

OPERATIONAL POLICIES

HOURS OF OPERATION

7:30 A.M – 5:30 P.M

MONDAY – FRIDAY

Closed according to Fayetteville State University 's holidays and NC Pre-k closed according to Cumberland County Schools System.

Children Served

Infants – (5 months – 17 months)

Toddlers – (18 months – 3 years)

Pre-school/ NC Pre-k- (3years – 5 years)

School Age- (5 years – 6years, **Summer ONLY**)

Admission Requirements/ Enrollment Procedures

1st come, 1st serve or the availability of needed age/ class

Initial Registration Fee \$125.00

Annual Registration Fee of \$75.00 starting in Fiscal Year (July)

Families have several ways to enroll child; Enrollment Package can be email, online application (www.uncfsu.edu) or visit the center (hardcopy/computer).

Parent Fees/ Payment Policy

Infants (5 months – 17 months) ----- \$610.00 monthly

Toddlers (18 months – 3 years)-----\$550.00 monthly

Pre-school (3 years – 5 years)-----\$525.00 monthly

NC Pre- K, ONLY

Before Care (7:30 a.m – 8:00 a.m)---\$63.00 monthly

After Care (3:00 p.m – 5:30 p.m)--- \$225.00 monthly

Before & After Care (7:30 a.m – 5:30 p.m)-- \$288.00

Payments due on or by the 5th of each month, with a \$15.00 Late Fee.

Payment Options; cash, check, money order, or credit. Credit payment can be made at; https://fsuwebapps2.uncfsu.edu:8443/FSUTouchnet/EarlyEducation_reg.jsp

FAMILY SUPPLY LIST

Pre-school/NC Pre-k

1. Tissue
2. Construction Paper
3. Glue Sticks
4. Plastic Shoe Box
5. Journal
6. Change of clothes (2 full sets)

Infants

1. Change of clothes (2 full sets, grip socks for crawlers and walking shoes w/ rubber soles for walkers)
 2. Diapers (ointment/powder, if desired)
 3. Wipes
 4. 3 sippy cups/ over 12 months
 5. Bottles/under 12 months (**PREPARED, LABELED WITH NAME & DATE**)
 6. Kleenex
- (Each set must be individually stored in a plastic zip bag)**

Toddlers

1. Blanket
 2. Tissue
 3. Pull-ups/ diapers
 4. Wipes
 5. Change of clothes (2 sets)
- (Each set must be individually stored in a plastic zip bag)**

Meals

Students arriving after **Breakfast (8:30 – 9:00)** and **Lunch (11:00 – 11:30)**, it is the responsibility of families to provide meals for their child. Students will have to eat in cafeteria with family supervision.

Breakfast - 8:30 a.m. – 9:00 a.m.

Lunch - 10:45 a.m. – 12:00 p.m.

Snack - 2:30 p.m. – 3:00 p.m.

Transportation

Transportation provided only for Field Trips and medical emergency.

Cleaning Duties

ECLC Staff

Daily

1. Sweep floors
2. Clean and sanitize tables
3. Clean and sanitize sinks
4. Change garbage bags after breakfast and lunch

Weekly

1. Stock up on plates, cups and napkins
2. Clean out classroom refrigerator
3. Change cleaning solutions

Monthly

Make inspection of items needing repair in classrooms.

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

As childcare providers, it is our responsibility to report any and all suspected child abuse and/or neglect. The ECLC cannot turn its backs on a child that has been abused, we will **IMMEDIATELY** contact the Police Department as well as Children's Protective Services.

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.

Family Engagement Calendar/ PTA Meetings(2nd Tuesday, every month @ 5:30)

August	Open House
September	Labor Day Cookie Dough Grandparent's Day Luncheon
October	Homecoming Parade Fall Fun Day School Reunion
November	Veteran's Day Thanksgiving
December	Book Fair Winter Break Celebration program Disney On Ice
January	Martin Luther King's Day New Year's Day
February	Valentine's Day "Souper Bowl" Fundraiser
March	ECLC Pageant
April	PATH Training
May	Mother & Father's Day Luncheon Teacher's Appreciation Zoo
June	Summer Camp

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 in order to ensure that their child receives proper nutrition.

Teachers are not allowed to cook, re-heat or prepare food in the classroom.

Fayetteville State University
Early Childhood Learning Center
Documentation of Receipt:
Center's Operational Policy
&
ECLC Reopening Operational Plan

**I have received a copy of the Early Childhood Learning
Center's Operational Policy**

Parent/family Name: _____

Child's Name: _____

Date: _____