

**CHILDRENS DISCOVERY CENTER, INC.  
5511 AVANT FERRY RD.  
RALEIGH, NC 27606  
(919) 851-0630**

## **PROGRAM POLICIES**

### **PROGRAM**

Children's Discovery Center (CDC) is a family run childcare center that promotes a warm and loving environment, fun activities as well as learning activities and an opportunity for exploration and discovery of the world around us. The program at CDC strives to provide a creative atmosphere and encourage the possibilities in all children.

At CDC we have an attitude that encourages social, emotional, physical and intellectual growth for each child while creating a family like atmosphere for all parents and children alike. We are a for

Children's Discovery Center's basic philosophy is that all children are created to be loved unconditionally and cared for in an environment that demonstrates and encourages affection, kindness, and compassion while teaching and educating them about the world around them. We hire staff who sincerely desire to teach children in an affectionate and committed way. Our program offers full-time and part-time care, a kindergarten class as well as a before and after-school care program that is open to all children regardless of race, creed, color, sex, national origin, religion, or physical disability.

### **PHILOSOPHY**

The philosophy of Children's Discovery Center is based on the premise that a childcare center needs to provide a warm and loving environment, fun activities, learning activities and an atmosphere where we encourage all of the possibilities in every child. At CDC, we have an attitude that encourages social, emotional, physical and intellectual growth for each child while creating a family like atmosphere for all parents and children alike. We have an open-door policy and want all parents, grandparents, aunts, uncles, etc. to feel comfortable when visiting our center. Our curriculum is Creative Learning which we incorporate our own ideas which include sharing and conversation time, stories, songs, games, finger plays, creative art activities, crafts, food preparation, science projects, and nature walks. In addition, the children

learn shapes, colors, numbers, letters, days of the week, months of the year, the celebration of birthdays and holidays, weather, and use theme-based lessons that teach children about the world we live in each and every day. We want our children to have a well-rounded educational journey as they move through the age groups of CDC.

## **ADMISSIONS**

Any child who is in the age range of 6 weeks to 11 years of age is eligible to enroll in Children's Discovery Center. Application forms are a contract that must be completed before enrollment. Admission requirements and enrollment procedures are as follows:

- A. The minimum age for a child to enroll in CDC is 6 weeks of age.
- B. All age groups are divided into four-month age intervals except for the four-year-old class. The four and five-year-old classes are divided into six-month age intervals. Children are placed in a class according to chronological age first and developmentally second.
- C. Classes are filled on a first come/first serve basis and will not exceed the enrollment limit set for each particular age group. Our ratios are voluntarily lower than what the NC Day Care Licensing requires and can be found on the back of the fee schedule.
- D. If the classes are full when a parent requests to enroll their child in CDC, they will be placed on a waiting list and called when there is an opening.
- E. When vacancies occur during the year, children are moved internally before we look at our wait list. A parent who already has a child in the program and requests a sibling to be placed in our program, will have priority over the wait list. If a vacancy cannot be filled internally, the opening will be filled from the waiting list.
- F. Afterschool Care services AB Combs, Dillard, Swift Creek and Yates Mill Elementary schools. We do provide transportation (15 passenger van) to and from the Elementary Schools.
- G. Summer Camp is 1<sup>st</sup> come, 1<sup>st</sup> serve; and can be signed up for individual weeks during the traditional summer school calendar.

## **CALENDAR YEAR**

The calendar year for Children's Discovery Center runs from January 1<sup>st</sup> each year to December 31<sup>st</sup>. We have a calendar available at the front desk or at our website: [www.casparpark.com](http://www.casparpark.com) which explains what holidays CDC is closed each year. The Wake County School schedule may be different for inclement weather days. We ask that you check the Television Station WRAL for school closings and delays as well as our own Facebook Page to view updates for CDC. We try to post what we will be doing as early as possible so that parents who are required to go in to work can make arrangements for childcare. Having enough staff to care for the children who do come is a very important aspect of our decision making when deciding whether we can open on inclement weather days or not. If something happens that requires us to close, we will call parents and put the information on Facebook. For instance, if the power goes out or if a water main breaks, the reasons we would be required to close.

## **PICK-UP AND DELIVERY OF CHILDREN**

No child shall be brought into our center before 7:00 a.m. Each child must be accompanied by an adult or parent and must take the child to the class, wash their child's hands upon entering the classroom. This is a N.C. Day Care Licensing Rule. Our day program ends at 6:00 p.m. Children should be picked up no later than 6:05 p.m. according to our clock at the front desk. After 6:05 p.m., a \$5.00 per minute charge will be added to the time your child is left with CDC. The only exception to this is up to the discretion of the Director of Children's Discovery Center, Inc. If you do not pick up your child, the police will be called, and this could ultimately be turned over to Abuse and Neglect with the State of NC.

## **DAYS OF OPERATION**

Children's Discovery Center, Inc. operates from 7:00 a.m. until 6:00 p.m. for our day program Monday thru Friday. If you need extended hours or weekend care, CDC maintains a baby-sitting list of teachers who will help during these times.

## FEES

Tuition for CDC is figured many ways depending on the amount of time you need for your child to come. We charge monthly, semi-monthly and weekly rates for full time students and we charge daily rates for children who come less than full time. No refunds are given for illness, vacations, snow days, or bad weather days. We strive to keep our rates as low as possible and no discounts are given for a particular group, for vacations, or for extended stays out of our program. The discount for children who pay monthly is reduced due to the amount of expenses that CDC incurs at the beginning of the month and this helps us to keep our bills paid in a timely manner. No other discounts are allowed or given by CDC. ***WE HAVE AN AUTO DRAFT PROGRAM THAT YOU CAN SIGN UP FOR EACH MONTH. This is helpful for us as well as parents who may forget their payment when it is a new month.***

A registration fee is due at the time of registering your child in our program, however there is no cost to place a child on the waiting list. The Registration Fee for CDC is \$100.00.

All monthly fees can be paid in the following ways:

1. By the 5<sup>th</sup> of each month or
2. Split the payment into two payments and pay by the 1<sup>st</sup> and the 15<sup>th</sup> of each month.

All weekly and daily payments can be made in the following manner:

1. Pay on the Monday of the week prior to care or
2. If the child will attend only one to three days per week, and Monday is not one of the days, the payment should be made the week before care is to be given.

We do accept vouchers from the State of NC. The parent fee must be paid each month for your child to continue in our program. If we receive a check which is returned to us for insufficient funds, a \$20.00 fee will automatically be assessed to your account. A new payment plus \$20.00 will need to be made in cash within five (5) days of notification. If tuition payments are late, parents will be given a notice by way of letter or email. Parents who do not pay their invoice will be charged \$5.00 per day late. If after two weeks, payment has not been made, the child will be refused admission to CDC and further action will be taken to collect payment. The \$10.00 late fee will be added to the regular tuition fee. A payment box is located in the front office on the desk. We do not want this to happen, but it is extremely important to keep your account in good standing. All up to date rates can be found at [www.casparpark.com](http://www.casparpark.com).

## **CONFIDENTIALITY OF RECORDS**

All student records are kept confidential and are open only to the child's teacher, the administrative staff in the office, the NC Department of Day Care Licensing or any other governing agency of NC Day Cares.

## **COMMUNICATION WITH PARENTS**

Because of our open-door policy, CDC welcomes all parents, grandparents, aunts, and uncles in their child's classroom at any time. Proper ID will be required before entering the center. You are encouraged to participate in any of the special activities we have from time to time. We do want to remind parents that children need to develop independence and be comfortable with the teachers and staff of CDC and we would encourage participation to be for special occasions.

If at any time a situation arises in which a parent has a question or concern about their child's progress or development within the classroom, please discuss the matter first with your child's teacher, preferably outside regular classroom hours. The exception to this would be if the class is occupied in an activity and the opportunity to talk is appropriate. It is imperative that parents realize the responsibility of the teacher for all children in each classroom. Please do not keep a teacher from properly watching the class by talking or distracting them from the children. We do not ever want the possibility of children walking out of a class because the teacher could not give her/his full attention to the classroom.

In addition to having an open-door policy and being an extremely friendly group, we from time to time have a newsletter that we put out updating parents of any type of newsworthy news. We hope to have these done quarterly, but time constraints may not make this possible. Please look on the doors and the table in the hall for any information about what will be happening at CDC. Procure is our email system to send out mass announcements. During inclement weather days we post to our Facebook Page (CDCkidsRaleigh) or Wral.

## WITHDRAWAL FROM THE PROGRAM

If for any reason, you find it necessary to drop your child from the program, **A THIRTY (30) DAY WRITTEN NOTICE IS REQUIRED.** This letter should be addressed to the Directors of CDC. The reason we ask for a 30-day notice is, so we have time to call someone off of our waiting list, and they have time to give notice to their caregiver. If we can fill your child's place before 30 days, you will only be required to pay for the unused portion. You should also let your child's teacher know of your intentions.

## MEALS

We have three times that food is served during the course of each day. Breakfast is served during the time of 8:00 a.m. until 8:45 a.m. and is a full breakfast. If your child comes in after this, you will need to make sure that your child has been fed prior to arrival. *Please do not bring in breakfast from a fast food restaurant or after 8:45 a.m. Any food item that is not nutritious according to NC State Day Care Licensing, will not be served to your child. There are no exceptions to this rule!* A hot lunch is served each day and the menu is posted at the front office and in every classroom. An afternoon snack is served after the children get up from nap. In addition, the children say a blessing before each meal. We want the children to learn to be thankful for everything they have been given.

If your child has allergies to any food, you must put it on your child's application form and notify the Directors of CDC and the teachers as well as. *If your child cannot eat what is being served for lunch due to food allergies, preferences or religious reasons, you must provide his/her lunch or supplement for the part that they cannot eat.* Lunch must include a meat or protein substitute, fruit, vegetable, a starch and milk.

## DRESS

It is extremely important to dress your child in comfortable clothes with tennis shoes and socks. Play clothes are recommended due to the daily activities, which include active and messy play that enables the children to enjoy themselves without worrying about their clothes. It is a good idea to label all clothing, book-bags, diaper bags, etc. to ensure that all belongings are returned to the appropriate child. It is also important to bring clothes that are weather and seasonal appropriate. Please make sure to have two extra outfits for your child to be kept at the center in case of an accident or incident.

## **CHILD ABUSE AND NEGLECT**

Although this is a touchy subject and one no one likes to even contemplate the possibility, should CDC Staff suspect possible child abuse or neglect, observations and dates will be recorded and documented. Staff members will inform the Directors who in turn will notify the local family services agency. CDC is required by law to notify the appropriate agency if abuse or neglect is suspected. The Director will confer with the staff member(s) before any report is filed. If it is suspected that abuse may be occurring, Abuse and Neglect will be contacted immediately at (919) 212-7990.

## **SICKNESS**

If your child is sick within 24 hours of attending class, please do not bring them to school. If your child is sent home sick on one day, you may not bring them back until they have been without sickness for 24 hours. This policy will be strictly enforced. This policy includes fever, vomiting, diarrhea, sore throat, bad cough, goop running from the eyes or any other orifice or any communicable diseases. It is not our intention to keep anyone from going to work however, we have an obligation to all of the children in the classrooms as well as to our staff to assure safety and protection for everyone. If in the teacher's and/or the Director's judgement your child does not feel well enough to participate in class activities, your child will be isolated, and the parent will be called to come pick up the child. We realize sometimes a child will have the sniffles or a runny nose, and you may bring your child to class if these are their only symptoms. Most pediatricians agree that the thick green mucus from the nose, eyes or ears is commonly associated with an infection. It is in your child's best interest not to bring them at that time if these symptoms occur. If there is any question in your mind whether your child should be brought to school, please consider his/her symptoms and call us if there are any questions.

## **MOVE UP POLICY**

Our program is unique in many ways and the one factor that we have in place that makes the most difference is the four-month age intervals that we use for the children from the Baby Class through the Three Year Old Classes. Placing children in classrooms where they have common interest is the primary goal however their developmental age is also a consideration. We will move children up to the next age group when the teachers determine that a child is operating at a higher level than the other children in the class, and a teacher or parent may request that the child be moved up to the next age group. We also have potty training that can begin as early as the Older One's Classroom and continues through the Young Three's. If a child is not completely potty trained regardless of age, the child will remain in the Young Three's until they are accident free including urination and bowel movements. (Please refer to the Potty-Training Policy for CDC).

## **SUPPLIES**

In addition to supplying meals and craft materials, CDC has innumerable toys, games, books and equipment, which we try to properly maintain and keep in excellent working condition. We can achieve this by talking with your children and you the parent also reinforcing how to take good care of the toys and books, etc. The supplies parents must supply are listed below.

Parents of Babies Should Bring in Each Day:

1. Premixed bottles with the date and babies name on each one.
2. Diapers and wipes.
3. At least two changes of clothing.
4. Baby Food that has been transferred to plastic containers. We allow no glass in the classrooms.

Parents of One Year Old's Should Bring In:

1. A crib sheet and a blanket to use at nap time
2. Diapers and wipes
3. Two changes of clothes
4. Any type of diaper ointment if needed and fill out a medicine slip.



**Parents of Two-Year Old's Should Bring In:**

1. A crib sheet and a blanket to use at nap time
2. Diapers and wipes. If the child is potty training, please talk to the teacher to discuss what would be in the child's best interest as well as make it easy on the teachers. This may involve training pants, pull-ups or diapers.
3. Two changes of clothes

**Parents of Three- and Four-Year Old's Should Bring In:**

1. A crib sheet and a blanket to use at nap time
2. Two change of clothes

**DISCIPLINE**

Appropriate behavior is encouraged and expected at Children's Discovery Center. The purpose of discipline is to help children develop self-control and to become responsible for their behavior. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts. Children are rewarded with hugs and positive verbal reinforcement on a continuous basis throughout the day. In this way, all children are given an example of how to act to receive this praise. Teachers like to work closely with parents to understand each child and to determine which methods work best for each child; teamwork with parents is very important.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor and parent to develop an action plan. Staff will keep parents informed of the progress made. Referrals to community resources or an outside evaluation may be suggested. Children Discovery Center reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

## **PERSONNEL POLICIES**

### **Teacher/Caregiver**

#### **Major Functions:**

- Must have EDU 119 Teaching Credential or a 4-year degree in an accredited university. The only degrees the State of NC recognizes are in Elementary Education or Early Childhood Education.
- In addition to the credential or degree, each teacher must take ProSolutions which is 20 hours of continuing education.
- All teachers are now required to take First Aid, Adult, Child and Infant CPR
- The SIDS Class is required to be taken if working in a baby room.
- Plan and execute the educational program of age-appropriate activities for children in our care and identify each child's individual capabilities and needs.
- Create a learning environment in the classroom and on the playground.
- Assure the welfare, health, and safety of all children in each age group.
- Organize and maintain classroom activity areas, materials, and supplies, and keep the directors advised of equipment and materials that need to be repaired or replaced.
- Always maintain constant supervision of the children.
- Take daily attendance and keep all required reports pertaining to each group and all necessary paperwork up to date.
- Establish and maintain effective communication with parents, grandparents, aunts, uncles, and all persons who interact with the child.
- Build good communications with other staff to create a professional atmosphere.
- Obtain in-service and yearly training requirements depending on whether a teacher has EDU 119 or the degrees listed above. If the degree is in another field, the teacher will be required to take EDU 119. There will be credit for classes that apply from their other education.
- Understand NC Child Day Care Requirements and follow all rules and regulations that are stated in the NC Day Care Licensing Handbook. This is also available online.

### **Teacher's Assistant**

#### **Major Functions:**

- Assist the teacher in the implementation of the weekly plan of activities.
- Work with the primary teacher to help maintain a safe and loving environment.
- Assist the teacher in caring for the individual needs of each child.
- Work with the primary teacher in maintaining good communication with parents.

- Obtain in-service and yearly training requirements (20 hr. requirement).
- Have a working knowledge of NC Day Care Rules and Regulations.
- Keep the teacher and director informed of problems or situations that arise in the classroom.
- Assist in keeping the room well organized, arranged appropriately, and clean.
- Cooperate with other staff at the center to create and maintain a professional environment.
- Assist in maintaining visual supervision of children **at all times**.
- Assist in maintaining records for the food program, the attendance, and lesson plans.

## **SIDE NOTES**

Children's Discovery Center runs off a budget. We try to improve the facility by investing back into it. We will have occasional construction, painting and grounds crews maintaining the facility.

Parent Teacher relationships are extremely important and need to be treated much like a true relationship. If you need to set up a conference with your child's teacher, please schedule one with the teacher and the office. We will make every opportunity to set up a time that is convenient for both you and the teachers. We have a teacher appreciation week during the month of May each year. This is a time for parents to show the teachers how much they appreciate all the hard work and effort that goes on during the school year. The teachers work so hard and do such a great job, it means so much to be recognized for all the small and large tasks that they do. We also like to send out a Center Evaluation sheet periodically, to help us meet your needs and see how we can improve our Facility with the ever-changing times.

It is my sincere hope that this information and these CDC Program Policies and Guidelines will help you, and we will make every effort to run a smooth and trouble-free program. Every attempt will be made to take care of any situation that may arise. Please let me know if I can be of assistance to you at any time and thank you for your time and attention to all this information.

Sincerely,

W. Anne Caspar, Director  
Children's Discovery Center, Inc.