

College Road Early Childhood Center

Pre-K Parent Handbook 2019-2020



Class Of 2032

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New Hanover County Schools Pre-K Program

The New Hanover County Pre-Kindergarten program is committed to creating a strong foundation that prepares all students for academic, social and emotional success as they enter the 21st century.

New Hanover County Schools Mission

The mission of New Hanover County Schools, in collaboration with our parents and the community, is to strive to provide children an excellent education in a safe and positive learning environment where they are prepared with the critical skills to reach their full potential for a world yet to be imagined. "Reach, Equip, Achieve"
"Reaching children and equipping them to achieve their full potential."

New Hanover County Schools Pre-K Program Mission

The New Hanover County Pre-Kindergarten program is committed to establishing a foundation of learning by inspiring, guiding, and teaching the children in our program while serving their families and the community. We believe that all children have individual worth and can succeed in the 21st century when given a positive foundation of learning.

Our Beliefs About Children And Learning

We believe that children need nurturing caregivers in the home and school setting.

We believe that children learn through active involvement with developmentally appropriate materials, and that play is an important vehicle for learning to occur.

We believe that children need to be able to identify and communicate their feelings, needs and desires in positive ways in a preschool setting.

We believe that children must learn to make decisions and accept responsibility for those decisions and learn to solve real-life problems, not just find the "right" answers.

We believe that a child's development and learning is greatly enhanced through a partnership between the school and the child's family.

NHCS ECE Operational Policies for Elementary Schools

NHCS Early Childhood Education Classrooms serves children:

- Who applied for the program through the Early Childhood Education Department office and qualify for the NC Pre-Kindergarten Program
- Who are 4 years old on August 31
- At little to no cost to parents
- Following the New Hanover County Schools Pre-K 10 month traditional calendar
 - Monday-Friday for 6.5 hours a day
 - The hours of operation vary from site to site
 - NHCS Early Childhood classrooms follow NHCS decisions when the system announces closures, early departures or late arrivals (these are usually due to the weather)

NHCS Early Childhood Classrooms offer free limited school bus transportation.

NHCS Early Childhood Classrooms do not offer before or after school care, wrap-around care, holiday or summer care. Howe Pre-K is the only site to offer after school care.

Activities, instruction or communication which promotes religious beliefs are not part of the school day.

Parents should only send to school:

1. A extra change of clothes (seasonal - including pants/short, shirt, socks/underwear)
 2. A towel for rest time
 3. If you purchase a book bag - it needs to be zippered book-bag (no wheels, suitcase-type or shoulder bags) large enough for the folder and clothes to go back and forth but no larger than the medium size
- Individual sites may request additional items as needed.

NHCS Early Childhood Classrooms serve breakfast and lunch on all regular school days.

Note: Early Childhood classrooms do not have school on early release days. On late arrival days, only lunch is served.

NHCS Early Childhood staff may be reached at each site from 7:30-3:00 p.m., Monday through Friday.

NHCS Early Childhood Administration Office operates from 8:00-4:00, Monday through Friday.

At any time in the year, the teacher may request a parent to complete the NHCS green form. As these are completed, the teacher will make a copies as needed for the office, classroom notebook, bus driver, etc.

Transition Policy

New Hanover County Schools Early Childhood Education Department, in partnership with families and local communities, work to create smooth transitions for our children to other programs and into the public school system.

Child Abuse and Neglect Reporting Policy and Procedure

- Every citizen, including parents and childcare workers, has the legal responsibility to report suspected child abuse and/or neglect to the proper authorities.
- A report can be made by phoning the Department of Social Services at 910-259-1240 or by calling 911.
- An individual failing to report, or knowingly preventing another from doing so is guilty of second-degree misdemeanor and may be prosecuted.
- The reporter is immune from any liability.
- Every citizen has the legal responsibility to report suspected child abuse and/or neglect to the proper authorities.

NHCS employees are required to report suspected child abuse and neglect.

Discipline Policy

The full Discipline Policy is located in the handbook and is reviewed when a child is enrolled in the program.

Parent Participation

NHCS Early Childhood Education Program believes parent involvement is key to a child's success in school. Parent Participation is reviewed at Open House/upon enrollment and includes but is not limited to:

- Signing a school contract
- Arriving and departing school on time
- Daily Communication Log
- Parent Workshops/Empowerment sessions
- Volunteering in the classroom / field trips

Nutritional Policies

NHCS Early Childhood Education Program serves nutritious meals following the USDA guidelines for children.

Automated Phone System Instructions

**CRECC OFFICE: (910) 350-7860
CRECC FAX: (910) 397-7691**

When you call the College Road Early Childhood Center, the automated answering system will provide you with options on how you may direct your call. If you wish to speak to an office person from 7:30 a.m. until 3:30 p.m., simply press zero and your call will be answered. If you want to speak to your child's teacher, you may enter their extension and leave a voicemail message. Teachers cannot receive direct calls during the school day. Therefore, if you have time sensitive information such as a change of pickup, direct the call to the office. The teachers and office staff extensions are listed below.

Location	Extension
Front Desk	200
Pre-K Classroom 205	205
Pre-K Classroom 206	206
Cafeteria	104

Family Support Program and Attendance Policy

Pre-K students are more successful when family members make a commitment of their time and involvement in the Pre-K Program. The following are expectations of this commitment.

1. Send your child to school every day at 7:50 a.m. promptly, except in case of illness.
 - a. Daily attendance is an expectation for all students in the program.
 - b. Excused absences are as follows:
 - i. Illness or injury
 - ii. Quarantine
 - iii. Death of immediate family
 - iv. Medical or dental appointment
 - v. Court or administrative proceeding
 - vi. Religious observance
 - vii. Educational opportunity (Must be pre-approved by principal)
2. Important: In order to code an absence as excused, the school is required to have a note from home which meets the following:
 - a. Date(s) of absence(s) included

- b. Specific reasons matching those listed in the Family Agreement and as listed above.
 - c. A parent/guardian signature must be provided.
 - d. The note for the absence must be received within 2 days of the child's return to school if the absence is to be coded as excused.
- PLEASE NOTE:** A written note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law.
3. Letters will be sent to families and the School Social Worker will be notified if there are excessive absences.
 4. Children who attend school regularly obtain the full benefits of our educational program. Frequent inexcusable absences may jeopardize your child's placement in the program.
 5. Attend the orientation, home visits, parent workshops, and parent meetings.
 6. Abide by the policies set forth in the *Parent Handbook*.
 7. Attend parent-teacher conferences.
 8. Check and initial the *Home / School Communication Folder* daily.

We value the information you share about your child. Please let us know of any change in your child's life, such as death in the family, divorce, new members staying in the home, etc. New events can have an impact on your child's behavior and feelings, and we want to know how to respond to your child. All information that parents share with staff members will be kept confidential.

Child Custody

If there are special custody agreements for a child, the parent(s) must notify the child's teacher and the school principal. Court documentation must be provided that addresses the custody agreement. Without court documentation that says otherwise, both parents will have equal access to the child.

Calendar

The Pre-K Program will follow the approved Pre-K school calendar for New Hanover County Schools. The Pre-K calendar located on the last page of this handbook varies slightly from the K-12 calendar. On public school holidays the Pre-K Program will also be closed. Parents will be notified if Pre-K classes are not being held. Please make sure the school has accurate, updated phone numbers at all times.

In the event of severe weather, please listen to radio or television for an announcement of school closings. Any school closings will also be announced through the system-wide CONNECT 5 telephone messaging network. If New Hanover County Schools are closed, the Pre-K Program is closed. If New Hanover County Schools are going to have a delayed opening, the Pre-K Program will have a delayed opening also.

Staff

The Pre-K Program is proud of its dedicated and professional staff. Staff members have been chosen for the position because of their special talents and their commitment to the special needs of your children. All of our teachers are certified with the North Carolina Department of Public Instruction, and each class has a teacher and a teacher assistant. In addition, staff members receive training in early childhood topics during the school year at workshops, conferences, and professional meetings. Teachers have also received training in CPR, First Aid, and in educational technology workshops. When staff is absent, a qualified substitute replaces the teacher and/or teacher assistant in the classroom.



Fees

New Hanover County Schools does NOT charge any fees for the NC Pre-K program.



Curriculum

The Pre-K program will be using The Creative Curriculum Fifth Edition, Teaching Strategies GOLD and Conscious Discipline. The variety of instructional programs will be used to provide a solid academic foundation for children. Pre-academic skills are rarely taught in isolation, and are integrated into a variety of instructional and play activities woven throughout the school day. Remember "**Children in Pre-K learn through play.**" Children will be exposed to pre-academic skills in the following areas:

- **Language Development and Communication**
 - **Receptive Language** (listening vocabulary, knowledge of spoken words, and understanding connected speech)
 - **Expressive Language** (Using verbal (speaking) & non-verbal (signs and gestures) language to communicate for multiple purposes.)
 - **Foundations for Reading** (Developing knowledge & skills in oral language, vocabulary used in concepts of print, letters and sounds)
 - **Foundations for Writing** (Developing skills that involve using symbols with meaning, writing scribbles that have meaning, and attempting to make letters)
- **Cognitive Development**
 - **Mathematical Thinking and Expression** (experimenting with numbers & counting, shapes, using positional words, patterning, sorting, sequencing, comparing, measuring, and problem solving)
 - **Scientific Thinking & Invention** (Using the process of questioning and thinking to form ideas about the way things are)
 - **Social Connections** (Recognizing another's point-of-view and responding appropriately)
 - **Creative Expression** (Self-expression, displaying originality through risk-taking, and developing an appreciation of cultural differences)
- **Health and Physical Development**
 - **Self Care** (Further developing the use of eating, dressing, and hygiene skills, as well as taking responsibility for possessions)
 - **Safety Awareness** (The ability to identify possible risks and to use safe practices to protect oneself and others)
- **Motor Skills**
 - **Fine Motor Skills** (Movement of the small muscles in the arm and hand that control the ability to scribble, write, draw, tie shoes, and other activities that require finger, hand, and hand-eye coordination)
 - **Gross Motor Skills** (Gross motor skills refers to movement of the large muscles of the upper and lower body that control the strength and stamina)
 - **Physical Health and Growth** (Developing an awareness of wellness, including knowledge of nutrition and exercise habits)
- **Emotional and Social Development**

- **Developing a Sense of Self** (Strengthening students' awareness of their feelings about themselves, which are influenced by maturation, temperament, and cultural expectations, and experiences)
- **Developing a Sense of Self with Others** (Fostering the self esteem of young people through a network of secure relationships with family and peers to develop a healthy sense of identity)
- **Approaches to Play and Learning**
 - Develop Curiosity, Information Seeking, Eagerness, Play and Imagination
 - Develop Risk Taking, Problem Solving, and Flexibility
 - Develop Attentiveness, Effort, and Persistence

Using exploration and discovery as a way of learning, The Creative Curriculum enables children to develop confidence, creativity, and lifelong crucial thinking skills. It is based on 38 objectives for development and learning which are fully aligned with our state standards.

Regulations & Requirements

The Board Of Education <http://www.ncpublicschools.org/>

NC Child Care Regulations <http://ncchildcare.nc.gov>

North Carolina Health and Sanitation <http://ehs.ncpublichealth.com>

NC Pre-K Requirements <http://ncchildcare.dhhs.state.nc.us>

Parent - Teacher Conferences

Parent/teacher conferences are held during the school year to share information with parents about students' progress on the pre-academic skills outlined under the curriculum section. The summary of a child's classroom developmental progress will be shared mid-year and at the conclusion of the school year. If you should have questions about your child's progress at any time, do not hesitate to contact the teacher.

School Supplies

Parents are asked to provide students with a full size book bag (without wheels), headphones, and a folder for school. All school supplies that your child will need will be provided by the school. Paper, scissors, glue, crayons, and markers are supplies that you may want to have at home to give your child an opportunity to write, draw, and cut. These activities will support what your child is learning at school and enhance his or her pre-academic skills.

What to Bring (and Not Bring) to School

We need your child to have:

1. An extra set of clothes (underwear, socks, shorts/pants, and shirt)
2. A full size book bag (no wheels)
3. A two pocket folder
4. A towel for rest time.

*If a child's clothes are sent home soiled, please send clean, dry clothes the next day to ensure that your child always has a change of clothes. As the weather changes, be mindful of the clothes you have sent to school. Your teacher will remind you when warmer or cooler clothes are needed.

5. Headphones for ipad time.

Your child is welcome to bring and share:

1. A book
2. An interesting nature item to display. (please be sure it is in a Ziploc bag)
3. Something (arts and crafts) they have made at home.

Please do not allow your child to bring:

1. Toys
2. Due to regulations by the NC Department of Health and Human Services (Child Care Licensure) we can no longer permit children to bring any animals or rodents to visit classrooms.
3. Candy

Anything that you are not sure of, please check with your child's teacher.

Home/School Communicator

The Home/School Communicator is an information sheet that goes home every night and lists the events of the school day. This provides an easy way for parents and teachers to communicate with each other. Please read, sign, and return it each day to the teacher. Parents are encouraged to write notes to the teacher via the Home/School Communicator.



Homework

Parents of children attending the Pre-Kindergarten program in New Hanover County Schools are asked to spend time reading to their child each evening. (We suggest one minute per year of your child's age.) In addition to reading, teachers may give children short assignments to reinforce a skill that they are learning in the classroom. For example, your child may be asked to look for a certain number of items in the home (environment) or finding items that are a specific shape. It is important to follow through with these activities, as they will reinforce what your child is learning and impress upon your child the importance of school and education.

Discipline Policy

We believe that children learn self-discipline in many ways. They learn from the example of their teachers and other adults. They learn through play and social encounters with the other children. They learn by trying things over and over again. Children need to know the adults in their classrooms will love them and keep them safe no matter what negative behaviors they display. We believe that children develop discipline through many different experiences with loving professionals to guide their progress. Teachers and other staff members in the College Road Early Childhood Pre-K Program do not use corporal punishment or other negative forms of discipline (shaming, teasing, humiliating, or yelling). We do use the following techniques to guide children's behavior:

1. Recognizing that each child is unique and treating each child as an individual.
2. Letting children know our expectations for their behavior. "Remember, we walk down the hall."
3. Setting limits that children can easily understand and consistently follow. "We don't hit our friends." "Ask him if you can have a turn with the truck."
4. Creating a warm atmosphere where adults and children trust each other and help each other. "Thank you for helping John with his chair."
5. Encouraging children to solve problems for themselves instead of expecting a teacher to solve problems for them. "Sara, how can you and James share that swing?"
6. Helping children to recognize and express feelings such as anger, frustrations, sadness, hurt or fear in acceptable ways. "I know that you are angry because Susie pushed you down. Can you tell her how you feel instead of pushing back?"
7. Allowing children to feel the natural and logical consequences of their actions. "When you spill your milk, you need to get the sponge and clean it up."
8. Acknowledging children for their positive behaviors and ignoring as many negative and attention seeking behaviors as possible.

9. Time away* is used when other techniques have failed. "Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, 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 5 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. If time away does not work, a strategy that may be used is to remove your child to another setting (neighboring classroom, principal's office) for a short time and then reintroduce him/her to the classroom.
10. Working with parents and outside agencies if additional support is needed.

Parents will be contacted regarding any behavioral issues that are of a severe nature. We can work together to address any concerns.

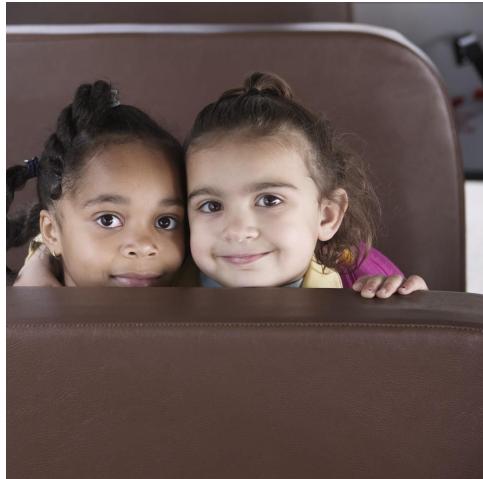
Teaching and practicing appropriate student behavior is a very important component of the Pre-Kindergarten experience. We will be incorporating *Conscious Discipline* this school year. It will provide children with practical skills to manage their thoughts, feelings, and actions. Appropriate student behavior is required in order to provide a school climate that is safe for your child and conducive to effective teaching and learning.

Program Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of 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, all staff members will practice the following discipline and behavior management policy:

- We DO praise, reward and encourage the children.
- We DO reason with and set limits for the children.
- We DO model appropriate behavior for the children.
- We DO modify the classroom environment to attempt to prevent problems.
- We DO listen to the children.
- We DO provide alternatives for inappropriate behavior to the children.
- We DO provide the children with natural and logical consequences for their behaviors.
- We DO treat the children as people and respect their needs, desires and feelings.
- We DO ignore minor misbehaviors.
- We DO explain things to children on their levels.
- We DO stay consistent in our behavior management program.

- We DO use effective guidance and behavior management techniques that focus on a child's development.
 - We DO use short supervised periods of time-out sparingly.
-
- We DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
 - We DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
 - We DO NOT shame or punish the children when bathroom accidents occur.
 - We DO NOT deny food or rest as punishment.
 - We DO NOT relate discipline to eating, resting or sleeping.
 - We DO NOT leave the children alone, unattended or without supervision.
 - We DO NOT place the children in locked rooms, closets or boxes as punishment.
 - We DO NOT allow discipline of children by children.
 - We DO NOT criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.



Dress Code

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. Those standards generally acceptable to the community as appropriate in a formal setting will be the determining criteria governing student dress. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. Therefore, the following is included:

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops, tube tops, or tank tops are allowed.
- Net shirts, bare midriffs, or other revealing attire are not acceptable.
- Short dresses, short skirts, or short shorts will not be allowed.
- Pants or shorts must be worn at the waistline. No underwear shall be revealed.

- Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
- No clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.
- No gang-related clothing, accessories or symbols as identified by local law enforcement agencies will be allowed.
- When, in the judgment of the principal, a student's appearance violates the intent of this policy, the student will be required to make necessary modifications.
- Wear tennis shoes/ flat soled shoes. Do not wear flip flops or slick bottomed shoes.

Clothing should encourage movement and play. Be sure your child's clothing is comfortable, washable, and allows for self-dressing. Children have difficulty with slick soled shoes and flip flops when they are climbing and running outside. Tennis/athletic shoes are perfect. We go outside every day so dress your child accordingly. Remember that we encourage children to be independent in their toileting. Please have them wear clothing that is easily for them to remove and redress when using the bathroom. When it rains, please send a raincoat with a hood.

E-mail

Every staff member at the College Road Early Childhood Center has an E-mail address that can be found on our webpage. E-mail is a great way to communicate with your child's teacher. You may access these web pages at www.nhcs.net/crecc.



School Pictures

Student pictures are taken in the Fall and in the Spring. Return unwanted pictures with payment in your home school communicator.



Tobacco Free Campus

It is the belief of the New Hanover County Board of Education that the use of tobacco is harmful to general health. The Board desires that all New Hanover County School facilities and properties be free from the use of tobacco products. Therefore, the use

of tobacco products in or on New Hanover County School facilities or property is prohibited.



Bullying

The New Hanover County Board of Education believes that all employees, students and their parents/families should be free of harassment and bullying as part of a safe, orderly, caring and inviting working and learning environment. School Board Policy 8307 expressly prohibits harassment or bullying of students, employees and their parents/families, by students. Any violation of this Policy is considered a serious violation and appropriate action shall be taken in response to a violation in accordance with the Student Discipline Policy 8410.

Bullying and Harassment Parent/Guardian or Teacher Reporting Form

If you suspect that your child / student is being bullied, complete the Reporting Form that is used by parents and / or teachers. A copy of the Reporting Form can be obtained at the school office or on the New Hanover County Schools website at http://www.nhcs.net/forms/Bullying_Harassment_Partent_Teacher.pdf

Health and Safety

We make every effort to observe and teach healthy practices at school. Children are encouraged to practice good toileting habits, and to wash hands after toileting and before eating. We also encourage children to cover coughs and wipe runny noses.

The best way to prevent the spread of illness is to make sure you do not send your child to school when he or she is visibly ill. Please avoid sending your child to school if any of the following is present:

- Lice (including nits)
- Ringworm
- Fever
- Vomiting or diarrhea
- Thick, discolored nasal discharge
- Chest congestion or constant cough
- First 24 hours on antibiotic medicine
- Pink eye
- Rash or impetigo
- Earache

- Sore throat with fever
- Communicable disease such as: chicken pox, measles, mumps, strep throat, hepatitis, etc.

We suggest the following:

- Often children may ask to come to school even though they are ill; although your child may be disappointed, please keep him/her at home when they are sick.
- If your child becomes ill while at school and you are called, please cooperate by picking him/her up promptly.

If you have any questions about whether your child should come to school with a medical condition, please call the school. In addition, please inform the school if your child becomes ill with a highly contagious illness such as chicken pox, strep throat, pink eye, etc. We will want to notify the parents of the other children so they can watch for symptoms.

Your child's physical health is very important to us. Always send a note to school whenever your child is absent explaining the reasons for the absences. A note must be sent to school in order for the absence to be noted as excused. Teachers or assistants will contact you after a third absence.

If your child becomes ill while at school, we will make every effort to contact you or the persons designated on your emergency form. If your child has a medical emergency, we will also call all of the people listed on the emergency contact list. Please update the classroom teacher and office staff with any change in home, work, or cell phone numbers. If no one can be reached, we will take the child to New Hanover Regional Medical Center for emergency treatment and act on the parents' behalf until they can be reached.

Medication

We will give medication to children under the following conditions:

1. A medical form must be obtained from the office, filled out and signed by the prescribing doctor as well as the parent or legal guardian.
2. The medicine must be brought to school by an adult in the original container. The prescription must be current. Medicine must be brought in by the legal guardian. Do not send any medicine, prescription or over-the-counter, to school by your child.
3. The child's name and dose must appear on the container. Expired medication will not be given.
4. Please be aware of and replace medicines taken at school before the supply runs out.

Emergency Action Plans

Please notify your child's teacher if your child has a serious medical condition, such as diabetes, asthma, sickle cell anemia, or severe allergies. It is important that we have an emergency care plan in place to provide the necessary medical care for your child if the situation arises.

Diabetes

North Carolina law (G.S. 115C-47) was changed in 2002 to strengthen support for students with diabetes attending NC public schools. The law requires development of care plans and staff training relative to students with diabetes. If your child has diabetes please let us know so that we can have our school nurse contact you to complete a Parental Request for an Individual Diabetes Care Plan.

Asthma

The nurse will work with the family and child's physician to develop a care plan for an asthmatic student to include the teacher/staff having the appropriate preventative or emergency medications on hand to treat symptoms of an asthma attack or severe allergic reaction.

Sunscreen

Sunscreen protects the skin from the sun's ultraviolet rays and helps to prevent sunburn. Children go outside for at least one outside play time each day. During the summer and spring months, classes are outside more frequently. In an effort to protect your child's skin from the damage that exposure to direct sunlight can cause, please apply sunscreen to all exposed areas daily. This is extremely important if your child is prone to sunburn.

NHCS ECE Program Prevention of Shaken Baby Syndrome and Head Trauma Policy

Belief Statement

We, NHCS Early Childhood Education Program, believe that preventing, recognizing, responding to, and being required to report shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule for Child Care Centers (10A NCAC 09 .0608) each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

Procedure/Practice Recognizing:

Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will³:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: NHC Department of Social Services 910.798.3400

Prevention strategies to assist staff* and parents in coping with a crying, fussing, or distraught child

Staff and Parents first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff and parents will attempt one or more of the following strategies⁵:

- Take at least 3 calming breathes with the child encouraging to breathe in through the nose and out through the mouth
- Rock the child, hold the child close, or walk with the child and/or stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Turn on music or white noise
- Staff: Distract the child with a book, toy or other activity
- Parents: Offer a pacifier or try to distract the child with a rattle or toy or go on a stroller ride.
- Other: strategies as needed for the situation

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children⁶.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
- Other: strategies as needed for the situation

Prohibited behaviors

Behaviors that are prohibited by staff and parents include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Strategies to assist staff and parents understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development,
ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families,
www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9,
www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

Parents are encouraged to read through these links and to contact Smart Start of New Hanover County at 910.815.3733 for parent resources, classes and opportunities.

Strategies to ensure staff and parents understand the brain development of children up to five years of age

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families,
www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child,
developingchild.harvard.edu/resources/inbrief-science-of-ecd/

Parents are given the links above and are encouraged to contact Smart Start of New Hanover County at 910.815.3733 for parent resources, classes and opportunities. Parents are also encouraged to look up information on www.consciousdiscipline.net related to parenting.

Resources

Staff: Principal, Guidance Counselors, Social Workers and the School Nurse are immediate support staff

Staff and Parents: Smart Start of New Hanover County and the Department of Social Services

Parent web resources

- The American Academy of Pediatrics:
www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome:
<http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Other: www.consciousdiscipline.net

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma,
<http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention,
http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three,
www.zerotothree.org/early-development

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic,
www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross,
www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado,
www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress
<http://cfoc.nrckids.org/StandardView/1.7.0.5>

Application

This policy applies to children up to five years of age and their parents and all family members responsible for caring for children, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff*

- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- The child care facility shall keep the SBS/AHT staff acknowledgement form in the child care file labeled SBS/AHT.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the SBS/AHT parent acknowledgement form in the child care file labeled SBS/AHT.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Emergency Preparedness and Response

Public schools and licensed childcare facilities are required to conduct routine safety drills in preparation for emergency situations. Fire drills will be held monthly to ensure that children know how to respond in the event that the building has to be evacuated. An annual tornado drill is held each spring and an earthquake drill is held in the fall. In addition, we will practice quarterly lockdown drills and shelter in place drills to ensure that children and staff know how to respond in the event that an emergency arises that requires us to stay within the confines of the school building and classrooms. Emergency bags are located in each classroom which contains plans, contact information as well as emergency supplies.

School and District Emergencies

If an incident occurs that requires the notification of all parents, our school, along with all schools in the New Hanover County Schools system, will initiate the contacting of parents using the **CONNECT5** system. **CONNECT 5** is capable of sending a telephone or

email message to every parent in our school and our school system all at once at a specified time. The successful delivery of information is dependent upon accurate phone numbers. In order to make sure that you receive important messages, we must have the most current names and phone numbers of emergency contact people. If your emergency information changes during the school year, please let school personnel know immediately so that we can keep school records updated and accurate.

Receiving calls sent through CONNECT 5

- Caller ID will display the school's main number when general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- CONNECT 5 will leave a message on any answering machine or voicemail.
- If the CONNECT 5 message stops playing, press any key 1-9 and the message will replay from the beginning.

Arrival and Pickup Times and Procedures

School begins each day at 7:50 a.m. Parents are strongly encouraged to use the school bus transportation provided by New Hanover County Schools. Traffic jams tend to be a concern during arrival times. If you do provide transportation in the morning, you will need to park your car and walk your child to their classroom. Please do not bring your child to school before 7:30 am.

Students should arrive by 7:50 so we can complete our attendance and have the students ready to eat their breakfast by 8:00. Students arriving after 8:00 a.m. are marked tardy. Parents arriving at school with their child after 8:00 a.m. must sign in at the office, receive a pass, and deliver the pass to their child's teacher. Excessive tardiness disrupts your child's routine and can jeopardize your child's placement in the Pre-K program.

Dismissal begins at 2:00 p.m. Our dismissal routine is conducted with student safety as the priority and is meant to ensure that each child is accounted for at the end of the day. We will walk your child to their bus and/or parent pick up.

If someone other than the parent or guardian is picking up your child, please list those names on the "People authorized to pick up my child" section at the bottom of the TRANSPORTATION form that is included in the enrollment packet. Please inform the individuals listed that they will be required to show their identification prior to taking the child from campus. Also, it is important to note that your child will not be released to any individual who has not been given permission from the parent to pick up the student.

If a student must check out during the day, a parent or guardian must come to the school office to sign out their child. The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the

student when you arrive. Continued early checkouts will be referred to the school administration and the school social worker.

If children are repeatedly late arriving or being picked up, the principal will have a conference with the parents. Excessive tardiness or absences may result in a family being asked to find an alternate Pre-K childhood education setting for their child.

BUS SAFETY, ROUTES, AND SYMBOLS

New Hanover County Schools will provide transportation for the pre-kindergarten students.

A responsible adult (18 years or older) is to wait and load children who are transported to school via NHCS buses each morning. Parents should have children at the bus stop 10-15 minutes prior to the designated pick-up time. NHCS buses are not required to wait while someone walks a child to the designated stop.

A responsible adult (18 years or older) with whom the monitors and drivers are familiar, must be waiting at the bus stop in the afternoon when children are returned home. If an adult is not waiting at the bus stop, the child will be returned to the school and it will be the responsibility of the parent to pick up the child from the College Road Early Childhood Center

New Hanover County Schools bus transportation privileges may be revoked if a child has to be returned to school repeatedly because a responsible adult is not at the bus stop to meet the child.

The following guidelines have been provided by the NHCS Transportation Department. Please take some time to review them with your children.

10 Rules of Bus Safety

- Wear bright clothes so the bus driver easily sees you.
- Get to the bus stop at least 10 minutes before the bus is due.
- Line up quietly in single file away from the edge of the road.
- Don't push, yell or throw things while waiting.
- Stay out of the Danger Zone which is 10 feet around the bus on all sides.
- Use handrails to get on and off the bus.
- Pay attention to the bus driver.
- Keep the aisles clear.
- Never stick your hands, head or feet out the windows.
- Talk quietly and stay seated on the bus.



Bus Rules

1. Students should walk directly to the bus.
2. Remain in your assigned seat.
3. No food or drink allowed.

Transportation Tips and General Information

- Times given are estimated and may vary depending on traffic; please be ready and at the Bus Stop at least 10 minutes early.
- **For the first 10 days of school, changes are being made that may affect your bus stop location and/or time of pick-up/drop-off.
- The bus will not stop if students are not at the bus stop site.
Definition: Bus Stop = Corner, end of driveway, at the State Right of Way (4 feet away from the road). Students should always stand where they can be seen as the bus approaches.
- Walk with your child to the stop and wait with them. Be at the stop in the afternoons to get them. Small children cannot see over the seats and the window ledge to see where they are.
- A responsible adult (18 years or older) must be at the stop every afternoon to receive Pre-K, Kindergarten and 1st grade students.
- No child may ride a bus other than the one assigned without prior approval from the School Bus Coordinator and the school principal. Please allow 3 days for this process. Directions for requesting a change in bus assignment are below.
- Students may get on and off only at their assigned stops unless pre-approved by the coordinator.

- The driver can not add Bus Stops to the route. Only the School Bus Coordinator can do this. Please plan for 3 days to process these requests (First 7 School days may take longer).
- Stops where students do not ride daily will be deleted. Once a route has been deleted, the driver cannot add them back on to the route.

Request to Ride an Alternate Bus

If, for any reason, a parent needs to request that their child ride another bus, a letter requesting the change must be written at least 3 days in advance, including the following information:

- Name of student and parent
- Address of student
- Name of responsible adult & address of alternate location for student drop-off
- Reason for the request
- Date(s) that the change will be needed
- Contact numbers where parent/guardian may be reached
- New bus stop information (if known)

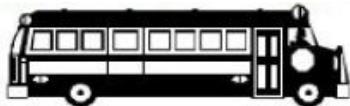
A request may be denied for the following reasons:

- The request requires NHCS to add a stop that is off of its regular routes
- School does not allow change
- Lack of room on the alternate bus
- Prior misbehavior on the alternate bus
- Responsible adult at alternate location has not been at the stop on three different occasions.
- The existing stop is too far from the home of the alternate location

Please note that if a bus becomes overcrowded or if there are any behavior concerns, the privilege to ride an alternate bus will be revoked. Also, all request for changes expire at the end of one school year.

Requirements for Preschool Children on Public School Buses

*These procedures can only be used when transporting 3, 4 and 5 year olds.
Not applicable for children under three years of age.*



The Principal or a Designee is responsible for ensuring that the following is implemented:

- **Emergency Information** available for each child – must be on the bus and must be kept current
- **Medication** – parents must give any medication to the driver, and driver must give directly to the teacher. Children cannot carry medication themselves
- **Safe pick-up and delivery procedures are in place as identified below:**
 1. **Pick-up Procedure** - Responsible person will wait with the child(ren) until they are safely seated on the bus. Public school employee will meet the bus and the child will be delivered to that employee. The public school employee will maintain an up-to-date roster of the class which indicates which bus the child is on. The public school employee will mark on the roster the time that the child exits the bus and the employee assumes responsibility for the child. If a child does not exit the specified bus the center employee will ask the driver for any information about the child, will ensure that the child is not on the bus, and will contact the responsible adult to determine the location of the child.
 2. **Departure Procedure** – Public school employee will deliver the child to the bus driver and will wait until the child is safely seated on the bus. On the roster the employee will indicate the time the child was seated on the bus and the driver assumed the responsibility for the child. When the bus arrives at the child's afternoon destination the driver will ensure that the child is dropped off with the appropriate responsible adult. If no responsible adult is present, the child shall be transported back to the site and the principal or designee, will be responsible for locating alternate emergency contacts.
 3. **Seating Location** – All preschool children shall be seated in the front rows of the bus. No school age children shall be seated with a preschool child unless it is a sibling.
 4. **Number of children** – If the youngest age of any of the children being transported is three, the maximum number of preschoolers allowed on any individual bus is 15, unless an additional monitor is present. If the youngest age of any of the children being transported is four, the maximum number of preschoolers allowed on the individual bus is 20, unless an additional monitor is present
 5. **Special Needs** – It is the administrator's responsibility to ensure that any special behavioral, emotional or physical needs are relayed to the bus driver if the needs could impact on the driver.
- **Training of Drivers** – It is the administrator's responsibility to train the bus drivers on these procedures when preschool children are being transported. The program shall have a signed statement from the bus driver that these procedures have been reviewed and understood. Any time a new bus driver is hired, and will be transporting preschool children, the administrator shall also train them on the required procedures.
- **Transportation Policies** – It is the administrator's responsibility to review these procedures with parents so that they understand their role as regards to releasing the child to the driver, ensuring a responsible adult is available to receive the child, dropping off medication and providing up to date emergency contact information. The parent shall sign that they have reviewed and understand the procedures.

Field Trips and Transportation

We use New Hanover County School buses to transport children on field trips. Parents are notified ahead of time when their child's class will be taking field trips. Teachers will also inform parents if a field trip has to be canceled. Children must have a parent-signed permission form in order to go on field trips.

Celebrations and Birthdays

Classroom parties are held during the school year. Your child's teacher will send a letter home with your child in their communication folder notifying you of the planned party. If you do not want your child to participate in a holiday party or class celebration, please notify your child's teacher. Your child should not learn at school that they can not participate. That should be discussed with your child prior to the scheduled party / celebration.

We believe that each child is a unique and wonderful creation and recognize that birthdays can be a special day for the child. If you would like to bring refreshments for your child's birthday, notify your child's teacher in advance so that arrangements can be made. Generally, birthdays are celebrated with small food items such as cake and ice cream. These items must be store bought only and must be in the original packaging. Birthday parties and other celebrations may not take the place of the regular school lunch. Therefore, parties and other celebrations will be held after the children have eaten lunch.

Please let us know if your family celebrates a holiday that is different from traditional American holidays. We would love for you to visit and share some of the traditions and symbols of the holiday with the rest of us.

Our program does not allow balloons in our classrooms.

Lost and Found

Parents are asked to put the child's name in/on all of his or her belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. If an item is missing, please check with your child's teacher or the bus driver.

Cleaning Schedule

Our site follows Health and Sanitation, and Licensing requirements for cleaning with soapy water, sanitizer, and disinfectant every school day. Each room of our school is cleaned daily by our Custodians. Our facility inspected and supported by the New Hanover County Schools Maintenance Department and Operations Department when projects exceed the job description of custodial staff. We participate in inspections from the New Hanover Health Department and the NC Department of Health and Human Services.



Student Meals

The College Road Early Childhood Center serves breakfast and lunch each day. According to NC Division of Child Development (NC Child Care Licensure), meals that are served must be nutritionally balanced, defined as follows:

Breakfast: milk, juice or fruit, & bread or cereal (all 3 components)

Lunch: milk, 2 or more fruits or vegetables, meat or meat alternative, bread or bread alternative (all 4 components)

Parents who wish for their children to opt out of this program should request a conference to learn about requirements for nutritional guidelines and complete paperwork. Packed lunches from home must meet the requirements listed above. If a lunch does not meet the requirements that are defined by NC Child Care Licensure (Rule .0901), we will have to supplement the meal from the cafeteria. No soft drinks in cans or bottles will be permitted at school. Teachers and para-educators are not permitted to warm or refrigerate students' foods for them.

If your child has special diet restrictions or food allergies, please send a doctor's note explaining the situation.

Free Meals

There will be no cost for breakfast and lunch for your student attending the College Road Early Childhood Center because we are a Community Eligibility Provision site.

Parent Visitation at Lunch: We welcome family members to eat lunch with their children. Please sign in at the office and get a visitor's sticker. You may meet your child's class at the cafeteria entrance at their scheduled time. Parents will need to pay for their lunch. Students and their parents will need to sit with their child's class.

The College Road Early Childhood Center Cafeteria phone number is 350-7860 ext. 104.



NEW HANOVER COUNTY SCHOOLS SCHOOL NUTRITION SERVICES 2018-2019

1802 S. 15th Street, Wilmington, NC 28401

www.nhcs.net

Phone: 910-254-4212

IMPORTANT NEWS – CHANGES TO FREE/ REDUCED MEAL APPLICATIONS AND SITES



Choose **MyPlate**.gov

NHCS Meals ARE a Healthy Choice

- 1) Meals must meet all Dietary Guidelines for Americans, North Carolina, Federal Regulations and State Board of Education Policy on Nutrition Standards.
- 2) Meals will contain the following when averaged over the week:
 - a. Less than 35% of calories from fat.
 - b. Less than 10% of calories from saturated fat.
 - c. No trans fats and sodium levels must meet USDA guidelines.
- 3) Food preparation must be limited to baking, roasting, broiling, boiling and steaming.
- 4) Two fruits/100% fruit juice will be offered daily at breakfast. A fruit must be selected with each complete breakfast meal.
- 5) Legumes will be offered at least one time per week.
- 6) Flavored skim milk and unflavored 1% or skim milk are available at breakfast and lunch.

Community Eligibility Provision (CEP) allows schools to offer nutritious meals at no cost to all students through the National School Lunch and School Breakfast Programs.

The following schools are identified as eligible:

Alderman Elementary	Lake Forest Academy
Bradley Creek Elementary	JC Roe Center
Career Readiness Academy	Mary C. Williams Elementary
Castle Hayne Elementary	NHHS
College Park Elementary	Rachel Freeman Elementary
College Road Early Childhood Center (CRECC)	Snipes Academy
Forest Hills Global Elementary	Sunset Park Elementary
The International School at Gregory Howe Pre-K Center	Williston Middle
Johnson Pre-K Center	Winter Park Elementary
	Wrightsboro Elementary

If your child attends one of the above mentioned schools, you do not have to complete a free/reduced meals application nor will one be sent home with your child. If your child transfers to another school, not mentioned above, you will need to complete an application. Applications are available at each school as well as on our website www.nhcs.net/nutrition

STUDENT CAFETERIA ACCOUNTS

All students who do not qualify for Free/Reduced Meals are expected to pay for school meals at the time purchase. Pre-paid meal plans are encouraged. Students may purchase a la carte items (milk, ice cream, etc.) at individual prices, if they do not have an outstanding charge balance on their account.

Automatic calls will be sent to the homes of students who owe money to the cafeteria. If you receive a call, please send the amount due to your child's school to the cafeteria manager. For more information, please visit our website at www.nhcs.net/nutrition. Thank you for the opportunity to serve your child.

Thank You,
Imer S. Smith, RD, LDN, Director of Child Nutrition

2018-2019 MEAL PRICES

Students	Breakfast		Lunch	
	Reduced	Paid	Reduced	Paid
Elementary	\$0.00	\$1.35	\$0.40	\$2.55
Middle	\$0.00	\$1.35	\$0.40	\$2.55
High	\$0.00	\$1.35	\$0.40	\$2.60
Pre-K	\$0.00	\$1.35	\$0.40	\$2.55
Adults	a la carte price		a la carte price	

One should eat to live, not live to eat"

~ Benjamin Franklin

SPECIAL DIETARY NEEDS

Special dietary needs are available for children who are handicapped or chronically ill with medical conditions that cause them to need food modifications or substitutions. Children with special dietary needs can participate in the school breakfast and lunch program. Requests must be accompanied by a complete diet order form. Please contact your school nurse or call 254-4296 for further assistance. Forms are available at: www.nhcs.net/nutrition.

NHCS Participates in Federal Programs Subsidized by the USDA

National School Breakfast Program

National School Lunch Program

Free and Reduced Price Meal Program

Applications are available at the schools and should be completed each school year. If you were free or reduced in the 2017-2018 school year, your benefits expire 30 days into the new school year. Do not delay...send your application in quickly for faster processing. All charges accumulated before being approved will be paid by household.

Community Eligibility Provision (CEP)

Summer Food Service Program (SFSP)

After School/Daycare Feeding Program

USDA Food Distribution Program

Fresh Fruit & Vegetable Program

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.



We accept checks with your:

Full Name
Street Address (No PO Box)
Home Phone # (w/ Area Code)
Secondary Phone # (w/ Area Code)
Driver's License # (w/ State)

PLEASE NOTE

If your check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, you authorize electronic representation if your check should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft of electronic funds transfer.

www.EnvisionPayments.com / 877-290-5460

On-Line Payments

The Child Nutrition Department would like to introduce K12PaymentCenter.com to our customers. K12PaymentCenter.com is a third party vendor offering an alternative method for school meal account management. Two methods to sign up: Basic Account or Premium Account.

- You get quick and easy access to your child's meal account 24 hours a day, 7 days a week. *
* You can obtain your student's ID# by contacting the school they attend.
- The ability to pay for multiple children's accounts with one single payment.
- Accepts Visa, MasterCard, American Express and Discover cards.
- The ability to look-up your child's account balance any time. **
- The ability to see 45 calendar days of purchases and payments. **
- Automated notification, via e-mail, when your child's account balance falls below an amount you have set. **

Go to <http://www.nhcs.net/nutrition> for more information or to access myschoolmoney.com

**Additional Fee



"Health and success in school are interrelated. Schools cannot achieve their primary mission of education if students and staff are not healthy and fit physically, mentally and socially."

~National Association of State Boards of Education

Sending Money to School

Any time you send money to school (for pictures, book order, etc), send it in a sealed envelope in the communication folder with your child's name, amount, and reason (what the money is to be used for).

Change of Information

If you change your address, phone number or persons listed as emergency contacts, please send the information to your child's teacher immediately. It is important that this information be accurate at all times in case of emergencies. Please be sure to include both cell and main phone numbers.

School Improvement Plan

Each school is required by state law to develop a School Improvement Plan. A School Improvement committee, consisting of staff and parent representatives, oversees the improvement process. Parent representatives are elected by the parents of students in our school. Parents are always invited to attend these meetings.

Visitor and Volunteer Procedures

Parents and visitors are expected to stop in the main office and sign in at any time they are visiting or volunteering in the classroom. You will sign in on the computer located by the front door. This includes volunteer time, having lunch with your child, going on a field trip, or attending a conference or meeting. These procedures are critical to maintain the safety of our school and all of the children.

The health department conducts monthly sanitation and safety inspections. An individual's purse can be searched if an inspection is conducted in the classroom when a parent is volunteering. Any item found in a purse, that is labeled "Keep out of Reach of Children," will result in our Pre-K class being cited for a health code violation and temporarily closed. Please leave purses in the trunk of your vehicle when volunteering.



Cell Phone Use

Please do not use cell phones in the building. To protect the time that parents spend with their children in the school, parents are asked to place their phones on vibrate when in the building, and to refrain from having phone conversations when visiting the building and especially during classroom volunteer time.

Program Termination

When a family does not abide by the policies of the Pre-K Program, they will be called for a conference with the principal. At the conference, a plan will be developed to address concerns. If the situation does not improve, your child may be in jeopardy of being terminated from the program.

Non Discrimination

New Hanover County Schools Pre-K Programs do not and will not discriminate in relation to race, sex, age, religion, national background, handicap and other human differences in all matters concerning our customers. This policy of nondiscrimination is in accordance with local School Board Policy 1710.

Notice of Rights Under Section 504 1973 Rehabilitation Act

1. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability.
2. It is the policy of the New Hanover County Schools (NHCS) not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.
3. The 1973 Rehabilitation Act requires the school system to locate, evaluate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. The accommodations will be provided in the least restrictive environment for the student.
4. Parents are entitled to have the opportunity to review relevant educational records under the Family Educational Rights and Privacy Act (FERPA). The requirements are described in the local board of education policy manual and implementation procedures.
5. Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational programs may request a hearing before an impartial hearing officer by notifying the school principal.

6. Compliance with Section 504 is managed by the Exceptional Programs Office which can be contacted by calling 254-4445.

Grievance Procedure 1973 Rehabilitation Act Section 504

When parents or guardians and the school are unable to agree about services proposed under Section 504 of the Rehabilitation Act of 1973, it is expected that the disagreement be resolved at a level closest to the student. The first attempt to reach accord should be through a meeting involving the classroom teacher(s) that serve the student and the principal at the local school level.

If no resolution is reached, the parent or guardian may request, in writing, a review. Address the written request for a review to NHCS Section 504 Compliance, Exceptional Programs Office, 1802 South 15th Street, Wilmington, NC 28401. As a part of his review, the parent or guardian will receive the formal Grievance Procedures adopted by New Hanover County Schools.

At any point in this grievance procedure, the complainant has the right to file formal complaints with the Office for Civil Rights, U.S. Department of Education, 330 C Street, S.W., Washington, D.C. 20202.

New Hanover County Schools Annual Notice about Educational Records

The Family Educational Right and Privacy Act (FERPA) requires New Hanover County Schools to annually notify parents and student who are 18 years of age or older about their rights concerning educational records. The following information summarizes these rights. Parents and students 18 years of age or older have the:

- Right to confidentiality of the Official Record at the collection, storage, disclosure and destruction stages
- Right to inspect, review and obtain free copies of the Official Record
- Right to have a representative of your choosing inspect and review the Official Record with you
- Right to a full explanation, interpretation and analysis of the Official Record by the principal or designee
- Right to add data or information to the Official Record which explains or clarifies information contained in the Official Record
- Right to a list of the types of and the location of all records maintained and disclosed by New Hanover County Schools
- Right to know that written consent is required to disclose the Official Record to others EXCEPT for the following: NHCS officials, teachers and other employees (list posted at each school), other schools where a student intends to enroll, state and federal education authorities, financial aid applications, studies and research, accrediting organizations, judicial order or subpoena, health or safety emergency, and Directory Information.

- Right to request the correction or removal of information from the Official Record if you believe it is inaccurate, outdated, irrelevant, misleading or violates privacy
- Right to a hearing, if NHCS refuses your request to correct or remove information from the Official Record
- Right to file a complaint regarding records with the U.S. Department of Education, FERPA Office, Washington, D.C. 20202. Complaints must be written and specify allegations of fact
- Right to obtain copies of the New Hanover County School Board Policies on records from the New Hanover County Schools Superintendent's Office
- Right to know that the New Hanover County Board of Education has designated a student's name and school of enrollment as Directory Information
- Right to know that Directory Information is disclosed as a part of officially designated school activities such as: team/activity rosters, scholar athlete awards, athletic eligibility, honor society, honor roll, good citizens, academic scholars, presidential awards
- Right to refuse to allow New Hanover County Schools disclose Directory Information by notifying the principal within 10 days of receipt of this notice
- Right to know that when records are no longer needed, NHCS destroys them according to a destruction schedule. NHCS permanently maintains only the following information: student name, address, phone number, grades, attendance, classes attended, grade levels completed, date of birth and identification numbers
- Right to know that a graduating senior's name, address, phone number and school name are disclosed to the military

NHCS has designated the Assistant Superintendent for Student Support as the school official responsible for ensuring confidentiality of the Official Record. A student's principal also is responsible for maintenance and security of the Official Record. Please direct any inquiries or requests concerning your rights and the Official Record to the principal.

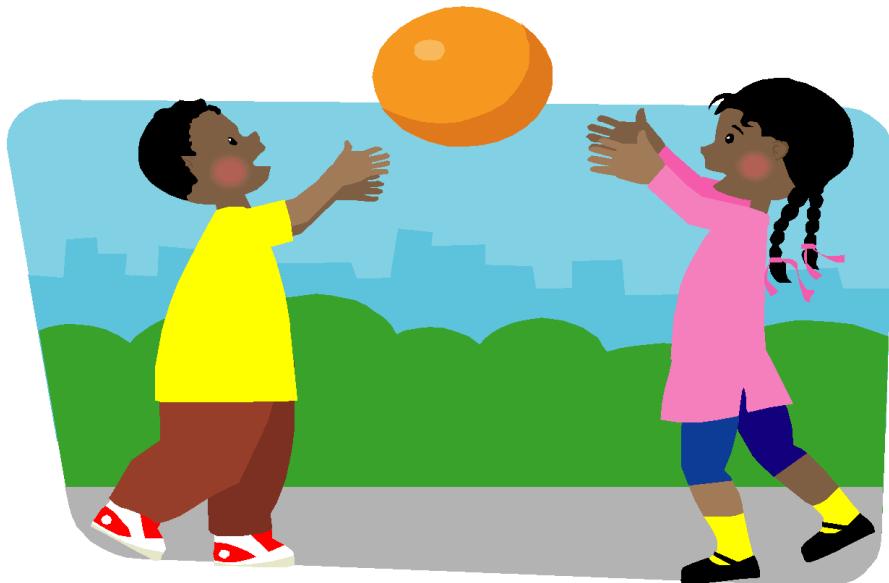


Multiple Tiered Systems of Support Team

The mission of the MTSS Team is to design and implement timely intervention strategies targeting improved performance of an individual student. The Team utilizes a collaborative, multidisciplinary approach to support students, teachers, parents and others as a vehicle to insure the success of each student.

Parents and staff members with concerns about a student may request assistance from the team.

The primary responsibility of the team is to help teachers and parents meet the needs of students. This may include developing interventions, proposing, and designing services, requesting evaluations, and possibly proposing an Individualized Education Program.



Summary of the North Carolina Child Care Law for Child Care Centers

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the wellbeing of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers that meet the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star rated license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers *may* voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse *may* also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina **law** requires any person who suspects child abuse or neglect to report the case to the county Department of Social Services. In addition, *any* person can call the Division of Child Development and Early Education at **919-527-6335** or **1-800-859-0829** and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements here, or if you have questions, please call the Division of Child Development and Early Education at **919-527-6335** or **1-800-859-0829**.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every licensed center. These files can be viewed during work hours or requested via the Division's website at www.ncchildcare.nc.gov, or requested by contacting the Division at **1-800-859-0829**.

Licensed centers must, at a minimum, meet requirements in the following areas:

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours annually including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff must also undergo a criminal records background check initially, and every three years thereafter. As of December 2007, criminal records checks will be done every three years.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher: Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25

Records

Centers must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

Curriculum

The Division of Child Development and Early Education does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local Health, building, and fire inspectors visit licensed programs to make sure

standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

Transportation

Child care centers providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking,slapping, or other physical discipline)is prohibited in all centers. Religious-sponsored programs which notify the Division of Child Development and say that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Childcare resource and referral agencies can provide help in choosing quality care. For more information about quality child care, parents can visit the Resources in Child Care website at www.ncchildcare.nc.gov . For more information on the law and rules, contact the Division of Child Development and Early Education at **919-527-6335** or **1-800-859-0829**;or visit our homepage at www.ncchildcare.nc.gov .

This summary shall be posted for the public to view in accordance with GS 110-102

Parental Rights

- Parents have the right to enter a center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean,safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free or hazards that could injure children.

**Division of Child Development and Early Education NC Department of Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603
Revised December 2014**

*In the event of school closures or makeup days needed throughout the school year, changes to the NHCS calendars are posted at the following link:
<http://www.nhcs.net/calendars.htm>.

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

 2018-2019 Approved 11/07/17 Pre-K Calendar
AUGUST 16-17 Teacher Workdays 20-21 Designated Teacher Workdays 22-24 Home Visits 27-29 Designated Teacher Workdays 30 Home Visit 31 Staggered Enrollment
SEPTEMBER 3 Labor Day Holiday 4-6 Staggered Enrollment 7 First Day for Students
OCTOBER 25 End of Fall Assessment Period/TS Gold Checkpoints 26 Designated Teacher Workday 26 Fall Parent Teacher Conferences
NOVEMBER 6 Election Day/Undesignated Teacher Workday 12 Veterans Day Holiday 21 Thanksgiving Holidays 22-23 Vacation Day
DECEMBER 20 Designated Teacher Workday 21 Vacation Day 24-26 Christmas Holidays 27-31 Vacation Days
JANUARY 1 New Year's Day Holiday 21 Martin Luther King, Jr. Holiday 25 Designated Teacher Workday
FEBRUARY 20 End of Winter Assessment Period/TS Gold Checkpoints 21-22 Home Visits
MARCH
APRIL 5 Designated Workday 15-22 Spring Break 19 Good Friday Holiday
MAY 27 Memorial Day Holiday 31 End of Spring Assessment Period/TS Gold Checkpoints
JUNE 5 Last Day for Students 6-10 Designated Teacher Workdays 11-12 Undesignated Teacher Workday
First/Last Day of School Undesignated Teacher Workday Designated Teacher Workday Vacation Day Half Day for Students () Gold Checkpoints () Holiday Staggered Enrollment Home Visits

January 2019						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	(20)	21	22	23
24	25	26	27	28		
March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	(31)	
June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29