

The Infant Toddler Center
of First Baptist Church

Parent Handbook

99 N. Salisbury Street
Raleigh, NC 27603
(919) 832-4650
Fax: (919) 832-6726

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Welcome to the Infant Toddler Center

The Staff and Board of Directors hope that your child's stay at the Infant Toddler Center is enriching, stimulating and full of educational experiences. We firmly believe children learn through exploration of their environment and work hard to make the Infant Toddler Center ("Center") conducive for such learning. This handbook is to give parents an overview of the Infant Toddler Center's policies, goals and procedures. The Infant Toddler Center wishes to incorporate the full assistance of parents, staff and Board of Directors in making our Center efficient and successful.

If you have questions pertaining to the information provided in this handbook, please do not hesitate to address them with the Center's Director.

A Little History...

The Infant Toddler Center was founded in October 1975 as a mission of First Baptist Church and remains a vital ministry of the church today. It began servicing the community by opening its doors to 24 children of parents who sought economic independence.

Today, the Infant Toddler Center serves children from all socioeconomic backgrounds: some pay full tuition while others receive sponsorship through various programs here in the Triangle such as Smart Start and Wake County Department of Health and Human Services.

In 2015, the Infant Toddler Center was awarded a rating of five stars under the latest North Carolina Child Care licensing standards. The star licensing system reflects the overall quality of care provided to children as observed by a child care licensing specialist and the average level of education of the teachers and Center's director.

Purpose

The Infant Toddler Center is a non-profit organization governed by a Board of Directors composed of nine members of First Baptist Church and four parents from the Infant Toddler Center. Through its operation, the Center is committed to providing quality child care in the downtown area of Raleigh, North Carolina. This program's emphasis is on the well being of infants and toddlers, and encourages and promotes development and satisfying experiences for all that participate. Trained early childhood professional, working together with parents, offer a program of activities designed to facilitate the physical, cognitive, social and emotional development of children seven weeks to three years of age.

The uniqueness of our program is its specialization in the care and teaching of children aged three and younger. This allows our teachers to train intensely in matters that pertain directly to those very early years in a child's life. Teachers at the Infant Toddler Center offer a very keen eye and a treasure of experience that allow them to understand and appreciate the varying events that arise in the infant and toddler years.

The Goals of the Infant Toddler Center

The goals of the Infant Toddler Center are to recognize and contribute to meeting the following needs for the child and family as a whole:

1. The need to be loved and accepted unconditionally.
2. The need of security gained by being accepted as members of a group.
3. The need for getting to know one's self by developing a positive self-image.
4. The need to gain approval and receive praise from peers as well as adults.
5. The need to develop independence by way of assuming responsibilities and making decisions.
6. The need to be creative.
7. The need to express ideas and emotions in a constructive manner.
8. The need to be allowed to develop in all areas: social, emotional, physical and intellectual at one's own pace.
9. The need for parents to participate in all Center activities through daily conversations, conferences, volunteering and regularly scheduled parent programs.

An Overview of what the Center's Classrooms Offer:

Infant I and Infant II (1:3 and 1:4 ratios respectively)

- Children will set their own schedule with naps and feedings on demand.
- Sensory stimulation is emphasized (tactile, visual, auditory, etc.).
- Development of fine and gross motor skills is encouraged.
- Children will be encouraged to imitate desired behaviors (e.g. making sounds when spoken to)

Toddler I and Toddler II (ratio 1:5)

- Children will have regularly scheduled activities throughout the day
- Provide situations where a child has the opportunity to explore the environment and experiment with problem-solving.
- Fine and gross motor activities will be offered to develop coordination.
- Help the child to become more self-sufficient (e.g. cleaning up and washing hands)
- Social skills are encouraged to develop peer relationships.
- Develop a child's language abilities.
- Children may begin toilet training.

Primary Care Groups

Each classroom is further divided into smaller groups known as primary care groups. In these groups, a lead teacher assumes the responsibility of closely following the development of a few children within the room. Parents are encouraged to rely greatly on their child's primary care teacher to share

developmental milestones or concerns. This teacher will also conduct necessary evaluations and follow up conferences and share any findings. Many activities conducted during class hours will also be done in primary care groups. In the past, parents have noticed a strong bond amongst the children of a primary care group and naturally, the fondness a child develops for the primary care teacher as well as the other teachers in the classroom. In most cases your child will maintain the same primary care teacher for the duration of their stay in a classroom.

Classroom Transitions/ "Moving Up"

As space becomes available, children will transition to the next classroom. This is not always contingent upon the date of the new school year. The Center moves children, who are developmentally ready, and as the space becomes available. At least three weeks before your child moves up, you will receive a letter informing you of the Center's intention to move your child. During this time, your child will begin to visit the next classroom slowly increasing the time spent in that classroom until the child is adequately acclimated to the new environment. Parent conferences will be scheduled during this time as well.

Parent Conferences

The Infant Toddler Center tries to provide plenty of opportunity and means of communication between parents and staff. Although you will find yourself speaking to the teachers on a daily basis, it is recommended that parents meet at least twice a year with teachers to discuss goals and accomplishments their child has made inside and outside the classroom.

Enrollment

The Infant Toddler Center offers tours once a month for parents wishing to be placed on the waiting list primarily for the Infant I and II Classrooms. Families are placed on the waiting list following the completion of a tour, and receipt of an application and non-refundable \$25.00 deposit. Once a slot opens in the Center, the Director reviews the current enrollment to determine if there are children who can fill the available slot (e.g. move up to the succeeding classroom or switch status from part-time to full-time care). A child from the waiting list will be chosen if there is not a child within the student body to fill the position.

Registration Fee

An annual non-refundable registration fee of \$125.00 must be paid at the time of your child's enrollment at the Infant Toddler Center and at the beginning of every subsequent school year your child attends the program. Each school year begins the first week of September.

Intent to Enroll

Families who wish to enroll their child(ren) in the Infant Toddler Center must complete the following steps:

1. Complete the necessary enrollment and emergency contact forms.
2. Provide up to date medical and immunization records. These must be submitted at the time of enrollment or within two weeks of enrollment date. Parents are responsible for maintaining current records of this information.

Failure to do so can result in termination of your child's slot until the matter is resolved.

3. Participation in two orientation sessions. The first session will be a one hour visit in the child's intended classroom for both parent(s) and the child. The second session will be a half-day visit (4 hours) for the child only.

More about Medical Forms and Immunization Records...

Upon enrollment, your child must receive a physical examination. Our "Medical Information Form" must be completed within two weeks by your child's physician and returned to the Director. This form must be renewed each year. North Carolina's Day Care Regulations require that all children receive immunization shots in order to attend a child care program. It is also the family's responsibility to provide the Infant Toddler Center with current immunization records.

Special Needs Children and Their Families

The Infant Toddler Center is committed to the concept of "mainstreaming" whenever possible. Each child will be considered on an individual basis. If the parent knows their child has a special need and the child has been evaluated, the Administrative Staff and/or teacher will ask the parent to provide a copy of the assessment to the Center. All such information is kept confidential and is used to assist staff to better plan for the child's developmental needs. If a child is admitted and a need for external evaluation is deemed useful by the Center, the Infant Toddler Center reserves the right to ask the parent's cooperation and request that a developmental evaluation be completed by an agency or group that specializes in this area. Under Public Law 99-457 and Public Law 94-142 (Preschool Grant Program), early intervention services are provided for birth through two years of age and preschool children, who exhibit developmental delays, emotional behavior problems or who are "at risk." The provisions include multi-disciplinary evaluations on each referral to determine service delivery plans; to ensure placement in the least restrictive environment; to formulate and put into place Individualized Education Programs (IEP); to provide related support service and if necessary, procedures of due process.

Feeding Schedule

Parents are responsible for informing teachers of their child's individual feeding schedule, particularly for infants. The state of North Carolina requires that children 15 months old and younger have a feeding schedule that is posted somewhere in the child's classroom. Teachers reserve the right to suggest alterations as the child develops and it is noted that the child requires more or less food or should begin transitioning to a new type of food.

Discipline Statement

Each staff person at the Infant Toddler Center signs a Discipline Statement agreeing to use positive reinforcement, redirection and praise as a primary mode of discipline in the classroom along with not subjecting any child to corporal punishment. Parents are also requested to sign a similar statement upon enrollment in the Center.

Discipline and Behavior Management

Praise and positive reinforcement are effective methods of managing children's behavior. When children receive positive, non-violent and understanding interactions from adults and others, they develop good esteem, problem solving abilities and self-discipline. Based on this belief, the Infant Toddler Center will practice the following discipline and behavior management policy:

Do praise, reward and encourage the children.

Do reason with and set limits for the children.

Do model appropriate behavior for the children.

Do modify the classroom environment to attempt to prevent problems before they occur.

Do listen to the children.

Do provide the children with natural logistical consequences of their behavior.

Do provide alternatives for inappropriate behavior.

Do treat the children as people and respect their needs, desires and feelings.

Do ignore minor behaviors.

Do explain things to children on their level.

Do use short supervised periods of "time out."

Do stay consistent in our behavior management program.

Do Not spank, shake, bite, pinch, push or otherwise physically punish the children.

Do Not make fun of, yell at, threaten, make sarcastic comments about, use profanity or otherwise verbally abuse the children.

Do Not shame or punish the children when bathroom accidents occur.

Do Not deny food or rest as a punishment.

Do Not relate discipline to eating, resting or sleeping.

Do Not leave the children alone, unattended or without supervision.

Do Not allow discipline of children by children.

Do Not criticize parents, families or ethnic groups.

Photographs and Field Trips

Parents will be asked permission for photos of their child to be taken in the promotion of understanding child care and also for classroom activities. Parents will also be asked to indicate whether or not their children will be permitted to take field trips. Parents will receive advance notification of special field trips (i.e. Easter egg hunt).

Payment Procedures

Parents are responsible for advance tuition payment. Payment is due in full on the first day of each month. When necessary, arrangements may be made with the Director to make payments on the first and the fifteenth of each month. A late fee of \$50.00 will be charged when the payment is 10 days past due. If full payment has not been rendered by the end of that month, the child will be dis-enrolled and if the child's slot is still available once tuition is received, re-admission will be at the Director's discretion.

Note: The monthly tuition rate remains constant regardless of the number of days in the month, holidays or vacation.

Late Departure Fee:

Departure times must be strictly observed. If a child is not picked up by 5:30 p.m. the late fee policy will go into effect. When parents arrive after 5:35 p.m., a late fee of \$25.00 will be charged for lateness. When parents arrive after 5:45 p.m., a late fee of \$50.00 will be charged. This fee will be charged on a per child basis, not a per family basis. On the following day a written notification of the late fee violation will be given to the parent or adult picking up the child. Staff members are not responsible for collecting the payment. The late fee charge will be added to the tuition payment for the next month; however, the payment can be made sooner if you prefer.

Returned Checks

The first check returned will incur a \$35.00 bank charge.

The second returned check will incur a \$70.00 penalty.

After two returned checks, tuition payments will only be accepted in the form of certified checks or money order. The Infant Toddler Center does not accept cash payments.

Intent to Withdraw

When parents wish to withdraw a child from the Infant Toddler Center, a thirty day written notice should be given to the Director in order to avoid being charged tuition for an extra month.

Hours of Operation

The Center is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. In order to participate in the majority of the classroom's activities, we ask that your children arrive by 9:15 a.m. every morning. If you know that your child will be arriving later than that on any given day, please notify the Center. The Center serves breakfast between 8:30 a.m. and 9:00 a.m. We therefore ask that your child arrive by 8:30 a.m. in order to receive breakfast. We do not serve breakfast after 9:00 a.m.

Scheduled Closings

Each year the Infant Toddler Center will issue a calendar of scheduled closings. Typically the closings include at least three teacher workdays and the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day (Thursday & Friday)
- Christmas (5 days)

Inclement Weather

The Center will follow the Wake County Public Schools for the first day of inclement weather, e.g. should the public school system close early due to inclement weather,

the Infant Toddler Center will do so as well. Subsequently, decisions will be made by the Director on the availability of a majority of staff and parents to arrive and depart safely during and after the impact of severe weather plus the availability of resources such as water and electricity in the building. Should changes to our normal operation occur such as closings or delays, announcement can be found on WRAL, WTVD and on the Infant Toddler outgoing voicemail message. Please note that there may be some days where both delayed openings and early closings will occur due to inclement weather.

Arrival / Departure

Please accompany your child to the classroom and make sure that the teacher in the classroom is aware of your child's arrival and departure each day.

Unauthorized / Special Pick Up

If anyone other than a parent will be picking up a child on a regular basis, his/her name should be included in the list of persons authorized to pick up the child. Should someone not previously authorized to pick up your child be required to do so, the Director and Teacher will require notification from the parent in advance. The person picking up the child will also be required to present photo identification on arrival at the Center. The Center's late fee policy will take effect if the unauthorized person arrives to pick up a child and an authorized person does not arrive until after 5:30 p.m.

Attendance

Regular attendance is expected of all children in the program. Please call the Center if your child will be absent on any given day or will be arriving later than normal. The teachers in the classroom may contact you if a child is not in school by a certain time or has been absent without notification.

Parking

A loading zone is located at the entrance to the Center. Please park so that at least two cars can be in the zone. There is additional parking for extended stay in the white lined parking spaces near the playground. Please park there if you intend to be in the Center for longer than an hour.

Cell Phone Usage

Parents may not use cell phones during drop-off or pick-up. If you need to use the phone, do so in the lobby or hallway prior to entering the ITC/Preschool suite (where classrooms are located) or the playground. During these times, it is important for staff-parent interaction and communication to discuss a child's needs, concerns, and information of daily activities.

Classroom Notes

Children's Personal Belongings

Your child will need:

- Loose and comfortable clothing that can be washed frequently. This clothing should have your child's name or initials clearly marked on the label. An extra set of clothing including socks (and underwear for two year olds) should be provided at the beginning of every week to remain in your child's cubby. Please remember that certain foods and art and outside activities are rather messy (though creative and enlightening) so clothes worn to school should be done so with this in mind.
- A supply of diapers and wipes. (Pull-ups and wipes for two year olds.)
- Prior to being placed on table food the parent is responsible for all supplies of food for infants (bottles and/or sippy cups of milk and juice, cereal, teething biscuits and jar food).
- Some infants may require items such as teething rings and pacifiers.
- Security items (a teddy bear or special blanket) for naptime are acceptable; however, the parent must assume responsibility for keeping these items sanitary for use in the Center.

Toilet Training

Though many parents view this as a very stressful period, toilet training can be a rewarding experience for all involved if consistency is maintained. The parent(s) and teacher will have an informal conference when a child appears to be emotionally and physically ready to begin the process. At times this readiness occurs before the adults involved are "ready" to begin the process; however, communication between the home and the Center ensures a smooth transition into this developmental stage.

Meal Times

As mentioned earlier, breakfast is served between 8:30 a.m. and 9:00 a.m. Lunch is then served between 11:00 a.m. and 11:45 a.m. and an afternoon snack is served between 2:30 p.m. and 3:15 p.m. Daycare regulations require that the Center serves or offers milk at breakfast and lunch.

Allergies

The Infant Toddler Center recognizes that many children have life-threatening allergies. For those children, touching, smelling or eating foods can cause a severe reaction. As a policy, the Center does not serve peanut products. Weekly menus are provided and parents can indicate items to be served by the Center. Parents of children with food allergies or that have alternate food preferences from the weekly menu will be responsible for providing foods at each meal (the meal pattern is indicated on the Center's weekly menu) to assure that their child's nutritional needs are being met while avoiding problem foods. When bringing food substitutes, please label the container with your child's name, date and the food items it contains. The Center's staff will supervise children during mealtimes to prevent food sharing, washing hands and surfaces where foods have contact, and minimizing exposure to food allergens.

Alternative foods must meet the nutritional standards of the Meal Patterns Form required by the N.C. Division of Child Development.

- Breakfast: milk, juice or fruit, bread or cereal. (3 components)
- Lunch/Dinner: milk, two or more fruits or vegetables, meat or meat alternative, bread or bread alternative (4 components)
- Snack: milk, juice or fruit, bread or cereal, meat or meat alternative. (2 components)

Health and Safety Policies

Sick Child Policies and Procedures

Please do not bring your child to the Center if he or she is displaying sickness or has a fever. Our intent is to help sick children recover and to avoid the spread of disease.

If a child becomes ill while at the Center, the child's teacher or a member of the administrative staff will contact the parents who will then be asked that arrangements are made to have their child taken home.

If a child has a fever, diarrhea or vomiting, the parent **MUST** be contacted.

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

- A temperature of 101° F or higher. The child must stay home until the temperature has been normal for at least 24 hours without the assistance of medication (ibuprofen or acetaminophen).
- Any of the known contagious childhood diseases such as measles, mumps, rubella, roseola and chicken pox.
- Strep throat.
- Bronchitis, which can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful initially before becoming phlegm like.
- Diarrhea (frequent soft/watery bowel movements). If a child is sent home for diarrhea, he/she should not return to the Center until at least one normal bowel movement has occurred.
- Vomiting (more than usual spitting up for infants).
- A rash that has not been diagnosed by a physician.
- Impetigo, a skin infection consisting of blisters surrounded by a reddened area. When the blisters break, the surface becomes raw, weeps and oozes. The lesions eventually become crusted and yellowish. If you notice any signs of a rash or sores on your child, please consult with your pediatrician. If your child has impetigo, please keep him or her at home until he or she has received antibiotic treatment for at least 24 hours. Skin lesions that are not dry must be kept covered.
- Conjunctivitis, an eye infection commonly referred to as "pink eye," usually due to a viral or bacterial infection. The eye is generally red with some burning and a yellow mucous like drainage. Please consult with your pediatrician; children with conjunctivitis should be kept home until they have received prescribed medication for at least 24 hours.

Staff is required to document unusual incidents relating to the health of a child. These include bowel movements with blood, a sore that takes longer than usual to heal, inexplicable irritability, etc. All incident reports must be kept confidential and will either be brought to the parent's attention or shared upon request.

Before a child is accepted back into the Center, staff may ask a parent to get a note from their child's doctor. Many times symptoms can be ambiguous and misleading. If something looks suspicious, teachers consider the possibility of a sickness being contagious first and a doctor's note may be the best way to assure us that the symptoms are harmless. This measure is taken not to serve as an inconvenience but to protect your child, home and all the children in the Center.

Medication and Medication Forms

The Infant Toddler Center policy states that staff *should not administer* any medication except for emergencies, or with the following documentation.

- Doctors must provide written documentation indicating a child's name, prescribed medicine and dosage along with a time period for medicine to be administered (i.e. every 4 hours). This document must also state that it is *imperative* for medicine to be given by the staff.
- Parents must sign the required medication sheet in the child's room before the staff can administer any medication.
- Only prescribed medication will be administered to the child. All prescription medication must be currently prescribed (date prescribed by doctor cannot be older than a month) and both the child's name and the prescribing doctor's name should be indicated clearly on the bottle/package.
- Forms for sunscreen lotions and diaper creams should be completed annually.
- Parents are encouraged to come by the Center to give any medication that might benefit their child during the day.
- Over the counter drugs will only be given *in special cases* with a doctor's written note. No exceptions will be made to this policy. Please consult with your child's teacher and the administrative office in such cases to determine if an over the counter medicine will be administered.

All medications will be stored in a locked container inaccessible to children. There is a refrigerated locked container as well for medications requiring refrigeration.

AIDS Policy

The Infant Toddler Center, in accordance with state law, will not deny admission of a child due to infection of HIV or AIDS. Confidentiality will be maintained. In all cases of handling bodily fluids, universal precautions are maintained as it is possible to have an undiagnosed child in the program due to the length of time it sometimes takes for symptoms to appear.

Safe Sleep Policy

The Infant Toddler Center is taking important steps to promote sleep safety and to reduce the risk of Sudden Infant Death Syndrome (SIDS) in children 12 months and younger. We follow these child care rules:

1. Babies 12 months of age or younger are placed on their backs to sleep – North Carolina Law (G.S. 110-91-15).
2. Babies are placed in a safety approved crib on a firm mattress or on a cot to sleep.
3. There is only one baby per crib/cot.
4. Objects (toys, stuffed animals, pillows, or excess blankets) are not allowed in the crib when babies sleep.
5. Room temperature is comfortable (68-75 degrees Fahrenheit).
6. Staff will visually monitor the sleeping baby every 15 minutes and record baby's sleep position, the date and time, and who checked on the baby.
7. Awake babies are provided supervised "tummy time" to play and exercise.
8. Parents are provided a copy of this Safe Sleep Policy and a signed copy is kept in the child's file and current classroom.
9. Staff is trained about safe sleep practices and how to implement them.
10. Infant Toddler Center staff is trained in infant/child/adult CPR and can provide emergency intervention if an infant or toddler stops breathing or is unresponsive.

Child Abuse/Neglect Reporting

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the appropriate authorities. North Carolina State Law requires child care center employees, as well as all other North Carolina citizens, to report suspected cases of child abuse and neglect to the Department of Social Services. Compliance with this law does not involve parental notification.

Emergencies and Accidents

All injuries will be reported to the parents on the day they occur. A written accident report will be given to a parent for even a minor scratch or bump so that a parent will know that the teachers are fully aware of the injury even if they are not sure exactly when or how the injury occurred. Parents too are expected to inform teachers of injuries that may have occurred at home. Please note that the Center staff works hard to note when and how an injury occurs but that sometimes, a scratch or inconspicuous bruise may occur and go unnoticed until a nighttime bath. Please let us know if you notice such an incident. We appreciate your understanding and patience.

Accidents

In case of an accident, the following procedures will be followed:

- First aid will be administered.
- Administrative staff will be notified.
- A decision may also be made at this time to notify parents in order to seek further medical attention in a doctor's office.

- An accident report will be written and two copies made – one for the child's folder and one to be given to the child's parents.

Serious Accidents

- Staff administers first aid while office is being notified.
- Parents are immediately contacted and a decision to wait for parents or meet parents in the emergency room is made.
- Child may be taken to the emergency room by administrative staff who will also take child's folder containing medical history.
- Three accident reports are prepared – one for the child's parents, one for the child's folder and one for the Division of Child Development.

Biting

Biting is normal behavior for infants and toddlers that can have different meanings behind its occurrences such as discovery, teething, frustration or defense mechanism. Regardless of the reason, the Infant Toddler Center *will not expel* a child because of typical biting. A time out period of 1-2 minutes will be observed and the child will be shown appropriate behavior to demonstrate. In situations where biting is excessive and severe, external resources may be recommended to help alleviate the biting. Providing that all involved remain patient and cooperative, biting can be minimized quickly.

Emergency Evacuation Plan

The inner doors of each room and throughout the Center have an evacuation plan posted designating the escape routes for each room. Teachers and staff will be instructed in the proper routes and methods for evacuating the children. Monthly unannounced fire drills are conducted. In case of a fire drill, we ask that you assist and cooperate with our evacuation procedures.

Drug and Alcohol Free Policy

As part of providing a safe and healthy environment, the Center is committed to providing its children and staff with a drug and alcohol free environment. The Center expressly prohibits the unlawful manufacturing, use, distribution or possession of drugs or alcohol on Center property. The Center expressly prohibits the unlawful manufacturing, use, distribution or possession of drugs or alcohol by staff or volunteers while carrying out their duties.

No Workplace Violence or Weapons Policy

Violence by staff or any one else against a staff member, child or visitor to the Center will not be tolerated. All staff and volunteers are responsible for making sure that we avoid incidents of workplace violence. If you should receive, overhear or become aware of any threatening communications from anyone, you must report it to the Director or Center Board Chairperson immediately. If you encounter an individual who is threatening immediate harm to you or any other staff member, child or visitor to the premises, contact the police immediately.

As part of our mission to provide children with a safe, healthy environment, the Center prohibits the possession, use or sale of unauthorized weapons, firearms or explosives on Center property at any time.

Grievances

The administrative staff at the Infant Toddler Center firmly believes that in order to maintain a healthy working relationship between family and staff, parents should first direct concerns to the class teachers before bringing them to the Director. If a parent chooses to voice a concern to the Director, the Director will only get involved if it is a concern about violation of Center policies or state law. Should a parent and teacher find they are unable to reach an amicable conclusion to a problem, the Director will then step in and serve as mediator.

Classroom Parties

Parents often choose to share a family joy with the Center or their child's classroom. Often times, the Infant Toddler Center staff will ask parents to volunteer to bring in items to help celebrate a special day in the classroom or a specific time of the year. Although the Infant Toddler Center staff encourages bringing family traditions and cultures into the Center, it is important to limit food items offered to the children during such times. Farewell and Birthday parties should be limited to things like cake (or cupcakes with minimal icing), rice krispies treats, muffins, goldfish, and juice or fresh fruit. Ice cream and popsicles are permissible for the toddler rooms. Please be sure to clear any other food items and/or other reasons to have a classroom party with the staff. In all cases, please inform the Center of your intentions to host a classroom party several days in advance. Typically, these parties occur during afternoon snack. Due to North Carolina Child Care Laws and Rules, balloons and candles are not permitted.

Food brought in to share with classmates must be pre-packaged and labeled, i.e. store-bought and packaged in its original container, due to daycare and sanitation regulations.

Family Involvement and Volunteer Time

Each year, the Infant Toddler Center puts together festivals, fundraisers, splash parties and graduation ceremonies. These are times when parents can get to know each other and the children in the Center in a less structured basis. We have seen several playgroups and long-lasting friendships begin inside the walls of the Infant Toddler Center. We encourage parents to attend these functions as often as possible. The Infant Toddler Center also puts together workshops on various child issues and encourages all parents to attend.

The Infant Toddler Center encourages family involvement and requests that parents volunteer in their child's classroom or in the activities of the Center. The Center will communicate opportunities to volunteer for school-wide and classroom specific functions. Each family is asked to volunteer at least 2 hours of their time during the

year. Your efforts will enrich the experience of your child's stay at the Infant Toddler Center.

Make Yourself at Home

We hope that you find the few years spent at the Infant Toddler Center rewarding not just for your child but for your family as a whole. Remember that we have an open door policy and a receptive smile will always welcome you whether you are dropping off your child or just coming to play!

A Message from First Baptist Church's Minister with Children

Dear Friends,

On behalf of FBC Children's Ministries, let me welcome you to First Baptist!

My hope is that our church can be an additional circle of support for you and your family, regardless of your involvement in other communities of faith.

If you'd like more information about worship, opportunities for involvement in mission and/or Christian education opportunities at First Baptist, or have questions concerning faith development in general, please know that I'd be happy to talk with you. My office is on the corner as you exit the preschool suite, and my email is llingafelt@fbcraleigh.org.

May this be a wonderful year of healthy exploration, nurture, and growth for your children and you. I look forward to getting to know you throughout the year!

In Christ,

Lynn Lingafelt
Minister with Children
First Baptist Church