

Operational Policies



Effective June 15, 2024

This guide is written in accordance with
10A NCAC 09 .1715 OPERATIONAL POLICIES

Our Learning Environment

A Place to Grow offers a nature-based learning environment in a warm, loving, and community-focused atmosphere. Our school is set on 1.5 acres of Piedmont forest and is part of the three rivers watershed which allows us the flexibility to explore curriculum while in nature. A monthly theme-based curriculum is used to guide the daily activities throughout the center. Curriculum includes science, math, language arts, social studies, arts, music, and physical education. Learning will be accomplished through many mediums, including play, art, music, stories, and directed learning opportunities. Curriculum and learning opportunities for children are nature-based and designed to meet the *North Carolina Foundations for Early Learning and Development*, which include approaches to play and learning, emotional & social development, health and physical development, language development & communication, cognitive development, and supporting dual language learners.

Handwriting Without Tears is used with children ages 3-5 and is an engaging multi-sensory program which teaches body awareness, letter recognition, directionality, handwriting, and numbers.

Programs can be modified to meet the needs of individual children with special needs. We will work closely with any third party, school district or agency providing services for our children to develop a program which meets the child's needs. If you suspect your child is falling behind in developmental milestones and may require services, contact the Children's Development Services Agency (CDSA) at 704-786-9181.

Our Families

It is the mission of Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate to provide the highest quality care possible for families balancing the needs of home and work. We are focused on providing care to infants through five years of age five days a week.

A Place to Grow welcomes our families into the center at any time, so you can share in the good things going on and be more involved in your child's activities and feel more confident in the quality of care our center provides. We welcome families to join us for schoolwide celebrations throughout the year.

Enrollment is open to all families. Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate does not discriminate in any way against any individual because of such individual's religion, race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Our Staff

It is the goal of Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate to hire staff whose qualifications exceed the state requirements for licensing or credentialing standards. Staff are required to attend training for pediatric CPR and first aid as well as ITS-SIDS and breastfeeding support training for those responsible for the care of infants. Staff will also complete 5-20 hours of relevant professional development annually. All staff are required to

undergo a state and federal criminal background check before employment and every 5 years thereafter.

Tuition

Every attempt is made to ensure tuition rates are not prohibitive for working families and maintain a tuition rate which is competitive with the surrounding market areas while ensuring viability of Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate. We reserve the right to change tuition rates at any time, but make every effort to arrange for at least 2 weeks notice before doing so. Families should anticipate a small increase (less than 5%) annually.

Our tuition is a set fee per child per month, depending on age and inclusive of holidays, vacations, and professional development days. Attendance for any period of time less than a month is calculated at a daily rate. In some cases, there may be additional fees for participation in optional activities. Tuition received on or after the first of the month will be assessed a late fee per day as specified on the schedule of fees. *Tardiness of payment or lack of payments may result in your child being removed from our program.*

Parents may elect to enroll for the full year program or the school year program (September through June). A non-refundable deposit for September must be left in June to reserve a space for the following school year.

Cancellation days due to inclement weather and missed school days for a child being sick or parent choice to keep them at home, etc. are not subject to reimbursement.

All families enrolled in the **NC DHHS Child Care Subsidy Program or Smart Start** will be responsible for payment for the difference of tuition between our current tuition rate and the Child Care Subsidy weekly rate. Should your child attend less than 31 hours, families are responsible for the difference in payments from the state to reach the full tuition amount. The cost share is due in advance of care each month and is due regardless of closures such as weather, holidays, or breaks. A cost share worksheet will be provided to you prior to enrollment to help clarify financial responsibilities.

Enrollment Process

A registration fee, equivalent to one month's tuition, is required (see schedule of fees) to hold a space for your child until the agreed upon start date between DBA A Place To Grow Three Rivers - Wingate and a family. *Registration fees for families enrolled in the NC Child Care Subsidy Program or Smart Start are equal to the first month's estimated cost share.*

Registration fees are a guarantee that you will be enrolling your child at A Place to Grow and that we will ensure availability for the agreed upon start date. **All registration fees are non-refundable.**

On or before the first day of school, Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate must receive the following documents:

- Registration and Emergency Contact Form**
 - required by NC Chapter 9 Child Care Rules and includes a medical release for emergency care
- Ages and Stages Questionnaire** upon enrollment and in August
- Children’s Medical Report** (physical)
 - Required by NC Child Care Rules and must be *updated annually*
- Immunization Record**
 - Updated annually, or at the time of your child’s physical
- Medication Administration Permission Form** (*if applicable*)
 - For long term conditions (i.e. asthma, diabetes) and/or short-term illnesses (i.e.cold, ear infections)
- Medication Administration Permission Form For Over-The-Counter Topical Medications**
 - Required for the use of bug spray, sunscreen, diaper rash creams or anything else applied topically on a regular basis
- Wellness Policy** acknowledgement form
- Medical Action Plan**
 - Required for children with Asthma, Food Allergies, Allergies and Anaphylaxis, Diabetes, or Seizure (*only* if child has these conditions)
- Infant Feeding Plan** (*if applicable*)
- Parenting Plans** or other legal documents which may be pertinent to court ordered care or custody of children (*if applicable*)

Trial Period

Before enrolling your child, you are welcome to shadow your child for a short period of time to ensure you and your child are comfortable with the staff and other children in the center. As the period of adjustment for your child may take some time, we have a sixty-day trial period. At any point during this time, you or Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate may request the removal of a child from our care. Families are required to follow the withdrawal policy noted below if they wish to withdraw. As we are a small center, it is essential that our children and families work well together.

Withdrawal

We request at least 2 weeks notice for any child being withdrawn from our care. Any period of time less than 2 weeks will be billed for the two weeks of care, with the exception of withdrawal prior to the start of enrollment or within the first month of care. The registration fee is inclusive of the first month’s tuition and is not refundable. We request that all accounts are paid in full on the last day of care.

Any child may be withdrawn from our program at any time, with no prior notice, should the actions of a child or parent/guardian result in conditions which are not favorable to a positive environment for our children, families, or staff. Families leaving Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers under these circumstances will *not* be eligible to receive a refund of services purchased.

Hours of Operation

We are open for business Monday through Friday from 6:30 am to 5:30 pm. Any child picked up or dropped off outside of these times will be subject to a late fee (see schedule of fees) payable the next business day. *Chronic tardiness in picking up your child in a timely manner may result in your child being removed from our program.*

The following closures for holidays and vacations are observed by Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate:

Holidays:

Our program will NOT be in session on the following dates:

- MLK Day
- Presidents' Day
- Memorial Day
- Friday Before Labor Day & Labor Day
- Thanksgiving (Thu & Fri)

Vacations:

Christmas Eve through New Year's Day
Independence Day

Professional Development Day:

Veteran's Day

If a holiday falls on a weekend or creates an unusual break over a week, it is at the discretion of Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate to observe an alternate day or extended vacation.

Cancellation Policy

Every effort will be made to remain open during extreme weather conditions, as most employers still expect you to be at work despite the weather. If we decide to close, we will make a decision by 5:30 am. We will post the closing on our daily slip application (text alert or messaging) and local radio and television stations.

Should the weather be bad enough that we decide to close mid-day, we will do our best to give as much notice as possible. Conditions which require us to close include concerns for safety of children and staff, power and telephone outages.

Under extreme circumstances, there may be instances when the center chooses to close for health reasons. If the center is experiencing an illness, the Director may deem it necessary to close the school so that children and staff have time to recover from the illness without re-infecting those around them. This time will also be used to fully sanitize the school to minimize any future spread of the illness.

Cancellation days and early closures are not subject to reimbursement.

Attendance

All children must be signed in and out on the daily attendance program application. Anyone other than the parent or guardian of the child will be required to show a photo ID prior to the release of the child(ren). A photocopy of the ID will be made and kept on file for future reference. ***If someone other than the parent or guardian is going to pick up a child, written communication from the parent is requested in advance.*** Children are required to be dropped off prior to lunch time if they are attending for the day. Late drop offs and significant changes to a child's routine is very disruptive to the classroom and your child's development.

If a child will NOT be attending school for the day, please message by 8 am so we may plan our staffing and activities appropriately. Days your child does not attend due to illness or parent choice are NOT subject to reimbursement.

Families experiencing circumstances which legally effect pick up and drop off arrangements for children must provide court approved documentation of rights and responsibilities. It is recommended that copies of parenting plans be kept on file at Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate. for reference should concerns arise about visitation or pick up.

Discipline Policy

A Place to Grow uses the Positive Behavior Intervention Support (PBIS) System, also known as the Pyramid Model. PBIS is a developmentally appropriate behavior support system that encourages staff, children and families to develop behavioral expectations which will help them succeed in school and society. Expectations for behavior during school are included in attachment 1 (school behavior matrix). We encourage families to use a similar set of behavior expectations for their home as well.

We will follow the procedures outlined in 10A NCAC 09 .3017 when students demonstrate unsafe behaviors. ***Student behaviors resulting in a physically or emotionally unsafe environment for other students and staff will result in immediate removal for the day.*** An accelerated behavior management plan (including Developmental Needs Assessments via ASQ, consultation with the family, and daily recorded classroom teacher observations) will be created to ensure the safety of others.

If necessary, Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate will seek the help from outside sources to create a behavior plan. **Child Care Technical Assistance Network and Child Care Resources, Inc Challenging Behaviors Hotline** are examples of consultants that are available to us. The staff, parents and any outside consultants (if needed) should work together to find an appropriate solution to undesirable behaviors. If the behavior is not diminishing or resolved after a reasonable period of time while using intervention strategies, Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate reserves the right to expel the child or family from the program. Families asked to leave Eco

Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate under these circumstances will not be eligible to receive a refund of services.

Meals

A *Medical Action Plan for Food Allergies* completed by a physician must be on file for any child with food allergies. All food allergies need to be clearly communicated to the staff. Because nut allergies can be so severe in small children, we are a nut free school. We reserve the right to make designated classrooms or the entire center free of specific foods, in addition to nuts, should the enrollment of any child require us to do so as a precaution. We will provide appropriate notification to parents if this situation arises. *Food may not contain nuts.*

For Infants

Our school is a breastfeeding-friendly childcare facility. We will follow all breastfeeding policies in accordance with NC State Childcare Law (15A NCAC 18A .2804). Additional information can be found in the **Wellness Policy**. Support for breastfeeding your infant can be found through the **North Carolina Breastfeeding Coalition (NCBC)** and the **Carolina Global Breastfeeding Institute** at UNC Chapel Hill.

For Children Eating Solid Foods

As the tastes and needs of all children vary widely, we ask that parents provide all meals, snacks, and drinks their children will require during the day. According to state law, since our program is open more than 6 hours but less than 12 hours, *parents are required to provide two snacks and one meal for their child.* Please see the **Wellness Policy** for guidelines regarding appropriate foods and serving sizes. Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate may provide snacks on special occasions. We ask that all meals and snacks are healthy and follow appropriate nutritional guidelines as outlined in the Wellness Policies.

All classrooms have a refrigerator for storing lunch boxes and drinks and a microwave for heating meals. Classrooms also have eating utensils, plates and bowls. Families need to provide a cup for water and a cup for milk (if they choose) each day. Use of glass, metal, and BPA free plastics are encouraged.

Clothing, Diapers, and Footwear

Please dress your children appropriately for outdoor play in all types of weather and other potentially messy activities as outlined in the **Wellness Policy**.

We make every effort to ensure clothing is protected during messy activities, but are not accountable for damage to clothing. Girls in dresses will be required to wear shorts or diaper covers under dresses, as diapers may become torn or ripped during active play.

All children are required to keep at least **2** sets of comfortable clothing on hand at all times. Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate will provide extra clothing for the children should the need arise. We ask that our clothing be returned in a timely fashion so it is available for others.

Diapers must be disposable and single use. While we appreciate efforts in sustainable practices, cloth diapers are a source of sanitary concern in a center based environment.

Please be sure your child is in comfortable footwear appropriate for active play. If a child is not in appropriate footwear for an activity, the child may be restricted from participation.

Flip-flops, hard soled shoes, dress shoes, open toed shoes, and open back shoes are not considered appropriate for active play. They pose safety hazards on climbing structures and tripping hazards while running.

Indoor footwear needs to be provided for each child. Slippers help to keep toes warm and also provide a layer of protection in an emergency, should we need to evacuate the building.

Personal Belongings

Please label ALL personal belongings. Each child has a personal coat hook and cubby in their classroom. Please check your child's cubby for teacher notices and your child's projects.

Please do not bring toys or other personal belongings from home, other than those designated for nap time. This includes jewelry such as items like rings and necklaces, which are potential choking hazards. Children feel strongly about their personal belongings and this can create conflict and sharing issues in the classroom. Items brought from home will be placed in the child's bag or cubby until pick up time.

Communications

Communication within the school is primarily via application-based technology. A monthly newsletter which highlights curriculum and school wide activities will be emailed to all families. In addition, classroom specific events may be posted to our electronic daily slip application.

Please be sure to check your child's cubby in each classroom for any additional daily communication relevant to you and your child. We strongly encourage daily communication between our staff and parents. You may call the director to make an appointment for a conference for pressing matters needing to be addressed outside of daily communication.

Naps and Safe Sleep

Per NC state law (10A NCAC 09 .0508), sleeping and resting shall be individually determined and flexible to allow each child to decide when and whether to nap or rest at any time. We will provide cribs and sheets for naps for infants. Parents need to purchase a bedroll for children old enough to sleep on cots. If your child has a favorite blanket or small comfort object that they would like during this time, please feel free to bring them in from home. Please be sure anything brought from home is clearly labeled with the child's name. **Items will be sent home on Fridays for washing and return on Monday.**

All staff supervising children 12 months or younger at Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate will follow **NC IT-SIDS Safe Sleep Practices**. We encourage parents and guardians to also follow these safe sleeping practices at home. Infants may be brought to an adjoining classroom for active play, if appropriate, when other infants are

sleeping. An infant monitor is used when a staff member is not in the room, and a visual check on sleeping infants is conducted every 10 minutes to ensure the sleeping children are safe and comfortable as required per NC state law.

Progress Reports

Progress reports will be issued twice per year or as needed depending on the child's developmental progression. Parent and teacher conferences will be arranged at these times to review the current skills and behaviors of your child.

Informal methods of evaluation are used more commonly in younger classrooms. Classroom teacher observations are paired with parent feedback in an effort to create a future progress plan for a young child. We respect and appreciate that each child is an individual and expectations for development vary significantly from child to child, especially at a young age. Specific developmental concerns will be addressed with families as the need arises.

Parents are encouraged to talk with your child's teacher throughout the year and may schedule a formal meeting at any time. Families are asked to complete the **Ages and Stages Questionnaire (ASQ-3 and/or ASQ-SE)** upon enrollment and at the beginning of each school year. This information helps us to better understand the academic needs of your child.

Illness

Per NC State Law (§ 7B-301), child care personnel shall observe each child each day upon arrival and throughout the day for injuries and symptoms of illness which impair or prohibit the child's participation in the regular child care activities; or require more care than child care personnel are able to provide without compromising the health and safety of the ill or injured child or the other children.

When a child exhibits symptoms of illness, child care personnel shall contact the child's parents and inform them of the need to remove their child from the program. ***Children who are sent home exhibiting symptoms of illness may NOT return until 24 hours after the last symptom or fever are present.*** Children must be asymptomatic for 24 hours without medication before returning to school.

A child who is sick and has seen the doctor should provide a doctor's note stating it is acceptable for them to return to school. If your child has been diagnosed with something contagious, please notify the school at once. We will notify other parents so they can be on the lookout for similar signs and symptoms and we can disinfect the center appropriately to avoid spreading it to other children.

Cleaning Schedule

Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate will maintain a cleaning schedule that promotes the health and well being of the children, parents and staff in accordance with guidelines and procedures from the NC Department of Health and Human Services Division of Public Health (10A NCAC 09 - Child Care Rules). A summary of all cleaning procedures and routines is posted in each classroom.

Contact Information

Contact information, including address and phone numbers (home, cell, and work) must be kept up to date. Please notify center staff of any changes that need to be reflected on your enrollment forms and provide an updated emergency contact form containing the new information.

Medication

If your child must take medication during the day, a **Medication Administration Permission Form** must be completed. Prescription medication needs to be in original packaging with pharmacy label and dosing information present. Prescription medications will also only be administered when accompanied by a written, signed order by the child's physician. This information will be kept on file at Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate. We will NOT administer medications such as fever reducers or cough medicine unless accompanied by medical orders.

Children with chronic medical conditions like severe allergies, seizure history, or asthma will need to provide a **Medical Action Plan** provided by their physician that will alert staff of what action to take when a child is experiencing specific symptoms. Examples of action plans are included on our website and must be completed by the child's physician.

Application of **sunscreen (children over 6 months)**, **bug spray (children over 6 months)**, diaper rash cream, etc. are all subject to this policy. Any product our staff is requested to administer or apply to a child should be clearly labeled with the child's name and have a **Medication Administration Permission Form For Over-The-Counter Topical Medications** form signed indicating the product and instructions for use. Products packaged as sprays are acceptable, propellants and aerosols are not allowed. Bug bands and stickers are prohibited.

Confidentiality

Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate respects the right of every family and child for confidentiality. Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate provides services to families and children with many needs, and will follow all NC state confidentiality procedures as applicable to records pertaining to a child's care.

All documents pertaining to the admission, progress, health and discharge of children under their care and all facts learned about children and their families with the following exceptions:

Child care personnel shall allow the department access to all records that programs are required by department rule or state statute to keep, and to such records as necessary for the department to determine staffing patterns and staff attendance; and

Child care personnel shall release information regarding a specific child only as directed by a parent of that child, or upon receipt of a legal request (subpoena or court order) to release such information.

In addition, child care personnel shall discuss or share information regarding the admission, progress, behavior, health or discharge of a child with the child's parent(s) in a manner that protects and maintains confidentiality for both the child and the child's parent(s).

Families looking to share information such as phone numbers and emails will need to make these requests in writing via email. We suggest families send a quick email asking us to forward their contact information to a given party so that we may pass along personal information with your explicit permission.

Birthday Parties

Children wishing to celebrate their birthdays with friends are welcome to bring in a *healthy* snack to share with their classroom. Platters of fruit, cheese and crackers, veggies and dip, and yogurts are all great examples of options for classroom snacks.

Families wishing to schedule birthday celebrations outside of school are respectfully asked to invite the entire class. Invitations may be sent in with no names and teachers will distribute. Children are very sensitive to exclusion from group celebrations and it makes for an uncomfortable classroom environment. At A Place to Grow we are all friends.

Photographs

Photographs or videos of our attending children are taken and posted to our daily slip app to document their experiences at Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate. We may also use these photographs for bulletin boards, documentation of skills and growth, social media, marketing, etc. Families who do not wish for their child's photograph to be used on social media, the internet, or public forum can submit a separate letter in writing indicating as such. *At no time should you feel obligated to allow us to use your child's image.* We understand and respect the needs and concerns for the privacy of each family.

Families taking photographs of events at Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate may *only* use images of *their own children* in a public forum. We ask parents to respect the rights for confidentiality for all of the children within our care and our staff. A Place to Grow also reserves the right to remove families from the program with no written warning if it is found that photographs containing other children or staff at Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate are made public. Families asked to leave Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate under these circumstances will not be eligible to receive a refund of services already paid for.

Families Hiring A Place to Grow, LLC Staff

We understand that our staff and families may form relationships that extend beyond the center. Please respect their obligation to fulfill their job responsibilities while on site and do not discuss personal arrangements while at Eco Child Care of Charlotte, LLC - DBA A Place To Grow

Three Rivers - Wingate. A Place To Grow Three Rivers - Wingate holds no responsibility or liability for care provided by our staff and your family outside of our business.

Document Retention Policies

We are required to retain your child's enrollment information and accident reports information according to NC state law (10A NCAC 09 .2318). Additional retention times will be adopted as appropriate.

Emergency Planning

Emergency preparedness drills are conducted monthly and typically use the building alarm system. Emergency drills may be related to a fire, lockdown, reverse evacuation, or other emergency.

Eco Child Care of Charlotte, LLC - DBA A Place To Grow Three Rivers - Wingate in cooperation with the Union County Fire Department, have made the following arrangements in the case of an emergency:

Emergencies Requiring Building Evacuation

Emergencies which require us to evacuate at the building and be relocated locally will be determined by the Wingate Fire Department. In the event the school has been relocated, families will be notified via the daily slip application. Please use the messaging feature of the daily slip application first and if unavailable, please contact Maureen on her cell or the Wingate Fire Department. If you cannot reach the school (XXX-XXX-XXXX) or Maureen's cell phone (704-776-3444) call the Wingate Fire Department at 704) 233-4137. They have a copy of our procedures on file. Local TV and radio stations may also broadcast emergency information in the event of a major emergency.

Child Abuse and Neglect

North Carolina law requires any person or institution to report suspected child maltreatment. You do not need proof that maltreatment has occurred; you only need reasonable cause to suspect maltreatment. You do not need anyone's permission to file a report. If you suspect that a child is being abused or neglected, or if you think a child may have died from being mistreated, you must report what you know to the **Union county Department of Social Services at 704-296-4300**. This is the law (**§ 7B-301**). Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable by law.

Tobacco Free School

At A Place To Grow Three Rivers Wingate we understand that tobacco use is an environmental hazard and detrimental to the health and safety of children, staff, and visitors. Exposure of children to environmental tobacco smoke is associated with increased rates of respiratory illness and increased rates of ear infection, asthma, and sudden infant death syndrome (SIDS). Exposure during childhood may also be associated with development of cancer during

adulthood. N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that: Children shall be in a smoke-free and tobacco-free environment. ***Smoking and the use of any product containing, made or derived from tobacco, is not permitted on the premises of the child care facility.*** All smoking materials shall be kept in locked storage.

Bites and Stings Policy

As we explore the environment in our outdoor classroom, occasionally students will encounter animals that can deliver a bite or sting. At A Place To Grow Three Rivers Wingate our first priority is to keep your child safe. The NC Department of Public Health recommends that parents of children over the age of 2 months apply DEET insect repellent on the child's exposed skin and clothing (never *under* clothing) before arrival at the facility to prevent incidence of disease caused by insect bites. Our staff is trained to check for ticks upon returning indoors. In the event that your child receives a tick bite, you will be notified immediately so that we can work out a plan to remove the tick at our facility or by your pediatrician.

Of the 6 species of venomous snakes of North Carolina, only two - timber rattlesnakes and copperheads, are common in Union County. If a snake is spotted on the property we will call animal control to have it relocated before the children are allowed to go outdoors. In the unlikely event that your child is bitten by a snake we will call you immediately and call the NC Poison Control Hotline (1-800-222-1222) to provide first aid to your child.

Positive Behavior Supports

Mission Statement: To implement a developmentally appropriate behavior support system that encourages staff, children and families to develop behavioral expectations which will help them succeed in school and society.

	Be Safe	Be Helpful	Be Nice
Class	<ul style="list-style-type: none"> ● Walking Feet ● Play carefully with our toys ● Keep hands to yourself 	<ul style="list-style-type: none"> ● Clean up ● Use listening ears 	<ul style="list-style-type: none"> ● Share ● Use kind words like Please and Thank you ● Use inside voices ● Take turns
Bathroom	<ul style="list-style-type: none"> ● Wash Hands ● Flush toilet 	<ul style="list-style-type: none"> ● Turn off lights ● Close door quietly ● Use listening ears 	<ul style="list-style-type: none"> ● Go when asked ● Clean up after yourself
Tables	<ul style="list-style-type: none"> ● Bottoms on Chair ● Feet on floor ● Four legs of chair on floor ● Keep hands to yourself 	<ul style="list-style-type: none"> ● Clean up ● Push chair in ● Use listening ears 	<ul style="list-style-type: none"> ● Use inside voices ● Use kind words like Please and Thank you
Cots	<ul style="list-style-type: none"> ● Keep your whole body on cot 	<ul style="list-style-type: none"> ● Let your friends rest ● Use listening ears 	<ul style="list-style-type: none"> ● Rest quietly
Hallway	<ul style="list-style-type: none"> ● Stay in line ● Keep hands to yourself 	<ul style="list-style-type: none"> ● Line up when ready ● Get shoes and coat on ● Use listening ears 	<ul style="list-style-type: none"> ● Use quiet voices ● Touch only your own things
Playground	<ul style="list-style-type: none"> ● Keep sand in the sandbox ● Up ladders, down slides ● Stay inside chains or playground unless with a teacher ● Keep hands to yourself 	<ul style="list-style-type: none"> ● Clean up ● Use listening ears 	<ul style="list-style-type: none"> ● Share ● Use kind words like Please and Thank you ● Take turns
Eating	<ul style="list-style-type: none"> ● Small bites ● Chew slowly ● Wash hands 	<ul style="list-style-type: none"> ● Clean up ● Use listening ears 	<ul style="list-style-type: none"> ● Talk only when your mouth is empty ● Chew with your mouth closed



Discipline and Behavior Management Policy

Eco Childcare of Charlotte -

Name of Facility: DBA A Place to Grow Three Rivers - Wingate Date Adopted: June 2024

No child shall be subjected to any form of corporal punishment. 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 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 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 time-out sparingly.

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 separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food as punishment or give food 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 withhold or require physical activity, such as running laps and doing push-ups, 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.