

**Wrightsboro Elementary School  
2016-2017  
NC Pre-Kindergarten  
Parent-Student Handbook**

Today we learn. Tomorrow we lead.

*The mission of  
Wrightsboro Elementary School is to establish and promote a caring, engaging and  
supportive environment that enhances learning and leadership for all.*



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# Wrightsboro

## NC Pre-Kindergarten Parent Handbook

### **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 21<sup>st</sup> century.

### **New Hanover County Schools Mission**

The mission of New Hanover County Schools, in collaboration with our parents and community, is to provide children an excellent education in a healthy and safe learning environment where they are prepared with the critical skills to reach their full potential in a 21<sup>st</sup> century global society.

**“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 21<sup>st</sup> century when given a positive foundation of learning.

### **Wrightsboro Elementary School Mission**

The mission of Wrightsboro Elementary School is to create a caring, engaging and supportive environment that enhances learning and leadership for all.

### **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.

## Admission Requirements and Enrollment Procedures

### Free Public Education

New Hanover County NC Pre-K Registration

January 2014

Child must be **Four** on or before August 31

### Wrightsboro Elementary School

2716 Castle Hayne Road

(Children should be registered in their designated school district)

Parent Documentation:	Child Documentation:
<ul style="list-style-type: none"><li>• Proof of New Hanover County Residency (Current lease, deed, property tax or home owner's insurance)</li><li>• Income Verification (Recent Pay Stub)</li><li>• Picture Id</li></ul>	<ul style="list-style-type: none"><li>• Certified Birth Certificate</li><li>• Up-dated Shot Record</li><li>• Guardianship or custody papers, if applicable</li><li>• IEP, if applicable</li></ul>

After registering, you will receive a scheduled date/time for assessments. Parents will receive a notice of acceptance from the Johnson Pre-K Center. Any questions should be directed to NHC NC Pre-K Center 910-251-6155

## INSTRUCTIONS FOR THE WRIGHTSBORO ELEMENTARY AUTOMATED PHONE SYSTEM

### WRIGHTSBORO ELEMENTARY SCHOOL OFFICE 815-6909

When you call the school, 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 4:00 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 voice mail 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.

### VOICE MAIL

NAME	Ext.	TITLE
Boni Hall	104	Principal
Dr. Emily Grace	119	Assistant Principal

Kristin Zamorski	301	Teacher
Andrea Dillon	306	Teacher

**Pre-Kindergarten Hispanic Parent Liaison  
Griselda Garcia**

Email: [griselda.garcia@nhcs.net](mailto:griselda.garcia@nhcs.net)

**FAMILY SUPPORT PROGRAM AND ATTENDANCE POLICY**

Family members must make a commitment of their time and involvement in the Pre-K Program. One adult from the child's family must sign the Home/School Agreement and make a commitment to:

1. Send your child to school every day at 7:30 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:
    - \*Illness or injury
    - \*Quarantine
    - \*Death of immediate family
    - \*Medical or dental appointment
    - \*Court or administrative proceeding
    - \*Religious observance
    - \*Educational opportunity (Must be pre-approved by principal)

**\*Important: In order to code an absence as excused, the school is required to have a note from home which meets the following:**

    1. Date(s) of absence(s) included
    2. Specific reasons matching those listed in the Home/School Agreement and as listed above.
    3. A parent/guardian signature must be provided.
    4. 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.**
  - c. Letters will be sent to families and the School Social will be notified if there are excessive absences.
  - d. Children who attend school regularly obtain the full benefits of our educational program. **Frequent absences may lead**

**to being removed from the pre-k program.**

2. Take your monthly turn as a parent assistant in the classroom.
3. Attend the orientation and a minimum of 2 parent workshops before the December holiday break and two additional workshops before the end of the school year. Parents are welcomed and encouraged to attend all workshops.
4. Welcome the teacher, teacher assistant and administrative staff into your home for conversations about your child, before the start of school.
5. Abide by the policies set forth in the *Parent Handbook*.
6. Attend parent-teacher conferences.
7. Check the *Home / School Communication Folder* daily.

Every effort will be made to work around parents' school or work schedules. Adults will have the opportunity to choose which day each month to be a parent assistant in the classroom. Parent volunteer time is for an hour or more each month. If any of the items in the family agreement contract above cannot be fulfilled, the principal or the principal's designee will contact that person to hold a conference to consider options for fulfilling the contract. If the family member cannot fulfill the contract after the conference options are considered, the child may be dropped from the program.

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.

### **AFTER SCHOOL CARE SERVICES**

Please see office for a list of after school vans.

### **CALENDAR**

The Pre-K Program will follow the approved Pre-K school calendar for New Hanover County School System after our staggered enrollment period. The school day is from 8:00 a.m. until 2:30 p.m. On public school holidays the Pre-K Program will also be closed. On half days for New Hanover County students there is **No School** for Pre-K students. 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.

Pre-K school calendar can be found on the New Hanover County Website.

### **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 hold a North Carolina Teaching License, 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.



### **CURRICULUM**

The curricular focus of the pre-kindergarten program in New Hanover County Schools is literacy-based, and utilizes a hands-on, active learning approach. A 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)



## **PARENT/TEACHER REPORT & 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). 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 or blanket for rest time.
5. \*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.

**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. Wheelies (shoes with wheels).
4. 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. 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 Castle Hayne 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.
10. Working with parents and outside agencies if additional support is needed.



\*Time away 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-away" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time away" 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.

Parents will be contacted regarding any behavioral issues that are of a severe nature.

Teaching and practicing appropriate student behavior is a very important component of the Pre-Kindergarten experience. 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. **Students that continually show physical and verbal abuse toward others or disrupt the learning environment may be removed from the Pre-Kindergarten Program.**

## **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 Wrightsboro 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/wboro](http://www.nhcs.net/wboro).

## **PICTURES**

Student pictures are taken in the Fall and in the Spring. Please return unwanted pictures or pay for the pictures that you keep.

## **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\\_Parent\\_Teacher.pdf](http://www.nhcs.net/forms/Bullying_Harassment_Parent_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.

To ensure optimal health for children, teachers, instructional assistants and custodial staff are responsible for keeping the classroom areas clean. Cleaning duties may include, but are not limited to, the following:

- **DAILY**
  - Clean and sanitize tabletops with approved sanitizing solution and air dry
  - Sweep floors
  - Vacuum carpets
  - Empty trash cans
  - Clean and sanitize bathrooms and sinks with approved sanitizing solution and air dry
- **WEEKLY**
  - Launder mat sheets

Toys are cleaned as needed.

Rugs are cleaned every 6 months or more often as needed.

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 DO NOT send 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. **We will not call you to pick up your child unless your child needs to go home.**

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. Please contact your child's teacher to discuss any of your concerns. Also, always send a note to school whenever your child is absent explaining the reasons for the absences. Teachers or assistants will generally call home to see how your child is doing if they are absent more than one day.

If your child becomes ill while at school, we will make every effort to contact you or the persons designated on the emergency card. If your child has a medical emergency, we will also call all of the people listed on the emergency card. **PLEASE**

**BE SURE THAT WE HAVE YOUR HOME, WORK, AND CELL PHONE NUMBERS AND THAT THESE NUMBERS ARE KEPT CURRENT. PLEASE MAKE SURE THIS INFORMATION IS KEPT UP TO DATE BY INFORMING THE OFFICE AND THE TEACHER.** 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.

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. **Please 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.
4. Please be aware of and replace medicines taken at school before the supply runs out.

### **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.

### **STUDENTS WITH 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.

### **STUDENTS WITH ASTHMA**

North Carolina law (*G.S. 115C-375*) allows students with asthma or students who are subject to anaphylactic reactions, or both, to possess and self administer asthma medication. Due to the age of the children in preschool, it is not ideal for a child to keep his/her asthma or allergy medication on his person. As outlined below, the nurse will work with the family and 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.

### **EMERGENCY CARE 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.

### **SAFETY ROUTINES AND PROCEDURES**

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. In addition, we will periodically practice lockdown 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.

### **LOCKED DOOR POLICY**

- All visitors check in the main office and use the computer system to receive a photo identification badge. A doorbell system has been installed on the main office door.
- Photo identification badges are worn in a visible location at all times by all visitors.
- After checking in at the office, a keyless badge is provided for NC Pre-K visitors to enter the building where NC Pre-K classrooms are located.

#### The NC Pre-K Building

- Exterior doors - locked and require a key or keyless badge to enter the building
- Doors within the breezeway - locked and require a key for entry
- Interior classroom doors - not locked

### **SCHOOL AND SCHOOL SYSTEM 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 **Connect 5** automated calling 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.

#### **What you need to know about 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.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.

#### **ARRIVAL AND DEPARTURE PROCEDURES**

School begins each day at 7:30 a.m. Students should arrive by **7:50** so we can complete our attendance and have the students ready to go to 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 escort the child into the building and sign in at the office.

#### **BUS ARRIVAL:**

Parents are strongly encouraged to use the school bus transportation provided by New Hanover County Schools. PreK students riding the bus are dropped off at the cafeteria door where PreK Teacher Assistants greet and supervise children. Once all PreK students arrive, they are walked to class by the TA's.

#### **PARENT DROP OFF ARRIVAL:**

Parents who drive their children to school must drive their child through the designated parent drop off and pick up circle on Sheridan Drive- blue canopy entrance. Staff members will be on duty at parent drop off to assist with the arrival procedures and walk Pre-K students to class.

#### **WALKER ARRIVAL:**

Parents drop off PreK children at the cafeteria doors. Children walk to class with TA's.

Parents who prefer to walk children to class must sign in at the office to receive a visitor's sticker.

## **DEPARTURE**

Dismissal begins at 2:30 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.**

### **BUS DEPARTURE:**

PreK children walk with the teacher to the bus parking lot and are loaded on the bus.

### **PARENT PICK UP DEPARTURE:**

PreK teacher escorts children to parent drop off at the blue canopy area on Sheridan Drive. Children wait with PreK staff until they are called by staff members based on a sign present in the car dash printed with the student's name. PreK staff escort students to a staff member on duty who place the child directly into the car.

### **WALKERS:**

Children are escorted to the media center, wait with PreK staff, and are then escorted across the street with the Wrightsboro walkers. Adult staff members and the crossing guard are present while walking. Parents wait on the other side of the street. If the parent is not present, the child is escorted back to the school.

### **EARLY DEPARTURE**

**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. All checkouts must be completed before 2:00 p.m. After 2:00 p.m., you will need to go through our dismissal circle and your child will be dismissed through the parent dismissal process. (Please be sure to send a note for all transportation changes to school with your child, or call by 2:00 p.m)

If children are repeatedly late arriving or being picked up, the principal will have a conference with the parents.

**Excessive tardiness or absences may lead to dismissal from the Pre-K program.**

### **BUS SAFETY, ROUTES, AND SYMBOLS**

The buses will have route numbers help children learn which bus they ride. Please help your child learn the route number of his or her bus.

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 Wrightsboro Elementary School.

**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 effect 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 drive way, 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 1<sup>st</sup> 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 cannot 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.

### **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. The letter may ask if you would like to provide anything special such as food or treats. Parents are invited to participate in parties and celebrations. If you do not want your child to participate in a holiday party, please notify your child's teacher. It is also important that you notify your child if you do not want them to participate in a class celebration. Your child should not learn at school that they cannot 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.

## 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.



## STUDENT MEALS

The school serves breakfast and lunch each day. At Wrightsboro all students receive free breakfast and lunch. Parents are not required to complete any forms to be eligible for free breakfast and lunch. According to NC Division of Child Development (NC Childcare 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)

Bag lunches **must** meet the requirements listed above. **If a lunch does not meet the requirements that are defined by NC Childcare Licensure (Rule .0901), we will have to supplement the meal from the cafeteria. The Nutrition Opt Out form is on page 32. No soft drinks in cans or bottles will be permitted at school. Teachers and para-educators are not permitted to warm students' foods for them. Child's name and date must be on each item.**

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

## MEALS

- Breakfast - free
- Lunch - free
- Milk - free

**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. Students and their parents will need to sit with their child's class.

### **MONEY TO SCHOOL**

Any time you send money to school (for lunch, field trip, book order, etc), send it in a **sealed envelope** 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.

### **CHANGES IN HOME LIFE**

If your family relationships change, please share this information with your child's teacher. It will be kept in strict confidence. Family changes often affect your child at school.

### **PTO**

Wrightsboro Elementary has a Parent and Teacher Organization (PTO). PTO is an invaluable organization that helps us raise money for use at the school.

Memberships are available at a cost of \$5.00. All parents and teachers are encouraged to belong AND to participate as much as possible. We hold 4 - PTO meetings during the school year. Please plan to attend all meetings and help us be a strong organization.

### **SCHOOL IMPROVEMENT PLAN**

Each school is required by state law to develop a School Improvement Plan. At Wrightsboro, we strive for continuous improvement and set goals based on data. 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. Meetings are announced in our school's newsletters and are held at the school. Parents are always invited to attend these meetings.

### **VOLUNTEER TIME FOR PARENTS**

Parents will have the opportunity to choose which day each month they will assist in the classroom. The teachers will send a calendar home and parents will be asked to select a date to volunteer for a **minimum of one hour each month**.

Parents must sign in and get a "volunteer" sticker in the office as well as signing the classroom volunteer log.

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.**

### **VOLUNTEER AND VISITOR SIGN-IN 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. All visitors should have on a sticker when in the building. 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.

### **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.

### **TERMINATION FROM PROGRAM**

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 correct the policy infractions. Families will have one month to correct the situation. If the situation has not improved after one month, the principal, in consultation with the teacher and parent coordinator, may terminate the child from the program.

### **NONDISCRIMINATION**

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 15<sup>th</sup> 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

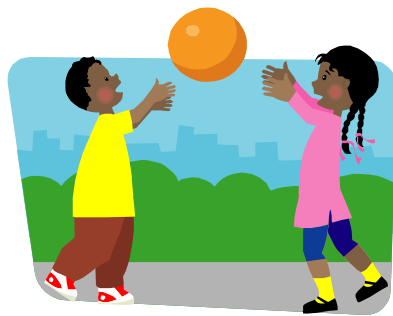
NHCS has designated the Assistant Superintendent for Student Support as the school official responsible for ensuring confidentiality of the Official Record. A student's principal also is responsible for maintenance and security of the Official Record. Please direct any inquires or requests concerning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

### **STUDENT SUPPORT TEAM**

The mission of the Student Support Team is to design and implement timely intervention strategies targeting improved performance of an individual student. The Student Support 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.



### **CHILD ABUSE REPORTING**

Any staff member who suspects that abuse or neglect has occurred is required by law to report it immediately to the Department of Social Services. Wrightsboro Elementary staff members do not conduct DSS investigations.

If parents have questions about reporting rules or investigations, they can call the Department of Social Services at 798-3420.

**Summary:**

## **Child Care Law and Rules for North Carolina**

Division of Child Development North Carolina Department of  
Health and Human Services  
319 Chapanoke Road  
Raleigh, NC 27603

May 2009

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services

### **What Is Child Care?**

The law defines childcare 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 childcare. This is done through the Division of Child Development. The purpose of regulation is to protect the well being of children while they are away from their parents. The law defining childcare 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 childcare programs.

### **Star Rated Licenses**

The number of stars a program earns is based upon the education levels of their staff and the quality of program standards. Wrightsboro is proud to have achieved a Five Star Rating, the highest distinction awarded to PreK programs in the state.

### **Family Child Care Homes**

A family childcare home is licensed to care for five or fewer preschool age children, and an additional three school age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring

for one or two children are exempt from being licensed.) Licenses are issued to family childcare home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family childcare homes when children are in care must also undergo a criminal records background check. As of December 2008, criminal records checks are done every three year.
- All family childcare home providers must have current certification in CPR and first aid and an ITS-SIDS training every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

### **Child Care Centers**

Licensing as a center is required when six or more preschool 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 childcare consultants.

Licensed centers must meet requirements in the following areas:

### **Staff**

The administrator of a childcare center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in childcare centers 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 course work 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 and CPR and first aid training. All staff must also undergo a criminal records background check. As of December 2008, criminal records rechecks are 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.

<b>Age</b>	<b><u>Teacher / Child Ratio</u></b>	<b>Maximum Group Size</b>
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
School age	1:25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

### **Space and Equipment**

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

### **Curriculum**

The Division of Child Development does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. NHCS uses the Creative Curriculum to meet NC Standards for instruction. Activity plans are available to parents and show a balance of active and quiet and indoor and outdoor activities. Rooms are 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 is offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children are allowed to play outdoors each day (weather permitting) and have space and time provided for rest.

The following requirements apply to both centers and homes:

### **Transportation**

Childcare centers or family childcare homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children are never be left alone in a vehicle and child-staff ratio is maintained.

### **Records**

Centers and homes 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 is also maintained.

### **Discipline**

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

### **Parental Rights**

- Parents have the right to enter a family child care home or 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.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.net](http://www.ncchildcare.net). For more information on the law and rules, contact the Division

of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

### **Reviewing Files**

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- Viewed during work hours;
- Requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or,
- Requested by contacting the Division at 1-800-859-0829.

### **How to Report a Problem**

North Carolina law requires staff from the Division of Child Development to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

### **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 at 919-662-4499 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. The operator of the program, must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.





November 2013



### Nutrition Opt Out Form

Effective July 1, 2012, changes occurred to General Statute 110-91(2)h.1 to give parental exceptions that allow a parent or guardian of a child enrolled in a child care facility may: (i) provide food and beverages to their child that may not meet the nutrition standards adopted by the NC Child Care Commission and (ii) opt out of any supplemental food program provided by the child care facility.

Effective December 1, 2012, child care rules were ratified to implement the law. Child Care Rules .0901(c) and 1706 (b) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I \_\_\_\_\_ plan to provide all meals, snacks and  
(Parent/Guardian Print Name)  
drinks for my child and do not want his/her meals, snacks or drinks  
supplemented to meet the Meal Patterns for Children in Child Care Programs  
from the United States Department of Agriculture (USDA), which are based on  
the recommended nutrient intake judged by the National Research Council to be  
adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I  
understand that the program will provide supplemental food and drink.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

NC Division of Child Development and Early Education  
Regulatory Services Section