



Care-O-World

EARLY LEARNING CENTER

2016 Parent Handbook

146 Whispering Pines Road
Washington, NC 27889

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PHILOSOPHY AND SCHOOL GOALS

The purpose of Care-O-World is to operate and maintain a program of learning for the children and families in our existing community and neighboring communities who require and desire our services.

Our goal is to provide a program of daily activities designed to stimulate and enhance the development of each child. The goals are planned with an awareness of children's special needs, interests, characteristics, and ways of learning. Therefore, we must keep in mind when setting goals that goals must be broad and individualized. We recognize how vital and important this period is as a foundation for the child's total development. We strive to prepare each child for kindergarten success and for life-long learning. Our goal is to make each preschool year an important and satisfying experience.

We recognize that all children come to school with different strengths. By recognizing and respecting the individuality of each child, the teacher will be better able to communicate and reach each child in small personal groups. We believe in an atmosphere where a child feels secure, confident and free to explore and question so that his or her potential abilities and aptitude for learning will flourish.

We recognize that all children, when possible, should be served in an inclusive classroom environment. Additionally, children and their families are not discriminated against due to race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Our goal is to implement a curriculum that creates a happy, healthy, intellectual, challenging and motivating atmosphere. We strive to create and structure the classroom activities so that we are able to encourage children to be intellectually curious and constructively occupied.

DEVELOPMENTAL OBJECTIVES

Children come to school with many different strengths and levels of knowledge upon which the teacher can build. Therefore, we feel that an excellent early childhood program includes the following objectives throughout the early years of learning: (Used with permission from Teaching Strategies, Inc., Washington, DC © 2001.)

INFANTS AND TODDLERS

To learn about self and others

1. Trusts known, caring adults
2. Regulates own behavior
3. Manages own feelings
4. Responds to others' feelings with growing empathy
5. Plays with other children
6. Learns to be a member of a group
7. Uses personal care skills



To learn about moving

8. Demonstrates basic gross motor skills
9. Demonstrates basic fine motor skills

To learn about the world

10. Sustains attention
11. Understands how objects can be used
12. Shows a beginning understanding of cause and effect
13. Shows a beginning understanding that things can be grouped
14. Uses problem-solving strategies
15. Engages in pretend play

To learn about communicating

16. Develops receptive language
17. Develops expressive language
18. Participates in conversations
19. Enjoys books and being read to
20. Shows an awareness of pictures and print
21. Experiments with drawing and writing



PRESCHOOL

SOCIAL/EMOTIONAL DEVELOPMENT

- I. Sense of Self
 1. Shows ability to adjust to new situations
 2. Demonstrates appropriate trust in adults
 3. Recognizes own feelings and manages them appropriately
 4. Stands up for rights
- II. Responsibility for Self and Others
 5. Demonstrates self-direction and independence
 6. Takes responsibility for own well-being
 7. Respects and cares for classroom environment and materials
 8. Follows classroom routines
 9. Follows classroom rules
- III. Pro-social Behavior
 10. Plays well with other children
 11. Recognizes the feelings of others and responds appropriately
 12. Shares and respects the rights of others
 13. Uses thinking skills to resolve conflicts

PHYSICAL DEVELOPMENT

- I. Gross Motor
 14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
 15. Shows balance while moving
 16. Climbs up and down
 17. Pedals and steers a tricycle (or other wheeled vehicle)
 18. Demonstrates throwing, kicking, and catching skills

II. Fine Motor

- 19. Controls small muscles in hands
- 20. Coordinates eye-hand movement
- 21. Uses tools for writing and drawing

COGNITIVE DEVELOPMENT

I. Learning and Problem Solving

- 22. Observes objects and events with curiosity
- 23. Approaches problems flexibly
- 24. Shows persistence in approaching tasks
- 25. Explores cause and effect
- 26. Applies knowledge or experience to a new context

II. Logical Thinking

- 27. Classifies objects
- 28. Compares/measures
- 29. Arranges objects in a series
- 30. Recognizes patterns and can repeat them
- 31. Shows awareness of time concepts and sequence
- 32. Shows awareness of position in space
- 33. Uses one-to-one correspondence
- 34. Uses numbers and counting

III. Representation and Symbolic Thinking

- 35. Takes on pretend roles and situations
- 36. Makes believe with objects
- 37. Makes and interprets representations

LANGUAGE DEVELOPMENT

I. Listening and Speaking

- 38. Hears and discriminates the sounds of language
- 39. Expresses self using words and expanded sentences
- 40. Understands and follows oral directions
- 41. Answers questions
- 42. Asks questions
- 43. Actively participates in conversations

II. Reading and Writing

- 44. Enjoys and values reading
- 45. Demonstrates understanding of print concepts
- 46. Demonstrates knowledge of the alphabet
- 47. Uses emerging reading skills to make meaning from print
- 48. Comprehends and interprets meaning from books and other texts
- 49. Understands the purpose of writing
- 50. Writes letters and words



PROGRAMS

FULL-TIME WEEKLY CARE

Weekly care for the supervision and nurturing of children ages six weeks through five years of age is offered. This is provided for the daily care of children whose parents are usually employed or attending school, or those who need all day care. This care is provided for school age siblings when schools are out for short or extended periods, such as during school holidays. Extra activities are offered to children 3 and up during the summer.

INFANT/TODDLER and NORTH CAROLINA BABIES FIRST

The infant program is designed to foster maximum development of each child. It gives infants a nurturing, loving, safe environment. It includes assessment of development, close parent-teacher interaction, and lesson plans tailored to each individual child. Our goal is to assure that each infant is assigned to one caregiver and that the child stays with that caregiver until age two whenever possible. Care-O-World uses the Creative Curriculum for Infants and Toddlers© for all children ages Birth thru 2.

North Carolina Babies First (NCB1) is a grant funded program that aims to serve young learners who are identified as being at-risk or underserved. This is a half-day program and Care-O-World is proud to offer wrap around care for these young learners if needed for nominal charge. If you want more information about this program please contact a center director.

PRESCHOOL and NORTH CAROLINA PRE-KINDERGARTEN

Our preschool and North Carolina Pre-Kindergarten (NCPK) program is offered as part of the full-time weekly care program so that children will not have to go off premises for preschool academic education. It is designed to give children the experiences that will help them prepare for their later school life. It includes assessment of skills, parent/teacher conferences, and detailed lessons in the areas of language development, gross motor skills, social skills, discovery skills, drama, music, art, reading readiness, writing readiness, and mathematics readiness. A graduation service for children entering Kindergarten is held at the end of each school year. All preschool classes participate in the program. Care-O-World uses the Creative Curriculum for Preschool© for all children ages 3 thru 5.

BEFORE AND AFTER SCHOOL CARE and SUMMER CARE

School-age care is offered to older, school-age children who have siblings at our center. Our school age program provides nutritious meals and a planned program of activities that are a change of pace from home and school. These include but are not limited to the following: rest/quiet play, recreational activities (out/indoor), games, arts and crafts, sports, cooking and field trips. While we provide services for siblings of preschool children, our program is tailored to provide care for the younger child so when your young person reaches the developmental age of pre-adolescence we recommend that you find a program that will better meet your young person's needs.

SECOND SHIFT CARE (Washington location only)

Second shift care is offered for families that work or attend school after the typical work day. Our second shift operates until 10:00PM with a 15 minute allowance for parents to drive to pick up their children if scheduled to work until 10:00PM. Supper,

an evening snack, help with homework, and an organized relaxed bed time is included for all children in second shift care. Evening activities are planned to enrich children's lives without watching television.

DAILY OPERATING POLICIES AND PROCEDURES

ADMISSION POLICY

Any child from six weeks through 10 years may enroll. Parents must fill out an application for admittance. Immunization records and emergency contact information are required before a child can remain in our care. A medical form signed by a licensed health professional must be returned within 30 days of enrollment.

TUITION AND FEES

Tuition and fees are due in advance or unless other arrangements are made with a Director. We are a non-profit organization on an inflexible budget, so it is necessary that payments be made in a timely manner. Credit is not given when children miss a day during the week. See current rate sheet for a detailed schedule of fees.

A week's vacation is allowed without pay once per year during which the child does not attend. A written request must be submitted for the vacation week within two weeks of absence.

OPERATING HOURS

Care-O-World operates 6:00 AM until 10:00 PM Monday through Friday in Washington; 6:00 AM until 6:00 PM in Chocowinity.

Children enrolled in our full time weekly care may be in attendance up to 11 hours per day, Monday thru Friday. Any attendance beyond 11 hours per day is subject to the additional hourly charge listed on the current rate sheet.

Children that are enrolled in the NCPK or NCB1 program may attend before or after their scheduled program for an additional fee.

Care-O-World will be closed on the following days:

- New Year's Day
- Good Friday or Easter Monday (announced yearly)
- Memorial Day
- 4th of July
- Labor Day
- One day in the fall for staff training (to be announced yearly)
- Thanksgiving Day
- Christmas Eve
- Christmas Day



There is no reduction in tuition charges for these closings. (Our NCPK classrooms and NCB1 classrooms operate using a slightly different schedule. If needed, please get a copy from a center director.)

TRANSPORTATION, SAFE ARRIVAL AND SAFE DEPARTURE

Parents are asked to park safely in a designated parking space and accompany their child to the classroom. Staff must be notified of the child's arrival. When picking up children, parents are to come into Care-O-World and accompany their child from the classroom to the car. Staff must be notified that the child is leaving.

All parents and other routine drop-off or pick-up designees will be asked to provide their fingerprint and a four-digit code to use our secure entrance. This secure entrance will clock each child in and out daily with a record of who accompanied the child.

Children will only be released to their parents or parents' designee and the designee must show picture ID if our staff is not familiar with him/her.

When parents pick up their child, they must assume responsibility for the child. Once a child is released to a parent/adult, the child is the responsibility of that adult. An adult must accompany each child, regardless of age, out of the building because of the traffic in the driveway and parking lot.

Children transported in a Care-O-World vehicle will always be transported in an approved safety restraint seat, or safety belt, as dictated by current law. A first aid kit and fire extinguisher is located in all company vehicles, which are insured and driven by approved drivers.

Children being transported by Care-O-World are loaded and unloaded curbside. When a child is transported by Care-O-World to their home, an adult must be available to receive the child from the bus or van. When children are picked up from their home an adult must accompany the child to the van or bus. Children are never to be left unattended. No child will be transported without prior approval from parents.

Parents are always expected to incorporate safety precautions with their children. Please use child restraint seats, and/or safety belts at all times. Make driving time a safe and pleasant experience for your child. Sing, play driving games (ABC, color of signs, etc) and talk with your child about their school experience!

MEALS AND SNACKS

Care-O-World participates in the USDA Child and Adult Care Food Program. This program ensures that your child will receive meals and snacks that are healthy for all children. Furthermore, Care-O-World takes pride in serving home style meals that children enjoy. This means that very little fast food (hamburgers, hotdogs, sandwiches, etc.) is served on a regular basis.

Care-O-World serves breakfast, lunch, an afternoon snack, supper, and an evening snack daily at the following times:



Breakfast	8:30 am . 9:00 am
Lunch	11:15 am . 12:00 pm
Snack	3:15 pm . 4:00 pm
Supper	6:30 pm . 7:00 pm*
Evening Snack	8:30 pm . 9:00 pm*

* not at all locations

If your child brings food and/or candy, it will be placed in their bag for consumption at home. Individual food and candy items tend to cause problems among the other children and the caregiver. We also have children with special diets due to health problems (diabetes, hyperactivity, allergies, etc.). We cannot risk these children ingesting foods they cannot have. Please make sure that your child has eaten if they arrive after a meal time.

ITEMS PROVIDED BY PARENTS

Parents are required to provide at least one change of clothes to be kept at Care-O-World for any possible accident. Feel free to send extra sets during potty training as accidents are more frequent during the learning period. Please send a replacement set of clothes when your child wears his or her extra set home.

Parents of infants and toddlers are required to provide all diapers and wipes. If your baby is using Care-O-World formula you will need to provide 4 to 5 clean bottles each day. If not using Care-O-World formula then parents should provide 4 to 5 prepared bottles.

HEALTH POLICIES

PHYSICAL EXAM AND IMMUNIZATIONS

All children are required by law to have a physical exam and an updated immunization record on file. Parents are asked to bring shot records or other documentation to the office for filing in the child's folder when immunizations are given.

ADMINISTERING MEDICATION

Properly labeled medication that is currently prescribed by a physician can be administered provided the parent gives written permission and instructions on a medicine slip. The medicine must be in its original container and within administration date. Medication must have the child's name and dosage required on the container. As a convenience to parents, pharmacies will make two bottles of medication so that one bottle can stay at home and one at Care-O-World.

We can also administer over the counter medication in age/weight appropriate dosages. If the instructions say, "under 2 consult a physician", a written note from your child's physician is required.

All medications must be approved by a member of the administrative staff. Complete all medicine slips in the office.

SANITATION AND GERM FIGHTING

When children are exposed to other children there is always a risk of passing germs from one child to another. Care-O-World works diligently to fight the spread of germs throughout each day. Caregivers and children wash hands upon arrival, after each contact with body fluids (nose wipes, toileting, diapering, etc.), before and after water and sand play, before and after meals, and upon returning from outside. Hand washing is the single best way to prevent the spread of germs so every child is taught how to properly wash hands and we ask that parents encourage hand washing when out of our care.

All surfaces and materials are cleaned and sanitized using the following guidelines:

- ◆ Infant and toddler toys . after mouth contact and each day
- ◆ Preschool toys . after mouth contact and each week
- ◆ Infant crib sheets, mats, and blankets . after becoming soiled and daily
- ◆ Mat sheets, mats, and blankets . after becoming soiled and weekly
- ◆ Carpets . vacuumed daily and professionally steamed cleaned at least monthly
- ◆ Tile flooring . after becoming soiled, daily mopping, and weekly buffing
- ◆ Toilets, sinks, fixtures . after becoming soiled and twice daily (cleaned and disinfected)
- ◆ Changing Tables . after each diaper change (cleaned and disinfected)
- ◆ Tables . prior to meals; after meals; after becoming soiled
- ◆ Chairs . after becoming soiled and weekly

When we become aware of a contagious illness exposure parents are informed and additional cleaning and sanitation of all surfaces are performed.

ALLERGIES

If your child has any known allergies, please indicate this on their initial paperwork and notify the center director and your child's caregiver.

If your child has any food allergies, and their diet must be restricted, we must have a note on file from your child's physician stating this fact.

CHILDHOOD ILLNESS AND DISEASE

Children may not remain in care when they:

- have temperature of 101 degrees or greater or
- have the sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water; or
- have two or more episodes of vomiting within a 12 hour period; or
- have a red eye with white or yellow eye discharge until 24 hours after treatment; or
- have scabies or lice; or
- have known chicken pox or a rash suggestive of chicken pox; or
- have tuberculosis, until a health professional states that the child is not infectious; or
- have strep throat, until 24 hours after treatment has started; or
- have pertussis, until five days after appropriate antibiotic treatment; or
- have hepatitis A virus infection, until one week after onset of illness or jaundice; or
- have impetigo, until 24 hours after treatment; or
- have a physician's or other health professional's written order that the child be separated from other children.

If a child has any signs of the above, the child will be removed from the group to a quiet, supervised area, away from the other children, until the parent can pick up the child. If we cannot locate a parent, we will call one of the emergency contacts.

The state law states that in order for a slightly ill child to remain in Care-O-World's care, he/she must have a temperature of 101 or less and be able to participate in the day-to-day classroom activities.

OTHER POLICIES AND PROCEDURES

CHILD ABUSE AND NEGLECT

Each staff member is required by law to report any suspected case of child abuse and neglect to the Department of Social Services. If a parent suspects abuse and neglect in the center they are to report it to the center director and the Department of Social Services at 975-5500 or the North Carolina Division of Child Development at 1-919-662-4527.

ACCIDENT POLICY

If a serious accident occurs, staff will apply emergency first aid immediately, call the rescue squad, and then call the parents. An accident report will be filed and parents will be asked to sign the accident notification form within 24 hours of the accident. A copy of this report will be sent to the Division of Child Development.

Minor accidents will be handled according to accepted first aid procedures. Parents will be notified by telephone if the director or teacher feels it is necessary. Boo-Boo reports will always be filled out to explain the incidents.

INSURANCE

If an accident occurs at Care-O-World, parents must first file a claim on the child's insurance policy first. If there is still a balance due we will make arrangements for payment.

TOYS FROM HOME

Care-O-World is not responsible for any toys brought from home. Children are expected to share toys with classmates or keep the toys in their cubby. Weapon-like toys are prohibited at all times.

PARENT INVOLVEMENT

We encourage all parents to become involved in their child's education and development. Please feel free to volunteer at any time. We encourage and want your participation with field trips, parties, collecting materials, and assisting the teachers in the classroom. We believe that the child's first and best teachers are their parents and want you to be a part of your child's experiences here at Care-O-World.

PARTIES

Seasonal parties will be announced in advance and parents may donate goodies. Any food brought into Care-O-World for consumption by the whole class must be prepared in a commercial kitchen. We regret that home made goodies cannot be served but the safety of our children is the most important factor in food service.

Birthdays are recognized by Care-O-World by having cupcakes for the whole class at snack time on the child's birthday. If a parent wishes to do anything further, he/she may, provided that the teachers have been notified ahead of time. Birthday parties will be held at 3:30PM (1:30 for NCPK). Please give individual gifts at home to spare the feelings of other children who may not understand why they did not receive a gift.

WEATHER CLOSING

The childcare center will close due to adverse weather conditions when absolutely necessary. Please listen to television channels **7**, **9** and **12** for announcements of closings. The NCPK classrooms will follow the Beaufort County School closing decisions. There is no reduction in tuition for closings due to weather.

OUTDOOR PLAY POLICY

According to NC Child Care Rules, all children ages two years and over must have at least one hour of outdoor play each day. Children under two years are required to have at least 30 minutes outside each day. There are increasing concerns about childhood obesity and Care-O-World is committed to encouraging children to eat well and exercise. Our caregivers are required to play with the children to encourage development of large motor skills as well as to encourage exercise.

Many believe that children get sick from being outside in cold, windy, or damp conditions. This is not the case. People get sick from germs, specifically viruses and bacteria. Actually, there are much fewer germs outside than inside!

While outside time may be shortened or cancelled when it is very cold or hot, we hope that you understand that going outside is not an option for our children. They truly enjoy it and it is good for them in multiple ways! Please remember to dress your child according to the weather conditions with layers for cold days and cool, light colored clothing for hot days. Children should wear closed toed shoes and shoes that will stay on their feet while climbing and running.

Lastly, NC Child Care Rules state that if a child is not well enough to participate in outdoor activities they are unable to be in attendance. We appreciate your cooperation with this policy.

NEWSLETTERS

To keep parents informed about the Child Care program, a newsletter will be sent out weekly. The newsletter will include birthdays, upcoming events and items that parents may need to know. Memos are also sent out from the office to keep parents informed about the happenings and operation of Care-O-World.

EXPRESSING CONCERNS

Parents are encouraged to discuss concerns/complaints regarding the center freely. Feel free to talk to your child's caregiver or a director at anytime.

Please feel free to make an appointment with a director or drop by the office. We want each parent to feel that we are working together for all the children and want the childcare experience to be a happy positive one.

WITHDRAWAL

A two-week written notice is required to withdraw from Care-O-World. If families withdraw during the summer, please notify the center director to reserve a space in the Fall program.

CLOTHES

Children should wear washable play clothes for comfort and convenience. Children should wear closed toed shoes and shoes that will stay on their feet while climbing and running.

It is required by law that parents must provide a change of clothes in the child's cubby for accidents at all times. Please check your child's cubby daily. If there are any soiled clothes, take them home and replace them with clean clothes the following day.

FIELD TRIPS AND SPECIAL EVENTS

Parents will be notified of any planned field trip. The date, time, and location will be posted in a common area to alert parents of the coming trip. Only children with properly filled out transportation agreements and emergency cards will be allowed to attend these trips. Volunteers for the field trips are always welcome.

CUSTODY AND RELEASE INFORMATION

Care-O-World recognizes that families go through transitions in make-up and composition over time. According to state and local law, we cannot deny a parent their right to his or her child unless there is an official court order on file at Care-O-World restricting those rights.

Please do not involve Care-O-World staff in custody disputes. We will follow any court order in effect.

REQUESTING INFORMATION FROM THE OFFICE

Care-O-World is happy to provide parents with any needed information in a timely manner. If you need forms filled out, statements about amounts paid for childcare, etc. please give the office 24 hours notice. Every attempt will be made to make the information available immediately upon request, but please understand it may take a day to locate any needed information.



HELPFUL INFORMATION

SUGGESTIONS

The following suggestions will help make your child's stay at Care-O-World more pleasant:

1. Check the front door of Care-O-World and your child's classroom door for announcements. A weekly newsletter will be sent home each Friday. Please take time to read this newsletter and any additional communication sent home with your child.
2. Read the items on your child's classroom bulletin board; lesson plan, schedule, etc.
3. Visit the center, observe classroom activities, and get to know your child's caregiver.
4. Help your child think positively about Care-O-World. Point out exciting things and help the child understand that the center is their special place.
5. Let your child know what time you will pick him/her up daily. Do your best to be on time. If you run a little late, call the center and ask someone to let your child know that you will be late. This helps establish trust.
6. Encourage independence in your child. Let him/her dress and feed himself. Give them little chores to do at home (putting away toys and clothes, setting table, sweeping, etc.).
7. Feel free to request conference times, especially if your schedule does not enable you to confer with your child's caregiver on a daily basis.
8. Work with your child's caregiver. Form a partnership with him or her.
9. The best time to bring your child to Care-O-World is before 9:00 a.m. The later your child arrives the more he or she misses of the daily activities. Most of the curriculum activities happen between 9:00 a.m. and 11:00 a.m.
10. Remember, you have left your child with a well-trained, competent and caring staff. If anything should happen, we will call you.
11. Check your child's cubby daily!

