

Updated Parent Policy Handbook effective January 1,2025

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Healthy Environments

CHILD DEVELOPMENT CENTER

Center Philosophy

Healthy Environments Child Development Center Kill Devil Hills' mission is to combine research based best practices sprinkled with love and kindness necessary to grow happy healthy children in an Early Educational Environment. We want to be an extension of the home environment with emphasis on what is best for each individual child. Your children will be our first priority for their growth and development. We use a curriculum enhanced by many outside physical opportunities and engineered individualized learning experiences to help each child reach their full potential including socio-emotional and self-concept development. The Healthy Environments' way is to provide each child with a healthy environment, safe, diverse, and a highly qualified caring staff.

Ms. Elizabeth Oppong

"Your child is our first priority"

Hours of Operation and Closure Days:

Parents and Guardians are welcome at the center any time during operational hours. Healthy Environments Child Development Center, LLC is open from **7:00 a.m. to 5:30 pm Monday through Friday.**

******HE has no cut off time. Children can be dropped off at any time.******

Healthy Environments Child Development Center, LLC will be closed or closing early on the following Days:

(New Year's Day);
(Presidents' Day for meetings & trainings);
(Memorial Day);
(Independence Day);
(Labor Day);
(October 31st—closing at 3pm);
(Veteran's Day for meetings & trainings);
(Thanksgiving Day);
(A Day after Thanksgiving);
(A Day before Christmas);
(Christmas Day);
(A Day after Christmas).

Severe Weather: Effective January 1st, 2026, Healthy Environments will no longer follow Dare County Schools closing procedures. We will be following late openings for severe weather conditions. Please check Brightwheel and emails for all up-to-date information. Make sure HE has an updated email addresses to receive all emergency closures and updates.

******There is no reimbursement for closure days or time lost due to illnesses******

Full Payment is due for all partial weeks. Remember ...you are paying a yearly tuition. We break it down into weekly amounts to hold your child's spot, not your attendance or closures.

Services Offered:

We provide full-time care for children 12 months to the first day of kindergarten. Our program combines experienced, professional teachers, developmentally appropriate planning, quality programming, positive behavior support, and a diverse range of social, educational, and physical activities.

We also offer:

***Annual parent teacher conferences for any parents with questions or developmental concerns.

***Annual opportunities for families to share cultural heritage in their child's classroom. (We allow parents to bring food on designated days for cultural expansion for the children and teachers.)

***Annual volunteer opportunities to families. (The option for parents to help when parties are being thrown or to volunteer to dress up as Santa or the Easter bunny for the children.)

*** Quick communication to families to aid the questions and concerns via Brightwheel, Email, text, and telephone.

***Communication with families regarding community resources and services that are open and available upon request.

Updates to our Parents:

We provide our parents updates regarding our center's business news, reminders, Curriculum Highlights, calendar dates, notes from each class, and other general information.

Our curriculum:

We feel that the child's environment is important in the learning process. Our classrooms are small and personalized by the individual teacher and children in that class. Emphasis is put on socio-emotional development skills at each age level and throughout our curriculum.

Healthy Environments Child Development Center's educational program will be changing to the Abeka Curriculum effective January 1st, 2026. This is a Christian based curriculum with literature for a diverse range of physical and cognitive activities all planned around unit themes. Themes can last from one to four weeks. Each teacher will follow the same lesson plan only adapted for each individual age group and developmental levels of the children in her classroom.

Through the Abeka curriculum, we will concentrate on letter activities such as phonics, Long/Short Vowels, art projects, printing the letter, sounds of letters, words that begin with each letter, etc., all individualized to the developmental level of the children in each class. Other areas of our curriculum include: number lessons, counting, color identification, shape recognition, name spelling and writing, learning phone numbers and addresses, sight word identification and using the calendar, including naming months, days and seasons. Music and Physical Education are also incorporated in our weekly activities.

Areas of study for the Pre-School class (3 year old and up) are geared toward meeting Kindergarten prerequisites and transitioning. We incorporate children's favorite literature into the program by having a featured author or character of the month. These books may be simply read at story time or our teachers may plan classroom lessons around them.

Daily schedule:

Below is our basic daily schedule. This is a sample schedule to help each parent get to know their child's day and activity times. A schedule specific to your child's age group is posted in each classroom and available upon request.

7:00-8:00 am Arrivals, Free Choice Centers

8:00-8:30 am Transition to classrooms as needed, Free choice centers

8:30-8:45 am Diapering/ Potty Time and Hand washing

8:45-9:30 am Circle Time, Art, Story Time, Songs

9:30-10:00 am Free choice Centers, Sensory Activity

10:00-10:15 am Diapering/ Potty Time and Hand washing

10:15-11:00 am Gross Motor, Outside or organized playground games

11:00-11:15 am Diapering/ Potty Time and Hand washing

11:15- 11:30am Table Activity (matching cards, story, etc.)

11:30-12:00pm Lunch, Diapering/ Potty Time and Hand washing as needed

12:00-2:00pm Quiet/Naptime

2:00-2:45pm Diapering/ Potty Time and Hand washing,

Reading, Quiet Play, Start of Parent Pick ups

2:45-3:00pm Afternoon Snack

3:00 -4:00pm Outdoor Play or Free Play in Classroom

4:00-5:30pm Free Play and outside time, Parent Pick Up

Sometimes it will be necessary to change or alter the schedule for maximum flexibility or extended hours.

Free play:

There are times during the day when the children are at "Free Play". This means that the children may self-select from a variety of activities and all the learning centers. These periods tend to be good for each child to learn how to self-regulate and experience new creativity and express their emotions.

Quiet time:

Quiet time is a part of the day's schedule. It is approximately from 12:00pm to 2:00pm each day. The center must remain quiet during this time. If you must pick up your child early, please let us know ahead of time so we can help you get your child as quietly as possible and not disturb other classrooms' down time. Each child is required to rest quietly at least one hour. Those who are not able to sleep are given books to read quietly.

Share days:

We will announce "Share Days" which are days when the children may bring a toy from home for show and tell purposes only. **The children are not allowed to bring toys on any other day and any type of weapon or shooting toy should not be brought on Share Days.**

Discipline:

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We: 1. DO praise, reward, and encourage the children. 2. DO reason with and set limits for the children. 3. DO model appropriate behavior for the children. 4. DO modify the classroom environment to attempt to prevent problems before they occur. 5. DO listen to the children. 6. DO provide alternatives for inappropriate behavior to the children. 7. DO provide the children with natural and logical consequences of their behaviors. 8. DO treat the children as people and respect their needs, desires, and feelings. 9. DO ignore minor misbehaviors. 10. DO explain things to children on their levels. 11. DO stay consistent in our behavior management program. 12. DO use effective guidance and behavior management techniques that focus on a child's development. 13. DO use short supervised periods of reflective time away from other children sparingly.

We: 1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children. 2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. 3. DO NOT shame or punish the children when bathroom accidents occur. 4. DO NOT deny food or rest as punishment. 5. DO NOT relate discipline to eating, resting, or sleeping. 6. DO NOT leave the children alone, unattended, or without supervision. 7.

DO NOT place the children in locked rooms, closets, or boxes as punishment. 8. DO NOT allow discipline of children by children. 9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Our goal here at Healthy Environments Child Development Center Kill Devil Hills is to help each child become a well-adjusted happy adult by enforcing a message with love, build on strengths not weaknesses, hold children accountable with self-respect intact, teach children how to think issues through, and win cooperation at home, as well as at the school.

All licensed childcare facilities are required by law to report any suspected child abuse to the proper authorities. Accordingly, any such suspicions will be brought to the attention of the Manager and/or Owner. After evaluating the circumstances, the decision will be made whether a formal report to Child Protective Services are warranted.

Parent conferences:

Conferences and communications are extremely important. Anytime you have questions or inquiries, please feel free to ask. We do reserve the right to call a conference with any of our parents concerning the progress, behavior, adjustment, etc. of their child at any time. *The better the communications, the better child care service we can provide you and your child.* We always reserve the months of November and April as our conference months for our entire program. While we can offer these scheduled opportunities twice a year to discuss the progress of the children, we welcome the opportunity to meet with parents anytime. If a child has behavior issues, we will work with the parents and the child to correct the behavior. If the issues continue after working with the child and parent, the parent will be asked to keep the child at home until the behavior is under control.

Progress evaluations:

We will be providing progress evaluations for each infant, toddler and preschool child twice a year during parent conferences. These are formal written records of your child's developmental progress (milestones, any upcoming transitions, etc).

In addition, parents will be receiving a daily log each day at pick-up of what their child did throughout the day.

Registration:

Each child must have a completed and up to date application on file. As per the Department of Health regulations, we will need an age appropriate health assessment signed by a doctor and an up to date record of your child's immunizations prior to your child attending Healthy Environments Child Development Center, KDH NC, LLC. We will also provide you with our emergency plan, child pick-up authorization, dismissal policy, and photo/video release forms that must be signed and included in your child's file. Everything you will need is included in the enrollment packet we will provide you. You will be asked to update and sign your child's emergency contact information every 6 months.

A registration fee of \$65.00 is required per child to process the paperwork and hold your child's spot for the year. (Yearly renewals due at time of your child's renewal date). On or before your child's first day, a Healthy Environments staff member will complete an agreement form with you detailing the services Healthy Environments Child Development Center, LLC will provide, our policies, the fee amount per week/month and days payments are to be made.

Waiting List

When the center is full, we offer a waiting list for families that would like to obtain a place at Healthy Environments Child Development Center, LLC for any of our programs. A \$65.00 non-refundable fee is required to be placed on the list. The order of the list will be determined by the date we receive the reservation fee. The family should provide an estimated date that they would like their child(ren) to begin attending. Healthy Environments Child Development Center, LLC will make every attempt to accommodate those on the waiting list and will advise families as early as possible when we cannot accommodate their request. If a space opens up for your family at Healthy Environments, the \$65.00 waiting list fee will be used as your registration fee.

Tuition

Our weekly tuition fee of \$252 applies to weeks with closure days, snow days, sick days and/or days that you choose not to send your child to the center. **Fees are due the first day of every week (MONDAYS)** that the child is enrolled in the program. Payments are due at drop off unless prior arrangements have been made in your child's service agreement. **Monthly tuition fee of \$1061, as well as monthly parent fees are due on the 1st of each month.** Tuition will need to be paid prior to the service week or month. *Our weekly tuition rate is based upon a maximum of 10 hours per day.*

Late Fees

A fee of \$20 will be charged and will be **enforced** when a payment is not made by the due date. Be sure to make your payment prior to a holiday or closure day. An additional fee of \$20 will be charged each week that a payment is late. Children will not be allowed to attend if payments are not received on time. If no payment is received by the 15th day, your account will be forwarded to the local magistrate. A \$35 fee will be charged for any returned checks.

LATE PICK UPS

If my children are not picked up by the time stated on my child's agreement, a \$15.00 fee plus \$1.00 per minute, per child starting after 5 minutes will be charged and paid at pick up time to the teacher. This charge will be waived only under extreme circumstances. If it is expected that my child will not be picked up by 5:30 p.m., I must call and inform the Center. Otherwise, Healthy Environments will begin calling parents and/or other emergency contacts for the child(ren).

Benefits

As a benefit to our families, we offer 5 free tuition days at the end of your first anniversary. HE also offers a Multi-child discount and First responder discount. Discounts cannot be combined. **Discounts will not be honored if not paid prior to the service period.**

Medication policy:

If your child is taking prescription medication, you must fill out an authorization form for any medication you want administered by our staff at the center. All medication must be brought to the center in its original container with prescription

label and/or dosage instructions attached. We must have a written notice, signed by a physician, to administer medication on a routine long-term basis, (i.e., Ritalin, Methylphenidate, Initial, Proventil, cough syrups, etc.).

When an authorization for medication expires, the parent shall be notified that the medication needs to be picked up within 14 days or the parent must renew the authorization. Medications that are not picked up by the parent within 14 days will be properly disposed of by the center.

All over-the-counter drugs and skin products shall be used in accordance with the manufacturer's recommendations. We do not administer any Tylenol, motrin or other OTC drugs. They shall not be kept or used beyond the expiration date of the product. Parents will provide any and all medicines and skin products to be used and sign a written authorization, noting any known adverse reactions. Skin products such as sunscreen, insect repellent, and diaper ointment, when used, will be in the original container and labeled with the child's name. We will keep a written log of when insect repellent and diaper ointments are used that includes child's name, date of use, frequency of applications and any adverse reactions.

Healthy Environments reserves the right to refuse to accept any medication into our possession for any child for any reason: some reasons may include, but are not limited to the reasons listed above but also in general, directions are not in accordance with the child's age or the child's condition. Healthy Environments reserves the right to ask you take your child with you and seek medical advice of a medical professional for same conditions in which you are asking us to administer medication for. If your child has a known severe allergy to any food or environmental stimulus, we will ask you to complete an emergency health care plan with the help of your child's doctor so our staff are aware and can be prepared in case of an emergency.

Health and safety issues:

We must maintain up-to-date immunization and physical information on all the children. Please be sure to ask us for a physical form each time you take your child to the doctor for a "well" check-up and have the doctor fill it out. We will need a new health assessment every 6 months for an infant and every year for a toddler and pre-schooler.

Any injuries that happen at the center or while in Healthy Environments' care will be written up on an accident/incident report form. We will notify you of minor accidents at pick up and provide you with written documentation of the accident in

addition to keeping a record in your child's file. We will call parents right away for injuries that are more serious or if medical attention is needed.

Safe Procedures for Delivery and Pick Up of Children:

Healthy Environments asks that your child{ren} be **signed in and out** by a responsible adult over the age of 18. Please inform the Director or Asst Director when someone other than the child's parents will be picking up the child. Healthy Environments reserves the right to ask for identification of anyone picking up your children.

Sick policy

Morning Inspection / Daily Health Observation:

In order to prevent the spread of infectious illnesses, the center is required to conduct daily health checks on the children as they arrive at the center. Every staff member is trained on how to perform morning inspections. Staff in every classroom shall perform the morning health inspection of each child, which takes a few minutes, preferably, while parents are present.

Notice to Parents

Infection Control Policy

It is inevitable that children will get sick, no matter where they are. As children begin to contact the world outside that of their own families, they are exposed to viruses and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor do we want to shield a child completely from the outside world. If we did, the natural immunities as children gain through contact with others would not develop and a simple cold could become a serious illness. However, we do not want to protect a child from an unusually high exposure to germs all at once. In a childcare setting, children come into contact with groups of other children outside of their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken. For this reason, the staff members at the center will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are caused by germs, which may be spread in several ways. intestinal tract infections are spread through stools. Respiratory tract infections are spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. Careful hand washing by staff members and children can eliminate approximately 75 percent of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well, taking extra precautions with diapering or toilet training children, and working to maintain sanitary throughout the center.

You, the parents, can help us in our effort to keep your children healthy. We ask for your cooperation in the following ways:

- If your child shows any of the following symptoms, you will be called and asked to come immediately. Please help us to protect the other children by responding promptly. If your child has any of the following symptoms at home, we ask that you keep him/her out of the daycare center until the symptoms are gone or until your physician says it is alright to return. **For fever, diarrhea and vomiting, the child must stay out of the center for 24 hours.**

Symptoms of Infection:

- Fever greater than 101 degrees Fahrenheit.
- Severe coughing - child gets red or blue in the face.
- High-pitched croupy or whooping sounds after coughing.
- Difficult or rapid breathing - especially in infants.
- Yellowish skin or eyes
- Pinkeye- tears, redness of eyelid lining, followed by swelling and discharge of pus.
- Unusual spots or rashes.
- Sore throat or trouble swallowing.
- Infected skin patches
- Crusty, bright, yellow, dry or gummy areas of skin- possibly accompanied by fever.
- Unusually dark, tea colored urine - especially with a fever.
- Gray or white stool/ Diarrhea.
- Headache and stiff neck.
- Vomiting.
- Severe itching of body or scalp or scratching the scalp.

Parents must inform us within 24 hours or the next business day after the child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately.

*** We know how difficult it is for you to miss work; however, it is imperative that we all work together to keep our children as healthy as possible. We thank you all for your cooperation***

Reporting Changes

Healthy Environments Child Development Center should be able to contact you at any time during the day. The necessary information is given at the time of enrollment; however, you are required to inform the center if you encounter any type of address change, phone number change, change of employment, doctor's information, etc.

Shaken Baby Policy:

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 and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

If SBS/ABT is suspected:

- Staff will Call 911 immediately upon suspecting SBS/AHT and inform the director. Call all the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR
- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 800-859-0829 or by emailing webmasterdcid@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services.

Prevention strategies to assist staff in coping with a crying, fussing, or distraught child

- Lead staff in that room first determines 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.
- Turn on white noise or music.

- Try a new staff person to help soothe the child.
- If all else fails Director or Floater will take child to help soothe.
- Parent will be notified and also trouble shoot comforting strategies.

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/77howtocareforinfantsandtoddleringroups

Including Relationship Based Care Practices in Infant, Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 79, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

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.

Biting Policy:

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we

implement at HECDC to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. People are not food.
- Teachers remain calm, being careful not to show anger or frustration towards the child. The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs.
- As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers will work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.

7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

8. After working with the child and the parent, if the biting continues, we will ask the parent to keep the child at home, work with the child until such behavior stops in order to keep other children safe.

Reporting Abuse and Neglect:

Healthy Environments Staff are obligated by law to report any suspected abuse or neglect to the Dare County Dept. of Social Services.

Peanut /Tree Nut-Free Daycare Policy

Our Center may have children with severe peanut allergies. We understand that many of our children are not old enough to make sound decisions when it comes to what should go into their mouths and are less able to manage their allergies. And while our staff members do an amazing job of cleaning and wiping down playing surfaces, toys, and chairs, there are some children who are in our Center who could have a serious allergic reaction from contact with even a microscopic amount of peanuts. As we work on transition with the little ones, there are many instances where children use common space within our building, and it is because of this that we have decided to make our Center a Peanut/ Tree Nut-Free Daycare Center. We ask that no peanuts or tree nuts must be brought into our center. Food sent in for snack, lunch, or any class event (including parties, field trips, etc.,) should be carefully checked to make sure they are peanut/ tree-nut free. Families can help ensure that our Center stays peanut tree-nut free by reading packaging labels and reminding children not to share food with other children at the Daycare Center. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.

Children's Supplies:

Here at Healthy Environments Child Development Center, each child has a "cubbie" or space in a cabinet which contains their personal items. Below is a list of articles that should remain at the center at all times:

1. A clean **change of seasonal clothing** which has been labeled. If your child's clothing becomes soiled, it is up to each parent to pick them up and return them clean and labeled.
2. Seasonal accessories such as **hats and mittens** are necessary as our children are outside all year long. We will be going outside each day weather permitting for physical activity.

3. For **Toddlers**: Your child will need **labeled** cooked food & snacks, water bottles, change of clothes, diapers and wipes.
4. For **2-year-olds and children who are not potty trained**: Your child will need **labeled** pull ups, wipes, water bottles, cooked food & snacks, and change of clothes
5. For **Children who are completely potty trained**: Your child will need **labeled** change of clothes, cooked food & snacks, and water bottles
6. We will notify you when we are running low, so your child doesn't run out.

******Please label all clothing and items you send in. Food must have child's name and date every day******

*****We insist on a good quality pair of sneakers or sturdy closed toed shoes to be on your walking child's feet as they need to have a good structured shoe to avoid injury and maintain your child's proper growth and development. We do not want dressy shoes, sandals, crocs or anything that might cause your child injury while on playground*****

Requesting Transition Information:

When you leave the center for any reason, you may request paperwork (ie physical, immunization forms etc.) from your child's file as well as any assessments, behavior logs and work sampling done by your child's teachers while enrolled at Healthy Environments. There is a **\$5 fee for requested paperwork**. Please allow up to a week for the office to make copies of your child's file.

Staff Development:

Each HE staff member complies with the recommended 10 hours yearly of staff development training hours. We focus on compliance with NC regulations trainings, but also add items each year to add to our curriculum and build on each teacher's strengths while bolstering their weaknesses. Coaching is also provided as needed to make sure each teacher has the support they need to shine!

Transportation:

We do not transport children off premise.

Notice of Withdrawal

Give us at **least two weeks written notice** prior to any withdrawal. If I do not give proper written notice, I understand that I will owe the tuition for the two weeks after my child leaves.

In case of Injury or Illness

In case of injury or illness, I authorize Healthy Environments Child Development Center, LLC to obtain immediate medical care if any emergency occurs when I cannot be located immediately. If there is an objection to seeking medical emergency care (OBX Hospital), I must give Healthy Environments Child Development Center a written statement that states my objection and the reason for the objection. I hereby understand and agree that any expenses incurred are my responsibility as the parent or legal guardian. OBX Hospital will be your choice for emergency care unless otherwise specified in the paperwork.

Termination of Services

Healthy Environments Child Development Center, LLC has the right to immediately dismiss any child for reasons we deem necessary, (i.e. noncooperation of the parent, Behavior Issues, maladjustment of a child, failure to provide necessary or correct enrollment information, etc.)

There is no smoking or vaping on the premises as per NC regulations

This agreement to receipt of HE Parent Policy Book is for the protection of the parents, children and Healthy Environments Child Development Center KDH NC, LLC. It is essential that the financial condition of this center remain such that services can be provided for your child. Our expenses are not reduced due to absenteeism; therefore, when you read and sign the Parental Agreement and Receipt of the Parent Policy Book upon enrollment, it will be your guarantee that you will abide by and support its contents and policies.

Please initial all policies separately and then sign and date at the bottom.

HE Discipline policy_____

NC Summary of Laws receipt_____

HE Shaken Baby_____

HE Biting Policy_____

HE Supervision Policy_____

HE Sick Policy_____

HE Medication Policy_____

HE Tuition, Renewal_____

Child Name _____

Child Birthday _____

Date of Enrollment _____

Parent Name _____

Parent Signature_____

Date_____

Director Name _____

Director Signature_____

Date_____