

CHILDREN'S DISCOVERY CENTER, INC.
5511 Avent Ferry Rd.
Raleigh, NC 27606
919-851-0630

WHEN YOU ENROLL YOUR CHILD

Welcome to Children's Discovery Center. Here is some information that may be of help to you when you enroll your child with CDC.

1. A non-refundable registration fee of \$100.00 is required to secure your child's position in our center.
2. **The Child's Application, Policy and Guideline Statement, Service Agreement and Personal Information Sheet** must be completed before your child begins class. On the application form you are asked for two names that your child can be released to and two that can come in the event of an emergency. It is very important to fill in all information that is asked for on this form. ***The two emergency contact names must be local phone numbers.*** We do ID anyone who comes to pick up a child and we have not met them before. If this person is not listed on the application form, you must send a note or call us to let us know that someone other than you is picking up your child. Not often, but sometimes we might ID a person two or three times before we let the children go with a person. It might be the dad, the grandmother, or the aunt. It is for your protection and for ours that we ask for identification.
3. For security purposes, you will be given a thumb scan for entry into the school.
4. Please update phone numbers and addresses with the child's teachers and front office as soon as there is a change or every 6 months. It is very important we can reach you at any time concerning your child.
5. Please include a **photograph** of both the mother and the father to keep in your child's file folder at the front office. Or email them to cdc@casparpark.com
6. You have 30 days from the day your child is enrolled to complete and return the **Children's Medical Report**. All immunizations and examinations must be current. Please give the front office any

updated records when necessary for your child's file. This information is required by the state of North Carolina.

7. If you have an infant, you will need an **Infant Feeding Schedule**, **Buggy Ride Permission Slip**, and a **Baby Room Newsletter**. The newsletter will help you become familiar with how the baby room is run and what is needed to ease the transition for you and your baby.
8. Your child's classroom will require a **Blanket Medicine Permission** form to be completed once a year. This will allow us to administer topical medications such as Peroxide, Neosporin, Diaper Rash Ointment, etc. as needed. Your child's teacher will provide this form. If your child is on prescription or over-the-counter medication and someone at the center need to administer it, you must fill out a **Medicine Permission Slip** that states the time of day to be given and the amount to be given to your child. You will also need to specify the dates that the child will be on the medication. It must be resubmitted each week. *Do not leave any medications of any kind in your child's diaper bag or backpack.*
9. If your child goes on a field trip, you must fill out a **Field Trip Permission Slip** for your child. This slip will tell you the destination for the day, what time they will leave and when to expect them back. Your child's teacher will provide the permission slip as needed.
10. For nap purposes, your child will need a cot sheet and a blanket. A favorite pillow or stuffed animal is optional. All children must bring a change of clothes that are weather appropriate.

PAYMENT POLICY

Children's Discovery Center is a guaranteed program and you have to pay regardless of sickness, vacation or other leave. **Payments are due before care is given.** You have the choice of paying: monthly, bi-monthly, or weekly.

Two payment types are Available: Tuition Express or Cash/Check. A payment box is also located at the front office for your convenience. **Monthly** Payments are due by the 1st day of each month. **Bimonthly**, are due by the 1st and 15th of each month. **Weekly** payments are due by 10:00 a.m Monday of each week. All payments are considered late after the 5th of each month and after the 15th of each month.

Late fees will accrue at the rate of \$5.00 per day for each day late. Accounts not paid in full within 30 days will automatically be turned over to a collection's agency. A \$20.00 Non-sufficient fee will be charged for all returned checks. If after two weeks, payment has not been made, your child will be refused admission to CDC and further action will be taken to collect payment.

SECURITY STATEMENT

Children's Discovery Center Inc. is committed to keeping each and every child safe in today's world. For that reason, we have installed a security system. This system consists of cameras that monitor the perimeter of our building and a locked entrance door for which you will be fingerprinted. To further the safety measures we have taken, we are requesting a copy of each parent's driver's license.

TIME OUT

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from the classroom activity but within the teacher's sight. During "time-out," the child has the 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.

Discipline and Behavior Management Policy

Adopted: March 1, 2002

Praise and positive reinforcement are effective methods of the behavior management of children. As a Christian based program, 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 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 behaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of "time-out." ("Time-Out" is described on reversed side)
12. DO stay consistent in our behavior management program.
13. Do allow for Prayer at mealtimes.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use **profanity**, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Communication is very important at Children's Discovery Center. If you have any questions or concerns please talk to his/her teacher or someone in the front office.