

SISTERS'



SERVICES

400 East Earp Street
Holly Springs, NC 27540
(919) 552-9624
(919) 552-0167 Fax
Director/Owner:
Nannette Ausby

Lead Teacher:

Jewel Ausby Lowe

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Sisters' Child Care Services Parent Handbook

Table of Contents

WELCOME	PAGE 4
ALL ABOUT US	PAGE 5
MISSION STATEMENT	PAGE 6

Programs and Procedures Page 7

Hours of Operation/Vacations, Holidays
Inclement Weather Plan
Evacuation/Emergency Provider Plan
Safe Arrival and Departure Procedures
Toilet Training/Infant and Toddler Needs
Rest/Quiet Time
Sippy Cups/Bottles

Tuition Page 9

Enrollment Fee
Tuition Policy
Return Check Fee
Late Pick Up Fee

Curriculum Page 11

Infant
Toddlers
Pre-school
School-age
Learning Centers/Activity Planning
Field Trips/Guest Speaker
Holidays and Birthdays/Items from Home
Family Involvement/Information Board

SCCS Guidelines and Policies	Page 14
NC General Statutes and Child Care Rules	

Children's Record and Activities:	<ul style="list-style-type: none"> Application Discipline Policies Emergency Medical Care Authorization Health Assessment Immunization Records
-----------------------------------	---

Nutrition:	<ul style="list-style-type: none"> Nutritional/Non-Nutritional Foods Children with Allergies Feeding Schedules Number of Meals and Snacks
------------	---

Discipline:	<ul style="list-style-type: none"> Corporal Punishment Discipline: Appropriate/Written Policy Right to Disenroll
-------------	---

Medical Care:	<ul style="list-style-type: none"> Emergency/Medical Care Information Plan/Requirement for Emergency Incident Report Administering Medication
---------------	---

Health and Safety Guidelines:	<ul style="list-style-type: none"> Illness Safety Incident and Accident Reports Child Abuse and Neglect Court Orders Fire Drills Disaster Preparedness
-------------------------------	---

Checklist	Page 23
-----------------	---------

Annual Update Sheet	Page 26
---------------------------	---------

SCCS Tuition Contract	Page 27
-----------------------------	---------

WELCOME

Dear Parents,

Welcome to Sisters' Child Care Services (SCCS). Thank you for choosing us as your child care provider. We realize that your child is a precious, priceless gift. How do you treat something priceless? With tender loving care! In our handbook we will attempt to provide the information you need to help you feel good about leaving your child with us. Please refer to it as needed. We want to keep you, as the parent, informed of all the activities and programs that will enrich and enhance your child throughout the year.

Our mission is to provide developmentally appropriate programs that will help our children, families, and facilitators work together to be our best. We are determined to provide quality child care emergent literacy, early education, and life experiences to enrich, enhance, and enlighten. We will work with you to help your child with needed learning skills to meet their individual needs so that your child can progress in the school systems and feel good about learning.

We provide activities for our children in centers both indoors and out. We take advantage of field trips and outings as means to learn and enjoy. Nutritious meals are served everyday for snack, breakfast, and lunch. You are welcome to join us at any time. You are encouraged to come and visit us. We suggest that you come and leave your child alone with us about 1 to 2 hours before he/she begins the program. This will allow your child to associate your leaving with a return, and you time to observe your child at play with the other children. Spend some time each day in our center with your child and please do not slip out! Say good-bye so that the child can recognize that although you are leaving, you will be back. Bring a photograph of your family for your child to keep in his/her cubby, so that they can look at it during the day.

Because we are family oriented, please greet all of the children as you come and leave. This makes for good adult/child relationship for all. We would like to create a caring group of learners. We support the importance of the development of good relationships needed between adults and children, as well as with their peers. If we train our children to develop good relationships with others, as well as a good conscience in dealing with others, this skill will guide them through life. This will also help them become more self-disciplined.

We encourage you to read everyday to your child. Listen to their concerns and let us know if you have any of your own that we can help you with.

SCCS Staff

SISTERS' CHILD CARE SERVICES

SCCS started in 1996 with only two children. Since that time we have become licensed as a large "family/daycare home". We use that term because we never want your child to feel as if they are in an institutional environment.

Our aim is to have a family environment home learning center so our children will feel at home.



We feel that education is very important. We have taken it upon ourselves to improve our children with the best pre-school programs that we can offer. All of the providers at this center have enrolled in the Child Development programs offered at the local college and received their certification. Our director/owner has an Associate's Degree in Business Education, Applied Sciences for Early Childhood Education, and her Credentials for Early Childhood Education as of 2003. She has served on the WTCC advisory board, is a trainer for UNC-TV, and serves as the program coordinator for the Family Child Care Association (FCCA) of Wake County.

Our center has participated in the following trainings:

- Early Childhood Credential I and II
- Food Program
- Playground Safety
- Advanced School – Age Care Training
- CPR & First Aid Classes (yearly)
- UNC-TV Training
- Smart Start
- Ag in the classroom (NC Department of Agriculture)
- NAEYC

We are members of the National Association for the Education of Young Children (NAEYC) and the FCCA of Wake County www.familychildcareassociation.web.officelive.com.

These associations have developed standards to define and recognize quality care programs. Here at SCCS we feel that these guidelines will greatly help us to provide developmentally appropriate activities for our children.

We help plant the seeds of knowledge and watch them grow!

OUR MISSION STATEMENT

SCCS is a family of Early Childhood professionals.

Our mission is to provide developmentally appropriate programs that will help our children, our families and our facilitators work together to be our very best. We are determined to provide quality childcare, early education, and life experiences to enrich, enhance and enlighten.

We adopt the “I am, I can” concept that every child can be all that he/she wants to be with proper nurturing.

We strive to:

- Nurture each child according to their individual potential.
- Support our families through our partnership program.
- Encourage professionalism, growth and diversity.
- Grow through continual education for all facilitators.

**OUR GOAL IS TO MAKE A DIFFERENCE
IN THE LIVES OF OUR CHILDREN, OUR
FAMILIES, AND OUR COMMUNITY!**



PROGRAM PROCEDURES

HOURS OF OPERATIONS (See Tuition Policies)



SCCS' will be open Monday through Friday year round from 6:30 am until 5:30 pm (See Closings/Early Releases). If for any reason you will need to drop your child off after 9:30 am please call. We may be going on field trips and many times during the good weather months, we may take nature walks or go to the park and no one will be here.

Holidays, Vacations and Closings/Early Releases (See Tuition Policies)

Closings and early release dates are normally around major holidays. (Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas.) During these Holidays, SCCS may be closed more than just that one day. We also reserve the right to close our center two weeks out of the year. These weeks will be taken one at a time.

Closings/Early Releases will be made available to you by the end of January of each year. We will notify or remind you of our closings dates in advance so that you will be aware of them.

Inclement Weather Plan

In case of inclement weather please take care not to endanger your family by trying to go out. If the center is closed due to weather related problems, parents are responsible for full tuition. (See Tuition) Please call if you will not be on time picking up your child. We understand that in cases of bad weather you may be late so the \$15.00 late charge will be waived only in this case. (See Late Pick Up Fee)



Evacuation Plan



Sharon Harris Nuclear Power Plant is within a 10 mile radius of our center. Because we live near the nuclear plant we have been given an evacuation reception center to report to in case of an emergency. It is Enloe Senior High West Campus in Raleigh, N.C. To get there we will take Holly Springs Road to Tryon Road, make a right onto Tryon, make a left onto Gorman Street, take I-440 east to US HWY. 64-New Bern Ave., West to Clarendon Crescent to Enloe West Campus. To protect children's health in the event of a nuclear power plant emergency, potassium iodine (KI) has been given to childcare programs located within that 10mile radius. There is an authorization form that you must sign if you wish for your child to be given KI in the event of a radiation emergency.

Please go to: <http://www.epi.state.nc.us/epi/phpr/ki/ki.html> for more information and details.

III/ Emergency Provider Plan

The nearest hospital to us is Western Wake in Cary. This is located on the corners of Tryon Rd. and Kildare Farm Rd. If your child becomes ill and needs emergency treatment this is where we would go. We would first call 911. Then we would call the emergency number that you will provide us. Please be sure that you have filled out the Child's Health and Emergency Information form. It must be completed and signed before a notary public before your child's start date. Western Wake Hospital - 1900 Kildaire Farm Road Cary, NC 27518 (919) 350-2300

Safe Arrival and Departure Procedures

Upon arrival, all children must be accompanied inside the facility by an adult. Staff must be notified of the child's arrival and the child must never be left unattended. Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving. Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.

Toilet Training

When you see that your child is ready for this please let us work together for success. There is no set age for toilet training. It is best left up to the child. We will work with you but please note, according to the state's guidelines we are restricted to the form of training. (See Discipline Policy page 18)



Infant/Toddler Care Needs

Since our children are so busy in active play it is requested that they wear comfortable, weather appropriate, and easily washable clothing. Each child must have a change of clothes with their name labeled on it. These will be kept in their cubby. SCCS will provide nap mats, cribs, cots, and crib linen. All items will be labeled with the either the child's name or cubby number. If you would like to donate any of these items (blankets, sheets) please feel free to do so.

Rest/Quiet Time



Each day your child will be required to rest. The scheduled time for nap is approximately two hours. This quiet time does not mean they must go to sleep, but they must be quiet and allow others that want to to do so. After the child has quietly rested for at least thirty minutes, he/she may be allowed to read or do a quiet activity. (See Infant/Toddler Safe Sleep Policy)

Sippy Cups/Bottles

Please label all sippy cups and bottles with the child's name and date, daily! Please do not leave cups or food in your child's cubby.

TUITION POLICIES

Enrollment Fee

Upon enrollment a non-refundable fee of \$35.00 is required and due. This fee is to help cover supplies and cost of processing enrollment. In addition, we request a one-week advance tuition payment.

Tuition

Tuition fee is payable in advance of service, due every Monday morning for the present week. You can also pay your tuition bi weekly or one month in advance. All tuitions are due the every Monday morning for the present week. After that Wednesday, a \$5 per day late charge will be added for each day of non-payment.

Your child's tuition holds your child's spot here at SCCS. If they are here for 3 days or more they are considered full time and you **MUST PAY FOR THE FULL WEEK**, regardless if we are closed because of vacation, holiday, or other situations. *If your child is not here due to sickness, vacation, or holiday, you are still responsible for the FULL WEEK's TUITION.*

Your tuition rate must continue to be paid weekly until SCCS is given an advance two week written/verbal notice to terminate services, or given a two week advance notice to change schedule, even if your child is absent from the center. Failure to pay tuition will result in disenrollment and action to collect money due.

Tuition Rate

Tuition is based on the age of each child and how long that child will be in our care per day. SCCS policy is that no child will be in our care for more than an 8 to 9 hour period.

Food fees are included in tuition: Meals: Breakfast, AM snack, Lunch, PM snack.

Each tuition contract is based on a full time or part time enrollment. Full time hours consist of a child being in our care for 8 or more hours a day. Part time hours consist of a child being in our care for less than 3 days in a week regardless of the hours that child is in our care per day. (i.e. If your child is enrolled from 7 am – 1 pm for 3 or more days a week, your child will be signed to a full time contract.)

If you have more than one child enrolled with SCCS, the youngest child will pay the full tuition rate. Please contact the director for all rate inquiry.

[Tuition Contract](#)

Each enrolled child must have a tuition contract. Each contract will state the child's hours of enrollment and what days the child will be in our care per week, tuition rate, and whether your tuition payments will be paid weekly, Bi weekly, or on a monthly basis.

If you are paying by check or money order, please include the period the check covers on the check so that we can keep accurate records.

[Check Return Fee](#)

Check return fee is \$32.00 (due to change with notice). After two events of return checks, cash or money order is required.

[Late Pick Up Fee](#)

There is a charge of \$15.00 per 30 minutes for late pick up.

Curriculum that Facilitate Learning and Development



According to Inclusion Resources for Early Childhood Professions, the word “curriculum” is: “the planned management of time, materials, and activities. It includes all that happens in the classroom from the time the first child arrives until all the children have gone home. Every activity, from the teacher’s greeting at the door, to the story read before nap time, to the good-bye hug, has an impact on all children”.

We endeavor to create our curriculum around the concept of diversity. Children want and need to feel secure and to have a regular schedule. Respecting the differences in families, communities, children, and our facilitators is most essential for the social, emotional, intellectual, and physical growth of us all. Our facilitating strategies, materials, activity centers, schedules, even our food service will reflect this.

An updated copy of our daily schedule will be posted on the Parent Activity Board. Please note that we use an emergent type curriculum, wherein our activities are sometimes drawn from our observation and children interest and developmental needs. Dress up and creative play is part of our children’s daily activities. All toys, games, music, and group time activities are geared for developmentally appropriate learning.



Infants/Toddlers

All Infants will be given developmentally appropriate activities to encourage brain growth. Through our studies, we have realized that the first three years of our children lives are very crucial for brain development. During these times a child needs a stable environment and care givers that can respond to them through active listening since most of those years they are non-verbal.

Pre-School

This group of children will consist of mature three and four year olds. Potty training is a MUST in this class. These children are expected to achieve at their own pace, yet encouraged to express their feelings, make their own rules, and continue to display social skills. They will do more independent projects. They will be introduced to numbers, letters, words, and simple problem solving ideas. The concept of “I AM, I CAN” is seen throughout the classroom. Gross motor

skills are developed more in this program than the others. Intellectual skills are challenged and enhanced.

Before/After School and Summer Care

The basic school-age care training program that the state offered was very helpful in planning in this area. Thirty minutes after their arrival each child will be given a snack and a chance to do homework from school.

During the summer they will be provided with fun fill activities to engage in, along with the computer center and art projects. (See Field Trips)

Learning Centers/Activities Planning – Indoor and Outdoor

Our infants and toddlers will be enriched with field trips and many nature walks. They will spend most of the day in outdoor play when the weather permits. We evaluate to see what works and what does not. The daily schedule is flexible and offers much independence and stimulation with security to meet the need of all age groups.

Our classroom has at least five or more age appropriate activity centers:

- Home Living/Dramatic Play
- Art
- Science and Discovery
- Manipulative/Puzzle/Games
- Reading
- Blocks
- Music
- Computer

The outdoor environment must be designed to meet the needs of children. We can not control the weather, but we can adapt to the developmental needs and safety of the children, both active and quiet play in the outdoor environment. This will be accomplished by having as many center related activities outside. Even on cloudy days, when the weather permits, we go outside to enrich ourselves with nature.

Field Trips and Guest Speakers

All field trips will be announced in advance. We love to have parents and grandparents with us, so we will plan some events on the weekend. Each activity that we do outside of SCCS will require a permission slip (see Travel and Activity Authorization Form). You will be notified in advance if there are any additional costs for our trips.



We have guests visit us throughout the year. Whether it is a puppet show given by Bookmobile, an eye specialist, a dental technician, our Spanish teacher, parents, or even our grandparents, we look forward to them all. If you would like to spend a few hours with us reading or helping in our activities, please let us know. We would love to have you.

Holiday and Birthdays

Due to our policy, we do not celebrate any holidays or birthdays in the center. We will have special days set aside for family day activities. You are always welcomed to bring goodies to share with us.

Items from Home and TV Watching

If your child wants to bring in a toy or any item from home please make sure that they understand it may get broken or misplaced and therefore he/she may not need to bring something that is very special. Please make sure that these items are small enough to fit into their cubby but not so small that they are a choking hazard.

Television watching will be limited. Engaging activities will accompany each learning and viewing session. Television can be a useful tool if properly used. We believe in the "learning triangle" concept. We read a story, view it, and then do an activity based on what has been read and seen. For more details on how this concept is used please visit UNC-TV's website.

Family Involvement and Participation

Family involvement is a MUST if our "family center" is to be successful. Teamwork means: "Together everyone achieves more!" All of us can work together to form a team for the benefit of the children. We can communicate, negotiate, learn and change. We can and should work together to achieve the high-quality program needed for our child care center. We encourage families to use our open door policy or call whenever possible. We request family conferences, not just when there are problems or concerns, but on a regular basis. All discussions will be strictly confidential.

Family Information Board

Preschool
Information

This board will contain information that all our families will benefit from such as projects, local community events and what is happening at our center, as well as individual family news. Please view our website frequently.

SCCS Guidelines and Policy

According to State Law we have to have a file for each child enrolled in SCCS.

Each file must contain the following:
A complete application for enrollment

Immunization record
Infant/toddler safe sleep policy
Discipline and Behavior Policy
Travel permission form
Signed permission form to allow child to be taken off SCCS premises*
Signed documentation of receipt of policies
Tuition contract*

*What SCCS requires in each file

Immunization and medical records must be updated and signed with each checkup visit at the doctor's office. Policies will be updated annually.

NC General Statutes and Child Care Rules www.ncchildcare.net

Here you will find a few requirements listed by the state of North Carolina that we have incorporated into our policies and forms. Please take the time to read.

Children's Record and Activities:

Child Care Rule .0801

Requirement for Child's Application

Each child must have an accurately completed application on file on the first day of attendance.

The child's parent or guardian must sign the application. Brother and sisters cannot share application form.

The applications on file must be accessible, kept well organized and allow for quick access.

The completed application form must include the following information:

1. the child's full name and indicate the name the child is to be called
2. the child's date of birth, any allergies, particular fears, or unique behavior characteristics that the child has
3. names of individuals to whom the center may release the child as authorized by the person who signs the application
4. date of enrollment

NC General Statute 110-91 (10)

Requirement for Discipline Policies

Each operator or staff member shall attend to any child in a nurturing and appropriate manner, and in keeping with the child's developmental needs.

Each parent, legal guardian, or full-time custodian must sign a statement which attests that a copy of the center's written discipline policies were given to each child's parent prior to the first time the child attends the center.

The signed statement must bear the child's name, the date of enrollment, and if different, the date the parent, legal guardian, or full-time custodian signs the statement.

The signed, dated statement must be in the child's record and must remain on file in the center as long as the child is enrolled.

If a center changes its discipline policy at any time, it must give written notice of such a change to the child's parent, guardian, or full-time custodian 30 days prior to the implementation of the new policy and the parent, guardian, or full-time custodian must sign a statement that attests that a copy of the new policy was given to and discussed with him or her. The statement must be kept in the child's file.

Child Care Rule .0802

Requirement for Emergency Medical Care Authorization/Information

Each child's parent, legal guardian, or full-time custodian must sign a statement authorizing the center to obtain medical attention for the child in an emergency.

The medical care authorization must be on file on the first day the child attends the center.

Emergency medical care information shall be on file for each individual child.

The emergency medical care information must include the following:

1. Name of the parent or other person to be contacted in case of an emergency.
2. Address of the parent or other person to be contacted in case of an emergency.
3. Telephone number of the parent or other person to be contacted in case of an emergency.
4. The responsible party's choice of health care provider.
5. Preferred hospital
6. Any chronic illnesses
7. Any medication taken for any illnesses
8. Any other information that has a direct bearing on assuring safe medical treatment for the child.

NC General Statute 110-91 (1)

Requirement for Child's Health Assessment/Immunization Records

Each child shall have a health assessment before being admitted or within 30 days following admission to a child care center.

The assessment must be completed and signed by one of the following:

1. a licensed physician
2. the physician's authorized agent who is currently approved by the North Carolina Medical Board, or comparable certifying board in any state contiguous to North Carolina
3. a certified nurse practitioner
4. a public health nurse meeting the department's Standards for Early Periodic Screening, Diagnosis, and Treatment Program.

Each child must have a record of immunization on file at the center within 30 days of enrollment.

A current immunization record must be on file for each child.

Each time a child receives an immunization, the records (at the center) must be updated.

Nutrition:

Child Care Rule .0901

Requirement for Nutritious Foods/Non-Nutritional Foods/Children with Allergies

Each child care center must serve nutritious food to all children at the center.

Centers must comply with the Meal Patterns for Children in Child Care standards.

Non-nutritional food can be served only for special occasions and in addition to nutritious meals and snacks.

Children's food allergies must be posted in the food preparation area and in the area where children are fed.

Child Care Rule .0902

Feeding Schedules

Feeding schedules are required for each child less than 15 months of age.

The schedule must include the child's name, be signed by the parent or health care provider, and be dated when received by the center. It should also include the amounts of food/formula the child should be served and state time intervals for feeding.

The feeding instructions for each infant must be posted for quick reference by the caregivers.

Child Care Rule .0903

Number of Meals and Snacks for Children 24 Months and Older

The type of food and number and size of servings must be appropriate for the ages and developmental levels of the children in care. A variety of different foods must be served.

Meals and snacks must be planned according to the number of hours a child is in the center.

NO child may go more than four hours without a meal or a snack being provided.

SCCS was enrolled in the Child Care Resource and Referral of Wake County's Food Program. The county would visit our center unannounced every three months to make sure we stayed within the guidelines. This program was very enlightening and gave us so many good nutritious ideas for our meals and snacks here at SCCS. We also welcome cooking ideas from you.

Infants' feeding will depend on the schedule that the parent provides and set forth for each individual child. We will not wake up a child to feed them. We will however stick to the ascribed schedule as best as we can. When at all possible, infants will spend time with the other children in the center while they are eating. This will give the child a family like environmental experience. (See Infant Feeding Schedule)

Toddlers and all other children in the center will eat in a family style manner for all meals. When possible, each child will feed him or herself. Please talk with the director before bringing cooked meals from home to the center. (Ask for an example of our menu)

Discipline:

NC General Statute 110-91 (10)

Corporal Punishment

The use of corporal punishment as a form of discipline is prohibited in a licensed child care center and may not be used by any operator or staff member of any licensed child care center, unless the center has taken the religious exemptions allowed by law.

Child Care Rule .1801

Discipline Policies/Appropriate Discipline Practices/Written Discipline Policies

Each center must develop written discipline policies.

The discipline policy of the center must explain the practices used by the staff to discipline the children. The policy must clearly state that corporal punishment is NOT used, unless the center has taken the religious exemptions allowed by the law.

The discipline policy developed by the child care center must assure that no child is subjected to any form of corporal punishment or physical discipline.

Discipline must be age and developmentally appropriate.

The use of physical restraints is strictly prohibited and may not be used on children at any time.

Each parent or guardian must sign a statement verifying they have received a copy of the center's discipline policy.

The signed, dated statement must be in the child's record and must remain on file in the center as long as the child is enrolled.

SCCS strives to provide an environment that enhances and encourages children's positive behavior. NC Division of Child Development states: "that it is absolutely prohibited for a child care provider to use corporal punishment, humiliation, verbal abuse, denial of food as a form of punishment for soiling, wetting or not using the toilet; Discipline may never be delegated to another child."

SCCS will use positive guidance and communication techniques. Our children will be provided with alternative, natural and logical consequences to motivate and empower them to make responsible decisions about their behavior. At times we realize these, too, may not work so we have adopted the following procedure:

A child that is having behavior problems will be set apart from the group always in sight, usually in a chair, away from activities. During this time the child will have a chance to reflect on his/her behavior. After a brief interval of no more than five minutes, the provider will encourage the child to return to the group. The incident is over and the child is treated with the same affection and respect shown to the other children. Unless the incident merits, this will not be discussed with the parent each and every time this procedure takes place. Children who are continuously disruptive and uncontrollable will be removed from the premises. This means we will call the parents/guardian to come and pick up the child for that day. (See also Right to Disenrollment Policy)

Right to Dis-enrollment Policy

Because our center is child-oriented, we try to accommodate a wide range of individual differences. However, on rare occasion, a child's behavior may warrant the need to find a more suitable setting for care.

Example:

- Child appears to be in danger to self or others

- Medical, psychological, or social service personnel working with the center determines that it is in the best interest of the child

- Any situation wherein the child's success and participation places an undue burden on the center's resources and finances.

This procedure will be administered after written and oral parent/teacher communication has been implemented.

Medical Care:

Child Care Rule .0801

Emergency/Medical Care Information on Children

Each child must have an individual application on file at the center that contains emergency medical information on that child only.

Each child's parent, legal guardian, or full-time custodian must sign a statement authorizing the center to obtain medical attention for the child in an emergency in the absence of the parent. That statement shall be easily accessible to staff so

that it can be taken with the child in the event emergency medical treatment is necessary.

Each child's emergency medical care information must be readily available and easily accessible to care giving staff during the time the children are present.

Child Care Rule .0802

Emergency Medical Care Plans/Requirement for Emergency Numbers/Incident Report

Each center must develop a written plan that describes how the center will handle emergencies.

The Emergency Medical Care (EMC) Plan must indicate the procedures to be followed when a child becomes ill or is injured and requires medical attention while at the center, or while participating in any activity provided or sponsored by the center.

A telephone must always be available for use in case of an emergency.

The EMC plan must describe the location of the telephone located on the premises, which is in good working condition and is always available for use in case of emergency.

Telephone numbers for the fire department, law enforcement office, emergency medical service, and poison control center shall be posted near the telephone.

An incident report must be completed each time a child receives medical treatment by a physician, nurse, physician's assistant, nurse practitioner, dentist, community clinic, or local health department, as a result of an incident occurring while the child is at the child care center.

Child Care Rule .0803

Administering Medication/Prescription/Over the Counter

Safe Administering of Medications/Blanket Authorization for Certain Medications

Written permission must be on file before the medication may be administered to a child.

NO drug or medication may be administered to any child without specific written instructions from the child's parent, a physician, or other authorized health professional.

Written authorization must give the child's name, the specific name of the medicine, dosage instructions, the parent's signature, and the date signed.

Providers must give medications in accordance with the written instructions.

Prescription medicine must be in its original container bearing the pharmacist's label.

Prescription medicine can be given only to the person for whom it is prescribed and whose name appears on the label.

Medication may not be given to children for non-medical reasons, such as to make them sleep.

Over-the-counter medicines must be in their original containers.

Over-the-counter medicines can only be given as authorized in writing by the child's parent, not to exceed amounts and frequency of dosage specified in the printed instructions accompanying the medicine or on the label.

Over-the-counter medicine may also be given in accordance with written instructions from a physician or other authorized health professional.

A doctor must give instructions about dosage if the dosage conflicts with the instructions on the label.

Any medication remaining after the course of treatment is completed must be returned to the child's parents. Medicine can be kept at the center and given to a child only for the length of time noted on the medication permission form.

No drug or medication can be administered after its expiration date. Operators should pay close attention to medicine bottle labels for those that have passed their expiration dates.

Medications must be in separate locked storage as required by the sanitation regulations. A separate storage could be a box, a cabinet, a closet, etc., as long as it is locked. Keep in mind that you will need locked storage for both refrigerated and non-refrigerated medications.

A written statement from a parent may give blanket permission for up to six months to authorize administration of medication for asthma and allergic reactions.

A written statement from a parent may give blanket permission for up to one year to authorize administration of sunscreen and over-the-counter diapering creams. It is not necessary to keep a written documentation that this type of medication has been administered.

A written statement from a parent may give blanket permission to administer a one-time, weight appropriate dose of acetaminophen in cases where the child has a fever and the parent cannot be reached. This should only be used in case of extreme emergency.

SCCS request that you try to schedule the giving of medication to your child before and after they here at SCCS. If for some reason this is not possible we will need a SPECIFIC WRITTEN INSTRUCTION note from the doctor for prescription medicine and a SPECIFIC WRITTEN INSTRUCTION note signed by the parent for over the counter medication.

Prescription medication MUST be in its original container bearing the pharmacist label which list the child's name, date the prescription was filled, physician's name, the name of the medicine, and the direction for dosage. If your child were to get sick from this medicine and had to go to the hospital, this information could be the difference between life and death.

Inhalers and special need items for children, or any kind of medication CAN NOT be left in the child's cubby, coat or bag. These must be locked up at all times.

Sunscreen and Diaper Rash Cream: Make sure that you have the doctor recommended sunscreen and diaper rash cream for your child with his/her name on it. A signed and dated permission slip for us to administer these things must be given to us.

Health and Safety Guidelines

All staff members are responsible for providing positive health experiences for each child. These experiences will foster improved attitudes and practices relating to health. This is one of our main priorities.

All staff members will follow sanitation guidelines set out by the state.

Illness

Each day we will greet you and your child, so if there are any health concerns please address them with us immediately. Sick children will not be allowed to attend that day without first consulting the director as to the nature of the illness. Any child with a fever over 100 will have to be picked up from the center. We realize that most babies who are teething carry a slight fever so we will allow for **SOME** exceptions in those cases. Any open wounds will need to be covered.

Children who have the following symptoms will not be allowed at the center:

- Runny nose with colored mucus
- Fever, low or high, within the past 24 hours
- Vomiting
- Chicken Pox or any related skin rash
- Pink Eye
- Diarrhea
- Strept Throat
- Tuberculosis, until health professional states the child is not infectious
- Whooping Cough, until five days after appropriate antibiotic treatment
- Hepatitis A Viral infection
- Scabies or Lice
- Impetigo, until 24 hour after treatment begins
- Any symptoms indicating infection, without proper medication being used
- Any condition that the Health and Safety Department Of NC State orders

Your child must be free of these symptoms for at least 24 hours or have a doctor's note upon returning.

Safety

Safety is a major concern for all caregivers. A safety check of our center, indoor and outdoor, is done frequently. All guidelines and laws set by the state that regulate centers will be followed to the best of our ability. Our program procedures are set to handle:

First Aid
Accidents

Injuries
Fire
Threatening weather conditions
Emergency plans

Incident and Accident Report

All incident reports, accidents reports, etc are kept on record in our files. A copy of these reports will be given to the parent. If the injury is minor (cuts, scrapes bruises, etc) staff will apply first aid, complete an accident form, and report the circumstances to the parent at the end of the day at the discretion of the director and or teacher.

Parents or a secondary contact person will be notified immediately of any serious injury that may occur. The nature of the injury will be described, and the parent or contact person may be asked to pick up the child. If the situation warrants, staff will accompany the child to the nearest hospital. (See Ill/ Emergency Provider Plan)

Child Abuse and Neglect

As required by NC Law (General Statute 7A-543) we will report any suspicions of child abuse or neglect to the Wake County Department of Social Services.

Compliance with this law does not require parental notification.

Court Orders

If parents have joint custody, the center will not deny either parent pick-up privileges unless directed by a Court Order. If legal custody changes, the parent must notify the center immediately and provide a certified copy of the court order confirming the change.

Fire Drills

The state requires all licensed child care centers to have at least one unannounced fire drill per month. All evacuation plans must be formulated, posted and adhered to by all center staff. All children will be removed quickly and safely outside to a safe place through the nearest exit.

Disaster Preparedness

Please review our evacuation route. We will have workable vehicles at all times. In case we are unable to leave the premises we will be in the middle hallway of the building. ([See Evacuation Plan](#))

CHILDREN'S FILE CHECKLIST

Name of Child: _____

Date of Enrollment: _____



The following items must be present in each child's file.

CHECK OFF	ITEM	DATE RECEIVED/COMPLETED
	Application	
	Feeding Schedule (Children less than 15 months of age)	
	Medical Exam	
	Immunization Record	
	Discipline Policy	
	Permission for Outside Fenced Area/Travel	
	Documentation of Receipt of Parent Handbook/Summary of Child Care Law http://www.ncchildcare.net	
	Tuition Contract	
	Infant Toddler Safe Sleep Policy (If Applicable)	

Sisters' Child Care Services

I, the undersigned parent of _____,
Child's Full Name

do hereby state that I have received a copy of the Parent Handbook containing the policies and goals of Sisters' Child Care Services. I have read these policies and have had my questions answered and I agree to abide by them.

Signature Of Parent/Guardian _____

Signature of Staff Member _____

Date: _____

Each child will have two copies of this form. One copy will remain in the parent handbook, and the other copy will be signed by all designated parties and retained in the child's personal file folder as long as he/she remains enrolled here at SCCS.

SISTERS CHILDCARE
400 EAST EARP STREET
HOLLY SPRINGS, NC 27540
919-552-9624
www.sistersccs.com

SCHOOL YEAR: _____

We are looking forward to a great year with our new and old SCCS families.

Please read this carefully as well as your tuition contract before signing and returning to us.

REMINDERS:

All payments will be due as Follows:

Monthly: 1st Monday of the month

Weekly: Each Monday

Biweekly: 1st Monday of the Two-Week period

The following months have FIVE MONDAYs for the _____ school year:

Please adjust your payments accordingly.

Your child's tuition holds your child's spot here at SCCS. If they are here for 3 days or more they are considered full time and you **MUST PAY FOR THE FULL WEEK**, regardless if we are closed because of vacation, holiday, or other situations. If your child is not here due to sickness, vacation, or holiday, you are still responsible for the **FULL WEEK's TUITION**.

If you are paying by check or money order, please include the period the check covers on the check so that we can keep accurate records.

If you bring bottles or sippy cups to the center, please make sure they are labeled with your child's name and date, **EACH DAY**.

Take a moment to check that your child has extra clothes for the appropriate seasons and weather. Check your child's supply of diapers/pull-ups and update your address, phone numbers, and emergency contacts information on the tuition contract at the bottom.

As always, if you have any questions, comments, or concerns, please let us know as soon as possible.

Thank you,
Sisters' ChildCare Services

SCCS ANNUAL UPDATE SHEET

AUGUST _____ – AUGUST _____ SCHOOL YEAR

Child's Name

Summary of North Carolina Child Care Law:

This is to verify that I have received a copy of this law and know that there is one available for me to review at any time by SCCS.

Signature Date

Center Policies/Procedures Handbook:

This is to verify that I have been informed of the updates in SCCS' handbook for the _____ - _____ school year. If there are any further changes I will be promptly notified in writing.

Signature Date

Travel Policy

This is to verify that I renewed my permission for SCCS travel policy for _____ - _____ school year.

Signature Date

Discipline Policy

This is to verify that I renewed and understand SCCS policy on discipline for _____ - _____ school year.

Signature Date

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**SISTERS CHILDCARE
TUITION CONTRACT
400 EAST EARP STREET
HOLLY SPRINGS, NC 27540
919-552-9624
www.sistersccs.com**

Address: _____

Home Phone _____

Father Work and Cell: _____

Mom Work and Cell: _____

Dad Email: _____

Mom Email: _____

Emergency Contacts: _____

SCHOOL YEAR: _____ - _____

1ST Shift Hours of Operation: 6:30 am – 5:30 pm, Monday – Friday

Attendance;

Full Time = 3 days to 5 days per week

Part Time = 2 days or less per week

Tuition;

Full Time: Infants – 2 years of age @ \$200.00 per week

3 – 4 years of age @ \$190.00 per week

Part Time: All ages @ \$40.00 per day

If you have more than one child enrolled with SCCS, the youngest child will pay full tuition. All other siblings will be \$125.00 per child per week. *This only applies to Full Time enrolled siblings.* Part Time tuition for siblings will be \$40.00 per day per child.

SCCS reserves the right to inform parents of any increase due to rising costs of program operations. Program costs include; Licensing, Business Insurance, Educational Resources, Classroom Materials, and not limited to Professional Training.

I, (parent/guardian) _____, agree to pay SCCS for childcare services at the rate of _____ per week/ bi-weekly/ monthly. Please be cognizant of the months with FIVE weeks.

Please make all checks or money orders out to: Sisters Childcare. Tuition payments are due on Monday. A \$5.00 late charge will be applied per day that the payment is late.

I understand that in the event of my child's absence this rate will continue to be paid weekly until I have given an advance two week written/verbal notice to terminate services, or given a two week advance notice to change schedule.

My childcare needs with SCCS are for services:

Circle the days that apply

- **Monday**
- **Tuesday**
- **Wednesday**
- **Thursday**
- **Friday**

Hours that your child will be in SCCS' care per day:

Please remember your tuition rate is for an 8 to 9 hour day.
(See "Tuition" in your Parent Handbook)

I agree to be responsible for reading and understanding the contents of the tuition contract:

Parent/Guardian _____ Date _____

Director _____ Date _____