



Childcare & NC Pre-K Family Handbook

Cottonwood Pre-Elementary (505 Cottonwood Street)

910-618-1300

Wee Farm Learning Center (4530 NC Hwy 211 East)

910-738-6070

www.cottonwood-weefarm.com (Follow us on Facebook & TikTok)

(See our Information Board for our current Family & Community Engagement/Parent Participation Plan)

Mission Statement

Our mission is to provide a safe & nurturing environment where children develop independence, confidence, & foundational life skills through play-based learning, compassionate guidance, & meaningful relationships

Philosophy Statement

It is our belief that every child can learn & grow when placed in a nurturing environment that cares for the whole child. Our vision is to cultivate a calm, welcoming learning community where children are empowered to grow academically, socially, & emotionally while building the skills & confidence needed for future success.

***DCDEE Approved Curriculum Used:** The Creative Curriculum

***DCDEE Approved Formative Assessments Used:** Teaching Strategies Gold & CC Developmental Continuum

See Facility for DCDEE's "Pathway to the Stars" Current Licensing Information: Pathway #2

Admission, Enrollment, & Records

Admission & Enrollment Information: Before your child's first day, you must complete & return the childcare application packet. Please keep all contact information, including telephone numbers, email addresses, emergency contacts, & medical information current at all times. Families enrolling a child under 16 months of age must also complete & return the Infant Packet. Each family will receive a copy of this Family Handbook to keep for reference. All payment plans & tuition arrangements, as well as confirmation of child's start date will be provided by admin prior to enrollment. Registration & tuition is due before services will begin.

Health Assessment & Immunization Records: A current health assessment completed by your child's healthcare provider & a current immunization record should be submitted on or before your child's first day of attendance. If required documentation is not available on the first day, current documents must be submitted within 30 calendar days after child begins attending. Parents are responsible for ensuring their child's immunization record remains current & child has received all immunizations required by North Carolina law, unless a valid medical or religious exemption applies. *The facility will submit required immunization information annually in accordance with N.C.G.S. § 130A-155.*

NC Pre-K Families: A completed health assessment must be on file within 30 calendar days after your child enters the NC Pre-K Program. The assessment may not be more than 12 months old at the time of program entry & must include a physical examination, updated immunizations, vision, hearing, & dental screenings. An appointment card may be accepted temporarily as evidence of a scheduled appointment; however, it does not replace the completed health assessment required by the 30-day deadline. *Authority: 10A NCAC 09 .3005*

Hours of Operation & Types of Care

Program	Hours
Full-Day Childcare	6:30 AM – 5:30 PM · Monday–Friday
NC Pre-K (see NC Pre-K section of handbook)	7:30 AM – 2:30 PM (fees apply outside these hours)
Before/After School Care (wraparound care, fees may apply)	Before: begins 6:30 AM · After: ends 5:30 PM

We serve children ages six weeks to twelve years.

Registration & Tuition: A nonrefundable registration fee & the first week's tuition are due at enrollment before services begin. Except for the vacation credit described below, we do not offer discounts, credits, or refunds for registration fees or tuition payments. Tuition reserves your child's enrollment slot & is due regardless of attendance. Tuition covers up to 10 hours of childcare per day & must be paid before services are provided. Weekly & monthly tuition payments are due on the first business day of the applicable week or month. Please speak with the Director in advance if you need to request a payment arrangement. Each family will receive current tuition rates & payment schedules before enrollment. Temporary individualized payment arrangements may be approved by administration based on a family's circumstances & will remain confidential. Families may receive a 50% tuition credit for one full week per calendar year when their child does not attend. Most families choose to use this credit during our July closure week. The credit may be used only once per calendar year.

Childcare: We operate year-round except for posted holidays & scheduled closures. Please refer to the Holiday Closing Schedule posted on the Family Information Board or facility door. Wee Farm's hours & calendar may differ; please contact Wee Farm directly for its current schedule. NC Pre-K families should refer to the NC Pre-K calendar for program-specific dates & closures.

NC Pre-K: We offer pre-kindergarten services through the state-funded NC Pre-K Program, which operates in both public & private sites. Our NC Pre-K classrooms follow the same program requirements & regulations as all other approved NC Pre-K classrooms. NC Pre-K generally operates from September through June, from 7:30 a.m. to 2:30 p.m. Children must meet the eligibility requirements, submit an application, & be approved for placement by the Robeson County Partnership for Children (RCPC).

Wraparound Care: Childcare before or after school hours & on certain school holidays may be available. Wraparound care must be arranged in advance, & additional tuition fees apply. See below for transportation information.

Transportation: We do not currently provide transportation services. Some schools may offer bus transportation to or from our facility; availability varies by school & school year. We are not responsible for these arrangements. Please ask an admin for current information.

Daily Operations & Routine Adjustments

Classroom schedules, activities, staffing assignments, classroom/group assignments, meal or snack substitutions, outdoor times, rest periods, & other daily routines may be adjusted as needed based on children's needs, attendance, staffing, weather, special activities, facility operations, or regulatory requirements. Adjustments will be made while maintaining applicable licensing, supervision, & staff/child ratio requirements. For childcare enrollment, your child's spot is with the facility/program rather than with a particular teacher or classroom. Teacher assignments, classroom placements, grouping arrangements, & staffing may change during the year based on enrollment, developmental needs, staffing, ratios, licensing requirements, or program needs. (NC Pre-K classroom are handled separately)

Facility Closings & Inclement Weather

Our yearly holiday closing schedule is posted on the door & Family Info Board. We reserve the right to close for any reason, at any time, with little or no notice — no discounts or refunds are given for closures. Same-day closings (weather or other emergencies) will be posted on our Facebook page, & an SMS text alert will be sent through ProCare. NC Pre-K generally follows the PSRC calendar. See RCPC website for current NCPK calendar. If child care services are needed when Pre-K is not in session, wraparound services may be available for a fee. Please see director for more info.

Safe Arrival, Departure & Authorized Pickup

Children should arrive no later than 8:30 AM. If your child has a medical appointment (please notify us at least 24 hours in advance) or if there is a family emergency, contact us before 8:30 AM, if possible, to let us know so we can plan for your child's arrival.

At arrival, a staff member greets your child at the door & walks them to their classroom. At departure, a staff member will walk your child to the door for release to an authorized pick-up person.

Arrival & Departure Responsibility: During arrival, the parent or authorized person remains responsible for supervising the child until the child has entered the facility & has been received by a staff member. Children may not be left unattended outside the facility or at the entrance. During departure, responsibility for the child transfers to the parent or authorized pickup person as soon as the child is released by a staff member & exits the facility's front door with that person. From that point forward, the parent/authorized person is responsible for supervising the child, including while near the entrance, in the driveway or parking area, or elsewhere on facility property.

Our doors remain locked for security; Families are always welcome inside.

Authorized Pickup

- Only individuals age 18 or older listed on your child's Release Form may pick up your child. We cannot release a child to anyone under 18, so please do not list a minor.
- If we don't recognize the person picking up, we will require picture ID. If they have none, we will not release your child.
- If custody is restricted by court order, we must have current legal documentation on file to enforce it.

Parents/guardians are welcome to enter the facility at any time, in accordance with applicable child care regulations. Access to outside guests will be monitored to protect children's supervision, confidentiality, health, safety, etc., as well as to minimize unreasonable disruption of classroom activities.

Tuition, Fees & Payment

Accepted payment methods: Money orders, cashier's checks, credit/debit cards, ACH payments, & DSS childcare vouchers. We do not provide cash change or issue refunds. All payments received are applied to the family's total account balance.

Tuition is charged at the current Market Rate. Current tuition rates are posted on the Family Information Board. Please see admin for payment plans & options.

Payments may be made in person or online through the MyProCare Parent Portal. To create an account, visit MyProCare.com & use the same email address listed on your child's application. MyProCare is used to access account balances & financial documents. These records are available electronically through the portal & are not provided in person.

- **Late pick-up fee:** \$10 per child, per minute, beginning at 5:31 p.m. for childcare & 2:31 p.m. for NC Pre-K.
- **Registration fee:** A one-time, nonrefundable registration fee of \$100 is due before enrollment.
- **Credit/debit card payments:** A processing fee of at least 3% per transaction is charged by MyProCare at the time of payment.
- **ACH payments:** A processing fee of at least \$1 per transaction will be added manually by administration after the payment is received.
- **Late-payment fee:** A \$50 fee will be charged for each late payment. This fee is charged per family account, not per child, unless payment arrangements have been made with administration.
- **Returned-item fee:** A fee based on the current bank charge for returned payments will be added to the family's account. This fee is generally between \$30 & \$50.
- **Activity fees:** Fees vary depending on the specific activity. Families will be notified of the amount in advance.

All tuition rates & fees are subject to change. Please refer to Family Info Board &/or door for most current rates. All fees are nonrefundable.

DSS Childcare Vouchers: Parent fees & authorized childcare hours are established by DSS & must be followed as issued. The facility cannot change a family's assigned parent fee or authorized hours. Parent fees are due on the first day of each week or month, according to the family's established payment schedule.

Attendance & Planned Extended Absences

If your child will be absent for any reason, please let us know as soon as possible. NC Pre-K has its own attendance requirements — see the NC Pre-K Program section of this handbook for more information. Planned extended absences or alternative attendance arrangements must be discussed with & approved by admin in advance. When a special arrangement has been agreed upon before enrollment or before the absence begins, the facility may approve alternative tuition arrangements at its discretion. An absence by itself does not suspend tuition or reserve a childcare slot without payment. Reminder: Tuition is for slots, not based on attendance.

Medication Authorization Procedures

Medication authorization forms are provided on a case-by-case basis when a parent notifies us that a child has a medication need. We do not administer routine over-the-counter medicine or breathing treatments. Our insurance coverage limits us to administering approved emergency, life-saving prescription medication, such as epinephrine auto-injectors, asthma inhalers, or anti-seizure medication. Before any approved medication is administered, the required written authorization, instructions, and Medical Action Plan, when applicable, must be on file. In some situations, we can apply OTC ointments, lotions, or sunscreen to your child, following DCDEE regulations. OTC ointments must be in original packaging, & not expired. A completed OTC Form (signed & dated) is required before we can apply any approved OTC ointments.

Nutrition & Meals

We provide breakfast, lunch & one afternoon snack to students, during the posted meal times. All meals & snacks meet USDA nutritional guidelines & Child & Adult Care Food Program (CACFP) requirements, & provided free of charge. The weekly menu is posted in the kitchen foyer; any substitutions will be noted there. Outside food is not permitted unless commercially prepared & provided in enough quantity for the whole class.

Food Allergies & Substitutions: If your child has a food allergy or a medical or religious reason for a menu change, ask staff for a Meal Modification Form. Medical modifications (including allergies) require the form to be completed by your child's physician; religious modifications require a signed letter from the parent/guardian. Approved Soy Milk Substitute can be provided for dairy intolerances, but require a signed modification form from parent/guardian.

Infants: We provide one type of infant formula for children up to 12 months — ask Admin for details. Baby food must arrive in original, unopened jars labeled with your child's name & the current date; uneaten food is discarded. Bottles & caps must also be labeled with name & date. As a facility best practice, around 12 months of age, children transition from bottles to small disposable cups - unless a physical need requires otherwise. To help your child with this transition period, we recommend practicing these procedures at home as well.

Items Parents Must Provide

Parents must provide seasonally appropriate clothing for their child, as described in the Clothing Section, along with at least two complete changes of clothes. Younger children & children who are toilet training may need additional changes of clothing. All clothing & personal belongings must be clearly labeled with the child's name. Parents must also provide a small blanket for rest time for children over 12 months of age. Blankets & other loose bedding are not permitted in an infant's sleep space. If the facility provides loaner clothing, it must be returned clean as soon as possible.

Infant Supplies: Parents of infants must provide enough clean bottles for the entire day. We cannot reuse or sanitize bottles. Breast milk, formula, & other approved bottled beverages brought from home must be fully prepared, dated, & labeled with child's name. If a family prefers a formula or water different from what our facility provides, the family is responsible for supplying it. Parents must also provide an adequate supply of diapers & wipes. Teachers will notify families when these supplies are running low, & parents are expected to replenish them promptly.

If your child uses a pacifier, special feeding supplies, diaper cream, or other individual-care items, please discuss these needs with your child's teacher. Any required permissions or instructions must be completed before these items can be used. The facility may request additional supplies based on the child's age & individual needs.

Rest Time & Outdoor Play — Required by DCDEE

Children are given rest time during the day as required by DCDEE. Rest time can be an adjustment for some children, & staff will support children in becoming comfortable with the routine.

DCDEE requires that we provide daily outdoor play, weather permitting. Please dress your child for active, sometimes messy play, including sneakers or closed-toed shoes, as appropriate for weather conditions. A child who is too ill to participate in outdoor play may need to remain home.

Clothing & Personal Belongings

Please dress your child comfortably for active play; closed-toe shoes are required, & a jacket or coat is required in cold weather. Provide at least two complete changes of clothes (2 tops, 2 bottoms, 2 underwear, 2 pairs of socks) to keep in your child's cubby, each labeled with their name. If your child is changed due to soiling, we'll send the soiled items home — please bring a replacement set the next morning. For safety, children need proper attire (including shoes) to remain at the facility. For your child's safety & comfort during active play, we ask that children not wear jewelry or bring other valuables to school. While our staff take reasonable care with children's belongings, we cannot be responsible for items that are lost, damaged, or go missing during the day — including jewelry — & we're not able to address these concerns after the fact. We appreciate your help by leaving these items at home.

Unless during a special event, please don't send toys or other personal items with your child. We are not responsible for personal items. Label any coats, hats, etc. that are sent with child. Infant pacifiers must be labeled & only used as allowed by DCDEE. All items must be labeled.

Supervision & Care of Children

We maintain strict supervision & staff/child ratios at all times — during arrival & departure, on the playground, during meals, at rest time, & during transitions between classrooms or caregivers. Staff use sign-in/sign-out procedures & head counts at every transition to ensure all children are accounted for, & never leave a classroom, playground, or infant changing area unsupervised.

Ratios: Current, applicable ratios are posted in each room, visible for staff and families.

Administration routinely visits classrooms & all facility areas to confirm staff are following these procedures, & reviews them with staff as required. Our full, detailed Supervision & Care policy is available for your review at the facility upon request.

Normal Childcare & Play Experiences

Childcare is an active, hands-on environment. Children may come into contact with sand, soil, grass, leaves, mulch, mud, water, paint, glue, sensory materials, food, & other age-appropriate indoor & outdoor learning materials during normal activities. Clothing, shoes, & personal belongings may become dirty, stained, wet, or show normal wear. Families should send children dressed for active play & should not send clothing or belongings that cannot tolerate normal childcare activities. Reasonable care will be taken, but the facility is not responsible for ordinary wear, staining, dirt, or minor damage resulting from normal play & participation.

Children are active & are still developing physical, social, emotional, communication, & self-help skills. Even with appropriate supervision, ordinary childhood experiences may include minor falls, bumps, scrapes, bruises, spills, toileting accidents, crying during transitions, peer disagreements, & similar age-appropriate incidents. Staff will supervise children, respond appropriately, document or report incidents when required, & follow applicable health & safety requirements.

Biting is a normal, common part of development for some children, especially toddlers, & is not something any center can promise to prevent entirely — it happens quickly & often without warning. We take every reported incident seriously & work with families individually to help reduce occurrences when a child is going through a biting phase. Each situation is reviewed & discussed on its own, based on the children & circumstances involved.

Transportation & Field Trips

We do not currently offer transportation services. If NCPK participates in a field trip, we aim to keep it at no cost to families; if there is a small fee, we will notify you in advance. Families would be responsible for providing transportation to/from field trip. We do not participate in aquatic activities as defined by DCDEE (water play & sprinklers do not qualify as aquatics).

Photos & Electronic Media

We may take photographs or videos for private classroom documentation, formative assessments, learning portfolios, and direct family communication. Permission for any public use—including social media, our website, advertising, or promotional materials—is governed by the separate Photo/Media Release Form in the Childcare Application Packet. Parents must select “Yes” or “No” and sign and date that form. The facility will follow the choice documented on the family’s most current signed release.

Cleaning Schedule Summary

Frequency	What we clean
Daily	Floors (swept & mopped), bathroom fixtures, kitchen fixtures, trash/food waste, toys that were mouthed, rugs (vacuumed), crib sheets (washed), furnishings & supplies (as needed); animal cages (if applicable)
Weekly	Ceiling fans, air vents, glass doors/windows, baseboards, foyer furnishings, cots, mats, & sheets (individually assigned; cleaned weekly & additionally as needed); fish tank (if applicable)
Monthly	Walls & interior doors, etc.

Family Communication, Participation Opportunities, & General Information

For current information & program updates, visit our website at www.cottonwood-weefarm.com & be sure to follow us on Facebook & TikTok. Families may also ask administration about enrolling in the MyProCare communication portal.

Activity Plans & Daily Schedules: Weekly lesson plans & daily schedules are posted in each classroom. Please check your child’s folder or cubby every day for notices, completed work, & documents that may need to be signed & returned.

Family Conferences: Conferences are offered at least twice each year to discuss your child’s learning and development and address any questions or concerns; meetings are conducted in a manner that is convenient and accessible for families.

Classroom Celebrations: Families are welcome to send treats for classroom celebrations; however, all treats must be commercially prepared. This policy allows us to manage allergy & food-safety concerns consistently across all classrooms. We are a peanut free facility.

School Pictures: Picture proofs will be sent home, & families may place orders online using the information included with the proofs. Additional details will be provided before picture day.

Family & Community Engagement/Parent Participation Plan Please review the plan posted on the Family Information Board for the current schedule of events & participation opportunities. We welcome families into our program & encourage active participation. Opportunities may include family events & celebrations, parent-teacher conferences, classroom volunteering, & newsletters highlighting children’s learning & classroom activities. NC Pre-K families are also invited & encouraged to use ReadyRosie.

Visits and Orientation: Prospective families may schedule a visit before enrollment to tour the facility, meet staff, and learn about classroom routines. Please see admin to schedule a tour, preferably during rest time, which allows staff to answer questions with minimal distractions. On or before the child’s first day, the facility’s operational policies will be reviewed with the family, and the family will receive a copy and have an opportunity to ask questions.

A temporary interruption or loss of access involving MyProCare, our website, social-media, email, or another electronic system does not suspend or change tuition obligations, payment deadlines, attendance requirements, or other facility policies. Families remain responsible for meeting all applicable requirements & deadlines.

Family Conduct, Withdrawal, Termination & Collaboration

We want every family to feel comfortable communicating concerns. Questions or concerns should be brought to staff or administration so they can be reviewed & addressed. A cooperative provider-family relationship is important to successful childcare. Families, visitors, & staff are expected to communicate respectfully & conduct themselves in a manner that supports a safe environment for children. Threatening, intimidating, abusive, harassing, profane, aggressive, or substantially disruptive conduct toward children, staff, families, or visitors will not be permitted & such actions may result in restrictions on facility access and/or termination of services, consistent with applicable law.

Cottonwood & Wee Farm are private facilities & reserve the right to terminate or refuse childcare services at any time, for any reason. If we determine that our program is no longer the appropriate placement for your child, we will notify you in person or in writing & explain the reasons for the decision. We will clearly communicate any required next steps, including outstanding fees or other obligations, & will make reasonable efforts to assist your family with the transition to alternative childcare arrangements.

We want every child to have a great day, but there may be days your child needs a moment to reset, or has a hard time we'll want to talk with you about — we'll always let you know without judgment. What children see & hear outside of school (at home, in the community, or elsewhere) often shows up here too, so we appreciate you partnering with us on reinforcing appropriate behavior. If there's an incident involving your child & another child, please talk with us before drawing conclusions — there are always two sides to a story, & children don't always perceive events accurately — which is normal.

If at any time you're not comfortable with your child in our care, we encourage you to communicate this with administrative staff & we will be glad to discuss various options & resources available in our community. Our goal is always to be the best fit for your family. If you have any questions about your child's day, please feel free to ask a staff member.

Internal Complaint Procedure: Families should first discuss routine classroom concerns with the child's teacher. If the concern is not resolved, or if the matter is serious or involves a staff member, the family should contact administration directly. Administration will listen to the concern, gather information from the individuals involved, review available records or documentation, and determine an appropriate response. Families may be asked to submit the complaint in writing when additional documentation or follow-up is needed. Complaints will be handled as promptly and confidentially as reasonably possible. Administration will communicate the outcome or next steps to the family; however, confidential information concerning other children, families, or employees will not be disclosed. No family or child will be treated unfairly for raising a good-faith concern.

Withdrawal Notice: Families must provide admin with at least 10 business days' notice before withdrawing a child. Tuition & any applicable parent fees remain due throughout the notice period, regardless of child's attendance.

NC Summary of Child Care Law

The current NC Summary of Child Care Law is posted on the Family Info Board near our front door. Please see that posting for details or questions about current state child care laws.

Required Notices

- CW & WF are drug-free & tobacco-free facilities. The use of drugs and/or tobacco is not permitted anywhere on the premises.
- Audio and/or video recording may be in progress at all times on the premises.
- Cottonwood & Wee Farm are equal opportunity providers for USDA & CACFP.
- For school-age children, we are not responsible for completed school assignments or school-related items (including any electronics)

Regulatory Default Statement

Cottonwood Pre-Elementary & Wee Farm Learning Center operate in accordance with all applicable current NC child care laws, licensing rules, sanitation requirements, & NC Pre-K guidance. This handbook summarizes the policies most relevant to families; it does not reproduce every regulation. If a specific rule changes, the current controlling law or rule governs, even where handbook wording has not yet been updated — current DCDEE requirements can always be found at <https://ncchildcare.ncdhhs.gov/>.

This handbook is intended to address the primary policies & expectations applicable to families & cannot anticipate every individual circumstance that may arise in the normal operation of a childcare facility. Situations not specifically addressed in this handbook will be handled by administration based on the individual circumstances, the health & safety of the child & group, facility operations, professional judgment, & applicable laws & regulations. The facility may adopt, revise, or discontinue policies & procedures as reasonably necessary for health, safety, regulatory compliance, financial or operational needs, or effective program administration. Families will receive any notice required by applicable law or regulation. This statement does not replace any specific required notice, permission, or acknowledgment elsewhere in this handbook.

Assumption of risk: During an area-wide crisis or emergency (natural disaster, pandemic, etc.), we reserve the right to put temporary policies in place based on the situation. These will be posted in our lobby & may change during the emergency. In the event of an area-wide public health emergency or outbreak, the facility will follow all applicable state health & sanitation requirements. However, we cannot guarantee that your child will not be exposed to illness while in our care, & families should factor this into their decision to continue attendance during such an event.

USDA/CACFP Nondiscrimination Statement: In accordance with federal civil rights law & U.S. Dept of Agriculture (USDA) civil rights regulations & policies, this institution is prohibited from discriminating on basis of race, color, national origin, sex (including gender identity & sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice & TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, & a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature & date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: Program.Intake@usda.gov. This institution is an equal opportunity provider.

Illness & Exclusion Policy

We will contact you if your child develops symptoms of illness such as fever, diarrhea, vomiting, unusual rash, or other concerning symptoms, & may require child to leave care. We may require child to leave care when illness or symptoms prevent the child from participating comfortably in routine activities, require a level of care or supervision that cannot reasonably be provided within the group setting, or present a health or safety concern for the child or others. This policy meets all DCDEE minimum requirements for illness & exclusion, & in some areas, reflects additional precautions specific to our facility & procedures to protect the health & safety of all children & staff in our care.

Symptoms	When we call / send home	When they can return	Doctor's note required?	Testing required? (Flu, Strep, COVID)
Fever	100° or higher	48 hours after fever is gone without fever-reducing medicine	Yes	If requested by Admin
Cough	Severe enough to interfere with child's comfort	48 hours	Yes	If requested by Admin
Diarrhea	2+ consecutive loose bowel movements	48 hours, or until diarrhea ends – whichever is longer	No	No
Vomiting	Immediately	48 hours, or until vomiting ends – whichever is longer	No	No
Sore Throat	Continuous complaints; throat swollen/red	48 hours	Yes	Yes – Strep & Flu
Lice	Live lice or nits observed	After first treatment is completed	No	No
Chicken Pox / suspicious rash	Immediately	Per physician guidance	Yes	No
Other symptoms/illnesses	Determined by Administration	48 hours, unless otherwise specified	If requested by Admin	If requested by Admin
Confirmed positive: Flu, Strep, COVID or other infectious illness	Immediately	Child & siblings cannot return until date specified by a physician	Yes	Per CDC guidance

We understand a sick child creates real challenges for working families, & we don't take that lightly. At the same time, due to the close contact & shared spaces inherent to child care, illness spreads quickly between children even with frequent sanitizing & disinfecting. Our exclusion timeframes, including the “48-hour rule” are designed to protect the health of all the children & staff in our care. Every situation is different, & we consider each child & illness individually, but this baseline helps us keep the spread of illness to a minimum for everyone.

Doctor's note overrides: No child may return before any date specified in a doctor's note, regardless of the timeframes above. If a doctor's note or testing is requested by Administration, the child may not return without it.

Administrative discretion: This chart is a guideline. Admin reserves right to adjust requirements at any time based on individual circumstances. Admin or a designated staff member has final judgment on any illness or symptom not specifically addressed here.

Siblings: If a child is sent home or kept home for illness, siblings must also stay home for the required period, unless otherwise stated by Administration. This helps prevent illness from spreading through the household & back into care.

Additional Provisions

- Physician's written order for separation: children must remain at home per the doctor's written order
- Admin may request or require a doctor's note &/or testing for any reason, including known exposures.
- Admin may require child to remain home longer than the timeframes above, based on symptoms, illness severity, or exposure risk.
- Parents will be notified if a child's condition worsens while in our care.
- Parents must notify Admin immediately if a child tests positive for COVID, flu, strep, or other reportable illness

Family Engagement & Participation Plan

Activity	When	Comments
Communication **FP1 10A NCAC 09.3219 (b)(1)	Open; On-going	Teachers will communicate with families regarding program activities on an on-going basis (via in-person, phone, our My ProCare software/app, etc.). Communication is provided to families in a manner that is responsive to needs of families served (via text, email, electronic apps like My ProCare, etc.), & considers language comprehension.
Two-Way Communication **C1 10A NCAC 09.3219 (f)(1)(A)	Open; On-going	Two-way comm. is always open between staff/families, where info is shared about children in a manner available & accessible to families served (via text, email, apps like My ProCare, etc.), & considers language comprehension.
Family Conferences **FP2 10A NCAC 09.3219 (b)(2) 10A NCAC 09.3219 (f)(1)(C) 10A NCAC 09.3010 (2)	At least 2x per year **C3	Families will be given info about their child, discuss child needs/progress towards goals, receive feedback regarding experiences at home & at facility; progress of child after he/she has been assessed by staff using DCDEE approved Formative Assessments (TSG) and/or other assessments (observations, notes, portfolios, etc.). Families offered opportunities to set goals for child. Conducted in manner that is best for families (via phone, virtual, in-person).
Family Info & Sharing Opp. (Including sharing cultural heritage) **FP3 10A NCAC 09.3219 (b)(3)	Throughout & At least 1x per year	Families are encouraged to share cultural heritage in child's classroom anytime throughout the year. Families are encouraged to write down any information they wish to share with others on our Family Board-such as a reminder that it is a child's birthday, a note to tell other families they are having a yard sale, etc. Families may call us at 618-1300 to let us know you wish to share a message & staff will be glad to write this information on the board for you.
Family Volunteer Opportunities **FP4 10A NCAC 09.3219 (b)(4)	Throughout & at least 1x per year	Families are encouraged to volunteer at any time throughout the year. Families can volunteer to help with various learning activities, special events, etc. Families encouraged to visit classrooms & participate in classroom activities.
Participation in Classroom Activities & At-home activities. **EO6 10A NCAC 09.3010 (3)	Throughout year; On-going	Families encouraged to visit classrooms & participate in classroom activities; given home activity ideas related lesson. Noted on newsletters, Ready Rosie, etc.). Teachers given paid time for planning, preparations, conferences, etc.
Family Resource Information Area **C2 & Communication of Community Resources **FP5 10A NCAC 09.3219 (b)(5) 10A NCAC 09.3219 (f)(1)(B)	Daily; On-going	Families have access to information via pamphlets, brochures, handouts, etc., concerning their child's health, insurances, community resources/services, agencies, programs, etc. in our foyer. Communication w/ families about community resources/services available (shared by teachers, local event flyer, comm. events posted on social media). Info assists families with knowledge, support, & advocacy for children in languages of children being served (translator available).
Family Recommendations, Suggestions, etc. (Engagement & Leadership) **EL1 10A NCAC 09.3219 (f)(2)(A)	Throughout year	Families have the opportunity to write any recommendations, suggestions, comments, etc. and place in sealed envelope (can be done anonymously), which will be placed in the Family Drop box, where admin checks daily & considers these suggestions/recommendations for planning
Education Opportunity & Family Forum **EO1 10A NCAC 09.3219 (f)(3)(A) 10A NCAC 09.3010 (4)	At least 1x per year	Admin will offer family event annually that includes the educational opportunity for staff & families to learn together. Forums-families are invited to participate in a learning opp. for an exchange of ideas, information sharing, trainings, etc. concerning their child's education (present & future)
Enrollment Orientation & Open House **EL2 10A NCAC 09.3219 (f)(2)(B) 10A NCAC 09.3010 (1)	Throughout year; Before Pre-K Begins	When families enroll child, enrollment orientation that includes opportunity for families/children to visit classroom, teachers, etc. prior to first day. PK families are invited to attend Open House to meet with Pre-K staff; review Facility/NC Pre K policies, curriculum, etc.; participate in a Question & Answer session; tour facility and grounds; etc.
Family Events, Holiday/Seasonal Festivals, Field Trips; PK Graduation **EL3 10A NCAC 09.3010 (6)	At least 2x per year; Throughout year	Families are offered at least 2 family events annually (information given prior to events). Families are invited to participate in Festival activities for various seasons and/or Holidays. Families are invited to be chaperones on all field trips. (PK- at least 2 outside school day family events). PK families invited to PK graduation (end of PK year).
Website & Social-Media; Interpreter Services **EO5	Current	Families have access to our website & social media pages w/ info about our centers, events, etc. Website: www.cottonwood-weefarm.com . Social Media: FaceBook & TikTok (cottonwood-weefarm). Spanish translator on-site to help remove language barriers between staff & families.
Involvement & Decision Making; Family Surveys **EL6 10A NCAC 09.3010 (5)	Throughout	Families are allowed the opportunity for involvement & decision making about children & ECE program through open communication with staff & admin, family conferences, suggestions, etc.
Tidbits & Newsletters & Ready Rosie Information about provided services **EL5	On-going	Families given info about child's day (eating, sleeping, bathroom, play habits, etc.). Families given newsletters about classroom events, lessons, themes, etc. Families invited to join Ready Rosie: info/playlists with learning materials, activities, etc. Information given about services available from community resources: speech, occupational, behavioral/play therapists, etc.

Confidential Communication & Authorized Contacts:

To protect each child's and family's privacy, sensitive or private matters—including health, behavior, development, incidents, attendance, enrollment, account information, and family circumstances—will be discussed only with the child's parent, legal guardian, or full-time custodian. Being listed as an emergency contact or authorized pickup person does not authorize an individual to receive detailed information, access records, make decisions, or participate in ongoing discussions concerning the child. If a parent or guardian cannot be reached, an emergency contact may be contacted when assistance is necessary. Staff will share only the minimum information needed for that immediate situation. Any additional explanation, follow-up, or discussion will take place directly between facility staff and the child's parent or guardian. Staff may refer grandparents, aunts, uncles, other relatives, emergency contacts, or authorized pickup persons back to the parent or guardian and are not required to interrupt supervision, administrative duties, or facility operations for nonurgent discussions with individuals who do not have legal authority for the child.

NC Pre-K Program Policies

This section applies specifically to families enrolled in the NC Pre-K program.

NC Pre-K is a free preschool program for eligible children who turn 4 years old on or before August 31. Completed applications are submitted to RCPC (Robeson County Partnership for Children); families are notified by letter or by phone once placement is determined. RCPC determines placement & eligibility of NC Pre-K children.

Hours & Transportation: A typical Pre-K day is 7 hours, from 7:30 AM to 2:30 PM. NC Pre-K-only children may arrive no earlier than 7:20 AM & must be picked up by 2:30 PM to avoid late fees. The Pre-K daily cutoff is 8:00 AM. We do not currently offer transportation services for NC Pre-K.

Attendance: Regular attendance is important for children to receive the full benefit of the NC Pre-K program. All absences are reported to RCPC. Please notify us as soon as possible when your child will be absent and provide a physician's excuse for medical absences when requested. When attendance concerns arise, we will contact the family, discuss any circumstances or barriers affecting attendance, document our efforts, and communicate with RCPC as required. Repeated or extended absences, including attending fewer than 25% of scheduled NC Pre-K days in a month without notice or communication, may affect the child's continued placement. Any decision concerning continued enrollment will be made in consultation with RCPC after the required steps have been completed. NC Pre-K is an educational program with regular attendance expectations rather than a flexible childcare schedule.

Assessments & Conferences: Your child will be screened using the DIAL assessment tool within a few weeks of their first day, & assessed throughout the year using Teaching Strategies GOLD, the FINCH assessment, portfolios, & benchmarks to help plan individualized instruction. You may be asked to complete questionnaires — please return these promptly. Conferences are scheduled throughout the year to review results; call us anytime to schedule or reschedule. ReadyRosie is used as a family communication & participation tool — families are encouraged to be actively involved in their child's learning process. Newsletters are also sent home summarizing your child's learning.

Challenging Behaviors & Facility Safety Support: We follow DCDEE & NC Pre-K requirements for addressing challenging behaviors. Our response may include documentation, family conferences, individualized strategies, consultation with the NC Pre-K Contract Administrator & Preschool Exceptional Children Program, & referrals to appropriate community or state resources. When required, the family, facility, NC Pre-K Contract Administrator, Preschool Exceptional Children Program, & other appropriate professionals will work together to develop a coordinated support plan.

The safety of every child & staff member remains our highest priority. As a facility safety policy, when a child repeatedly exhibits serious or potentially harmful behavior—including throwing objects, physical aggression, destruction of property, or other behavior that creates a risk of injury—the facility may require a parent, guardian, or other approved family member to remain with the child during NC Pre-K hours to provide additional supervision & support. The family member will not be counted as staff or included in the required staff-to-child ratio.

The need for family presence will be reviewed based on the child's behavior, safety needs, response to intervention, & coordinated support plan. It may continue for as long as necessary, including through the remainder of the program year, when consistent with the child's safety needs & applicable NC Pre-K requirements. Any shortened day, suspension, expulsion, or alternative placement will occur only through the process required by 10A NCAC 09 .3017.

Meals: Breakfast, lunch, & snack times are posted & available to families — having your child here for breakfast means they won't miss the start of the day's activities. All meals are free of charge.

Religion: We do not require any child to participate in religious activities, & NCPK funds are never used to purchase religious services or materials.

Graduation & Graduation Attire: Graduation is an optional, center-sponsored celebration and is not a required NC Pre-K instructional service. Graduation typically takes place in late May or early June, and families will be notified of the date and time in advance. Graduation attire and pictures may be available for purchase.

As a facility policy, a child may not participate in graduation if the family has an outstanding childcare or wraparound-care balance or if the child attended fewer than 25% of scheduled NC Pre-K days in any month because of unexcused absences without notice or communication with staff. No charge will be imposed for the required NC Pre-K instructional day. Families receive notice of this graduation policy at the beginning of the program year so they have an opportunity to maintain attendance and resolve childcare or wraparound-care balances before graduation.

Kindergarten Registration: Families are responsible for registering their child for kindergarten with their selected school. The DCDEE Kindergarten Search (found online at: <https://ncchildcare.ncdhhs.gov/Kindergarten-Search>) helps families identify kindergarten opportunities offered by local public school administrative units, charter schools, and private-school scholarship programs. Upon request, we will provide families with a list of these educational opportunities in Robeson County or another county specified by the family. We will share kindergarten registration reminders during the year; however, families should contact their selected school for current registration dates, required documents, and enrollment procedures.

Prevention of Shaken Baby Syndrome & Abusive Head Trauma

Belief Statement: We, Cottonwood Pre-Elementary & Wee Farm Learning Center, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background: SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

Procedure/Practice

- Recognizing: Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track &/or decreased muscle tone. Bruises may be found on upper arms, rib cage, or head resulting from gripping or from hitting head.
- Responding to: If SBS/AHT is suspected, staff will: Call 911 immediately upon suspecting SBS/AHT and inform the director. o Call the parents/guardians. If the child has stopped breathing, trained staff will begin pediatric CPR
- Reporting: Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov. Instances of suspected child maltreatment in the home are reported to Rob. Co. DSS - Phone number: 910-671-3500

Prevention strategies to assist staff in coping with a crying, fussing, or distraught child: Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies: Rock the child, hold the child close, or walk with the child; Stand up, hold the child close, and repeatedly bend knees; Sing or talk to the child in a soothing voice; Gently rub or stroke the child's back, chest, or tummy; Offer a pacifier or try to distract the child with a rattle or toy; Take the child for a ride in a stroller; Turn on music or white noise; etc. In addition, the facility: Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children; Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed; etc.

Prohibited behaviors: Behaviors that are prohibited include (but are not limited to): shaking or jerking a child; tossing a child into the air or into a crib, chair, or car seat; pushing a child into walls, doors, or furniture; etc.

Strategies to assist staff members understand how to care for infants - Staff reviews and discusses: The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf. How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups. Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

Strategies to ensure staff members understand the brain development of children up to five years of age: All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss: Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth. The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-ecd/.

Local Resources: Child Care Health Consultant, Robeson County Health Dept. 910-671-3200

Parent web resources:

The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx. The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>. The Period of Purple Crying: <http://purplecrying.info/>.

Facility web resources:

Caring for Our Children, Standard 3.4.4.3 Preventing & Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&+=> Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

Communication: Staff: Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age. All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age. Parents/Guardians: Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age. A copy of the policy will be given and explained to parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.

This policy applies to children up to five years of age & their families, operators, early educators, substitute providers, & uncompensated providers. For purposes of this policy, "staff" includes operator & other administration staff who may be counted in ratio, additional caregivers, substitute providers, & uncompensated providers.

Policy effective March 2017.

Discipline & Behavior Guidance Policy

This policy is provided in accordance with G.S. 110-91(10) & DCDEE Rules 10A NCAC 09 .0514 & .1802–.1804. A written copy of this policy will be provided & explained to each family at enrollment. By signing the Parent Acknowledgment, the parent, legal guardian, or full-time custodian confirms that this discipline policy was received & discussed. If this policy changes, families will receive written notice at least 14 days before the revised policy takes effect.

Our Approach: We use positive, age-appropriate, & developmentally appropriate guidance to help children develop self-control, communicate their needs, solve problems, & learn acceptable behavior. Staff use praise, encouragement, redirection, appropriate choices, natural & logical consequences, clear expectations, & consistent limits. Staff speak calmly & respectfully, listen to children, model appropriate behavior, & explain expectations in language each child can understand.

Time-Out & Calming Areas: Short, supervised periods of time-out may be used sparingly & only after other age-appropriate guidance methods have not been effective. Time-out consists of a brief separation from the current activity in a safe area that remains within the teacher's sight & supervision. It will generally last no longer than approximately one minute for each year of the child's age. Time-out is intended to help the child calm down & regain control. Before the child returns to the group, a staff member will briefly review the expected behavior in language the child can understand. Children may also choose to use a designated quiet or calming area when they need space to regroup. A child's voluntary use of a calming area is not considered punishment.

Prohibited Discipline Practices: No child will be subjected to corporal punishment or handled roughly in any manner, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking. A child will never be restrained using a heavy object, including a caregiver's body, or a device such as a strap, blanket, car seat, crib, or similar item.

STAFF WILL NOT:

- Place a child in a locked room, closet, box, or other confined area or leave a child alone in a room separated from staff
- Allow or require one child to discipline another child
- Withhold food or drinking water as punishment or give food as a behavioral reward
- Deny bathroom access or discipline a child for a toileting accident
- Deny appropriate rest or discipline a child for not sleeping during the rest period
- Assign punishment involving hazardous materials or cleaning tasks, such as cleaning bathrooms, floors, or diaper pails
- Withhold or require physical activity, such as running laps or performing exercises, as punishment
- Yell at, shame, humiliate, frighten, threaten, bully, degrade, or make negative remarks to or about a child or the child's family
- Restrain a child as a form of discipline

OUR FRAMEWORK:

H — Help: Use gentle, helping hands & encourage children to help rather than hurt others.

U — Use a Calming Voice: Speak calmly & help children use words to express what they need.

T — Talk It Out: Guide children in using respectful words, listening, & working through disagreements.

S — Supervise Closely: Remain attentive, keep children within sight & supervision, & intervene before a situation becomes unsafe.

Continuing Behavior Concerns: When a behavior concern continues after age-appropriate guidance & intervention, office staff will be contacted & the situation will be documented. A conference with the family may be arranged to discuss the concern, identify possible causes, & develop consistent strategies for supporting the child. Outside resources, screenings, evaluations, classroom modifications, behavior-support plans, & other services may be recommended when appropriate.

Immediate Safety Concerns: If a child's behavior presents an immediate risk of harm to the child or another person, or involves serious property destruction that creates a safety risk, staff will take immediate steps to protect everyone involved. Administration will be contacted, the incident will be documented, & the family will be notified. For children who are not enrolled in NC Pre-K, the family may be required to assume care of the child immediately. Administration will determine when the child may return & whether a conference, safety plan, behavior-support plan, outside services, or other conditions are required before the child returns.

Additional Requirements for NC Pre-K Children: Children enrolled in NC Pre-K are subject to the additional protections & procedures established by 10A NCAC 09 .3017. Any shortened NC Pre-K instructional day, suspension, expulsion, alternative placement, or conditions for returning will be handled in accordance with that rule & the procedures required by the NC Pre-K Contract Administrator. When required, the Site Administrator will notify & work with the NC Pre-K Contract Administrator, the local school system's Preschool Exceptional Children Program, the child's family, & other appropriate community or state resources to develop a coordinated support plan. During an active safety situation, staff will use permitted immediate safety measures while administration follows all applicable NC Pre-K reporting, documentation, consultation, & support-planning requirements.

Reporting Suspected Child Abuse, Neglect or Maltreatment

North Carolina law requires any person who has cause to suspect that a child has been abused, neglected, dependent, or maltreated to make a report to the appropriate agency. Proof is not required before making a report. No employee or other person may prevent, discourage, or retaliate against someone for making a good-faith report.

Staff Reporting Procedure: (1) **Protect the child from immediate danger-** If a child needs urgent medical assistance or is in immediate danger, staff will call 911 & take appropriate steps to protect child. (2) **Make the required report promptly-** Suspected abuse or neglect occurring in child's home or outside childcare facility must be reported directly to local DSS; Suspected maltreatment occurring within childcare facility or involving childcare staff, substitutes, volunteers, or other facility personnel must be reported directly to NC DCDEE; If circumstances may involve both settings, or it is unclear where suspected maltreatment occurred, reports may be made to both agencies & to law enforcement when appropriate. (3) **Notify administration-** Staff must notify facility admin, or designee, as soon as possible so that immediate safety measures & required procedures can be completed. However, notifying admin does not replace, delay, or satisfy individual staff member's legal duty to report directly to appropriate agency. (4) **Provide known information-** The person making report should provide as much known information as possible, including child's name, age, address & location; parent/caretaker's information; nature & extent of any concern; & any other information that may assist the agency. (5) **Do not conduct an independent investigation-** Staff should record objective observations & statements but should not question child repeatedly, confront person suspected, promise secrecy, or attempt to determine whether allegation is true before reporting it. (6) **Maintain confidentiality & cooperate-** Information concerning a report will be shared only with individuals & agencies authorized to receive it. The facility & its staff will cooperate with DSS, DCDEE, law enforcement, & other authorized investigators.

Reporting Contacts: Robeson County DSS (910-671-3500). Robeson County CPS Investigations & Intake (910-671-3788). DCDEE Intake Unit (919-814-6300). DCDEE In-State Toll-Free Number (800-859-0829). Immediate danger or emergency: 911

Family Communication About Injuries & Changes: If your child experiences an accident, injury, or significant incident away from facility, please inform staff before leaving child in our care that day. This helps staff understand & properly document any existing marks, injuries, discomfort, or changes in behavior. Families should also inform teachers about significant changes or disruptions in child's life & any unusual or inconsistent behaviors observed at home. Open communication allows families & staff to provide consistent support. Children learn from examples & expectations established by adults around them, so a calm & consistent partnership between home & facility is important.

Parent Acknowledgment & Summary Page

Please read each statement below & sign & date the form located in the Enrollment Packet

1. Discipline Policy: I attest that a copy of the center's written Discipline Policy was given to me and discussed with me at enrollment.

2. Shaken Baby Syndrome / Abusive Head Trauma Prevention Policy: I acknowledge that a copy of the Shaken Baby Syndrome/Abusive Head Trauma Prevention Policy was given & explained to me on or before my child's first day of care.

3. Operational Policies: I have received, read, & understand the Operational Policies as described in this handbook, including hours of operation, admission & enrollment procedures, fees & payment plan, services offered, items I must provide, the cleaning schedule, abuse & neglect reporting procedures, parent participation opportunities, & our nutrition policy.

4. Family Engagement & Participation Plan: I have received, read, & understand the Family Engagement Plan included in this handbook & that the plan is posted on the Family Info Board.

5. Summary of NC Childcare Laws: I have received the Summary of NC Childcare Laws & have been made aware that a copy of the most current Summary of NC Childcare Laws is posted on the Family Info Board near the front door.

6. Additional Acknowledgments

By signing acknowledgment page, you confirm that you have received & read the following:

- Application/Enrollment Packet & Procedures & Family Handbook; Center Operations & Cleaning Schedule
- Safe Arrival & Departure Procedures; Supervision & Care of Children; & Aquatics Policy
- Summary of NC Child Care Law (also posted to view on or near front door)
- The following facility policies: Aquatic, Discipline, Supervision & Care, Safe Sleep (if applicable), Operations, Shaken Baby & Abusive Head Trauma, Family Engagement Plan, Notification of Tobacco & Drug Restrictions, & other policies & procedures covered within the handbook
- CW & WF are drug-free & tobacco-free facilities; the use of drugs and/or tobacco is not permitted on the premises
- Doors are locked at all times for security purposes; Parents/guardians always welcome & encouraged to come inside at any time
- CW & WF do not participate in aquatic activities as defined by DCDEE
- Any fees, policies, & procedures are subject to change with notice as described in this handbook
- It is parent/guardian's responsibility to review Family Info Board & door postings for current fees & updates, & to check <https://ncchildcare.ncdhhs.gov/> for current DCDEE requirements.
- Public use of my child's photograph/video is governed by separate signed Photo/Media Release Form in the Childcare Application Packet

Cottonwood & Wee Farm are equal opportunity providers for USDA & CACFP. We are private facilities & reserve the right to terminate or refuse childcare services at any time, for any reason. Audio and/or video recordings may be in progress at all times on the premises. CW & WF are licensed childcare facilities under DCDEE Pathway #2.

Concerns, Licensing Complaints & Childcare Program Fit

Cottonwood Pre-Elementary and Wee Farm Learning Center follow applicable North Carolina child care laws, DCDEE rules, and NC Pre-K requirements. Families have the right to contact DCDEE, and nothing in this handbook limits anyone's right to express genuine health, safety, or licensing concerns. However, not every disagreement with a facility decision or policy is a licensing violation. DCDEE does not regulate every aspect of a private child care program, including many matters involving tuition and payment policies, operating hours and days, and lawful enrollment or termination decisions. Questions or concerns involving facility operations should first be discussed directly with administration whenever appropriate. A threat to contact DCDEE does not require the facility to change a lawful policy, make an exception, or interrupt the care and supervision of children, or administrative duties. Enrollment in our private program is voluntary. When a family fundamentally disagrees with our lawful policies, expectations, educational approach, or manner of operation after the matter has been discussed, the family may choose a different child care program that is a better fit. Families who withdraw remain responsible for required withdrawal notice & any tuition, parent fees, or other account obligations due under this handbook.

Parent Acknowledgment & Signature Page

Please read each statement below & sign & date where indicated.

1. Discipline Policy: I attest that a copy of the center's written Discipline Policy was given to me and discussed with me at enrollment.

 **Parent Signature:** _____ **Date Signed/Discussed:** _____

2. Shaken Baby Syndrome / Abusive Head Trauma Prevention Policy: I acknowledge that a copy of the Shaken Baby Syndrome/Abusive Head Trauma Prevention Policy was given & explained to me on or before my child's first day of care.

 **Parent Signature:** _____ **Date Signed/Discussed:** _____

3. Operational Policies: I have received, read, & understand the Operational Policies as described in this handbook, including facility hours of operation, admission/enrollment procedures, applicable fees & payment plans, services offered by facility, items to be provided by family, facility cleaning schedule, required abuse & neglect reporting procedures, family participation opportunities, & facility nutrition policy.

 **Parent Signature:** _____ **Date Signed/Discussed:** _____

4. Family Engagement & Participation Plan: I have received, read, & understand the Family Engagement Plan included in this handbook & that this plan is posted on the Family Information Board near front door. I also understand specific event details will be provided prior to each event.

 **Parent Signature:** _____ **Date Signed/Discussed:** _____

5. Summary of NC Childcare Laws: I have received the Summary of NC Childcare Laws & have been made aware that a copy of the most current Summary of NC Childcare Laws is posted on the Family Info Board near the front door.

 **Parent Signature:** _____ **Date Signed/Discussed:** _____

6. Additional Acknowledgments

By signing below, I confirm that I have received & read the following:

- Application/Enrollment Packet & Procedures & Family Handbook; Center Operations & Cleaning Schedule
- Safe Arrival & Departure Procedures; Supervision & Care of Children; & Aquatics Policy
- I received & understand the Summary of NC Child Care Law is posted for parents to view on or near the front door
- I have received & understand the following facility policies: Aquatic, Discipline, Supervision & Care, Safe Sleep (if applicable), Operations, Shaken Baby & Abusive Head Trauma, Family Engagement Plan, Notification of Tobacco & Drug Restrictions, & other policies & procedures covered within the handbook
- CW & WF are drug-free & tobacco-free facilities; the use of drugs and/or tobacco is not permitted on the premises
- I understand doors are locked at all times for security purposes, AND parents/guardians are always welcome & encouraged to come inside at any time
- I understand that CW & WF do not participate in aquatic activities as defined by DCDEE, & that fees, policies, & procedures are subject to change with notice as described in this handbook
- It is my responsibility to review the Family Bulletin Board & door postings for current fees & updates, & to check <https://ncchildcare.ncdhhs.gov/> for current DCDEE requirements.
- Public use of my child's photograph/video is governed by separate signed Photo/Media Release Form in the Childcare Application Packet

Please sign & return this page to office staff to confirm you have received & read this handbook & agree to the above statements.



Parent Signature: _____

Printed Name: _____

Date Signed: _____

Date Policies Discussed: _____

Child's Name: _____

Enrollment/ 1st Day: _____

Cottonwood & Wee Farm are equal opportunity providers for USDA & CACFP. We are private facilities & reserve the right to terminate or refuse childcare services at any time, for any reason. Audio and/or video recordings may be in progress at all times on the premises. CW & WF are licensed childcare facilities under DCDEE Pathway #2.

Welcome to Cottonwood Pre-Elementary / Wee Farm!