**Randleman Enrichment**

**Center**

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**Parent Handbook**

Mission Statement

Randleman Enrichment Center is dedicated to guiding children to make good choices, develop high self-esteem, receive and show respect through words, actions and treatment of self and others and the environment, learn tolerance, and make positive contributions to the community. We prize each child as an individual.

Our curriculum focuses on learning through discovery and play. Unit based lessons are hands on and provide children with the opportunity to make choices. Children are encouraged to participate in all class activities and learning centers. Through play in centers and outdoors, children develop social skills, fine and gross motor skills, and are guided toward appropriate conflict resolution practices. Basic skills are taught on an individual basis, as well as in a group setting. Math, science, social studies, handwriting, and pre-reading skills are integrated into daily lessons and routines. Learning is achieved through developmentally appropriate practices.

We expect children to experience individual successes, as well as to display an awareness of others and a sense of commitment toward the larger community. We expect children to develop a love of learning through self-directed and teacher-directed activities. We expect children to have fun, be nurtured, and become comfortable in their environment.

Our school atmosphere is informal, friendly, and fun. We are an extension of the family and strive to present ourselves as nurturers and good role models. Our teachers are educated in child development, are excited about education, and are continually growing and learning. We recognize and encourage their individual teaching styles, as we do each child’s individual learning style. Our teachers show children a caring community by working together and respecting one another. They are deserving of respect from parents, children, school administrators, and the community as well.

Together, we as parents, teachers, and administrators provide an atmosphere of love, acceptance, and fun. Together, we instill in your child a sense of self-esteem and an excitement toward learning. We look forward to beginning your child’s journey....together.

Randleman Enrichment Center is an Equal Opportunity Provider.

Welcome

It is my pleasure to welcome you to Randleman Enrichment Center. Our doors opened on January 14, 2008. All of us here at Randleman Enrichment are committed to the highest standards available in early childhood education. We provide low teacher to child ratios, highly educated staff and developmentally appropriate activities that help your child learn and grow. It is our goal to provide an environment where children feel loved, respected, and comfortable. We want your children to love their days here at REC. As a parent it seems like we blink our eyes and our children change from a sweet little infant to an independent five-year-old that we are taking to kindergarten. We want these early impressionable years to be extremely memorable to you and your children.

Our highly educated professional staff is always here to provide an atmosphere that is inviting to every child while providing the highest standard of learning.

As a Director, it is my role and privilege to watch your children grow and develop into healthy, happy individuals. I will strive every day to ensure you as parents that your child will receive the best quality care available in any early childcare program. I invite you to observe and interact, to listen, to talk, and to become an active part of your child’s experience here at REC.

I welcome you and your family to our Randleman Enrichment family.

Thank you so much for this wonderful opportunity.

Yours truly,

Tracy Harrell

Tracy Harrell

Owner/Director

Operational Policies

Hours of Operation

Randleman Enrichment Center is open for first shift hours from 6:00am until 6:00pm. Our school calendar is updated on a yearly basis. It is posted in the lobby and copies are available upon request. Please note that there is no tuition discount for any days we are closed. Your child’s teacher is paid for these days as a benefit for our teachers. They provide excellent care for your children throughout the year and on these special days this benefit will give them a paid holiday.

Fees

A one-time registration fee of $50 per child is due upon enrollment and is non-refundable.

Payments are accrued each week, but may be paid weekly, bi-weekly, or monthly. If payment is not received by the last Friday of the month your child/children will not be allowed to attend until the payment is made. The amount due will also include a 10% late fee. If your child is going to be absent due to vacation or illness your weekly fees are still due to hold your child’s place in the center.

If you receive vouchers through social services, your parent fee is charged by the 15th of each month. If your fee is not paid by the last Friday of the month your child/children will not be allowed to attend until the payment is made. The amount due will also include a 10% late fee. We may also contact DSS and your vouchers could be terminated.

Any child that remains here after 6:00pm will be charged a $5 per minute per child late fee. If your child is still here at 6:30pm and we are unable to reach any person on the contact list then we are required to contact social services to pick up your children. Please make sure to call if you are running late.

We accept cash, checks, money orders, credit/debit cards, and mobile payments. Please make sure to write your child’s name on any check or money order payment.

NSF Fees

There will be a $25 charge for all returned checks. After two returned checks, you will be subject to a cash only policy.

Withdrawal from School

A two-week notice is required if our services are no longer needed. If notice is not received, you will be responsible for the regular tuition.

Inclement Weather

In the event of inclement weather, closings and delays will be listed with FOX8 News, as well as on our Facebook Page. If a decision is made to close the center early, it will be listed with FOX8 News, as well as on our Facebook Page. Every effort will be made to contact parents by phone as well.

Arrivals and Departures

Our building is equipped with a keypad entry system. The exterior doors to our facility are locked 24 hours a day. Upon enrollment, each family will be given a code to gain entrance. This code needs to be used by immediate family members only. It is very important not to give the code out to others. If you have other family members that are picking up your child, please ask them to ring the bell beside the keypad for assistance. Make sure everyone brings a picture ID to pick up your child even if they have picked up the child before.

A handwashing sink has been provided at the front entrance of the center to help reduce the spread of germs. Please wash yours and your child’s hands before entering the classroom, as well as when leaving.

Please bring your child directly to his/her classroom. Children should not be unaccompanied in the parking lot, foyer, or hallways.

Make sure your child is signed in and out every day. Notify staff of your arrival to the classroom so they may get your child settled in for the day. Always tell your child good-bye!

Arrivals and departures are important transition times for your child. Your child may cling to you or cry upon your departure. This is a normal reaction for children, do not view it as a dislike for their classroom. If you work with your child’s teacher and develop a regular drop off routine, these difficult drop offs will become few and far between.

We ask that all children are here by 9:00am (8:00am for NCPK children). Most class activities begin by 9:00am, arriving late may cause your child to miss activities and/or breakfast. For meal planning and staffing purposes, please call if your child will arrive after 9:00am due to appointments.

Don’t forget to sign your child out at pickup and gather any notes, artwork, soiled clothing, or other important information. For your child’s safety please enter and exit through the front door. Do not take your child from the playground without reentering the building to exit through the front door.

If you cannot pick up your child and you must send someone else, make sure they are listed on the pickup list and ask them to bring their ID. Children will not be released to persons not listed on the pickup lost. If an emergency occurs and you must send someone not listed on the list, you must call the center to give permission. That person must present their ID also.

Do not share your code with anyone. Non-family members can ring the doorbell located next to the front door.

Staff

Randleman Enrichment Center strives to hire well-qualified staff members. While not a requirement, many of our teachers hold degrees in early childhood education, child development, or a related field. Our teachers are given guidelines for curriculum and scheduling, but work together to create developmental goals, daily schedules, lesson plans, and classroom policies and procedures that are appropriate for their teaching styles and the many learning styles of the children in their classrooms.

We respect our teachers, assistant teachers, and support staff for their individual styles, their input, their teamwork, and their ability to provide nurturing, fun, and academic environments within our school. We are confident that they will earn your respect and admiration. Please address classroom issues directly with the teachers, as they are your fist point of contact at our school and are the individuals who spend the most time with your child. Also, make your child’s teacher aware of issues outside the school which may affect your child’s day.

Parent Involvement

We encourage parent participation and involvement in our program. Social and educational events are held throughout the year to encourage interactions between staff and families. The following are examples of ways you can involve yourself in your child’s day:

* Schedule a tour of the center before your child starts to meet the teachers and ask questions
* Schedule a conference with your child’s teacher to discuss progress being made
* Attend a holiday party/special event
* Be a volunteer to read a story or share a talent with the class
* Chaperone a field trip
* Share a family tradition
* Eat a meal with your child

Please make sure to speak with the Administration with any concerns or questions that may come up about the program, classrooms, teachers, or any other concerns.

Show and Tell

Children are permitted to bring special toys from home on show and tell days only. This will be scheduled by the classroom teacher. Please label all items brought from home to school. At no time will paraphernalia that promotes or displays acts of violence of any kind be allowed in the facility.

Birthdays

Birthdays play an important role in a child’s life. We welcome you to celebrate your child’s birthday at Randleman Enrichment Center. Please speak with your child’s teacher to schedule birthday celebrations. School snacks will be available in addition to special treats your may bring in for a birthday celebration. State regulations prohibit candles and any type of balloons in the building so please refrain from bringing or sending these in. Any food provided for the party must be purchased from a commercial facility and must include a list of ingredients. For the safety of all children, Randleman Enrichment Center is a Nut-Free Facility.

Holiday Celebrations

Holiday celebrations are held several times throughout the year. Parents are always invited to attend. Teachers will do their best to provide ample notice to parents about upcoming celebrations. If you don’t want your child to participate in some celebrations, please discuss this with their classroom teacher.

Outdoor Play

Outdoor experiences are an integral part of pre-school years. Because their physical development is occurring so rapidly, young children should go outside daily to practice large muscles skills, learn about the environment, and experience freedom not always possible indoors. There are circumstances which preclude outdoor play which may include freezing weather, high temperatures, or wind advisories. We are still allowed to play outside for modified time during light rain or snow. We use the Child Care Weather Chart provided by the state to make decisions about outdoor play. There is a copy of this chart located outside the front office and in each classroom.

On days when circumstances do not allow outdoor play, opportunity for large motor activity and/or walks within the classroom/building will be provided. Outdoor time will never be taken away from a child as punishment, nor can a parent request that their child not go outdoors. If a child is not well enough to go outdoors, he/she is probably not well enough to be at school.

Health

Our school operates for well children and staff only. Children with symptoms of communicable diseases remain at school only until the parent or guardian arrives for the child. During this time, the sick child will be placed in the office away from the other children. We will make every effort to contact the parent, but after 30 minutes we will contact the other persons listed on the enrollment form.

In accordance with the state health department, children will be sent home and/or excluded under the following circumstances:

* Fever over 100.4 degrees
* Undiagnosed rash
* Diarrhea more than twice
* Vomiting more than twice
* Conjunctivitis (Pink eye)
* Pain that interferes with normal activity
* Drainage from ears or eyes
* Other medical reasons deemed appropriate by the director

Children may be readmitted only:

* With a doctor’s note stating there is no risk to other children
* After being symptom/fever free without the aid of medication for 24 hours
* After vomiting and diarrhea free without the aid of medication for 24 hours

Administration of Medications

No medications will be administered without specific instructions from a physician and only under the following circumstances:

* Medicine is in original container with prescription labeled for your child
* Medicine is specifically prescribed to be given during the time the child is in attendance
* A Medical Authorization Form must be completed by the parent

State law prohibits dispensing any medication on an “as needed” basis

Sunscreens, bug sprays, and diaper creams are considered medicine and must have a parent’s signature to be administered.

Over-the-counter fever reducers and pain relievers will only be given in the event of an emergency and the Emergency Medication Form must be completed.

Diaper Bags/Bookbags

We have a no diaper bag/backpack policy in our facility. We provide large cubbies in each classroom labeled with your child’s name. Please provide changes of clothes, diapers, wipes, etc to leave at the center. We will send home any soiled clothing at the end of the day.

Supplies

If your child uses diapers/pull-ups, please check with their teacher regularly to be sure there is ample supply of both diapers/pullups and wipes.

Children can bring a small blanket for naptime. This blanket must be able to fit in their cubby along with other items such as coats and extra clothing.

Child Abuse and Neglect

In accordance with North Carolina state law, all staff must report any suspected cases of abuse or neglect. A report will be filed with the division of Health and Human Services.

Smoking

In accordance with state law, Randleman Enrichment Center is a non-smoking facility. This means there is no smoking on any Randleman Enrichment property, including the playgrounds, grassy areas, parking area, or in personal vehicles on Randleman Enrichment property.

Firearms

Firearms are not allowed on Randleman Enrichment Center Property. This is for the safety of our students and staff.

Extra Changes of Clothing

We require that every child between the ages of Birth-Kindergarten have at least 1 change of clothing at our center at all times. If you see that your child had to be changed at school due to accidents and/or spills please make sure to take the soiled clothing and bring a replacement change of clothing to keep at the center. Your child will not be able to return until you have sent in a replacement outfit. This is a requirement. There are no exceptions.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

No child shall be subjected to any form of corporal punishment. Praise and positive reinforcement are effective methods of the 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 age and developmentally appropriate 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 behavior.
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 level.
11. DO use short, supervised periods of time-out sparingly (no longer than their age in minutes Ex: 2 years old – 2 minutes).
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child’s development.

WE:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room or hallway separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food (or candy) as punishment or give food (or candy) as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT without or require physical activity, such as running/walking laps, doing push-ups, or jumping jacks, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child’s safety or the safety of others is at risk.

TIME OUT

Time-out is the removal of a child for a short period of time from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time-out space, usually a chair, is located away from classroom activity, but within the teacher’s sight. During time-out, the child has a chance to think about the misbehavior which led to their removal from the group. After the brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Closing Statement

All of us at Randleman Enrichment Center are honored that you have chosen us to play such an important role in your child’s first years. We recognize and respect parents as the most significant providers of care and nurturing and are pleased to provide your child with a loving, safe, academic, and social environment. We encourage communication and rely on parents’ comments and suggestions to promote positive change.

Together, we can make your child’s first years the best!