



FAMILY HANDBOOK

2020-2021



FAYETTEVILLE STATE UNIVERSITY

EARLY CHILDHOOD LEARNING CENTER HANDBOOK

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INTRODUCTION

The Fayetteville State University's Early Childhood Learning Center (ECLC) is a child development and early childhood education center serving children from birth through five years of age that is under the direction of the University's School of Education. ECLC was established in the fall of 1970 to provide early childhood education majors an opportunity to become familiar with young children and their characteristics and to enable the translation of theoretical concepts into practical application. In addition to being a center for the training of early childhood personnel, ECLC also has as one of its goals to provide a learning environment that will help young children develop to their maximum potential physically, intellectually, socially and emotionally. ECLC serves not only the University community, but the Fayetteville/Cumberland County community.



MISSION/PURPOSE

Our mission is to provide childcare that encompasses the needs of each child and family in a safe, educational environment. We structure our Center's focus on the individual needs of each child, while providing quality, reliable and safe childcare in preparation for higher education.

PROGRAMS OFFERED

ECLC'S hours of operations are 7:30 a.m. to 5:30 p.m., Monday-Friday Teachers must be notified if a child will be arriving after 9:00 a.m. If a child is to arrive at ECLC after 9:00 a.m. due to a Doctor's appointment a Doctor's note is required and given to the Director or Administrative Support. After 10 a.m. the child will be required to remain at home for that day.

ECLC seeks to provide a program of experience designed to attain the following goals:

1. To provide many opportunities for social development and adjustment to group living.
2. To promote development of good health habits.
3. To provide opportunities for self-expression through language, music, art, role playing, dramatizations, and other play experiences.
4. To provide an atmosphere in which a child can succeed, thus building confidence in his or her own ability and worth.
5. To provide an atmosphere in which creativity is stimulated.
6. To develop a feeling of adequacy with emphasis on independence, good work habits, responsibility and punctuality.
7. To lay foundations for subject matter learning and intellectual growth.

RELIGIOUS ACTIVITIES

Activities, instruction or communications which promote religious beliefs will not be directed toward children participating in the NC Pre-K portion of the Early Childhood Learning Center's day.

INCLEMENT WEATHER

ECLC will follow the University's adverse weather schedule. Consult the University webpage (www.uncfsu.edu), local radio and television stations for announcements.

Also, NC Pre-K follows the Cumberland County School (CCS) System's inclement weather policy. Anytime that CCS is closed, delayed or there is an early release, NC Pre-K will act accordingly. Consult your local radio and television stations for announcements.

CHILD CARE COSTS

Registration and TUITION COSTS

Tuition is due by the 5th of each month. A late fee of \$15.00 will be applied for payments made after the 5th of the month. Tuition payments can be made to Administrative Support (Main Office), Director, or on line at:

<https://fsuwebapps2.incfsu.edu:8443/FSUTouchnet/EarlyEducationreg.jsp>.

The fees associated with registration and tuition:

Registration Fee	\$125.00 (enrollment) \$75.00 (annually / July)
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Monthly Childcare Fees

Infants (5 Months to 17 months)	\$610.00 per month
Toddlers (18 months to 3 years of age)	\$550.00 per month
Preschoolers (3 to 5 years of age)	\$525.00 per month

Before and After NC Pre-K Care (ONLY)

Before Care (7:30 a.m. to 8:00 a.m.)	\$63.00 monthly
After Care (3:00 p.m. to 5:30 p.m.)	\$225.00 monthly
Before and After Care (7:30 a.m. to 8:00 a.m.) (3:00 p.m. to 5:30 p.m.)	\$288.00 monthly

Before and After Care will not be available during Teacher Workdays and Scheduled Holidays.
Refer to School Calendar. (Subject to change)

CHILD PICK-UP LATE FEES

Late fees will be charged on a per family basis when parent/family fails to pick up a child by 5:30 pm (traditional students) and 3:05 (NC Pre-K) Families will be given (1) excused tardiness during the school year. Such failure will result in an initial late fee of \$10.00 and an additional \$5.00 every minute thereafter, not to exceed \$50.00. Charges will be made, recorded, by the staff person on duty at the end of the day. Late fee must be paid to Administrative Support or Director, the following day of child's return. After three (3) recorded late pickups within a year, the late fee will double to an initial late fee of \$10.00 and an additional \$10.00 for every minute

thereafter, not to exceed \$100.00. Continuous late pickups may result in the child's termination from ECLC. The first time late fee will be waived ONLY.

CLOTHING

Clothing should encourage movement and play. Families should ensure that a child's clothing is As follows:

- Comfortable, washable, and allows for self-dressing
- Appropriate for arts and crafts
- For infants, diapers must be size appropriate

All students must have 2 pairs of clothes at school. All clothing should be marked with your child's name with a permanent marker and a complete set is stored in individual zip-loc bags; also labeled with their name. Please make sure your clothes are changed out seasonally.

Because preschool children become really involved in activities, families should not dress them in clothing that requires that they remain clean.

Overalls, dresses with ruffles and bows, and pants with difficult belts and fastenings should be avoided.

Shoes in the toddler and pre-k rooms should be comfortable and allow for active play. Shoes that are easy to put on/take off (i.e., Velcro sneakers) are preferred to promote independence. In the infant room please provide tie able rubber soled shoes or walking shoes. Cowboy boots are not appropriate for daily wear. **NO OPEN TOED SHOES OR SANDALS!**

WEATHER RELATED CLOTHING



Children will go outside most days; thus, when cold weather arrives, families should ensure that children wear a hat, mittens and a sweater to layer over clothes. Girls who wear dresses should also wear pants or tights.



When it rains, parents/families should ensure that their child wears a raincoat and rain boots. Umbrellas should not be given to children.

COMMON ILLNESSES IN CHILDREN

You are the best judge of your child’s health and we trust you will not bring a sick child to ECLC. However, if while in our care your child becomes ill or display an unknown rash, your child’s teacher will consult with the director and you may be called to come pick up your child up. When called, you or an alternate emergency person will be expected to come immediately. An ill child may not return to ECLC until family a doctor’s notice is provided. This is to protect the health of your child and his/her classmate

The ECLC staff will follow the chart below in determining how to handle a child with a certain illness:

Diarrhea (2-3 loose, watery stools)	Send home immediately; child should not return until completely recovered. If the child returns to ECLC after being sent home on the previous day, one loose, watery movement will require that the child return home. Child must be cleared by a physician and accompanied with a verifying note.
Fever (temperature of 100.4 degrees F or higher)	Family will be contacted. A child will be sent home if fever is present when the child arrives. A fever in combination with other illness will require that the child be sent home. A child may not return to ECLC after having a temperature of 100.4 or higher Child must be free of fever for a complete school day in order to return to the center.
Ear Infections	A child will not be able to return to ECLC until treated; the child may return with medication; family must have ears rechecked after child appears better. Child must be cleared by a physician and accompanied with a verifying note.
Colds	Child may attend class if the child can participate in the normal daily activities. Families are asked to keep children at home when excessive coughing, sneezing, and /or mucus are present. If mucus is cloudy and child seems lethargic child must go home.
Ringworm	Family will be contacted, and the child will not be allowed at ECLC until treatment has begun. Child will not be allowed in a pool. Child must be cleared by a physician and accompanied with a verifying note. Families will be informed
Chickenpox	Family will be contacted, and the child will not be allowed to attend ECLC until all lesions are scabbed. Parents/Families of classmates will be informed. Child must be cleared by a physician and accompanied with a verifying note.
Group A Streptococcal Disease A) Impetigo B) Streptococcal (sore throat) C) Scarlet Fever (strep throat)	Family will be contacted, and the child will not be allowed to attend ECLC until cleared by a physician and accompanied with a verifying note. Child must have been treated 48 hours before returning to ECLC.

	Child must be cleared by a physician and accompanied with a verifying note. All families will be informed
Conjunctivitis (pink eye)	Child will not be allowed at ECLC during the acute stage. Child must be cleared by a physician and accompanied with a verifying note.
Scabies	Family will be notified, and child will not be allowed at ECLC until 24 hours following treatment. Contacts will be checked for scabies and child will not be able to attend ECLC until treatment has begun. Child must be cleared by a physician and accompanied with a verifying note.
Measles; Rubella (German Measles)	Families will be notified, and the child will not be allowed at ECLC for 9 days after onset of rash or until completely recovered. Families of other children will be notified to check the status of their child's immunizations. Child must be cleared by a physician and accompanied with a verifying note.

Parasites

Bed Bugs	The most common signs of bed bugs are small, flat, or raised bumps on the skin, redness, swelling, and <u>itching</u> . Parents/Families should notify ECLC if they suspect a child has been bitten by bed bugs. The child will not be allowed to return until the parent/family provides evidence from an insect terminating company that the home has been exterminated and the problem no longer exists.
Head Lice	The most common signs of head lice are a tickling feeling of something moving in the hair; <u>itching</u> (caused by the allergic reaction to the bites); and sores on the head (caused by scratching). Sores on the head can sometimes become infected causing the child to become irritable. Families should notify ECLC if they suspect that their child has head lice. The child will not be allowed to come to the ECLC and will not be able to return until a physician provides documentation stating that the child no longer has head lice.

IMMUNIZATIONS (SHOTS)

North Carolina Department of Health and Human Services Division of Public Health

Q: What happens if a parent does not submit their child's immunization records within 30 days of attendance?

A: The child should not attend childcare until their records are submitted.

Q: What happens if the child is not legally up to date for their age?

A: If the child does not have the required number of shots for their age, the parents need to be informed and the child should be excluded per public health law (G.S 130A-155(a)).

IMMUNIZATION PROCEDURE

Parents are required to keep their child at home for a complete a school day after an immunization has been administered.

Example: If a child receives a shot on **Monday** they are not allowed to return to school till **Wednesday** and must be **fever free**. (Time of appointment/immunization does not determine the return of the child)

MEDICATION

All medications must be prescribed by the child's physician. Name, dosage and time must be printed on the label. A medication form will be available by the child's teacher for family to complete and sign. Medications can only be administered by a staff member who has obtained a Medication Administration Certificate

PHYSICAL

The early Childhood Learning Center requires all children to have an annual physical examination.

CUSTODY ORDERS

Unless there exists a court certified custody order or some other court order on file at ECLC, ECLC will be unable to deny a parent the right to pick up his or her child. Families are encouraged to speak with the Director regarding such issues.

Certified custody orders must be provided to the ECLC Director. ECLC must be notified immediately of any changes in custody orders.

VISITOR POLICY

ECLC adopts an "open door" policy, where families and friends are always welcome to visit and participate in classroom activities. We highly encourage that visitors and family members come during Activity Time (10:00 a.m-1:00 p.m.).

Families of children enrolled are not considered visitors and do not have to sign in/out of the Visitor's Log.

- All first-time visitors/family members will be required to provide a valid driver licenses when checking a student out.
- All persons not to include family members entering ECLC must sign in/out on the visitor's log.

- Visitor's Log must be filled out completely with name, purpose of visit, time in and out.
- All visitors must remain in sight of an ECLC staff member when in the company of a child.
- Inappropriate behavior or language will NOT be tolerated
- Visitors who have not been introduced to ECLC staff by the parent/guardian prior to the visit will not be permitted entry.

Discipline and Behavior Management Policy

Date Adopted: January 13, 2021

Praise and positive reinforcement are effective methods of the 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, the ECLC 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 misbehaviors.
10. DO explain things to children on their levels.
11. DO use short, supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

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 the 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.

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: _____

Parent or Guardian _____ Date: _____

to parent(s) signed copy in child's facility record.

Signature of _____
Distribution: One copy

“TIME-IN”

“Time-In “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 disciplinary techniques. The “time-In” space, usually a chair, is located away from classroom activity but within the teacher’s sight. During “time-In,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College
Revised 2-15-2017

Print Name Parent/Family/guardian

Signature Parent/Family/Guardian

Date Signed

DIFFICULT BEHAVIOR

ECLC will make every effort to work with the family or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children. A family may be called at work or home at any time the child exhibits uncontrollable behavior that may not be corrected by the Center's staff. The family may be asked to take the child home immediately.

ECLC has a zero tolerance with hitting, spitting, kicking, slapping and biting of staff, teachers, student workers, students or volunteers and/or volunteers. Any child engaged in such behavior will be suspended for two (2) days.

BITING

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at ECLC is our primary concern. ECLC's biting policy addresses the actions the staff will take if a biting incident occurs.

- Step 1:** Parent/Family /Teacher conference
- Step 2:** If the skin is broken/bruised, a parent will be notified to pick up the child and the child cannot return until the next school day.
- Step 3:** The child will be dismissed from the program after the third offense.

WEAPONS AND OTHER INAPPROPRIATE ITEMS

If a child brings a weapon or any other type of inappropriate item, e.g. cigarette lighters, matches, etc. to ECLC, the child will be automatically dismissed from the program.

NUTRITION

The ECLC cafeteria staff prepares a breakfast, lunch, and snack for all children, food allergies and special dietary needs should be discussed with the child's teacher and the cafeteria manager. Children with special dietary conditions or families with religious or health concerns may choose to "OPT-OUT". If a family decides to "Opt-Out" a form will be required to be completed and the family must bring a nutritious breakfast, lunch and snack daily. Families should follow the basic four food groups to ensure that their child receives proper nutrition. Teachers are not allowed to cook, re-heat or prepare food in the classroom.

Meals are served at the following times:

Breakfast - 8:30 a.m. – 9:00 a.m.

Lunch - 11:00 a.m. – 11:30 a.m. (varies according to classroom's schedule)

Snack - 2:30 p.m.

BIRTHDAY CELEBRATIONS

Birthdays are special occasions, and we welcome celebrating them at school. For us to maintain our teacher/student ratio, and the safety of everyone

- Teachers must be responsible for setting-up
- Teachers must be responsible for serving and cleaning-up
- One family member may attend and be responsible for taking pictures
- Teachers must be responsible for playing games

The Early Childhood Learning Center has strict allergy guidelines regarding food being served. Please inform your child's teacher in advance about what kind of treats you plan to provide. This is for the safety of all the children. **NO TREATS THAT CONTAIN PEANUTS OR PEANUT PRODUCTS.**

TRANSITIONING A CHILD TO AN UPPER-LEVEL CLASS

TRANSITIONING INFANTS TO TODDLER CLASS

The ECLC will gradually transition infants to toddler room based upon the following:

- the child can eat solid foods,
- the child can feed him or herself,
- the child can drink from a cup,
- the child can walk around without assistance,
- the child can sleep on a cot, and
- the child is taking only one nap per day.

Transitioning to a toddler room should occur between the ages of 17-18 months, although emphasis will be placed on development more than age. Transitioning for a couple of hours a day may occur as early as 17 months.

TRANSITIONING 36-MONTH-OLD TODDLERS TO THE 3-4-YEAR-OLD CLASS

The ECLC will transition 36-month-old toddlers for one week after the 3rd birthday or the week of the 3rd birthday to a 3-4-year-old class based upon the following:

- the child is potty trained and wearing underwear, and
- the child can adjust to an environment with more structured interactions

Such transitioning shall consist of the toddler visiting the preschool class for several hours during a 2-week period. The toddler will remain in the class the entire day on Friday.

FAMILY ENGAGEMENT CALENDAR

August	Open House
September	Labor Day Cookie Dough
October	Homecoming Parade ECLC Reunion Fall Fun Day
November	Thanksgiving
December	Book Fair Holiday Celebration Disney On Ice
January	New Year's Day Martin Luther King's Day
February	Valentine's Day "Souper Bowl" Fundraiser
March	ECLC Pageant
April	PATH Training
May	Mother & Father's Day Celebration Teacher's Appreciation Zoo NC Pre-K Transition (Graduation) Celebration Family Day
June	Summer Camp

MAJOR HOLIDAYS/EARLY RELEASE DAYS OBSERVED

***TBA” refer to school calendar**

JANUARY: New Year’s Day (CLOSED)
Martin Luther King (CLOSED)

MARCH: ECLC PAGEANT - EARLY RELEASE DAY FOR ALL CLASSES 3:00PM)

APRIL: GOOD FRIDAY (CLOSED)
SPRING BREAK (NC PRE-K ONLY)

MAY: MEMORIAL DAY (CLOSED)

JULY: 4TH OF JULY (CLOSED)

AUGUST: ECLC CLEAN UP WEEK (CLOSED TBA)

SEPTEMBER: LABOR DAY (CLOSED)

NOVEMBER: VETERAN’S DAY (CLOSED)
THANKSGIVING DAY (CLOSED)
DAY BEFORE THANKSGIVING (NC PRE-K CLOSED ONLY)
(INFANT, TODDLER AND PRE-SCHOOL CLASSES EARLY RELEASE 3:00)

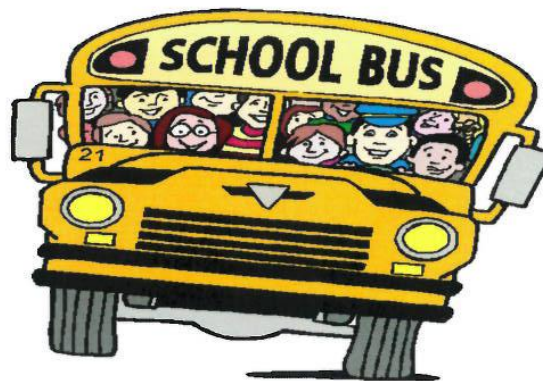
DECEMBER: WINTER BREAK (EARLY RELEASE DAY/TBA)
HOLIDAY PROGRAM

****ECLC reserves the right to add or change any future events**



Fundraisers

Fundraisers are essential in providing additional supplement to the Early Childhood Learning Center. Participating in fundraisers will assist in the offset of some of the cost of Field Trips.



FIELD TRIPS (But Not Limited to.....)

- ZOO (1 to 2 buses)
- DISNEY ON ICE (DONATION/TBA)
- CUMBERLAND COUNTY LIBRARY
- GROSS FARM (DONATION/TBA)
- FSU'S FIRE STATION
- FSU'S THEATER (DONATION/TBA)

SEASONAL ACTIVITIES (SUMMER CAMP)

- SKATING RING
- MOVIES
- WATER PARK
- CHUCK E. CHEESE



Families can also help their child by doing the following:

- **Checking their child's book bag daily,**
- **Reading all memos posted in and outside the classroom,**
- **Reading all email messages sent,**
- **Making sure the child attends school daily,**
- **Talking with the child's teacher frequently,**
- **Keeping the child's teacher informed with all changes in the home environment,**
- **Asking the child about their day at school,**
- **Keeping ALL contact information always updated ,**
- **Keeping pick list current and always updated ,**

ECLC'S PROMISE...

We promise to provide a safe, nurturing and learning environment in which your child will develop to their maximum potential.



SAFETY FIRST!!!

Families are not allowed to leave unattended children in vehicles to pick up or drop off children at any time. Subject to do so may result in campus police being notified.