



700 Liledoun Road. Taylorsville, NC 28681
Phone: (828) 635-7413 Fax: (828) 632-3717

FAMILY HANDBOOK 2022-2023

Our Mission Statement:

“To promote the growth and development of all children and families in a warm, loving, and experience-rich environment.”

SUBJECT TO CHANGE DUE TO COVID-19 GUIDELINES CONSTANTLY CHANGING AND BEING UPDATED. IF YOU HAVE A QUESTION, PLEASE CONTACT A STAFF MEMBER AND WE WILL GIVE YOU THE MOST UPDATED INFORMATION.

Alexander County Head Start.

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2022-2023 HEAD START/ NCPK STAFF CONTACT INFORMATION

	Position	Phone #
Board of Education		
Cathy Knepp	Head Start Director	828-632-7001
Stony Point-HS		
Karen Rodriguez	Site Manager	704-585-6390
Kimberly Spencer	Bilingual Family Advocate	704-585-6390
Hiddenite-NCPREK		
Angie Reitzell	Site Manager	828-632-2503
Taylorsville-NCPREK		
Sherry Deal	Site Manager	828-632-3809
Ed Anderson	Custodian	828-632-3809
Wittenburg-HS		
Jeremy Guyer	Site Manager	828-635-7413
Patricia Burke	Data Entry	828-635-7413
Mai Yang	Bilingual Family Advocate	828-635-7413
Bethlehem-NCPREK		
Dinah Brown	Site Manager	828-495-8198

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Parents Are Partners

Our guidelines recognize parents as their child's first and best teacher.

Parents are encouraged to make a commitment to volunteer in their child's classroom. You are very welcome here. Please make plans now to include a regular visit to your child's classroom as a part of your commitment to your child.

Ways You Can Help:

- Come to parent events. The Parent Committee is a group meeting for all parents. You will have a chance to learn many interesting and exciting things and have a great time as well. Watch for information to come home with your child.
- Consider becoming a member of the Head Start Policy Council where you can be involved in important decision-making about our program.
- Become part of the Health Advisory Committee where you will be involved with health professionals and other parents on the planning and provision of Health Services for children.
- Male Involvement: Men will have the opportunity to join the "Men's Zone", which will feature activities designed for the men. Male involvement can have a positive effect on child development and academic achievement.
- Grandparent Support Groups: Grandparents can be involved too! We have a grandparent group with activities designed for them. Groups will allow grandparents an opportunity to connect with other grandparents, make friends, share tips, have fun, and find support. This group will be especially helpful to grandparents raising grandchildren.
- Family and Learning Activities- Throughout the year we will be offering special events for families, workshops, and activities in which you will be able to participate. As they become available, the parents/guardians will be notified so they can sign up.
- Donate items/supplies to classroom.
- Businesses may give physical or monetary donations.

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Attendance Policy

Studies show that preschool children thrive and flourish in an environment that has consistent routines with structure. In order for your child to receive the maximum benefits that Alexander County Head Start and North Carolina Pre-Kindergarten programs have to offer, your child needs to attend school each day throughout the year. Attendance is very crucial in the development of skills your child will need to transition into Kindergarten.

Please do everything you can to encourage good attendance with your child. Family advocates and other staff members will be monitoring attendance daily. This is a safety measure only and is part of our program guidelines based on "Ray Ray's Pledge" (www.rayrayspledge.com for more information).

- ❖ If your child is going to be absent, tardy, or leaving early, we ask that you contact your child's bus driver, teacher, family advocate, or another specified staff member giving the reason for the absence, tardy, or leave early within the first hour of your child's scheduled arrival time.
- ❖ If your child is absent for three consecutive days with no parent contact, a staff member will make a home visit.
- ❖ A pattern of excessive absences that cannot be resolved **MAY** result in withdrawing your child from Head Start.
- ❖ A total of 7 days unexplained absences during the month **MAY** result in your child being withdrawn.

Some General Information About Alexander County Head Start and NCPK Facilities

- Approximately 145 preschool children are served on the campuses of Alexander County Head Start in a total of nine classrooms. Sites include: Bethlehem Elementary, Wittenburg Elementary, Hiddenite Elementary, Stony Point Elementary, and Taylorsville Elementary.
- Head Start is a federally funded program and enrolled children must meet guidelines for age and for family income which are established by the federal government. Limited transportation is provided for children enrolled in the Head Start program. No fees are charged for Head Start Participation.
- NCPK is a North Carolina state funded program and enrolled children must meet specific criteria. Transportation is not available for children enrolled in the NCPK program. No fees are charged for NCPK Participation.
- Both programs operate Monday through Friday. Hours of operation for Head Start and NCPK are 8:15 AM through 2:45 PM.

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Things You Need to Know

Release Forms

Only the people you list on your child's release form (completed during enrollment) will be permitted to get your child off the bus or pick him/her up from classroom. It is **very important** that you keep this information up-to-date. Forms for updating this information are provided in the back of this handbook and are also available from staff members including bus drivers.

Notice of Changes

It is very important that we have accurate information about where to reach you in an emergency. Please notify us immediately if you move, change phone numbers or change jobs. Use the form in the back of this handbook for this purpose. Additional forms are available from staff members including bus drivers.

Home Visits and Parent Conferences

Alexander County Head Start and NCPK staff members make home visits and arrange parent conferences with families of enrolled children. In keeping with our federal guidelines, teachers make two home visits and conduct two parent conferences with each enrolled child's family. Family advocates make a minimum of one home visit to families they serve with a team of two staff members. We will make every effort to arrange these home visits and parent conferences at times convenient to families and staff members.

What Should My Child Bring to School?

Please send a change of clothing, underwear, and a pair of extra shoes (tennis shoes are recommended) for your child. Make sure the clothing is appropriate for the season. Head Start and NCPK children have a rest time. Send a blanket or a towel to school and label it with your child's name. The blanket or towel will be returned regularly for you to wash and return to the school. Please DO NOT send backpacks to school.

Separation of Church and State

Alexander County Schools does not endorse, promote or teach a specific Religion or Theology.

Meals

Both USDA and Head Start nutrition guidelines require that children receive balanced and nutritious meals. Breakfast and lunch are served at school daily. Children enrolled in the Head Start and NCPK programs are not charged for these meals since they are paid for from USDA and program funds. We recognize that some children have food allergies. If your child has a food allergy, you will need to provide a Doctor's order indicating the allergy. We will provide a form at enrollment. We will substitute these foods with the ones the child is allowed to eat.

Snacks and Refreshments

Since we are required to teach good nutrition and healthy eating habits to children and families, we strongly discourage foods high in sugar, fat, and salt. If you would like to celebrate your child's birthday with his/her class, please contact your child's teacher to discuss a healthy party menu. Note: **WE ARE NOT ALLOWED TO SERVE HOMEMADE FOODS OF ANY SORT. ANYTHING SERVED AT SCHOOL MUST BE COMMERCIALY PREPARED AND WRAPPED.**

Tobacco Free

All Alexander County Schools' campuses are tobacco free. No tobacco products are permitted **ANYWHERE** on our campuses, this includes inside your personal vehicle.

Weapons Banned Policy

Federal law prohibits all weapons on our campuses. These includes weapons on any person as well as weapons in any vehicle. As a safety precaution, we also ask that you **DO NOT** permit your child to bring any toy that resembles a weapon to school. For your child's safety, our campuses are equipped with security cameras that operate 24 hours a day. The front entrances of the schools have an automatic lock that will require you to ring the doorbell and wait for instructions from a staff member to let you into the building. *Please refer to page 6 for safe arrivals and departures.*

Dress Code

At all times, students, parents, and staff should dress appropriately to promote a positive image for education. Violation of this code may be addressed by the principal, on site manager or Head Start director.

These items should NOT be worn at school:

NO:	NO:	NO:
❖ Halter tops/dresses	❖ Spaghetti strap tops/ dresses	❖ Exposed undergarments
❖ Bare midriff tops	❖ Revealing low-cut tops (No exposed cleavage)	❖ Chains of any kind
❖ Bareback tops	❖ Slashed or cut-up clothing	❖ See-through clothing
❖ Strapless tops/dresses	❖ Gloves or bracelets with any metal spikes or brads	❖ Single strap tops/dresses
❖ Pajamas		❖ Hair curlers, picks/combs
❖ Clothing with profanity or obscenities		

The Process for Obtaining Assistance Resolving an Issue

If you need assistance with obtaining information about your child or the program in general, please contact your Family Advocate. To resolve an issue regarding your child, contact your child's teacher first. If the issue is not resolved, the teacher will contact the On-Site Manager. If the On-Site manager cannot resolve the issue he/she will contact the appropriate manager. If you need assistance after you have followed these steps, please contact the program Director.

The Family Center

Because we believe parents are the most important people in a child's life, we have a special place for you at the family center located at the Taylorsville Elementary campus. Please check in at the main office if you plan to visit our Family Center. There are many interesting books, videos, pamphlets, and other materials for you to check out and some are free to keep. A computer with internet access is located in the Family Center for use by adult family members. You may come to the Family Center during any hours that our program is open. *The Family Center is currently closed due to the mask mandate.*

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Bus Information

- ❖ Your child's bus driver will contact you about the approximate time the bus will arrive at your stop each morning and afternoon. Please be ready **15 minutes** before you expect the bus both mornings and afternoons. If a child on the route is not riding the bus, your child's bus may arrive earlier or later than expected. Bus drivers are not allowed to wait at your stop. If a child is not ready when the bus comes, it will be necessary for you to provide transportation to school for your child. The driver must see an adult who is on your release form before a child may be dropped off. When a child is transported from the facility to the child's home, a designated adult must receive the child from the bus. The designated adult should have a picture ID available if needed. If you are not there to receive your child on any afternoon, the bus driver will bring your child back to school. Head Start staff will try to contact someone on the release form to pick up your child. **If no one can be reached within 30 minutes, DSS will be contacted to pick up your child. It is your responsibility to make sure your child is picked up at the appropriate time.**
- ❖ Please call or txt the bus driver before 9:00 PM the night before or by 6:40 AM on the morning when your child will not be riding the bus. As a courtesy to our drivers, please do not call them after 9:00 PM or before 6:00 AM. The bus driver will provide the phone number during orientation.
- ❖ **Bus seating is limited!** Making a change on one route often involves making other changes as well. We are not able to make changes on a temporary basis. We will only make changes due to moving or changing child care providers. Please allow up to a week for a change to occur. Request for changes to your child's bus route should be made to the bus driver.
- ❖ **Please do not send food, drinks, gum, toys or money to school.**
- ❖ Everyone riding in our buses must be properly restrained at all times. Children and staff are required to wear face masks at all times. Teach your child to always buckle up.
- ❖ **When Alexander County Schools are operating on a delay, buses DO NOT run.**
- ❖ Due to inclement weather or emergency situations bus routes may be altered to avoid roads that drivers deem unsafe for their buses to travel. *Please read information about this on the page in this handbook entitled "Procedure for Closing and Early Dismissal Due to Inclement Weather or Emergency."*
- ❖ Bus capacity is limited and we must do all we can to serve the highest need and lessen the time buses are on the road. Therefore, you may be asked to meet the bus at a central pick up point if you live within two miles of that point. Also, if you live within two miles of the school your child attends, you will be asked to transport.

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Safe Arrivals and Departure Procedures

- ❖ **Children must never be left unattended.**
- ❖ Upon arrival, all children must have their temperature checked. A staff member will accompany your child inside the facility. No adults will be allowed inside the facility at this time.
- ❖ Parental authorization is required when anyone other than a designated adult arrives to pick up the child.
- ❖ Head Start hours are 8:15 AM to 2:45 PM. Children **cannot** be dropped off before 8:15 AM.
- ❖ NCPK hours are 8:15 AM to 2:45 PM. Children **cannot** be dropped off before 8:15 AM.
- ❖ If a child in either program is not picked up by the required times and no one can be reached by 5:00 pm, law enforcement and/or DSS will be notified. Please make sure you make arrangements to have your child picked up at the appropriate times. Reminder: **PLEASE KEEP ALL CONTACT INFORMATION UPDATED.**

Procedure for Closings and Early Dismissal Due to Inclement Weather or Emergency

Alexander County Head Start and NCPK will follow the same delays, closings and early dismissal procedures as the Alexander County Schools.

- ❖ If Alexander County Schools are closed due to inclement weather or an emergency, Head Start and NCPK are closed as well.
- ❖ If Alexander County Schools are on a one hour delay, Head Start and NCPK classes will operate on a one hour delay schedule. NCPK classes will open at 9:15 AM and continue on a regular schedule. Head Start will open at 9:15 AM and continue on a regular schedule. If Alexander County Schools are on a two-hour delay, schedules for all classrooms will be similarly adjusted. NCPK classes will open at 10:15 AM and continue on a regular schedule. Head Start will open at 10:15 AM and continue on a regular schedule. **When Alexander County Schools are operating on a delay, buses DO NOT run.** **Within 30 days of child's first attendance day, drivers will provide notice to families whose stops are likely to be affected in the event of inclement weather. Families affected by this may make arrangements with the driver to meet their child's bus at a safe location or provide their child's transportation to and from Head Start in this situation.*
- ❖ If Alexander County Schools announce early dismissal due to inclement weather, Alexander County Head Start/NCPK will also close early.

Alexander County Schools will notify families with a phone call when school schedules are altered due to weather or emergency. In addition, please listen to a local radio and TV stations for information about school closings and delays.

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Immunization Requirements for Head Start/NCPK Children

Immunizations are required by law for entry into North Carolina childcare and schools. Parents or guardians must provide a child's certificate of immunization or an exemption within 30 days of attendance or they will not be allowed to attend school. We accept religious and medical exemptions. Children who are behind in their shots may be enrolled but must prove they are trying to get the needed vaccines and are meeting scheduled appointments.

Three and four-year-old children in childcare are required to have 4 DTaP, 3 Polio, 3-4 Hib, 4 PCV, 1 MMR, 3 Hep B, and 1 Varicella. Preschool children who will be entering kindergarten are required to receive a second dose of MMR and Varicella (chicken pox) vaccines and an additional dose of Polio vaccine after their 4th birthday. Flu shots are recommended but not required.

Immunizations may be obtained at the child's family physician or at the health department. Alexander County Health Department provides immunizations on Tuesday and Wednesday from 1:00 PM to 4:30 PM and on Fridays from 8:30 AM to 12:00 PM. Lab hours daily are 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM. If you have questions or need assistance in obtaining your child's immunizations, please call Angie Reitzell, Health Services Manager, at (828) 635-7413 ext.3245.

Guidelines for Sending Medicine to School

Medications will only be given with the written authorization from parents/guardian **AND** a health care provider. A "School Medication Administration Authorization Form" must be submitted to the Health Services Manager, for any medications that will be given at school. Medications will be administered by your child's teacher or the Health Services Manager when she is available. A copy of the "School Medication Administration Form" is provided in the back of this Handbook. You may also pick up a copy of the form from your child's teacher, family advocate, and/or the Health Services Manager.

- ❖ All medications to be given must be provided to the school by the parent/guardian in the medication's original container with a current pharmacy label that includes the child's name, date of birth, and pertinent information for giving the medication.
- ❖ All medicines should be checked in with the Health Service Manager prior to your child attending school and/or as soon as a medication is ordered or changed. The Health Services Manager will meet with you in your child's classroom to sign in the medications. All non-emergency medications will be kept in a locked area and emergency medications will be kept out of the reach of children at a level of 5 ft or higher to assure the safety of all children.
- ❖ **It is a parent's responsibility to inform the teacher and Health Services Manager of any changes in a child's health condition.**

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When Should You Keep Your Child Home from School

We want all of our children to come to school every day that they are able to be here. However, when your child is sick, he/she needs to be at home. The information below may help you to decide when to keep your child at home.



A child **should NOT come to school** if he/she has the following:

- **Diarrhea** (*loose or watery bowel movements*)
- **Vomiting** (*throwing up stomach contents*)
- **Fever** (*a fever is a body temperature of 100.4 degrees Fahrenheit or higher*)
- **Pain** (*stomachache, headache, earache, any kind of pain*)
- **Skin sores or skin rashes** (*A child may return to school when a doctor or health care provider has seen the sores or rash and states by a letter that the area is not contagious.*)
- **Pink Eye or eye redness with or without drainage** (*may return to school when a doctor or health care provider has examined the eyes and treatment has begun with antibiotic eye drops for 24 hours*)
- **Lice** (*A child may return to school when the child and home have been treated, and when the child has been rechecked. Child must NOT have live bugs present.*)
- **Scabies** (*rash with severe itching – may return to school when treatment is completed and has a note from the doctor stating when treatment started and ended*)
- **Difficult or rapid (fast) breathing, heavy congestion, sore throat** (*A child may return to school when seen by a doctor or health care provider and provides a letter that states that the child is not contagious.*)

IMPORTANT: Children with vomiting and/or diarrhea should stay home from school until symptoms have ceased (stopped) for **at least 24 hours**. Children with a fever need to stay home from school until the child is fever free for 24 hours **without the use of medication**.

If your child feels sick and will not be able to participate in usual school activities, the child should be kept at home even if other symptoms are not present. It is important that sick children do not come to school until they are well, so that sickness will not be spread from one child to another. If your child has any of the above symptoms, you will be called to pick up your child and take him/her home. Please keep a current phone number with your child's teacher, family advocate, or the Health Services Manager.

***** PLEASE SEE COVID-19 GUIDELINES PAGE FOR LATEST INFORMATION ON WHEN YOUR CHILD SHOULD BE AT SCHOOL AND THE PROCEDURES*****

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COVID-19 GUIDELINES

Due to COVID-19 some of our program policies have changed. Remember that keeping your children safe is our number one priority. Therefore, we need your help and need you to keep your child at home if he/she is experiencing any of the symptoms below to minimize any possible exposure.

A child **should NOT come to school** if he/she has the following:

- **Fever** (*a fever is a body temperature of 100.4 degrees Fahrenheit or higher*)
- **Chills**
- **Shortness of breath/ difficulty breathing**
- **New cough**
- **New loss of taste or smell**
- **Sore throat**
- **Diarrhea**
- **Nausea/vomiting**
- **New onset of severe headache, especially with a fever**

We will be screening every child as they come into school every morning. If your child rides the bus, he/she will have their temperature checked before getting on the bus. If your child is a car rider, he/she will have their temperature taken before entering the classroom. Any child with a temperature of 100.4 or higher will be sent home immediately. Also, any child showing any of the above symptoms will be sent home as well. You will receive guidance from us on the next steps you need to take before your child can come back to school.

If your child develops any symptoms while in school, we will be calling you to pick up your child and tell you the next steps to take.

We ask you to please let us know if your child develops any of these symptoms at home, if they have been exposed to someone that has tested positive recently, or if they have tested positive. This is extremely important so that we can continue to keep all children safe.

Moreover, we have made some changes to the way our program runs to accommodate the proper safety recommendations of COVID. We will be practicing social distancing as much as possible, staff members will always be using a face masks and children will be required to wear masks while on the bus and in the hallways. Facemasks for children in the classroom will be determined by the latest Alexander County Schools guidelines and daycare licensing laws (ChildCareStrongNC Public Health Toolkit). No visitors will be allowed inside the buildings until further notice.



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HEAD LICE FACT SHEET

CAUSE:

Pediculosis (head lice) is caused by a small gray to brown colored insect about the size of a pin head called a "louse." All lice feed on blood every 3-6 hours and can only survive about 20-48 hours without a blood meal.

OCCURRENCE:

Pediculosis occurs worldwide. It is common among school-aged children and their close contacts.

TRANSMISSION:

Lice is spread by close contact with an infested person or by sharing personal belongings that come in contact with the head such as combs, brushes, hats, bed linens, or towels. Head lice are unable to hop or fly.

SYMPTOMS:

Individuals usually become aware of pediculosis by finding lice or eggs (nits) in their hair. The female louse usually attaches her eggs to the hair near the scalp. Itching of the scalp is very common but with light infections children may not complain. Irritation of the skin at the hairline and ears may be present due to scratching.

TREATMENT:

Over-the-counter treatment such as cream rinses or shampoos, and prescription treatments are available. Follow your healthcare provider's instructions or the specific label instructions provided by the product manufacturer. Comb out nits while hair is damp or remove with fingernails, one by one. Dispose of nits into an outside garbage container. Treatment must be repeated in one week but no sooner.

Do not use medicated shampoos on children less than two years old or if you are pregnant.

CONTROL MEASURES:

1. All household members and close contacts should be checked for head lice.
2. Decontaminate personal belongings and the environment by:
 - a. Machine wash in hot water and dry in clothes dryer on high setting, all washable clothing, bedding, and belongings that have been in contact with lice for the previous two days. For items that cannot be washed but that heat will not harm, place in dryer for at least 20 minutes on high setting.
 - b. Clothing, bedding, and belongings (including toys/stuffed animals) that cannot be washed or dried may be dry cleaned or placed in a plastic bag and sealed for two weeks.
 - c. Thoroughly wash combs, brushes, and personal articles in hot water for 20 minutes.
 - d. Vacuum carpets, furniture, mattresses, and vehicle interiors. Dispose of vacuum bags in an outdoor garbage container.
3. Encourage children and others not to use personal articles belonging to someone else.
4. Children may return to school and before/after school care with proof of treatment.



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PROCEDURE FOR PEDICULOSIS CONTROL

In order to provide consistent guidelines, Alexander County Schools has developed the following procedure for pediculosis (head lice) control.

1. Upon receiving notification of a suspected case* of head lice the school principal, teacher, or other trained staff member will examine the student's head to verify the report.

*Suspected cases may be children who complain of itchy scalp or who appear to have nits attached to the hair shaft.

2. In compliance with Alexander County Board of Education policy #6126, students found to have live lice will be sent home immediately with a copy of Head Lice Fact Sheet and Checklist for Re-Admission to School. A signature from the parent/guardian will be required verifying receipt of this information.
3. Students found to have nits only will be permitted to stay in school. Parents will be notified by phone and / or writing of the nits. A copy of Checklist for Re-Admission to School will be sent home with the student.
4. In the event a parent/guardian cannot be reached by phone, the student will be sent home at the usual time and in the usual manner with the above mentioned documents.
5. Students will be excluded from school until proof of treatment has been provided.
6. A parent/guardian will be required to remain with the student upon return to school for re-examination by school personnel. It is imperative that school staff screen the returning student in the morning upon arrival to school. Trained school personnel will determine if the case of head lice has been resolved before sending the student to class.
7. The student will receive a 7 day re-check by trained school staff to verify continued absence of lice/nits.
8. A copy of the Head Lice Awareness letter may be sent home at the discretion of the school principal any time during the school year as a general pediculosis education tool.



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HEAD LICE AWARENESS

Dear Parents/Guardians –

We are writing to inform you that there has been an increase in the occurrence of Pediculosis (head lice) among school students nationwide. Head lice, which are common among elementary children are an annoying problem but are not considered to be a public health risk. Head lice cases may increase in school age groups because these students tend to share hoodies, hats, headbands, make head to head contact while listening to music and when taking “selfies”.

These common activities are known to contribute to the spread of lice through contact with the hair. They do not jump, fly or swim. They are however, good crawlers. Please discuss with your child the importance of not sharing items that come in contact with the head, neck and/or shoulders of others.

We are asking that as a parent/or guardian of a student you be proactive by checking your children routinely during the school year for nits and or lice. Below are some suggestions for checking your child’s head and ways we can work together to prevent the spread of this condition:

1. A child may or may not complain of an itchy scalp. Live lice are very small, hard to see, and crawl quickly through hair and along the scalp. Look for “nits” or eggs on a single strand of hair. These are tiny, white/tan specks that stick to the hair and are hard to pull off. They are typically found behind the ears and at the back of the neck at the hairline. However, they can be found anywhere on the head.
2. Inspect everyone in your household.
3. If you suspect your child has head lice or ‘nits’, please contact your child’s school so that we can verify your findings.
4. It is very important to treat every infected person living in the same home with either prescription or over-the-counter treatment.

In addition to treating your child, it is important to understand that your home and automobile will need to be “treated” as well! All recently worn clothing, bedding, carpeting, cloth furniture, stuffed animals and any other objects that come in contact with the child’s head and/or shoulders will need to be cleaned and sanitized to prevent re-infestation.

Please remember that it is VERY IMPORTANT to notify your child’s school so that we can effectively and confidently monitor the situation and prevent the further spread of lice.

We appreciate the opportunity to partner with you in minimizing the occurrence of head lice in Alexander County Schools.

Reference: ACBOE POLICY #6127- If your child is found to have live head lice he/she will be sent home until treated and cleared by the principal or principal’s designee.



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CHECKLIST FOR RE-ADMISSION TO SCHOOL

Dear Parent/Guardian:

Your child was sent home from school today because he/she has Pediculosis (head lice). In compliance with Alexander County Board of Education Policy #6126, students found to have live lice will be excluded from school until proof of treatment has been provided.

A parent/guardian is required to bring the student in to the school office the morning following treatment. He/she must remain with the student while a trained staff member verifies the absence of live lice. This checklist must be completed, signed, and filed when the student returns to school.

Thank you for your cooperation.

Alexander County Schools
School Health Services

My child _____ was treated for head lice with
(child's name)

Name of Product _____ Date Treated _____

(In order to be completely effective treatment should be repeated in one week, but no sooner.)

My signature below verifies that I have read all product directions and that I have followed them as directed.

Yes _____ No _____ 1. As a precaution, everyone in the home has been checked for head lice and treated as needed.

Yes _____ No _____ 2. I have notified my child's baby-sitter or other care givers (such as grandparents or friends) where my child(ren) has stayed.

Yes _____ No _____ 3. I have checked my child's hair carefully and have removed the nits (eggs).

Yes _____ No _____ 4. I have thoroughly washed combs, brushes, and personal articles in hot water for 20 minutes.

Yes _____ No _____ 5. I have vacuumed carpets, furniture, mattresses, and vehicle interiors and have disposed of vacuum bags in an outdoor garbage container

Yes _____ No _____ 6. I have machine washed in hot water and have dried in a clothes dryer on high setting all washable clothing, bedding, and belongings that have been in contact with lice for the previous two days.

For items that cannot be washed but that heat will not harm, I have dried in a dryer for at least 20 minutes on high setting.

Yes _____ No _____ 7. For all clothing, bedding, and belongings (including toys/stuffed animals) that cannot be washed or dried I have dry cleaned or placed in a plastic bag and sealed for two weeks.

Parent/Guardian Signature _____ Date _____

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Discipline and Behavior Management Policy

Name of Facility: Alexander County Head Start/ NCPK Date Adopted: 07/27/2022

No child shall be subjected to any form of corporal punishment. 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, this facility will practice the following age and developmentally appropriate discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food as punishment or give food as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Operator:

I, the undersigned facility director/operator (or other designated staff member) of

Alexander County Head Start/NCPK Do hereby state that
(facility name)
I have given and discussed the facility's Discipline and Behavior Management Policy with the child's
parent or guardian.

Signature of Director, Operator, (or other designated staff member)

Date

Parent or Guardian:

I, the undersigned parent or guardian of _____ (child's full
name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior
Management Policy and that the facility's director/operator (or other designated staff member) has
discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian:

Date:

Distribution: one copy to parent(s) and a signed copy in child's facility record

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

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Alexander County Head Start/NCPK Exclusion Policy

It is the goal of staff and administration of the Alexander County Head Start/NCPK to provide high quality childcare to children in a safe, healthy, stimulating environment. It is our expectation that any child enrolled in one of the schools will be able to interact with other children and adults in a developmentally reasonable manner. There are times, however, when a child might engage in inappropriate, aggressive behavior that jeopardizes his/her safety and the safety of others.

When this situation occurs, teaching staff will intervene to provide guidance designed to redirect a child's energy to appropriate activities. If these internal interventions fail, staff and program administration may call in community mental health consultants who can assist the parents and teaching staff in their efforts to facilitate the development of self-control in the child. In most instances, these interventions are successful in redirecting the inappropriate behavior and the child can remain in large-group care. If, however, all these strategies prove ineffective or parents fail to fully cooperate with staff and consultants, the child may be excluded from the program altogether. In such case, the staff and administration will make every effort to assist the family in locating a more appropriate childcare setting.

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Curriculum

Curriculum choices are made as a result of collaborative decision involving educational staff, teachers, administrators, Head Start Policy Council, and parents. The curriculum is reviewed on regular basis by these groups to ensure it reflects the most recent research relative to child development and that is meeting the needs of children and families. The goals of the curriculum are to:

- Enhance the development of readiness skills
- Encourage a love for learning
- Promote family involvement in the learning process
- Provide a balanced program that addresses the whole child-social, emotional, physical and intellectual
- Promote creativity with hands-on activities

All classrooms will implement The Creative Curriculum.

For all children, real learning requires active thinking and experiment to find out how things work. The Creative Curriculum puts into place the best preschool teaching practices to make the most of children's natural inclination to play, The Creative Curriculum is leading the way by putting this research into practice with clear and effective strategies that address both academic content and social competence.

The Head Start Child Development and Early Learning Framework is a unique organizing principle that promotes informed decision-making by teaches. The focus is on interest areas. The framework defines the viral role of the teacher in connecting content, teaching, and learning for preschool children. It includes the following 11 domains:

- Physical development and health
- Social and Emotion development
- Approaches to learning
- Language development
- Literacy knowledge skills
- Mathematics knowledge and skills
- Creative arts expression
- Logic and reasoning
- Social studies knowledge and skills
- English language development

Interest areas are the places where much learning happens, identifying them and showing teachers how to use them effectively is a fundamental part of this curriculum. It outlines 11 interest areas, describing how and what children learn in each area, the supplies and materials needed, how the teacher interacts with the children to promote learning, and how to share information about the area with families.

NC FOUNDATIONS FOR EARLY LEARNING AND DEVELOPMENT- Early Learning Standards for North Carolina Preschoolers Foundations: Early Learning Standards for NC Preschoolers and Strategies for Guiding The curriculum also provides on-going assessment for children and measure outcomes (progress) in areas such as language, skills, vocabulary, and letter recognition.

Success is an important program that provides early learning standards for children ages birth too five. The standards are a guide for teachers, administrators, families or any adult working with preschool children in North Carolina

The program provides:

- Guiding principles that state the value, beliefs and knowledge base that resulted in the creation of the standards.
- A set of early learning standards that are “widely heald expectations” for the learning and development of preschool children. These expectations define what children should have the opportunity to learn.
- Strategies for early childhood educators and families for fostering children’s experiences needed to achieve the widely held expectations.

The early learning standards and strategies cover all five developmental domains: approaches to learning, emotion and social development, language development and communication, and cognitive development.

Over fifty of North Carolina’s early care and education leaders worked together for two years to research and agree upon early learning standards for our state and to develop Foundations. Foundations was reviewed by local focus groups and by the state and national experts in each developmental domain and across all domains, to ensure that the early learning standards reflect the most current child development knowledge. Foundations was endorsed by the State Board of Education, the Division of Child Development and the Governor’s Office in 2004.

Alexander County Head Start.

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Education Screening and Assessment

To help classroom staff determine each child's individual strengths and weaknesses, several formal and informal methods are used throughout the year. Staff will discuss these areas during parent/teacher conferences or whenever there is a concern. Results of these standardized tools help determine the need for further referrals/interventions. ACS Head Start and North Carolina Pre-Kindergarten program uses the following screening and assessment tools:

Brigance- Educational and Social/Emotional Screen

The screen evaluates the key predictors of school success in an age-appropriate manner, greater emphasis is placed on language and self-sufficiency skills for your children. The domains include physical development, language development, academic skills, cognitive development. In addition, self-help, and social-emotional development.

Dial 4- (NCPK only) Educational Screen

Screens three early childhood areas: motor, concepts, and language—a fast, efficient tool for screening preschool children.

Supervision Policy

SECTION .1800 - STAFF/CHILD INTERACTIONS AND BEHAVIOR MANAGEMENT 10A NCAC 09 .1801 SUPERVISION IN CHILD CARE CENTERS

(a) Children shall be adequately supervised at all times in child care centers. Adequate supervision shall mean that:

- (1) staff must be positioned in the indoor and outdoor environment to maximize their ability to hear or see the children at all times and render assistance;
- (2) staff must interact with the children while moving about the indoor or outdoor area;
- (3) staff must know where each child is located and be aware of the children's activities at all times;
- (4) staff must provide supervision appropriate to the individual age, needs, and capabilities of each child; and
- (5) staff must be able to see and hear children aged birth to five years old while the children are eating.

All of the conditions in this Paragraph shall apply except when emergencies necessitate that adequate supervision is impossible. Documentation of emergencies shall be maintained and available for review by Division representatives upon request.

(b) For groups of children aged two years or older, the staff/child ratio during nap time shall comply with the requirements of this Chapter if at least one person remains in the room, all children are visible to that person, and the total number of required staff are on the premises and within calling distance of the rooms occupied by children.

*History Note: Authority G.S. 110-85; 110-91(7); 143B-168.3;
Eff. October 1, 2017.*

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Resources and Referrals

Parents, teachers, and other child development professionals may notice children who seem to need more help with preschool activities. Parents who believe their child needs help should notify their child's teacher who will guide them through the process. We have access to many wonderful services which may help to address your concerns in such areas as: educational, social, behavioral, and developmental needs.*

*Referral (.1503) When a teacher, parent, or other involved person recognizes that a child is exhibiting developmental problems or that a child's educational needs are not being met, he/she will provide in writing the reason for the referral, addressing the specific presenting problems and the child's current strengths and weaknesses or needs. This referral shall be given to the director of the school, the child's teacher, other school personnel, the superintendent, or other appointed official of the local educational agency. For preschool children with disabilities, the referral may also be given to the person designated to be in charge of services for the preschool children with disabilities.

Mental Health Services

Our program has a Mental Health Consultant, Crystal McNeil, MSW, LCSW, who is on a regular rotation at all site locations. The Mental Health Consultant is available on an as-needed basis. Appointments may be scheduled at other times as needed for children, family members or staff.

Included in this Family Handbook is a form which should be completed by a Parent/Guardian who has a concern about their child/family. McNeil Family Counseling will provide information concerning services multiple times per year. Completed forms should be turned into the Health Services Manager at Head Start. Forms will then be forwarded to the Mental Health Consultant who will follow up with the family. Forms for mental health services are provided in the back of this handbook and are also available from staff members including bus drivers.

A Directory of Community Resources in Alexander County

❖ Adult Education

Alexander County Center – CVCC

345 Industrial Blvd.

Taylorsville, NC 28681

(828) 632-8221

Services: GED classes, English-as-Second-Language classes, vocational and adult education opportunities. For specific information, call the center number.

NC Cooperative Extension Services

376 1st Ave. SW

Taylorsville, NC 28681

(828) 632-4451

Services: Educational programs and materials on nutrition, caregiving, consumer skills, and many other topics. Volunteer opportunities.

❖ Cell Phone Services (Free)

SafeLink Wireless

1 (800) 977-3768

<https://www.safelinkwireless.com>

Services: You can qualify for one phone per household if receiving public assistance such as Food Stamps or Medicaid.

Assurance Wireless

1 (888) 898-4888

<https://www.assurancewireless.com>

Services: You can qualify for one phone per household if receiving public assistance such as Food Stamps or Medicaid. You can also qualify based on your household income.

❖ Clothing

Stony Point Christian Ministry Center

411 Ruritan Park Rd.

Stony Point, NC

(704) 585-6521

Services: Gives a food box 1/month, clothes at low cost, limited financial assistance for a crisis. Tuesdays & Thursdays 12PM – 3PM. Have occasional Spanish interpreter.

Salvation Army

226 West Gate Drive

Taylorsville, NC 28681

(828) 352-9276- Wendy Hernandez

Services: Emergency assistance with food, utilities and clothing.

Bethlehem Baptist Church

7500 NC 127 Hwy

Taylorsville, NC 28681

(828) 495-7250

Services: Gives free clothing to anyone. Saturdays 9AM-12PM

Alexander Central High School HAVES Program

School Social Worker
223 School Drive
Taylorsville, NC 28681
(828) 632- 7063 ext. 2260

Services: Only for students and families of ACHS. Free food pantry, clothing, hygiene supplies, school supplies, school educational expenses and emergency assistance 1/year. Help with funding for eye glasses and with finding emergency housing, food, medical, dental care, etc. Mon.-Fri. 7:30AM-4:00PM.

❖ Crisis Intervention Services**Christian Crisis Center of Alexander County**

223 5th Ave. SW
Taylorsville, NC 28681
(828) 632-0022

Services: Emergency assistance and food bank.

Salvation Army

226 West Gate Drive
Taylorsville, NC 28681
(828) 352-9276- Wendy Hernandez

Services: Emergency assistance with food, utilities and clothing.

Alexander Central High School HAVES Program

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223 School Drive
Taylorsville, NC 28681
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American Red Cross (Charles Avery)

1375 Lenoir Rhyne Blvd SE.
Piedmont Center Suite 119
Hickory, NC 28602
(828) 406-5551

Services: Helps with emergency housing after a fire or disaster.

❖ Daycare**Alexander County Child Care Resources and Referral**

PO Box 1661
1565 NC Hwy 90 W
Taylorsville, NC 28681
(828)632-3799

Services: Maintains a directory of available child care services in the area. Can supply information about vacancies for child care slots.

Alexander County DSS, Daycare Office

604 7th St. SW
Taylorsville, NC 28681
(828) 632-1040, ext. 342

Services: Coordinates daycare subsidy for eligible families.

❖ **Domestic Violence Intervention**

Domestic Violence Resource Center

(828) 635-8550

Domestic Violence 24-hr. Hot line: (828) 635-8881

Services: Assists victims of domestic violence. Provides peer counseling, client education, community education, volunteer training services. Provides a shelter for victims of domestic violence.

❖ **Emergency Numbers**

Any emergency, Dial 911

Police—911

Fire—911

Sheriff—911 or (828) 632-4658

Ambulance—911

Poison Control Number 1-800-222-1222

❖ **Employment Assistance**

NC WORKS

345 Industrial Blvd.

Taylorsville, NC 28681

(828) 632-4631

Services: Furnish employment information to local residents, process unemployment claims, furnish veteran services, industrial services to employers in the area, handle referrals and placements for the disabled and older worker programs, and institutional offenders program, as well as provide employment counseling. Local and nationwide job listings available. No fee.

I-CARE, Inc.

345 Industrial Blvd.

Taylorsville, NC 28681

(828) 632-8221

Services: To assist in securing and maintaining employment, obtaining adequate education, income management, securing adequate housing, providing emergency services, improving nutrition, resume' writing techniques, and job development skills.

❖ **Financial Assistance**

Department of Social Services

604 7th St. SW

Taylorsville, NC 28681

(828) 632-1080

Services: Daycare Assistance, Foster Care for Children, Protective Services for Children, Adoption Services, Work First (TANF) Assistance Program, Medicaid, Food Stamps, Emergency Assistance, Refugee Assistance, Housing Assistance, NC Health Check, NC Health Choice.

The Salvation Army

226 Westgate Dr.

Taylorsville, NC 28681

(828) 632-3832

The Salvation Army – Iredell County

1361 Caldwell Street

PO Box 91

Statesville, NC 28687

Services: Provides financial assistance and counseling when need is determined by intake worker. Clothing assistance.

❖ **Food Assistance**

Alexander County Food Ministries

PO Box 162,
Hiddenite, NC 28636
(828) 632-7015

Services: Provides information about low-cost food distribution ministry with several contact points locally. Accepts food stamps.

Christian Crisis Center of Alexander County

223 5th Ave. SW
Taylorsville, NC 28681
(828) 632-0022

Services: Emergency assistance and food bank.

Salvation Army

226 West Gate Drive
Taylorsville, NC 28681
(828) 352-9276- Wendy Hernandez

Services: Emergency assistance with food, utilities and clothing.

WIC-Alexander County Health Department

338 1st Ave SW
Taylorsville, NC 28681
(828) 632-9704

Services: Provides food to low-income pregnant, postpartum breastfeeding women, infants and children until age five. Provides a combination of nutrition education and supplemental food.

Nutrition Program for Elderly/ Disabled Adults- Alexander County Department of Social Services

604 7th St SW
Taylorsville, NC 28681
(828) 632-1080 ext. 339

Services: Provide nutritious meals Monday- Friday for anyone age 60 and over.

Good Samaritan Food Pantry

Mt. Pisgah Lutheran Church Bethlehem
9379 NC Hwy 127.
Hickory, NC
(828) 495-8251

Services: Gives a food box/ 1 month. Pantry open Monday 3PM- 5PM & Fridays 1PM- 3PM.

Stony Point Christian Ministry Center

411 Ruritan Park Rd.
Stony Point, NC
(704) 585-6521

Services: Gives a food box 1/month, clothes at low cost, limited financial assistance for a crisis. Tuesdays & Thursdays 12PM – 3PM. Have occasional Spanish interpreter.

Alexander Central High School HAVES Program

School Social Worker
223 School Drive
Taylorsville, NC 28681
(828) 632- 7063 ext. 2260

Services: Only for students and families of ACHS. Free food pantry, clothing, hygiene supplies, school supplies, school educational expenses and emergency assistance 1/year. Help with funding for eye glasses and with finding emergency housing, food, medical, dental care, etc. Mon-Fri 7:30AM-4PM

Hiddenite Community Helpers

45 Fire Dept Lane
Hiddenite, NC 28636
(828) 632-7456 or (828) 320-5269

Services: Can shop for free food Tuesdays & Thursdays 3:30PM – 6PM.

957 Mobile Café

First United Methodist Church
54 East Main Ave.
Taylorsville, NC 28681

Services: Food Assistance. Hot Meals!

Hickory Soup Kitchen

131 Main Ave NE.
Hickory, NC 28601
(828) 327-4828

Services: Serves hot meals from 11:30AM -12:30PM on weekdays. Also, bag lunches to take for the weekends. Open from 7AM-1PM.

❖ Health Related Services**Alexander County Health Department**

338 1st Ave. SW
Taylorsville, NC 28681
(828) 632-9706

Services: Child service coordination, well child clinic, immunization clinic, general clinic, WIC program, maternity clinic, family planning clinic, childbirth education, children's special health services.

American Red Cross

1375 Lenoir Rhyne Blvd. SE
Piedmont Center Ste. 119
Hickory, NC 28601
1 (800) 322-4151

Mailing Address

American Red Cross
PO Box 1329
Hickory, NC 28603

❖ Local Dentists**Alexander County Health Department**

Dental Clinic
338 1st Ave. SW
(828) 632-9704, ext. 2

Dr. Howard Plant

167 1st Ave. SW
Taylorsville, NC 28681
(828) 632-7324

Carolina Dental Care Center**Dr. Jack Brinkley**

556 NC Hwy 16 S
(828) 632-8510

Dr. William Hackney

285 NC Hwy 16 S
Taylorsville, NC 28681
(828) 632-9515

Taylorsville Family Dentistry

310 NC-16
Taylorsville, NC 28681
(828) 352-7557

Taylorsville Pediatric Dentistry

167 1st Avenue
Taylorsville, NC 28681
(828) 635-9200

Dr. Alan Grant

167 1st Ave. SW
Taylorsville, NC 28681
(828) 632-7008

❖ Local Doctors**Iredell Family Care Center**

1668 Hwy 16 S
Taylorsville, NC 28681
(828) 632-9736

Family Medicine Associates

50 Macedonia Ch. Rd
Taylorsville, NC 28681
(828) 632-7076

Dr. Jamal Kalala

225 NC Hwy 16 S
Taylorsville, NC 28681
(828) 632-1234

❖ Local Eye Care Providers**Dr. Jody Papazekos**

545 NC Hwy 16 S
Taylorsville, NC 28681
(828) 632-4566

McKinnon Eye Clinic

501 3rd Ave. SW
Taylorsville, NC 28681
(828) 632-9005

Winesett Optometric Eye Care

3398 Hickory Blvd.
Hudson, NC 28638
(828) 396-1919

❖ Services for Preschoolers**Enola Head Start (Early Head Start)**

401 East Main Street
Taylorsville, NC 28681
(828) 635-1479

Services: Provides services to eligible children ages 0 – 3 and to expectant mothers.

Alexander County Schools Office of Exceptional Children

700 Liledoun Rd.
Taylorsville, NC 28681
(828) 632-7001

Services: Screening and diagnosis, speech and language therapy, physical therapy, occupational therapy, exceptional resources services.

Children's Developmental Services Agency (CDSA)

3314-12 16th Ave. SE
Conover, NC 28613
(828) 466-5594

Services: Screening, multidisciplinary evaluation, diagnosis, case management, intervention and treatment recommendation, speech and language therapy, physical therapy.

Family, Infant, Preschool Services

Western Carolina Center
300 Enola Rd.
Morganton, NC 28655

Services: Speech and language assessment and therapy, audiological evaluation, hearing aid evaluation, parent or agency referral.

Alexander County Partnership for Children (Smart Start)

P.O. Box 1661
1565 NC Hwy 90 W
Taylorsville, NC 28681
(828) 632-3799

Services: Child care resource and referral, parent education, promotion of health awareness. Serves children birth to age five.

Alexander County Family Resource Center

PO Box 687
401 E. Main St.
Taylorsville, NC 28681
(828) 635-1479

Services: Parent support and education, children's play groups, information and referral, in-home assistance to parents, family support groups, screening and evaluation, lending library, technical assistance, drop-in play room. Serves children birth to five years.

Alexander County Head Start

700 Liledoun Road
Taylorsville, NC 28681
(828) 635-7413 FAX (828) 632-3717

Services: Provides educational services to 100 eligible three and four year old children. Enrolled children receive dental, vision, hearing and developmental screenings and families are assisted in obtaining recommended follow-up. Provides parent involvement opportunities.

North Carolina Pre-K

PO Box 1661
1565 NC Hwy 90 W
Taylorsville, NC 28681
(828) 632-3799

Services: A state funded program which serves eligible four year olds at several child care locations in Alexander County including Head Start.

❖ Substance Abuse**Addiction Recovery Medical Services**

31 E. Main Ave.
Taylorsville, NC 28681
(704) 872-0234

Alcoholics Anonymous (Thursdays 8PM)

First Baptist Church
321 W Main Ave.
Taylorsville, NC
(828) 632-4225

Alpha Acres

1939 Morning Star Dr.
Yadkinville, NC 27055
(336) 463-5155

Discovering Authentic Living

5200 Park Road, Suite 200-C
Charlotte, NC 28209
Drug Rehab-Addiction Treatment.

Footprints Recovery Men's Residential

Old Providence View Rd.
Charlotte, NC
Drug Rehab- Addiction Treatment

Jodi Providence Counseling Services

99 E Main St.
Taylorsville, NC 28681
(336) 818-0733

Medication Drop Box @ Sherriff's Office

91 Commercial Park Ave.
Taylorsville, NC 28681
(828) 632-1111

Narcotics Anonymous

Taylorsville Presbyterian Church
279 Main Ave Dr.
Taylorsville, NC 28681
(828) 632-4257

Olive Branch Ministry

(Mobile Syringe Exchange Program)
Michelle Mathis
(828) 291-7023

Synergy Recovery Center

118 Peace Street
North Wilkesboro, NC 28659
(336) 667-7191

Holly Hill Hospital

3019 Falstaff Road.
Raleigh, NC 27610
Drug Rehab- Addiction Treatment

Julian F Keith

201 Tabernacle Road.
Black Mountain, NC 28711
(888) 653-5557
Drug Rehab-Addiction Treatment.

Mullins and Mullins Counseling

99 E Main Ave.
Taylorsville, NC 28681
(704) 500-2501

Noble Families

P.O Box 470631
Charlotte, NC 28247
Drug Rehab-Addiction Treatment.

Pierced Ministries & Rehab Services, INC.

105 Woodbend Ct.
High Point, NC 27265
Alice Merndel (336) 340-2218

❖ Housing**Alexander Co. Habitat for Humanity**

243 E. Main Ave.
Taylorsville, NC 28681
(828) 635-7829

Search for Affordable Housing Alexander Co. NC

American Red Cross (Charles Avery)

1375 Lenoir Rhyne Blvd SE.
Piedmont Center Suite 119
Hickory, NC 28602
(828) 406-5551

Services: Helps with emergency housing after a fire or disaster.

❖ Library**Alexander County Public Library**

243 E. Main Ave.
Taylorsville, NC 28681
(828) 635-4058

Bethlehem Public Library

45 Rick Dam Road.
Hickory, NC 28681
(828) 495-8753

❖ **Mental Health**

McNiel Family Counseling and Services, LLC

PO Box 680427
Charlotte, NC 28216
Phone (704) 641-4515
FAX (866) 586-7685

(Note: Alexander County Head Start contracts with this agency for mental health services.)

❖ **Public Schools**

Alexander County Schools- Board of Education

700 Liledoun Rd.
Taylorsville, NC 28681
(828) 632-7001

❖ **Services for People Who are Blind or Visually Impaired**

GMS/NCSD

517 West Fleming Drive
Morganton, NC 28655
(828) 433-2980

Services: Screening, intensive instruction at home, daycare or preschool transition services for those who are blind or visually impaired.

NCSD Campus

West Fleming Drive
Morganton, NC 28655
(828) 533-9723

Services: Screening, diagnosis, home-based education and intervention, auditory training, comprehensive evaluation, classroom-based education and intervention, speech and language therapy and parent education.

❖ **Transportation Services**

Western Piedmont Regional Transit Authority

DBA Greenway

1515 4th St. SW
Conover, NC 28613

Local Number: (828) 632-1112

Services: Provides services to medical and other appointments for eligible county residents. Pre-arrangement for date and time are often required. Provides limited established routes for public transportation in Alexander County.

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Family Handbook

Child's Name: _____ DOB: _____

As Parent/ Guardian of the above named child, I have been provided with a copy of the Alexander County Head Start Family Handbook. The Handbook contains a copy of Summary: North Carolina Child Care Law and Rules. The handbook has been reviewed with me.

Signature of Parent/Guardian

Date

Signature of Staff Member

Date

*This form was verbally translated in the family's native language by an interpreter_____

Signature of Interpreter

Date

****Attention Staff:** Make 1 copy of this form. Original goes to Data Entry, copy goes in the classroom file.

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Discipline and Behavior Management Policy

Name of Facility: Alexander County Head Start/ NCPK Date Adopted: 07/27/2022

No child shall be subjected to any form of corporal punishment. 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, this facility will practice the following age and developmentally appropriate discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food as punishment or give food as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Operator:

I, the undersigned facility director/operator (or other designated staff member) of

Alexander County Head Start/NCPK Do hereby state that
(facility name)

I have given and discussed the facility's Discipline and Behavior Management Policy with the child's parent or guardian.

Signature of Director, Operator, (or other designated staff member)

Date

Parent or Guardian:

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian:

Date:

Distribution: one copy to parent(s) and a signed copy in child's facility record

****Attention Staff:** Make 1 copy of the Discipline Policy. Original goes to Data Entry, copy goes to the classroom file. A copy goes to The Parent/Guardian.

Alexander County Head Start.

700 Liledoun Road. Taylorsville, NC 28681

Phone: (828) 635-7413 Fax: (828) 632-3717



Alexander County Head Start/NCPK Exclusion Policy

It is the goal of staff and administration of the Alexander County Head Start/NCPK to provide high quality childcare to children in a safe, healthy, stimulating environment. It is our expectation that any child enrolled in one of the schools will be able to interact with other children and adults in a developmentally reasonable manner. There are times, however, when a child might engage in inappropriate, aggressive behavior that jeopardizes his/her safety and the safety of others.

When this situation occurs, teaching staff will intervene to provide guidance designed to redirect a child's energy to appropriate activities. If these internal interventions fail, staff and program administration may call in community mental health consultants who can assist the parents and teaching staff in their efforts to facilitate the development of self-control in the child. In most instances, these interventions are successful in redirecting the inappropriate behavior and the child can remain in large-group care. If, however, all these strategies prove ineffective or parents fail to fully cooperate with staff and consultants, the child may be excluded from the program altogether. In such case, the staff and administration will make every effort to assist the family in locating a more appropriate childcare setting.

Parent's Signature

Date

Child's Name

Child's Classroom

Enrollment Date_____

*This form was verbally translated in the family's native language by an interpreter_____

Signature of Interpreter

Date

****Attention Staff:** Make 1 copy of the Exclusion Policy. Original goes to Data Entry, copy goes to the classroom file. A copy goes to The Parent/Guardian.



HEAD START NOTICE OF CHANGE

Child's Name: _____ Family Advocate: _____

This is to notify Alexander County Head Start of the following change (s) in the information of my child:

____ New Address: _____

____ New Phone Number: _____

____ New Work Place/ Work Number: _____

____ Other: _____

Parent's Signature: _____ Date: _____



HEAD START NOTICE OF CHANGE

Child's Name: _____ Family Advocate: _____

This is to notify Alexander County Head Start of the following change (s) in the information of my child:

____ New Address: _____

____ New Phone Number: _____

____ New Work Place/ Work Number: _____

____ Other: _____

Parent's Signature: _____ Date: _____

HEAD START RELEASE INFORMATION CHANGE



Child's Name: _____ Family Advocate: _____

Please ADD the following name(s) as person(s) to whom my child may be released:

Please REMOVE the following name (s) from the list of person(s) to whom my child may be released. I understand that this person/ these people may no longer pick up my child:

Parent's Signature: _____ Date: _____

HEAD START RELEASE INFORMATION CHANGE



Child's Name: _____ Family Advocate: _____

Please ADD the following name(s) as person(s) to whom my child may be released:

Please REMOVE the following name (s) from the list of person(s) to whom my child may be released. I understand that this person/ these people may no longer pick up my child:

Parent's Signature: _____ Date: _____

**Alexander County Schools
School Medication Administration Authorization Form**

School: _____

This form must be completed fully in order for schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- A parent/guardian must bring the medication to school and check it in with office staff.
- The school nurse (RN) will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child's medication.

Prescriber's Authorization

(To be completed by the health care provider)

Name of student: _____ DOB: _____ Grade: _____

Condition for which medication is being administered: _____

Medication Name: _____ Dose: _____ Route: _____

Time/Frequency of administration: _____ If PRN, frequency: _____

If PRN, for what symptoms: _____

Relevant side effects: ☐ None expected ☐ Specify: _____

Medication shall be administered from: _____ to _____
Month/Day/Year Month/Day/Year

Self-Carry/Self-Administration of Emergency Medication Authorization/Approval

Student has demonstrated ability and understands the use of and may carry and self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions. Self-administration of medication must be approved by the school nurse according to policy. **See back of form for student self-carry contract.**

Only medications that a student may self-carry or self-administer are emergency medications such as asthma inhalers, epinephrine, insulin, or glucose.

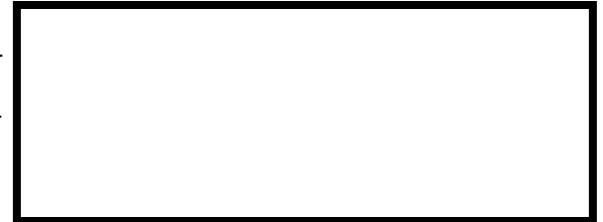
Student is competent to carry and administer own medication. ☐ Yes ☐ No (Prescriber to authorize)

Prescriber's Name/Title: _____
(Type or Print)

Telephone: _____ FAX: _____

Address: _____

Prescriber's Signature: _____ Date: _____
(Original signature or signature stamp ONLY)



(Use for Prescriber's Address Stamp)

Parent/Guardian Authorization

I/We request designated school personnel to administer the medication as prescribed by the above prescriber. I/We certify that I/we have legal authority to consent to medical treatment for the student named above, including the administration of medication at school and the ability to self-carry if deemed appropriate by the prescribing provider. I/we understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I/We release the school board and their agents and employees from all liability that may result from my child taking the prescribed medication. I/We authorize the school nurse to communicate with the health care provider as allowed by HIPAA.

Parent/Guardian Signature: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Order reviewed by the school nurse (RN): _____
Signature Date



Alexander County Schools

700 Liledoun Road
Taylorsville, North Carolina 28681

CHECKLIST FOR RE-ADMISSION TO SCHOOL

Dear Parent/Guardian:

Your child was sent home from school today because he/she has Pediculosis (head lice). In compliance with Alexander County Board of Education Policy #6126, students found to have live lice will be excluded from school until proof of treatment has been provided.

A parent/guardian is required to bring the student in to the school office the morning following treatment. He/she must remain with the student while a trained staff member verifies the absence of live lice. This checklist must be completed, signed, and filed when the student returns to school.

Thank you for your cooperation.

Alexander County Schools
School Health Services

My child _____ was treated for head lice with
(child's name)

Name of Product _____ Date Treated _____

(In order to be completely effective treatment should be repeated in one week, but no sooner.)

My signature below verifies that I have read all product directions and that I have followed them as directed.

Yes _____ No _____ 1. As a precaution, everyone in the home has been checked for head lice and treated as needed.

Yes _____ No _____ 2. I have notified my child's baby-sitter or other care givers (such as grandparents or friends) where my child(ren) has stayed.

Yes _____ No _____ 3. I have checked my child's hair carefully and have removed the nits (eggs).

Yes _____ No _____ 4. I have thoroughly washed combs, brushes, and personal articles in hot water for 20 minutes.

Yes _____ No _____ 5. I have vacuumed carpets, furniture, mattresses, and vehicle interiors and have disposed of vacuum bags in an outdoor garbage container

Yes _____ No _____ 6. I have machine washed in hot water and have dried in a clothes dryer on high setting all washable clothing, bedding, and belongings that have been in contact with lice for the previous two days.

For items that cannot be washed but that heat will not harm, I have dried in a dryer for at least 20 minutes on high setting.

Yes _____ No _____ 7. For all clothing, bedding, and belongings (including toys/stuffed animals) that cannot be washed or dried I have dry cleaned or placed in a plastic bag and sealed for two weeks.

Parent/Guardian Signature _____ Date _____

Head Start/NCPK Children Only:

Classroom/Teacher: _____

**McNiel Family Counseling & Services, LLC
McNiel Consultora Familiar y Servicios, LLC
P.O Box 680427
Charlotte, NC 286216
Phone (Telefono): (704) 641-4515
Fax: (866) 586-7685**

Date (Fecha): _____

Client Name (Nombre del Cliente): _____

DOB (Fecha de Nacimiento): _____

Client Address (Dirección del Hogar del Cliente): _____

City, State, and Zip (Ciudad, Estado y Código Postal): _____

Phone Number (Numero de Teléfono): _____ Home (Casa): _____

Work (Trabajo): _____ Cell (Celular): _____

School (Escuela): _____ Grade (Grado): _____

Client Social Security Number (Numero Social Del Cliente): _____

Parent/ Legal Guardian Name (Nombre del Padre/ Guardián Legal): _____

Insurance Plan Name/ Phone Number (Nombre de la Aseguradora/ Numero de Teléfono): _____

Insurance Number (Numero de Aseguradora): _____

Insured Name (Nombre de la Persona Asegurada): _____

DOB (Fecha de Nacimiento): _____ SS# (Seguro Social #): _____

Referral Source (Fuente de Referencia): _____

Reason for Referral (Motivo Para Referir): _____

Previous Therapist (Terapeuta Anterior): _____

Date Received Previous Therapy (Fecha Cuando Recibió la Terapia Anterior): _____

Current Medications (Medicamentos Actuales): _____

Current Medical Information (Información Médica Actual): _____

List of Current Providers of Services and Phone Numbers (Lista de Proveedores Actuales de Servicios y
Números de Teléfono): _____

List of evaluation complete prior to this date (La Lista de Evaluación Completada Antes de Esta Fecha): _____

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child 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. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years	1:10	20
3 to 4 years	1:15	25
4 to 5 years	1:20	25
5 years and older	1:25	25

Additional Staff/Child Ratio Information:

Centers located 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.

Reviewing Facility Information

From the Division's Child Care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at www.ncchildcare.ncdhhs.gov.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education 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 issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. 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 and Early Education at 919-814-6300 or 1-800-859-0829.



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES
Division of Child Development
and Early Education

Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child Development and Early Education

North Carolina Department of
Health and Human Services
333 Six Forks Road
Raleigh, NC 27609

Child Care Commission
<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised January 2021

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 child care as:

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

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 health, safety, and well-being 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure 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 to meet the standards of the Notice of Compliance rather than the Star Rated License. Recreational 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.

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 laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local 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 page located on the Child Care website at: <https://ncchildcare.ncdhhs.gov/>. For more information on the law and rules, contact the Division of Child Development and Early Education at 919.814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: <https://ncchildcare.ncdhhs.gov/>.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It 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. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829. 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 maltreatment complaint or the issuance of any administrative action against the child care facility. North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.

Transportation

Child care centers or family child care homes 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 ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

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 the 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 and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care homes that are meeting 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 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, and one quality point option.

Criminal Background Checks

Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.