrives. If the child is taken to the hospital (noted by the parent on emergency information) the director will accompany the child to the hospital with the child's folder to give necessary details regarding the accident to the hospital personnel. An accident report will be prepared. One copy is given to the parent, one copy is filed in the child's folder and one copy is filed with the State of North Carolina, in Raleigh, NC.

SAFETY PRECAUTIONS

- Only those persons listed on the enrollment form may pick up children. A picture ID will be required if the person is unfamiliar to the staff.
- No child will be released into the care of anyone who is impaired physically or mentally due to drugs and/or alcohol use.
- Children will not be able to leave the premises unless adequate child restraints are used in automobiles.
- Car seats are available for loan only from the office. If not returned, the parent will be charged a \$50.00 fee to replace the seat.

DRILLS

Drills for fires, hurricanes, and tornadoes are practiced monthly with our children. The evacuation plans are posted in each classroom and in the bathrooms. Emergency lights have been installed in both bathrooms and in the hallway. Emergency exit lights are above each door.

SEVERE WEATHER POLICY

In the event of severe weather conditions, Building Blocks Early Education Centers may close or delay opening to facilitate safe travel for children and staff. In such an event, news media services will be notified. Therefore, local television and radio stations are the most helpful in obtaining “up to the moment” news regarding closings or delayed openings. Please refer to WRAL Channel 5, WTVD Channel 11, WFAI and WIDU Radio Stations. Building Blocks Early Education Centers will be following Fayetteville Christian School closings and delays, not the county public schools. The director will be calling the parents for any changes in this plan.

INVESTIGATING COMPLAINTS

Our center investigates all complaints filed with the facility staff, Division of Child Development, and/or Department of Social Services. The director has the responsibility of investigating complaints. Upon completing of the investigation, the director will review all information gathered and the validity of the complaint will be determined. The person who filed the complaint will be orally informed of the findings of the investigation, as well as any corrective actions recommended, within 10 working days of filing the complaint.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understand interactions from adults and other, 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 practice the following discipline and behavior management policy:

<ul style="list-style-type: none"> • DO praise, reward, and encourage the children. • DO reason with and set limits for the children. • DO model appropriate behavior for the children. • DO modify the classroom environment to attempt to prevent problems before they occur. • DO listen to the children. • DO provide alternatives for inappropriate behavior to the children. • DO provide the children with natural and logical consequences of their behaviors. • DO treat the children as people and respect their needs, desires, and 	<ul style="list-style-type: none"> • DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children. • DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. • DO NOT shame or punish the children when bathroom accidents occur. • DO NOT deny food or rest as punishment. • DO NOT relate discipline to eating, resting, or sleeping. • DO NOT leave the children alone, unattended, or without supervision. • DO NOT place the children in locked rooms, closets, or boxes as
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<p>feelings.</p> <ul style="list-style-type: none"> • DO ignore minor misbehaviors. • DO explain things to the children on their levels. • DO use short supervised periods of “time-out” • DO stay consistent in our behavior management program. 	<p>punishment.</p> <ul style="list-style-type: none"> • DO NOT allow discipline of children by children. • DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.
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Time-Out

Time-Out

“Time-out” is the removal of a child for a short period of time (1 minute for each year of the child’s age) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, which is usually a chair, is located away from classroom activity but within the teacher’s sight. During “time-out”, the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than five minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.