



Parent Handbook October 2017

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Welcome to Method Child Development Center

This handbook has been prepared to give parents an overview of Method Child Development Center (MCDC or Method), its policies, and methods of parent involvement. Please use this handbook to answer any questions while your child is enrolled in our care. In addition to the information supplied here, please read all handouts, newsletters, posted classroom notices, etc. There is also a parent information board in the hallway. If the information is unclear, do not hesitate to speak with the Director for further information.

Historical Overview

Method Day Care Center, a non-profit organization, was founded in 1969 by five churches, which formed the Raleigh Inter-Church Housing Corporation (RICH). It began operations in the Method community with seventeen children, two staff members, and many talented volunteers. Method was organized to serve children from all socioeconomic backgrounds.

In 2003, Method began a capital campaign, "Method on the Move" to raise the funds needed to move into its own facility. In September 2004, Method moved to its new location at 900 Trailwood Drive. This facility is able to serve 85 children.

MCDC is licensed by the state of North Carolina as a 5-star center. An active volunteer Board of Directors, composed of eight members, including parents, governs it.

Mission Statement

Method Child Development Center supports a diverse community of families by wrapping its arms around each child's social, educational, and emotional needs within a safe, nurturing and affordable environment

Vision Statement

It is the vision of the Method Child Development Center to provide a daycare option for children of all backgrounds and circumstances that act as an extension and support to the family. Method achieves this goal by encouraging parents to join in the center community and taking part in center activities. We believe that working together, and in celebrating the diversity of our community, we enrich our children's lives with strong values and skills that will help prepare them for their future.

Philosophy

Recognizing that the first five years of life are the most formative, we provide a program of learning through play. We are committed to the child's total development: physical (fine and gross motor), social, emotional, language and cognitive.

We strive to provide an environment where children will grow and acquire knowledge with the guidance of trained adults. We believe each child will benefit according to individual ability from a variety of experiences that promote growth in all areas, and that these must be carried out in a safe, creative and happy manner.

Parents are an integral part of our program, and are invited to the center at any time.

Center Goals

1. To provide experiences that will contribute to the maximum physical, social, cognitive, and emotional growth of the child.
2. To provide love, security, warmth, and developmentally appropriate activities for all children.
3. To provide a safe, healthy environment indoors and outdoors for young children.
4. To provide readiness material for the children that will prepare them for more formal education.
5. To provide the proper stimulation that will enable the children to grow.
6. To foster independence and help each child acquire a positive self image.
7. To help each child question thoughtfully and to think for himself/herself.
8. To help each child find joy and satisfaction in his/her accomplishments.
9. To help each child enlarge his/her world, and learn through actual experiences through the taking of field trips or other special activities at regular intervals.
10. To help each child form good health habits, such as proper nutrition, care of teeth, and the prevention of the spread of disease.
11. To help each child interact positively with others by learning to express his/her feelings in acceptable ways, and to work through difficult situations.
12. To meet the physical, emotional, and mental needs of the children.

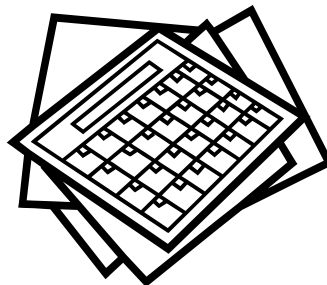
We hope to accomplish these goals by offering a well-rounded and carefully planned curriculum, incorporating music, art, dramatic play, language skills, block play, gross and fine motor activities, science, and math.



2017-18 School Year Calendar

MCDC is open Monday - Friday, from 6:30 - 6:00, with the exception of the following days, when the center will be closed.

| | |
|---------------------------|-------------------------|
| January 2, 2017 | New Year's Day Holiday |
| January 16, 2017 | Martin Luther King, Jr. |
| April 14, 2017 | Good Friday |
| May 29, 2017 | Memorial Day |
| June 9, 2017 | Teacher Workday |
| July 4, 2017 | Independence Day |
| August 25, 2017 | Teacher Workday |
| September 4, 2017 | Labor Day |
| November 10, 2017 | Veterans Day |
| November 23-24, 2017 | Thanksgiving |
| December 25, 26, 27, 2017 | Christmas |
| January 1, 2018 | New Year's Day |
| January 15, 2018 | Martin Luther King |
| March 30, 2018 | Good Friday |
| May 28, 2018 | Memorial Day |
| June 8, 2018 | Teacher Workday |
| July 4, 2018 | Independence Day |
| August 25, 2018 | Teacher Workday |



Programs

Full Time Enrollment

Method's primary function is to provide full time, affordable child care for families of all backgrounds.

Part Time Enrollment

This option is available only when there are vacancies in the center, and there is no waiting list. In accordance with Method's mission, part time enrollments are secondary to full time enrollments. Should demand increase, and a waiting list created for the space filled with a part time student, that student will have the option of moving to full time enrollment, or finding alternate care.

Classroom Assignment and Advancement

Method serves children six weeks through five years. Five-year-olds not yet old enough to attend kindergarten may be enrolled in our program. We follow the Wake County Public School birthday recommendations for a child's age to start kindergarten when determining classroom placement.

Curriculum

Developmentally Appropriate Practice

Developmentally appropriate practice is a method of teaching based on the way children learn and grow. Each child is taught at his/her own developmental level, regardless of chronological age. Our curriculum is designed to give the teachers flexibility in planning and preparation, so that they can meet the individual developmental needs of every child. This practice will enhance the child's current abilities, while preparing them for future learning. All children have the following areas in which to work: art, blocks, dramatic play, small manipulatives, nature/science, water and sand play, and a reading/language area. Music and gross motor activities are scheduled daily.

Goals and Objectives

Each week the teachers set group goals. These goals may incorporate ideas from the weekly theme, basic concepts, or may be general developmental goals. Also, there are individual objectives incorporated each week. Again, these may apply to the weekly themes, concepts, or to that child's general development. For each age group, some general guidelines are listed.

Lambs (Infants)

- Set their own schedules, with naps and feedings on demand.
- Stimulate the senses (tactile, visual, and auditory).
- Encourage the child to imitate desired behaviors.

Koalas (Toddlers)

- Work within a loosely structured daily schedule.
- Provide situations where child can actively experiment to find a solution to problems.
- Encourage child to imitate desired behaviors.

- Help the child become more self-sufficient (cleaning up, caring for self).
- Encourage the development of the child's language abilities.

Cheetahs (Twos)

- Set a structured daily schedule, with planned activities in both the morning and afternoon.
- Work on toilet training. This is a joint task for parents and teachers. Due to Wake County Health regulations, children must be toilet trained before they can move out of the Twos room.
- Emphasize problem solving, and encourage the use of forward thinking.
- Encourage developing language abilities.
- Focus on large muscle coordination.

Lions, Bears, Tigers (Threes, Fours & Five)

- Set a structured daily schedule, with planned activities in the morning and afternoon.
- Emphasize reasoning abilities and problem solving skills.
- Help child with classification/categorization skills.
- Develop each child's special interests and encourage creativity.
- Work with large and small motor coordination.
- Increase concentration, listening and sharing skills through group experiences.

Field Trips

Carefully planned, age-appropriate field trips provide essential first-hand experience for enlarging the world for children. These trips will be planned throughout the year. Parents will be asked to sign a written permission slip for each trip. Only children currently enrolled are permitted to participate in field trips, due to insurance constraints.

Parents may be required to pay in advance for each field trip. You will be notified of a field trip in advance. If you do not want your child to attend field trips, please make arrangements for other child care on those days or check with the office to see if your child can join another class during the activity.

We always need parent volunteers for field trips.

Staff

Teachers

The quality of any child care facility is a direct reflection of its staff. MCDC recognizes its employees as the center's most valuable component. MCDC's personnel policies reflect respect for the staff as professionals, and provide a basis for understanding and meeting the needs of both the center and families. Method is committed to providing a working environment that exemplifies cooperation and support.

Our teachers meet or exceed the requirements set by the State of North Carolina. The State of North Carolina requires lead teachers to have an Early Childhood Credential (NCECC). We encourage all of our teachers to obtain their NCECC. All teachers are

required to take up to 20 hours of training per year, depending on education and experience. Training can take the form of workshops or college courses. This additional training is required in the hopes that all employees will stay informed on issues and concerns in early childhood education. Method requires all staff members to be certified in First Aid and CPR annually.

Prior to hiring, a criminal background check is conducted for each employee. We do not hire individuals convicted of child abuse or neglect. We only accept teachers with a commitment to children and their families. In order to enhance your child's growth and development, we hire teachers who are interested in providing quality care and stimulating environments.

Program Volunteers

All volunteers follow the same procedures required of staff regarding sanitation, health, safety and discipline issues. Volunteers that are in the center more than once per week are required to submit annual physicals and TB tests.

Wake Technical Community College

The Early Childhood Department at Wake Tech requires 4 semesters of student teaching for students to complete their Associates Degree Program. We will occasionally have students in this program planning and implementing lessons in the preschool classes.

We encourage community volunteers in any capacity, and welcome volunteers from any interested school or agency. All volunteers must check with the Director ahead of time regarding schedule, activity, and any childcare policies.

Tuition Policies

Payments

The first month's tuition must be paid on or before the first day's attendance. Thereafter, payment is due on the first business day of the month. There will be a \$25 late fee added to any unpaid balance after the 5th of the month. Should the 5th fall on a day that Method is closed, payment is due the last business day before the 5th. There is also a \$30 returned check fee. The receipt of one bad check will necessitate that all future payments be made by money order or certified check.

Place payments in the locked wooden "Payment Box" mounted in the entrance hall, beside the large bulletin board. Also, for the security of the center, please make

all payments in the form of a check or money order. NO CASH PLEASE!

If you need a receipt for your payment, please attach a note to your payment, with "receipt" written on it. All tuition and fees are non-refundable.

MCDC is a non-profit organization without an elaborate bookkeeping system, and operates with only a small cash reserve. Method cannot pay its bills on schedule without timely payment of tuition by parents. It, therefore, depends on parents to make prompt payments.

Holding Fee

A holding fee of \$275 per month may be charged in order to hold a child's space. This holding fee can only be utilized if

your child is absent from school. If the child attends at any time during the month, the entire tuition amount is due.

Space can only be held for a maximum of three months. After this period, parents will be required to pay the full monthly tuition amount.

Some typical uses of the holding fee are summer withdrawal, newborns not quite ready to start at the beginning of the

2017-18 Tuition Charges

| Age | Monthly Charge | Child-Teacher Ratio | Group Size |
|-------------------|----------------|---------------------|------------|
| Lambs (Infants) | \$1380 | 5 to 1 | 10 |
| Koalas (Toddlers) | \$1380 | 6 to 1 | 6 |
| Cheetahs (Twos) | \$1230 | 9 to 1 | 18 |
| Lions (Threes) | \$810 | 10 to 1 | 18 |
| Bears (Fours) | \$810 | 13 to 1 | 20 |

as of October 1, 2017

Enrollment Procedures

Priority Enrollment

First priority is given to parents of children already enrolled at MCDC. Enrollment is on a first-come, first served basis.

Registration Procedures

A parent interested in enrolling his/her child must submit an application, with a registration fee of \$80. As parents file their applications, their name will be placed on a waiting list. A limited number of applications will be kept on the waiting list. As openings become available, children with current applications on file will have spaces offered to them.

If there is an opening available that cannot be filled from the first person on the waiting list, the next child will be offered the slot. Parents may choose not to accept the slot. If they choose not to use the slot at this time, but wish to remain on the list, their name is moved to the bottom of the list. Parents who choose not to use a slot that is offered twice will be removed from the list.

Method does not discriminate in its enrollment practice because of race, creed or national origin.

MCDC does not provide drop in care of any kind.

school year, or vacations lasting a full month.

Withdrawal

If you plan to withdraw your child any time during the school year, thirty days notice will be required, or a penalty of one month's tuition will be imposed. Any unpaid debts at the time of withdrawal will be sent for collection, unless satisfactory arrangements are made with the Center Director prior to withdrawal.

Pre-Enrollment Visit

Parents and children are encouraged to visit the center for a few hours before they officially start. This helps make your child's experience at our center a pleasant one. It gives you an opportunity to get to know the staff, and the routine of your child's new class.

Statement of Inclusion

At MCDC, we will make any and every accommodation to ensure that all children have access to a quality early childhood education. We will not deny access to our center to any child, regardless of their special needs. We will make available to the child, therapists, special equipment, and any other services that are required. We will work with parents and any specialty staff to help the child. We will help parents find resources and service agencies if desired.

We ask in return that the parents keep the center informed of the child's needs as they change, as well as any changes in services the child receives. We also ask that the parents, therapists, and center staff keeps the child's needs at the forefront of all decisions, and make any recommendations for the child by always putting the child's needs first.

Required Enrollment Information

We ask you to provide the following information prior to enrollment, so that we can get to know your child and family better. Also, this helps us to understand your child and his/her needs, as well as any concerns that you may have. All information will be kept strictly confidential, and will be used only as necessary for the purposes of the center.

All enrollment forms must be completed before your child can attend Method.

Children's Medical Report and Immunizations

Each year, you must provide us with a medical report for your child. It should be completed by your child's physician. If your child has had a physical within the past twelve months, he/she does not need to get a new one. Simply have the physician fill out our form based on the previous information. We must have a physician's documentation of any allergies (including food and drug allergies) or restrictions on this form, as well.

It is a North Carolina law that your child receives immunizations in order to attend child care. Therefore, it is extremely important that your child's immunization records are up to date. It is the parent's responsibility to bring Method a copy of their child's most recent immunization record.

Emergency Contacts

This form lets the center know who should be contacted in case of an emergency, and in what order. It also gives us personal information about your child, should the center not be able to contact you. Also on this form is permission to authorize any necessary medical treatment in case you cannot be contacted. All persons on this list must be listed on the Authorization to Pick Up.

Authorization to Pick Up

This is a list of persons authorized to pick up your child. It can include neighbors, co-workers, babysitters, relatives, etc. This is different from the emergency contacts.

The people on this list will not be notified in case of an emergency, unless they are also on your emergency contact list.

Discipline Agreement

It is the policy of MCDC and the law of the State of North Carolina to neither spank nor physically punish a child. Constructive techniques for managing behavior and maintaining a child's self-worth will be applied. The goal of discipline is teach the child self-control, and self-correcting techniques. Discipline is not punishing; it is teaching. All parents are to sign a statement of our discipline policy.

Parent Handbook Agreement

Each family will receive a parent handbook upon enrollment, which contains the policies and procedures of MCDC. It is required that all parents read the handbook, understand and adhere to all policies, and sign the Parent Handbook Agreement.

Parent Volunteer Commitment

This checklist will be turned over to the Parent Volunteer Coordinator to create a master list of tasks that parents are willing to share with Method. Each family is responsible for committing 12 hours per school year to Method.

Photo Release

Method children in the past have been used in photographs to promote quality child care, and for informational purposes. Parents are asked to sign a photo release agreement. Parents will be notified when pictures of this nature will be taken, and a permission slip will have to be signed for each specific picture.

Annual Registration

As a nonprofit child care facility, the Center works hard to fundraise, maximize state and grant support, and utilize volunteers to keep our tuition reasonable. However, with each new school year starting September 1, the Center will charge an annual registration fee to purchase new classroom supplies to ensure our children have a great pre-school experience. This fee will be added to your monthly tuition fee.

Parents of Infants only

- **Feeding Schedule**
Parents must provide a written feeding schedule for children up to 15 months. A daily record of foods eaten by infants and toddlers will be maintained and shared with parents daily. Infants will be held for bottle-feeding. Bottles will not be propped, or given to a child in a crib. Older infants will be held or placed in a high chair for feeding.
- **Sleep Policies**
Research has shown a higher risk of Sudden Infant Death Syndrome (SIDS) in infants who sleep on their stomachs. Due to this, Method will only place children on their backs to sleep, until such time as the infant is able to roll over (front to back, and back to front) on their own.

Center Practices and Policies

Hours of Operation

MCDC is open five days a week from 6:30 a.m. to 6:00 p.m, with the exception of those days noted in the calendar. These hours have been established to accommodate your working schedules. If there are changes in our hours, you will be notified at least two weeks in advance.

Timely arrival (no earlier than 6:30, and no later than 9:30) and regular daily attendance are necessary for children to reap the full benefit of our program.

Arrival/Departure

Since arrival and departure are important transition times for the children, these activities need to be handled thoughtfully and delicately. Bring your child directly into his/her classroom, and speak to the attending staff member. In order to satisfy the requirements of Method's liability insurance, the drop-off person must sign in their child on the sign in/out sheet provided in the classroom.

When leaving a child that is upset, let him/her know that you have to go to work, but remind him/her of who will be picking up, and at what time. (For example, "I have to go to work now. Have a good day at Method. Daddy will pick you up at 5:00.") This helps to reassure the child that you will be returning. After saying goodbye, you may leave, even if the child is still upset. The teachers are trained to deal with situations like these. Often times, the child will engage in an ongoing activity once the parent has departed. You are welcome to call the center later in the day to check on him/her.

When picking up your child in the afternoon, you must step into the playground or building. Again, for your child's safety, the pick-up person must sign out your child. We will not release your child to anyone under the age of 18. Likewise, we will not release your child to anyone that is not listed on your Authorization to Pick Up, unless otherwise instructed in advance. Remember that children must be picked up by the closing time of 6:00.

If someone besides the parent is to pick up a child, the parent must contact the teacher or Director in advance. Method needs to know the person's name, a physical description, and if the child knows the person. Such a stringent policy is necessary for your child's protection and the safety of the staff and center.

If the pick-up person is not listed on your list of persons authorized to pick up, please fill out a pick-up release form. Make sure to give a full description of the person. Give this form to the Director. The Director will ask for a driver's license or some other photo identification to verify the information and a photocopy of that ID will be attached to the release form. The pick-up person will also sign the form.

Security

Safety is extremely important at Method. In, order to enter the building, you must have the center's code. In, addition, you must have proper identification on hand, in order to pick up your child. The door will be locked at all times. Please do not prop open the door, or let in anyone you do not know. For added security procedures, Method may change the door code on an annual basis, possibly coinciding with the beginning of each school year

(September). Parents will receive a notification that the code is changing and ask for your patience during the first few days while everyone learns the new code.

Late Pick-Up

Parents may pick up their children at any time during the day, but for your child to get the full benefit of the program, it is best to pick them up after 3:30 p.m. All children must be picked up by our closing time of 6:00. After 6:00, a late pick-up fee will be charged. The late fee will be \$5.00 per child per five minutes, or portion of five minutes.

There is no grace period after 6:00.

This late pick-up fee is to be paid at the time of pick up, directly to the staff person staying with your child. This fee must be paid before the child can return to MCDC. Childcare will be terminated for any child who is repeatedly picked up late.

Parking

Common courtesy, safety precautions, and adherence to state law make it mandatory that Method parents and staff follow the following rules:

1. Never park in any of the handicapped spaces unless you display the required handicapped sign in your window.
2. Never park in the driveway directly in front of the entrance. (Doing so makes accidents and injuries much more likely.)

Children's Personal Belongings

Children do not need to bring toys, games or videos to Method. We have enough equipment for all of the children. Unless it is a specific request from the teacher, all personal belongings should stay at home.

While at MCDC, children will be actively learning. This includes outdoor activities, art projects and active play. They should be dressed in clothing that is appropriate for these activities. Shoes should be closed on the toe and heel, for safety reasons. Clothing will probably get dirty. Please do not limit your child's enjoyment here at MCDC by sending them to school in clothing that must be kept clean.

Infants

Parents should supply several changes of clothing, disposable diapers, wipes, and any diaper medications needed. MCDC provides Enfamil with Iron, and will serve your infant this if you wish. If you accept the formula that we provide, you must prepare enough bottles for the day in our kitchen and deliver them to the Infant room, labeled. If you prefer another brand of formula or use breast milk, you will also need to supply this in labeled bottles. Labels must include the child's name and date the bottle is to be used.

Once your child turns 12 months old, we are required to provide whole milk. If you choose to continue to use formula, you will need to provide it at that time, even if you have been using the Method provided formula up to that time.

Toddlers and Twos

Parents of one and two year old children should provide at least one complete change of clothing, disposable diapers, wipes, and any diaper medications needed.

When toilet training, we request that children wear clothing that they can manage by themselves (no belts, overalls, etc). At this time they will also need more than one change of clothing per day. Once your child has begun toilet training, we ask that you are consistent with it, and bring your child to school in underwear every day.

Preschoolers

Parents of preschoolers should provide one complete change of clothing, including socks and underwear. Parents can provide a toothbrush until the dental hygienist comes to visit, usually in October or November, and leaves toothbrushes for everyone.

Birthday Celebrations

In order to meet nutrition requirements, Method is responsible for providing all of the food that is to be served or food be store bought (not homemade). MCDC celebrates all birthdays (children and staff) each month. Parents are welcome to come and celebrate their child's birthday with the center. Since children are very sensitive, we ask that invitations for parties outside the center be sent through the mail or placed in a child's folder and addressed to the parent. Please do not put invitations in the children's cubbies. If you would like to treat your child's class on your child's birthday, we recommend donating a book in his/her name or some other classroom supply.

Individual Assessment

Preschoolers will be screened during the school year using the Creative Curriculum Assessment This assessment compares the child's developmental progress only to him/herself. Our teachers use the results for each child to develop an individual program, which will seek to teach all of the needed developmental skills during the year. All assessment results are confidential, and are shared with parents during parent conferences, or upon request.

Parent-Teacher Conferences

Teachers may hold parent conferences twice per school year, at which time the child's progress will be discussed. Also at this time, teachers will share with parents the goals for the classroom, and parents are encouraged to share their concerns for their child. Teacher and parent strategies will be developed to address any concerns.

Parents may schedule conferences with teachers or the Center Director at any other time that they feel a need. Likewise, the teachers or Center Director may request a parent conference if needed.

Health and Safety Procedures

Sick Children

If a child becomes ill while at the center, he/she must be isolated from the other children. The parent or other emergency contact will be notified, and asked to make arrangements to have the child picked up.

A child must be sent home if he/she has any of the following:

1. Fever: a temperature of 101° or higher. The child must stay home until the temperature has been normal without medication for 24 hours. We do not administer Tylenol, Motrin, or Advil for fevers.
2. Diarrhea, watery or foamy bowels: Two or more loose or watery stools, within a period of two hours. If the child is sent home for diarrhea, he/she may not return until at least one normal bowel movement has occurred or has gone without a loose stool for 24 hours.
3. Vomiting: Vomiting two times, more than normal spitting up.
4. Rashes: Any rash not diagnosed by a physician. (We must have instructions on file for treatment and handling.)
5. Impetigo: A skin infection consisting of blisters surrounded by a reddened area. When the blisters break, the surface becomes raw, and weeps and oozes. The lesions eventually become crusted and yellow in color.
6. Conjunctivitis: An eye infection commonly referred to as pink eye. The eye is generally red, and may itch or burn, and has a yellow or green discharge. The child must be on medication for 24 hours, and all signs of irritation must be gone, for the child to return to the center.
7. Head Lice: Lice are small insects that cause intense itching of the scalp. The child should be treated under a doctor's care. All nits (eggs) must be removed from the hair shaft, and the home environment cleaned according to the Health Department's directions. Child may return with a physician's note, and when all evidence of lice and nits are gone.
8. Ringworm: This is a fungal infection of the skin that causes a circular rash. The child may return once they have seen a physician, and received treatment for 48 hours. The rash must be covered while he/she is at school.
9. Chicken Pox: Blisters usually begin on the trunk (stomach or back), and spread over entire body. The child may not return until all blisters are scabbed over, and there are no new breakouts.
10. Strep Throat/Scarlet Fever: If a strep infection is diagnosed, the child must be on medication for 24 hours before returning to the center.
11. Any of the usual childhood diseases (measles, mumps, rubella, roseola, etc.).

Administration of Medication

No drug or medication will be administered without specific written instructions from the child's parents.

A medication form must be filled out for each medication. This form must be filled out completely, with the exact dates and times to administer the medication. For example, the authorization must read 10:00 and 2:00, on Monday the 5th, not every four hours for ten days.

All medicine must be in its original container. If it is a prescription, the container must bear the pharmacist's label, which lists the child's name, date filled, physician's name, name of medication, and directions for dosage. Information on the medication label must coincide with the written instructions from the parent's signed medication form. Medication will not be administered more than two times per day. We will not administer out of date medications or medications prescribed for another person.

Over the counter medications must have the correct dosage printed on the label for your child's age or weight. If the label reads, "consult a physician" for your child's age or weight, we must have specific written authorization from a doctor as to the correct dosage amount and frequency in addition to the written authorization from the parents.

When the medication is administered, the time is noted on the form, and the staff member administering it signs the form. Staff members who fail to administer medication properly or fail to complete the appropriate forms may be terminated.

Medication will not to be mixed with formula, juice, milk, water, or food without specific written instructions from a physician.

Diaper rash medications may be signed in for up to one year and must have the child's name and date brought to the Center written on the tube/container.

Diaper Changing Procedures

Children in diapers will have their diapers checked about every two hours. All children will have diapers changed as needed. Safe diapering procedures are followed. (This procedure is posted above each changing table.) Diaper changing facilities are washed and sanitized after each use

Sanitizing Equipment

In order to maintain a healthy environment, Method, as well as state law, requires that furniture, equipment, and toys be kept clean and in good repair. All staff members are responsible for maintaining healthy classroom environments. All equipment and toys are sanitized with a bleach and water solution daily, and more often if needed. Tabletops are sanitized after each use, and shelving and other furniture is sanitized weekly, or more often if needed. Teachers are responsible for cleaning up spills as they occur. Cots are sanitized weekly. Method provides linens for the cots, and launders them weekly.

Staff sweeps, mops, and vacuums each night. They also take care of cleansing bathrooms and emptying trash cans.

Accidents

For all types of accidents or injuries, an incident report will be filled out by the child's teacher, and signed by an administrator. Information included on this form will include the date and time of accident, the name(s) of staff supervising, the circumstances surrounding the accident, and steps taken to prevent a reoccurrence. The parents and the center will each keep a copy of the report once the parent has signed it.

Minor Accidents

Staff members will bring the injured child to the Method office, and first aid will be administered. First aid will consist of applying ice or a cold compress if needed. Open wounds will be rinsed with clean water. Small scratches may be washed with anti-bacterial soap. A non-medicated band-aid or sterile gauze may be used to cover the exposed area. Should the child sustain any type of head injury, bump or broken skin, the parents will be notified.

Serious Accidents

If a child has an emergency inside the center, on the playground, or during a fieldtrip, a staff member will have the child assessed by the administrative staff immediately. The following procedures will be initiated:

- If the child has sustained a head, neck, back or leg injury, the staff will call 911. The child will not be moved.
- If the child has none of the above and can be moved, the center Emergency Medical Plan will be followed.
- Administrative staff will be responsible for the following:
 - Assuring that the medical treatment authorization form is taken with the child to the emergency room.
 - Accompanying the child to the hospital.
 - Notifying parents, or other emergency contact person.

Incidents

If something unusual occurs related to a child, employees are required to fill out an Incident report, and have it signed by an administrator. Staff members are required to report information related to the care of the child, such as bloody stools, a sore that does not heal properly, or an unusual temperament or behavior pattern. All incident reports are kept confidential, and will be kept on file.

The State of North Carolina mandates that child care employees report any signs of suspected abuse or neglect.

Safety

North Carolina law requires that we perform fire drills each month. They are done at different times of the day. A record of these drills is posted in the office.

Inclement Weather

Hazardous weather conditions may force Method to open late, close early, or remain closed for the entire day. We make every effort to operate the Center as long as road conditions are safe. When hazardous weather arises, parents should call Method, and either a staff person or a recorded message will give the hours of operation for that day. When a storm warning is issued, Method administrative staff along with the Board of Directors assistance will monitor conditions, and ensure that there is adequate heat, electricity, and water in the building. As a general guideline for altered hours of operations, we look to the Wake County Public School System (WCPSS) and post status information on WRAL closings and the Center's remind notification. In the event that WCPSS announces a delay or closing due to weather, the following will apply:

- Method will mimic WCPSS's delay/closing exactly (example a 2 hour delay means Method opens 2 hours later than normal operating hours, 6:30am becomes 8:30am)
- Method will NOT be more cautious than WCPSS but may be more lenient, meaning if Wake County Public School has a 3 hour delay then Method could have a 3 hour delay or LESS
- If Method's hours will differ from the WCPSS, this change will be posted on WRAL and our center's Facebook page along with an update to our center's recorded message and an email to the parent's list.
- Method will strive to announce a change from WCPSS no later than 6:00am that day.

Meals at Method

MCDC participates in the Child and Adult Care Food Program, which is sponsored by the North Carolina Department of Public Instruction. The goals of this program are to provide nutritious and appetizing meals, introduce different types of food, and teach good eating habits. MCDC will avoid serving overly sweet items, and will encourage the children to enjoy the flavor of a variety of wholesome foods.

Children with physician documented food allergies or restrictions will be listed in each classroom and in the kitchen. Only these children will be served alternate food and/or drink.

Our weekly menus will be posted on the bulletin board in the entrance hall, at each classroom, and in the kitchen. Additional copies are available in the director's office. Breakfast is served from 8:30-9:00, lunch from 12:00-12:45, and afternoon snack from 3:15-3:45. If your child arrives after these times, we will not be able to provide a meal or snack for him/her. Our cook has to begin preparing the next meal once the previous one is cleaned up. Teachers are encouraged to sit, eat and talk with the children at meal times.

CACFP serving sizes are as follows:

| | 1 - 2 years old | 3 - 5 years old |
|---|-----------------|-----------------|
| Breakfast: | | |
| Milk | ½ cup | ¾ cup |
| Fruit or Vegetable* | ¼ cup | ½ cup |
| Bread or bread alternate | ½ slice | ½ slice |
| Lunch: | | |
| Milk | ½ cup | ¾ cup |
| Meat or meat alternate** | 1 ounce | 1 ½ ounces |
| Fruit or Vegetables* (must offer 2 different fruits or vegetables) | ¼ cup total | ½ cup total |
| Bread or bread alternate | ½ slice | ½ slice |
| P.M. Snack (must serve 3 of the 4 components listed): | | |
| Milk | ½ cup | ½ cup |
| Fruit or Vegetables* | ½ cup | ½ cup |
| Bread or bread alternate | ½ slice | ½ slice |
| Meat or meat alternate** | ½ ounce | ½ ounce |

* Or full strength fruit or vegetable juice

** Examples of meat alternates are cheese, yogurt, eggs, or beans

Parents at Method

Daytime Visits

Here at Method, we have an open door policy. Parents may visit at any time to observe the classrooms, speak with the teachers or administrators, or just to say hello. In planning your

visits, we ask that you consider how your child will react to a visit before dropping in on the classroom. It may make it harder on him/her if you come in during the day, and then leave again.

Parents are invited to have lunch with their child during the week. We ask that parents make their reservations at least one day in advance with the Director or cook. The cost is \$3.00 per meal. We encourage parents to wait until the children have settled into the routine of the new school year before planning their visit.

Parent Group

We have a parent group that meets regularly. This group plans activities for parents and staff, as well as fundraisers. The parent group also sponsors activities for the children, such as Tumble Bus.

Each year, the Parent Group elects one representative to the Method Board of Directors. If you have concerns, they may be given to this representative.

Parent Volunteer Policy

The parents of each child enrolled in Method Child Development Center are expected to volunteer a minimum of **12 hours** per year to ensure the smooth operation of the Center. Most parents find that taking part in the Center helps them get to know other parents and feel more at home at our Center.

It is each parent's responsibility to seek out and engage in volunteer activities. Parents may choose from a variety of options to complete their volunteer obligation. There is a checklist of possible volunteer activities included in the Enrollment Package. The Center Director or Volunteer Coordinator will get in touch with you in September (or soon after you enroll) regarding the activities that you select.

Additional volunteer opportunities will be posted throughout the year on the Parent Board in the hall, in each classroom or in email from the Center Director or Volunteer Coordinator. The volunteer obligation is the same for all parents whether the child is enrolled on a full-time or part-time basis.

All parents are expected to assist with major fundraising projects since these projects directly benefit the children and the Center.

As volunteer time, parents are always encouraged to spend time with their children at the Center. This may involve reading a story, playing with the child (and friends) in the blocks or housekeeping area, or some other activity before leaving for work or before departing in the afternoon.

If you have skills that you wish to share with us, WE LOVE VOLUNTEERS! Parents are welcome to volunteer on field trips, to help with classroom activities, or simply to sit in a classroom at naptime so that teachers can have planning time. There are various workdays throughout the year in which we will need parent participation for things such as playground clean up, interior "spring cleaning," or new equipment assembly. Any other ways to help out that you may think of would also be appreciated.

Solicitation Policy

- Solicitation of any kind is not allowed by persons who are not staff or enrolled at Method Child Development Center, including flyers posted in the Center. This policy includes inside the building or anywhere on the property.
- Any staff or families attending Method Child Development Center must seek prior approval from the Director before sharing services or selling products to parents and/or staff.

**WELCOME TO
METHOD CHILD DEVELOPMENT CENTER!**
We look forward to working with you and your child.