

# KMBC CCC Parent Handbook



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## TABLE OF CONTENTS

Mission and Purpose Statements	3
Our Activity-Based Teaching Approach	4
Program Hours	4
Meals and Snacks	4
Age Requirements	4
Calendar/Holidays and Other Closings	5
Inclement Weather Policy	5
Program Tuition Payment Policy	6
Part-Time Enrollment	7
Summer Camp	8
Absences	8
Withdrawals	8
Required Forms	9
Items Required by Parents	9
Policies for Teachers	10
Methods of Communication	10
Parent Responsibilities	11
Toys	11
Reporting Concerns or Problems	12
Discipline	12
Security	13
Health and Safety	14
Hygiene Policy	16
No Shoe Policy	16
Room Cleaning	16
Body Fluid Spill Procedure	17
Diaper Changing Procedure	18
Playground Policies	18
Mandatory Reporting of Suspected Neglect or Abuse	19

“And all thy children shall be taught of the LORD, and great shall be the peace of thy children.”

**Isaiah 54:13**

## **MISSION STATEMENT OF KMBC**

“Love God, love others, serve both.”

It is our mission to teach every child, parent, and staff member:

1. To know Jesus, through His Word
2. To talk to Jesus, through prayer, and
3. To witness to others, through His strength

## **PURPOSE STATEMENT**

We desire to serve families by providing diligent supervision in a clean and safe environment, and communicating God’s Word to our students in both the curriculum that is taught and the behavior that is modeled, and by offering these services at a reasonable price.

Therefore, we seek to:

- 1. Lay a strong spiritual foundation** in the life of each child we teach, with the hope that as they grow,  
each child will accept Christ as their Savior.

### **Help children begin to understand**

**God** is the creator, and giver of all good things;

**Jesus** is God's Son and our best friend; and the

**The Bible** is the true, special book that talks about God and Jesus

- 2. Keep our facilities** a clean and safe place to learn Bible truths.

- 3. Provide activity-based teaching** which includes Bible-learning activities and preschool activities that

allow children to make progress in problem-solving, sharing, and expressing themselves in appropriate

ways, thinking of others with kindness, and learning to love others as themselves.

- 4. Partner with the home** in nurturing the spiritual and mental growth of the young child.

- 5. Encourage parents/guardians** to actively participate in worship, Bible study, fellowship, and

Ministry.

## **OUR ACTIVITY-BASED APPROACH**

Infants, Toddlers, and Preschoolers can be described in one word: ACTIVE! They are constantly exploring their environment and actively learning. Because children are always learning, we are always teaching. Children need to be challenged with activities for which they are ready and which help them grow as Jesus grew – in body, mind, and spirit.

**Deuteronomy 6:5-7** instructs adults to teach children as they go about the everyday, familiar activities of life. This biblical principle is implemented at KMBC as we utilize the following Bible teaching activities for all age levels of students: Books, Puzzles, Art, Blocks, Home-Living, Dramatic Play, Nature, and Music. Each activity is planned to help children learn a Bible truth. The active involvement of Christian teachers is essential; otherwise, the children's play has no spiritual purpose. Our teachers will use Bible phrases, verses, stories, pictures, songs, and Bible conversation at appropriate times so children can relate the Bible's truths to what they are doing. In this way, preschoolers learn that the Bible has meaning for daily living.

## **PROGRAM HOURS**

Monday – Friday

6:30 a.m. - 6:00 p.m. **Drop-off: is from 6:30 - 9:00 a.m.**

If you need to drop your child off after 9:00, please notify our facility in advance to ensure adequate food preparation.

**Pick-up: Before 6:00 p.m.**

There will be a \$1.00 charge for every minute after 6:00 p.m. until your child is picked up for the 1<sup>st</sup> offense, 2<sup>nd</sup> will be \$5.00 per minute, & 3<sup>rd</sup> will be \$10.00 per minute. A 3<sup>rd</sup> offense per calendar year will result in termination of childcare without reimbursement of prior paid tuition monies.

## **Meal and Snack Schedule**

Breakfast: 8:00 a.m. – 8:30 a.m.

Lunch: 11:00 a.m. – 11:30 a.m.

Afternoon Snack: 2:30 p.m.

**School Age: 4:10 p.m.**

These times are absolute so please plan your arrival and pickup to ensure that your child is able to receive each meal.

## **AGE REQUIREMENTS**

**Infants**.....0-12 months old

**One-year-olds**.....1-2 years old

**Two-year-olds**.....2-3 years old

**Three-year-olds**.....3-4 years old

**Pre-K**.....4-5 years old

**School Age**.....K thru 5<sup>th</sup> Grade

- We acknowledge the developmental differences between children of the same age. Therefore, we use these ages as guidelines for placement, not requirements.

- Placement may also be determined through communication between the parent and the staff to better understand the abilities and mental capacity of the child.

### **CALENDAR, HOLIDAYS AND OTHER CLOSINGS**

KMBC CCC will provide each family with a yearly calendar of closings on or before August 1<sup>st</sup> of each year.

**KMBC CCC will close for the following holidays each calendar year:**

- January 1<sup>st</sup> (New Year’s Day)
- Martin Luther King Jr. Holiday (date will vary)
- Good Friday (date will vary)
- Memorial Day (date will vary)
- 4<sup>th</sup> of July (Independence Day)
- Labor Day (date will vary)
- Veteran’s Day (closed to students- required staff training and development day)
- Thanksgiving Thursday and Friday (dates will vary)
- Christmas Eve, Christmas Day, & the day after Christmas

In the event a holiday falls on a Saturday, the Friday preceding will be designated as the observed holiday. If the holiday falls on a Sunday the following Monday will be designated as the observed holiday. In the event Christmas falls on a weekend, the Friday preceding and the Monday and Tuesday following will be observed as the designated holidays.

### **INCLEMENT WEATHER POLICY**

It is our intention to have KMBC CCC open every working business day; however, in the event of inclement weather, our program will follow the Johnston County School system policy for the **first day**. The second day and following will be at the discretion of the CCC Director in consultation with the Church Elders with consideration of the road conditions for staff. Parents will be notified by ProCare and Facebook.

If JCS has called for an early dismissal, KMBC CCC will notify parents of our intentions as soon as the weather situation has been assessed. Our plans will be communicated as soon as possible to ensure that parents are able to make the necessary arrangements to pick up their children.

**In the event of a two-hour delay, KMBC CCC will open at 8:30 a.m.  
In the event of a prolonged power outage, per state guidelines,  
KMBC CCC will notify parents that the center will be closing.**

**PROGRAM TUITION**  
*(Rates effective January 20, 2025)*

<b>Initial Enrollment Fee (non refundable)</b> .....	\$85
per child	
<b>Summer Camp Activity Fee (non-refundable)</b> .....	\$70
per child	
<b>Yearly Registration Fee (Due September 1<sup>st</sup> of each year)</b> .....	\$45
per child	
<b>Infants</b> .....	\$210
per week	
<b>One year-olds</b> .....	\$200
per week	
<b>Twos thru PreK</b> .....	\$190
per week	
<b>Before-school care (K-5 students at Glendale-Kenly Elementary)</b> .....	\$40
per week	
(+ \$32.00 per day for All Day)	
<b>After-School (K-5 students at Glendale-Kenly Elementary)</b> .....	\$50
0 per week	
(+ \$30.00 per day for All Day)	
<b>Before AND after-school care (K-5 students at Glendale-Kenly Elementary)</b> .....	\$70
per week	
(+ \$26.00 per day for All Day)	
<b>Part-Time/Drop-In Care and/or Teacher Workday</b> .....	\$40
per day	
<b>School Age Summer Camp</b> .....	\$155
per week	

**A \$5.00 fee per occurrence will be assessed for any child not at school without parent notification to the Childcare Center. Parents must notify the Childcare Center by 1:00 p.m. if the child is not at school for pick-up.**

- **Tuition is billed weekly. Tuition is due every Monday morning at drop-off for that week.**
- If weekly tuition is not paid by **6 pm Tuesday** of each week then a **\$25 late fee** will automatically be applied to each delinquent account. **ALL DELINQUENT ACCOUNTS WILL BE ASSESSED THE \$25.00 LATE FEE.** Invoices may be paid online or in person at the center. **Parents are responsible for checking their balances in Head Master** (please allow 3 days for online payments to be processed). KMBC CCC charges \$35.00 for returned checks (\$25 Inconvenience fee + \$10 bank fee).

- If tuition becomes **more than two weeks delinquent**, parents will be contacted by the center director to inquire about the delinquency. **Security Cards will be deactivated.** If suitable arrangements are not made, the child will not be permitted to return to daycare until a payment is made. Tuition will continue to be billed regardless of absences. After two weeks, the position will be open to new enrollees and every effort will be made to fill that position.
- KMBC CCC is first a ministry of KMBC, and it is our goal to serve all the needs of our families; therefore, in the event that a family encounters financial hardship, there is a hardship application available from the administrator. A family can complete the application and it will be forwarded to the childcare team, all available options will be discussed and a suitable plan will be made available if at all possible. Families are asked to complete a financial hardship application **before** tuition becomes delinquent. Hardships will be awarded on a case-by-case basis and are not guaranteed.
- **After** six consecutive months of enrollment, full-time year-round infants through Pre-K children are entitled to one week of “vacation” – an exemption from weekly fees (per enrollment year). A two-week notice is requested when taking a vacation; this notice will ensure adequate time for proper billing to said account. Children may not attend the center during their designated vacation week. (Earned vacation does not roll from enrollment year to enrollment year, only one week of vacation per family per enrollment year. Account must be current and paid up in order to use vacation).
- The Sibling Discount Rate for Full-time year-round children is \$15.00 per family per week. (Does not apply to school-age children).

### **PART-TIME ENROLLMENT**

KMBC CCC does not offer designated “Part-Time” slots; however, on a case-by-case basis, part-time enrollment may be offered with the following understanding:

**In the event a family wishes to enroll full-time in a class that has reached maximum capacity, the family that occupies the part-time slot will be offered the opportunity to convert to full-time, if this option is declined, the part-time slot will be forfeited to the family wishing to enroll full-time. If the slot is forfeited, the family withdrawing will be given a two-week turnaround to find alternative care to ensure the best transition for their family.**

## **SUMMER CAMP**

KMBC CCC coordinates a fun and educational Summer Camp. This summer camp experience allows children continued opportunities to work on skills developed throughout the school year as well as skills specialized by the Learning Center (Biblical, academic, and social). This is a wonderful opportunity for your children to learn the truths of Jesus Christ while also implementing what they have learned throughout the school year. This will provide a continuity of schedule, making it easier at the end of the summer for children to transition back to their fall schedules.

Our summer camp program is made up of many diverse summer activities according to our summer theme. We have a different summer theme every year. The one recurring theme is the love of Jesus Christ. This theme will be taught consistently every year. There will be field trips and daily outside time (weather permitting) scheduled. There are no vacation weeks for the summer camp program. Vacation weeks are reserved for our year-round, full-time enrollees.

Activity Fee to register (non-refundable).....\$70  
per child  
Tuition.....\$155/week

## **ABSENCES**

**Absences for any reason are non-refundable.**

**Whether a child (full-time or part-time) attends or not, the parent is still responsible for that week's tuition.**

If a child is absent for more than one calendar week, the parent is responsible for letting the program director know if the child is going to continue in the program. If the parent has not informed the director by the 3<sup>rd</sup> day following the week of absence, the space in the class will no longer be held. If the parent elects to return the child to the program, the parent must pay for the week(s) missed as well as the current week before the child can return to the program (under the condition that space is still available). If more than one month has passed, re-enrollment will be required along with the initial registration fee. KMBC CCC does require a two-week notice for withdrawal and tuition will be billed and payable (see withdrawals).

## **WITHDRAWALS**

Withdrawals from the program require a two-week notice with no refunds. Once a child has withdrawn from the program, a new application packet and enrollment fee will be required to re-enter the program. In the event a family elects to withdraw, any vacation accrued will be forfeited.



## **REQUIRED FORMS**

- Application/Registration Form
- Proof of required immunizations for child's age
- Medical consent/child pickup consent/disaster policy authorizations/allergy notification
- Proof of child custody if anyone other than a parent is enrolling a child or if a biological parent is not allowed to pick up the child
- Travel and Activity Consent form
- Receipt of Documentation Signature Sheet
- Under the age of 1 Year - Stroller Policy

## **ITEMS REQUIRED BY PARENTS/LABELING ITEMS**

- **Infants:** Diapers, wipes, bottles (Cap & Bottle labeled with name and date, each day), two changes of clothes, baby food, formula
  
- **Toddlers:** Diapers, wipes, extra change of clothes, blanket for naptime (no larger than a beach towel). No fleece/thick blankets.
- (No bottles, formula, or baby food for this class)
  
- **Preschoolers:** Extra change of clothes, blanket for naptime (no larger than a beach towel). No fleece/thick blankets.
- (No diapers, wipes, bottles, Sippy cups, baby food, or formula for this class)

KMBC CCC will provide sippy cups for toddlers and regular cups for older children, snacks, and juice for all classes. If your child's teacher requests that you provide a water cup then that cup must be taken home to be washed daily. Water cups must be labeled with the child's name and current date.

*Coats, jackets, sweaters, and all personal items (no diaper bags) brought for your child should be labeled with his/her name. All misplaced items will be put in the lost and found box. KMBC does not accept responsibility for lost items. If you bring your child in flip-flops, sandals, heels, or boots please provide a pair of closed-toe shoes to be kept at the center for outside play. Sports shoes are always preferred.*

## **POLICIES FOR TEACHERS**

Teachers in the Program of KMBC CCC play a vital role in laying a spiritual foundation for young children. All teachers must be professing Christians and Participants of a church, who want to love and nurture our infants and preschoolers.

**Volunteer Teachers (not employed):** to be a volunteer teacher, an individual should:

- Be a participant of a church (professing Christian)
- Submit a Screening Application
- Be able and willing to follow all policies and procedures of KMBC CCC.
  
- **Employed Teachers:** (payroll staff) to be considered for employment, an individual should:
  - Be a participant of a church (professing Christian)
  - Submit an employment application and screening application
  - Successfully complete an interview with the appropriate committees of Kenly Missionary Baptist Church
  - Be approved for employment by the Director of Kenly Missionary Baptist Church and by the State.
  - Be able and willing to follow all policies and procedures of Kenly Missionary Baptist Church and the CCC.

**Training for Teachers:** Mandatory for all teachers/workers (Volunteer or employed) by KMBC CCC. These training sessions are held periodically throughout the year to help ensure all teachers/workers are well prepared and informed about the curriculum, teaching methods, safety and security procedures, law changes, sanitation, and any other important changes or issues.

## **METHODS OF COMMUNICATION**

KMBC CCC utilizes various forms of communication (e.g., ProCare, newsletter, Facebook, childcare@kenlybaptist.com to ensure that families are aware of all important information. In order for parents to stay abreast of pertinent information it is imperative that an open line of communication is available. We ask that all families enroll in/sign up/join the following formats we offer:

### **ProCare**

**Facebook:** Kenly Missionary Baptist Church Christian Childcare Center

**\*\*\*Please advise the center immediately of any phone, address, or email changes.\*\*\***

## **PARENT RESPONSIBILITIES**

Parents are a child's first and most important teacher. Teachers at KMBC CCC count it a privilege to partner with parents in laying the foundation for faith in these young lives.

Parents can help teachers by observing the following guidelines:

- Become familiar with the Childcare Center's Policies and Procedures. These policies have been adopted by KMBC and are enforced for the well-being of every child in our care.
- Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline, please ask the director or your child's teacher to discuss it with you.
- Check ProCare daily to ensure you receive all important information from your child's teacher and/or the administration.
- Remember to label all items with your child's name. (Infants' bottles and food must also have the date)
- Children (ages Two and up) who are being toilet trained need to bring age-appropriate extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.
- Bring your child regularly to KMBC CCC. Children will feel more secure and eager to enter their classroom when it becomes an established routine.
- Talk to your child positively about coming to KMBC CCC. Use the names of your child's teachers and friends in his room when talking about happy times at The Childcare Center.
- Give teachers any necessary information about your child. (Allergies, special physical needs, feedings, and sleeping preferences, etc.) Update the Child Information Sheet as needed.
- Complete the sign-in / sign-out via the tablet in your child's classroom. In the event the internet is down there will be paper sign-in and out sheets provided out front.
- For the safety and security of our preschool children and their best teaching environment, parents and siblings are asked not to enter the preschool classrooms. Traffic in and out of the classrooms causes disruptions in teaching and unnecessarily upsets young children already in the room. If a particular child is being extremely disruptive at drop-off, we will ask the parent to perform the drop-off in the hallway and to leave as quickly as possible, so as not to prolong the disruption and upset the other children.

## **TOYS**

We ask that children **do not** bring toys from home. Too often, this causes disruption in the classroom when the children are (understandably) unwilling to share their personal toys. Also, teachers cannot be held responsible for damage done to personal items by other children and our classrooms have limited storage space. Please help your child understand this policy and encourage him or her to leave special toys either at home or in the car. Security items are acceptable as necessary.

## **REPORTING CONCERNS OR PROBLEMS**

If you ever have a concern about your child, your first communication should be to your **child's teacher**. Even if your concern is with or about the teacher, it is always important for everyone to hear all sides of the story and it is important for you to ask questions and express concerns directly to the teacher. If your teacher is unavailable, or if the situation is very serious, then the appropriate person to speak with is the Director. The Director reports directly to the Pastor and Elders of the church. If a situation is important enough to cause concern, then it should be important enough for you to attach your name to it. Neither the Director nor the Pastor nor Elders will be handling concerns on behalf of anonymous parents.

KMBC CCC will always strive to address concerns in an appropriate manner and in a timely fashion. In seeking to accomplish these goals, there will be responsibility upon both the staff and the parents. Parents agree not to publish to any other person or on any public forum, including on social media, any defamatory, false, or disparaging remarks, comments or statements concerning the childcare center, or any of its employees, or directors, now or in the future. Parents agree not to approach or talk to other children about a situation or matter involving children or the childcare center. Parents' refusal to follow the required Communication Process may result in the termination of childcare services, at the sole discretion of KMBC CCC. Our motivation should always be love, and our desire should always be to have the strongest center possible.

## **DISCIPLINE**

Our goal is to minister to all the children in the most kind and loving manner possible displaying and expecting the attributes of Christ to show forth in all situations. With this in mind, it is also our first priority to ensure the safety and well-being of each and every child within our program. At the same time, we understand there will be times when every child does not always display Christlike character. As such we have developed the following discipline policy as a guideline for the actions that will be taken in those circumstances.

Approaches to discipline will be designed and carried out in a positive manner, helping the child develop self-control and assume responsibility for his/her actions. Rules and expectations that are age-appropriate are established and communicated often. Children will be positively directed, re-directed, and praised often. Under NO circumstances will children be subject to harsh or physical punishment. We will not use any form of physical punishment, make fun of, threaten, or otherwise abuse children.

**First**, we need to make sure the behavior is age-appropriate. Infants and toddlers are still learning appropriate behaviors. We will redirect the child, encourage the child to use appropriate behavior, isolate the child, contact the parents, and continue to look for strategies to improve behavior.

**“Time-Out”**- When a child has not responded to other positive guidance techniques, we will use “time-out”. This will consist of a quiet space that is out of the main activity of the classroom but is in the teacher’s sight and reach. This time allows the child to reflect on and exercise self-control. Typically, time-out will be used in the following guideline: 1-minute times the age of the child (for example, a 4-year-old would receive 4 minutes of time-out). If after all these strategies

have been implemented and your child has chosen not to comply, you may be called to come and take him/her home for the afternoon.

\*If you are called for a discipline problem your child will need to be picked up within the hour.

Older children (3 and up) who are displaying more severe behaviors, including but not limited to kicking, hitting, biting, spitting, pinching, shoving, scratching, and being destructive to property will follow these procedures:

- Temporarily isolated from other children as needed
- Parent will be notified-Child must be picked up within the hour
- Parent/teacher/director conference
- Discuss and implement strategies to prevent repeat behavior
- Possible short-term suspension - 48 business hours

**If severe behaviors are unable to be resolved** (such as biting, scratching, pinching, kicking, hitting, etc.) which could endanger other children in the program a decision will be made on whether the child can continue to remain in care.

### **Destruction of property**

Families of children who purposefully destroy center property will be responsible for the cost of replacing the items destroyed.

### **SECURITY**

- Only persons 18 or older may be lead teachers here at KMBC CCC, although 16 - 17-year-olds can volunteer to assist teachers. 16-17-year-olds can also be employed within the center, but must always be supervised by another adult when in contact with children; 16-17-year-olds do not count as teachers when the teacher/student ratio is calculated.
- Each classroom has a window for teachers to see who is at the door and parents to see inside the room. (However, “peeking” in the window should be done sparingly! Onlookers unnecessarily can upset young children and distract teachers from their tasks.)
- Running, shouting, etc. should be reserved for outside play.
- In case of fire or other emergency within the facility, teachers in each room will take the children outside through the classroom doors that lead into the enclosed playground area. The teachers and children can go to the far side of the playground, a safe distance away from the building. Both sides of the playground have gates leading out of the playground and these gates are an appropriate distance away from the building.
- In case of any weather emergency, teachers will immediately evacuate their children

to the sanctuary.

- A parent or guardian must sign in their child at arrival and sign out their child at departure. Parents/guardians are required to enter the building at pickup. Building entry is limited to the security card access point at the front entrance. NO ONE is allowed to enter the building through any other entrances including no entry allowed to the playground area through the gates.
- Children will only be released to the parent/guardian and persons documented by the parent/guardian to be permitted to pick up the child. No child will be released to another child under the age of 18.
- Parent Custody/legal guardianship changes must be reported to KMBC CCC's director (written legal documentation must be presented and kept on file). In cases in which parents are separated or were never married, in the absence of a court-ordered custody agreement KMBC CCC does not have the legal authority to prevent a biological parent from removing his/her child from our center. If that parent is not on the approved pick-up list, then we can intervene while you are called and law enforcement is called. However, if you are unable to arrive promptly at KMBC, then it is possible that the deputy or officer will have no recourse but to release the child.
- All doors are locked. Parents are issued a key card to access the building. A deposit of \$10 per card is required. The deposit is returned when the key card is returned. The keypad located to the left of the front entrance is equipped with a doorbell and video camera. Other visitors are asked to ring the doorbell to be identified and once identification is made, access to the facility will be given.
- For the safety of the children, teachers, and the CCC, each classroom is equipped with a recording/security device. Parents do not have remote access to said devices.

### **HEALTH AND SAFETY**

For the protection of all children and adults, parents are required not to bring a child with the following diagnosis, or who appears to exhibit any of the following symptoms designated below:

- Had a fever in the last 24 hours (This is a state law, not a recommendation) (may return when fever-free without the use of fever-reducing medications)
- RSV (May return when the child is able to participate in regularly scheduled activities without disruption and no fever is present)
- Hand Foot Mouth (May return once sores no longer have white head or open spots, fever free and no extra care required)
- Strep (May return 24 hours after antibiotics, fever free and no extra care required)
- Nausea, vomiting, or diarrhea (May return 24 hours after the last incident of diarrhea or vomiting)
- An unexplainable or contagious rash
- Fever blisters or mouth sores that are open and discharging
- Sore, discharged, or pink eye(s) (May return as soon as prescribed treatment has been

administered)

- Head lice (or any symptoms of head lice) (May return as soon as prescribed treatment has been administered)

For the protection of all children and adults, parents are requested not to bring a child with the following diagnosis, or who appears to exhibit any of the following symptoms designated below:

- Heavy nasal discharge, whether cloudy or clear
- Constant and nagging cough, croup or whooping cough
- Sore throat (may cause excessive drooling) or Earache
- Is cranky and generally not him/herself to the point that the child would require an exceptional amount of attention from the teacher.

If your child starts to exhibit any of the above while in class, the child will be separated from the rest of the class and the parent will be called to pick up the child **immediately**.

We prefer not to administer Oral Medications but will do so on an as-needed basis only under a Physician's order (example: antibiotics that due to dosing require consideration).

If a child contracts a childhood disease following a session at KMBC, parents should notify the Director as soon as possible, in order to inform the other parents.

Parents should report any allergies and special needs to the Director.

We understand that many parents are dependent on all-day childcare in order to remain employed and provide for their families. However, we trust that all parents will be considerate and respectful of the other children enrolled in the center (and their parents). When you send your child to our center with any of the aforementioned symptoms, then you risk getting other children or staff members (or the families of both) sick. If it becomes apparent that you send your child to our center with any of the aforementioned symptoms, then KMBC Christian Childcare Center reserves the right to terminate your child's enrollment immediately and without a refund.

## **HYGIENE POLICY**

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand-washing policy for all caregivers and children.

Teachers or Caregivers should wash their hands:

- Upon arrival into the classroom.
- Before preparing, serving, or eating food.
- Before and after feeding infants or children.
- After using or helping children use the toiletries.
- Before and after every diaper change.
- After removal of disposable gloves.
- After contact with bodily fluids  
(Such as spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit.)
- After handling soiled items.

Infants and Children should wash their hands:

- Before handling, or eating food or snacks.
- After every diaper change.
- After using the toiletries.
- After contact with bodily fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit.)

## **NO SHOE POLICY IN THE INFANT ROOM**

Shoes are a leading carrier of various germs. Infants are just learning to move around and do so often on their hands, then place their hands in their mouths. To reduce the spread of germs at this age we have implemented a no-shoe policy in the infant classroom. Please remove your shoes or put on shoe covers prior to entering the classroom.

According to the Centers for Disease Control, the proper method to wash hands is to wet them, rub soap into a lather and rub together for 15 seconds then rinse. The faucet should be turned off with a paper towel after drying hands.

## **ROOM CLEANING, WASHING, AND SANITATION**

- Center-owned linens, smocks, bibs, burping clothes, blankets, etc. should be laundered after each use.
- Each bed (including mattresses, rails, and any items attached to the beds) should be wiped thoroughly with sanitizer solution and left to air dry.
- All equipment, such as infant swings, and walkers, should be washed and sanitized after each use and after children leave.
- Diaper changing stations must be sanitized after each use and after children leave.
- All toys used by infants or toddlers must be sanitized after each use (or put in a dirty toy



bin after use) and sanitized every day after children leave. Dirty toy bins should be out of children's reach!

- Furniture used by older preschoolers should be cleaned after children leave.
- Tables and countertops used for food preparation and eating must be sanitized before and after use.
- Toys and equipment used by older children should be cleaned and sanitized every day after children leave.
- After all the children have left for the day, put away all items, art equipment, and supplies in their designated places.
- Make sure all puzzles and items having more than one piece are complete before putting them away.
- Clean, sanitize and air dry the tables, chairs, toys, cabinets, sinks, etc.
- Sweep or vacuum any debris from floors.
- Furniture and equipment should be placed in their proper designated area.

### **BODY FLUID SPILL PROCEDURE**

- Control bleeding by applying pressure with a clean towel or cloth and care for the injured appropriately depending on the severity of the situation.
- In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids. This includes:
  - Wiping a runny nose
  - Cleaning a cut or scrape
  - Checking a diaper
  - Assisting a child with toileting needs
  - Any time there is a risk of touching blood, vomit, mucus, urine, or stool
  - If an emergency prevents the use of gloves, immediately clean the exposed skin with soap and water to reduce the possibility of infection.
  - Any teacher with an open wound or lesion will keep it covered until the area has healed.
  - Clean any affected surfaces with a disinfectant solution.
  - Wash hands, even after wearing gloves.

In the unlikely event a child is injured seriously, parents will be notified immediately. If a child sustains a minor injury, (I.e., scrape or bruise) parents will be notified when the child is picked up. An Accident / Incident Form will be completed for every accident. These reports will be signed and dated by the teachers and parent/guardian and kept on file.

## **DIAPER CHANGING PROCEDURE**

Children should be brought in with clean and dry diapers daily. If your child uses the bathroom ensure they have done so prior to entering the care of their teacher to ensure minimal disruptions to the classroom.

- Gather all necessary Items.
- Lay the child on clean changing paper on a changing table. (No child is to be left unattended while on the changing table)
- Put on a new pair of disposable gloves for every diaper change.
- Remove wet/soiled diapers and use wipes or damp paper towels to clean the child. (Use only wipes provided by the parent or wipes labeled hypoallergenic.)
- Place wipes and diapers in a plastic bag or lined trash can with a lid. (All BM diapers should be put in a diaper plastic bag before putting them into the trash can.)
- Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
- Wipe the baby's hands with a clean wipe.
- Put on a clean diaper.
- Wash hands with soap and water after each diaper change. Wash and sanitize the changing station.
- Record changing time and indicate “BM, WET, DRY, POTTY or TRIED” on the child’s ProCare account.
- Place the child in a secure situation following change.
- No males at this facility will be allowed to change diapers or escort children to the restroom. (with the exception of the Parent/Guardian of that child)
- Send all babies home dry! (The same procedure applies to children who are wearing “Pull-Ups”.)

## **PLAYGROUND POLICIES**

- Adult supervision is required, at all times, while the children are using the playground.
- No rough play or misuse of equipment will be permitted.
- Appropriate clothing must be worn at all times, including closed-toe shoes.
- Damaged equipment and other hazards should be reported immediately to the director.
- No child will be picked up by anyone by entering through the playground. The parent/guardian will enter through the main entrance, sign out their child, and pick up their belongings and child.

## **MANDATORY REPORTING OF SUSPECTED NEGLECT OR ABUSE**

NC General Statute 7B301 reads:

### **Duty to report abuse, neglect, dependency, or death due to maltreatment.**

“Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found.”

This law applies to every citizen and institution in the state of NC. It does not mean that the citizen or institution has to know that abuse or neglect has occurred, only that it is suspected. Whenever KMBC Christian Childcare Center staff suspect that a child has been neglected or abused (via visual observation, statements from the child, or third-party information) then we will comply with the requirements of NCGS 7B-301 and immediately report it to the child protective services unit of the local department of social services.

☺ Thank you for your interest and enrollment in KMBC Christian Childcare Center ☺