

# Kenly Missionary Baptist Church Christian Child Care Center Policy and Procedure Manual



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This institution is an equal opportunity provider.

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“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, and 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**

Program hours are Monday through Friday, 6:30am - 6:00pm (Key cards will be disabled from 9:00am - 10:00am). Every family will choose a ten hour time frame within our operating hours. Drop off is from 6:30 - 9:00 a.m. No drop offs after 9:00am (10:00am for Infants). We observe a centerwide quiet time from 11:00am until 2:00pm. No dropoffs are allowed during that time with the exception of infants who have an appointment. If your child has an appointment and you will need to arrive after 9:00am (but not between 11am-2pm), you will need to notify the director before 9:00am and bring a note in with you upon arrival (verifying your appointment) to place on file in the office. Pick up is any time before 6:00pm as long as it is within your ten hour window. There will be a \$1.00 charge for every minute after 6:00 p.m. until your child is picked up for the first offense. Upon the second offense, the charge will be \$5.00 per minute. Upon the third offense, the charge will be \$10.00 per minute. Repeat offenses will result in termination of childcare without reimbursement of prior paid tuition. Extended care beyond your ten hours may be purchased and negotiated in advance at the rate of \$10 per day.

## **Breakfast, Lunch, and Snack Schedule**

Breakfast: 8:00am - 8:25am    Lunch: 10:45am - 12:15pm    Afternoon Snack: 2:30-4:10pm

Breakfast will only be served before 8:25am. Any child arriving after 8:25 with breakfast in hand will need a parent to sit with them until they are finishing eating. Our Meal Time Policy requires an adult to be sitting with children at mealtimes to reduce the risk of a child choking without being noticed. At 8:25, the teachers begin to clean their room, complete toileting procedures, and prepare for Morning Chapel. Every child will be served every component of every meal unless there is an allergy form on file signed by a doctor. Lunch boxes are allowed, however, no food can be refrigerated or heated in a microwave. Food must arrive in nondescript containers. Packaging from restaurant chains is against NC DCD State rules. If a child has or develops a life-threatening allergy to peanuts or shellfish, that classroom will become a peanut free/shellfish free classroom. The classroom with the child who has the allergy will become peanut or shellfish free. The food that will be delivered to this classroom must be prepared and delivered before the items containing the allergen are opened in the kitchen to prepare the meals for the other classrooms.

## **AGE REQUIREMENTS**

|                              |                                                              |
|------------------------------|--------------------------------------------------------------|
| <b>Infants.....</b>          | <b>0-18 months old</b>                                       |
| <b>Waddlers.....</b>         | <b>1-2.5 years old</b>                                       |
| <b>Toddlers.....</b>         | <b>1.5-3 years old</b>                                       |
| <b>Preschool Room 1.....</b> | <b>2-3 years old</b>                                         |
| <b>Preschool Room 2.....</b> | <b>2.5-3.5 years old</b>                                     |
| <b>Preschool Room 3.....</b> | <b>3-4 years old (and fully potty trained)</b>               |
| <b>Pre-K.....</b>            | <b>4-5 years old (and fully potty trained)</b>               |
| <b>School Age.....</b>       | <b>K thru 5<sup>th</sup> Grade (and fully potty trained)</b> |

- 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 CCCC will provide each family with a yearly calendar of closings on or before August 10th of each year.

### **KMBC CCCC 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 and Easter Monday (dates will vary)
  - Memorial Day (date will vary)
  - 4<sup>th</sup> of July (Independence Day)
  - Labor Day (date will vary)
  - Veterans Day (closed to students for staff training and development)
  - Thanksgiving Thursday and Friday (dates will vary)
  - The week of Christmas (dates will vary)(2 days will be cleaning and staff development days and 3 days will be staff holidays)

In the event a holiday falls on a weekend, the days we choose to celebrate the holidays will be at the discretion of the Director and Senior Pastor.

## **INCLEMENT WEATHER POLICY**

It is our intention to have KMBC CCCC open every working business day; however, in the event of inclement weather, our program will follow the Johnston County Public School System's decision for the ***first day***. The second day and following will be at the discretion of the CCCC Director, Senior Pastor, and Church Elders with consideration of the road conditions for staff and families. Parents will be notified by ProCare and Facebook.

If JCPS have called for an early dismissal, KMBC CCCC 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 CCCC will open at 8:30 a.m.**

**In the event of a prolonged power outage, per state guidelines,  
KMBC CCCC will notify parents that the center will be closing.**

## **PROGRAM TUITION**

*(Rates effective January 1, 2026 for current students and immediately for any student enrolled after 9/1/25)*

|                                                                                       |                                                  |
|---------------------------------------------------------------------------------------|--------------------------------------------------|
| <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> .....      | \$50 per child                                   |
| <b>Infants</b> .....                                                                  | \$230 per week                                   |
| <b>One year olds</b> .....                                                            | \$210 per week                                   |
| <b>Twos year olds</b> .....                                                           | \$200 per week                                   |
| <b>Three to Five year olds</b> .....                                                  | \$190 per week                                   |
| <b>Before-school care (K-5 students at Glendale-Kenly Elementary)</b> .....           | \$45 per week<br>(+ \$35.00 per day for All Day) |
| <b>After-School (K-5 students at Glendale-Kenly Elementary)</b> .....                 | \$55 per week<br>(+ \$30.00 per day for All Day) |
| <b>Before AND after-school care (K-5 students at Glendale-Kenly Elementary)</b> ..... | \$70 per week<br>(+ \$25.00 per day for All 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.**

### **PROGRAM TUITION (Continued)**

- 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 CCCC charges \$35.00 for returned checks (\$25 Inconvenience fee + \$10 bank fee). Security cards are \$10 each and there are no refunds.
- 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 payment in full 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 CCCC 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 elder board, 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 children is \$20.00 per family per week. (Does not apply to children enrolled in before and after school care).

## **BEFORE AND AFTER SCHOOL CARE INFORMATION**

Children must arrive no later than 8:05am in order to ride the van to school.

Before School Care - Children will receive breakfast and a bible lesson.

After School Care - Children will receive snack, a bible lesson, and outside time.

- Sibling discount rate will only apply to full time summer camp students who have a sibling enrolled in the preschool program.
- Full day care will be available for drop in care as needed for school age children for \$40 per child per day contingent on availability. Spots will be given on a first come, first serve basis with enrolled children having the first opportunity to take those spots.
- Full day care will only be available on days that Johnston County Public Schools are closed and children must be signed up in advance. They must be dropped off before 9:00am unless there is a field trip that requires them to arrive earlier.
- We will pick up all enrolled children on early release days at no additional charge.

## **ABSENCES**

**Absences for any reason are non-refundable. Whether a child attends or not, the parent is still responsible for that week's tuition. Children may not be dropped off for events. They must be present that day to participate in events unless a parent stays with the child.**

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 CCCC 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, and a blanket for naptime (no larger than a beach towel). No fleece/thick blankets.
- **Preschoolers and School Age:** Extra change of clothes, closed toed shoes, a blanket for quiet time (no larger than a beach towel), and a water bottle.

KMBC CCCC 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.

*Coats, jackets, sweaters, and all personal items brought for your child should be labeled with his/her name. (No diaper bags are allowed to be left in the center.) All misplaced items will be put in the lost and found box. KMBC CCCC 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.*

## **REPORTING INCIDENTS**

Any time a child is injured, a staff member will log the incident in Procare with (pictures if able and necessary). The incident will be logged as soon as possible after the incident. If the staff member suspects the incident will leave a mark, the staff member will also report it to the director or assistant director on duty. They will decide if a phone call to the parent is needed.

## **POLICIES FOR TEACHERS**

Teachers in the Program of KMBC CCCC 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 CCCC.

**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 CCCC.

**Training for Teachers:** Mandatory for all teachers/workers (Volunteer or employed) by KMBC CCCC. 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 CCCC utilizes various forms of communication (e.g., ProCare, newsletter, Facebook, [childcare@kenlybaptist.com](mailto: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 CCCC 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 CCCC 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 CCCC. 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 CCCC. 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, 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 unless it is Show & Tell day or the teacher specifically asked for something to be brought in. 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. Security items are acceptable as necessary. We are an electronic-free facility. No personal phones, tablets, or laptops are allowed to be used by students. If a phone is seen, the teacher will take it and put it in the cabinet until the end of day.

## **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 Senior 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 CCCC 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. 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 (2 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 and the child must be picked up within the hour
- Parent/teacher/director conference
- Discuss and implement strategies to prevent repeat behavior
- Possible short-term suspension at the discretion of the leadership team

**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 the care of KMBC CCCC.

### **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 CCCC, although thirteen year olds and up can volunteer to assist teachers. Sixteen and Seventeen year olds can be employed within the center, but must always be supervised by a staff member over eighteen when in contact with children.
- 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.)
- 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 CCCC'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 CCCC 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 CCCC, 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 CCCC, each classroom is equipped with a recording/security device. Parents do not have access to these 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 of 101.0 or higher 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). KMBC CCCC will not administer fever reducing medication under any circumstances. (Examples: Ibuprofen, Acetaminophen, Naproxen, and Aspirin)
- 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 with no extra care required)
- Strep (May return 24 hours after antibiotics, fever free and no extra care required)
- Nausea, vomiting (2 episodes in under 2 hours), or diarrhea (3 episodes in under 2 hours). Student may return after a 24 hour episode free window without medication.
- 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. Our teachers are kind and caring and must meet the needs of all of the children in their care, inhibiting them from giving one child all of their attention for an above average amount of time.

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**. If we are unable to contact the parent and the child is not picked up within the hour, the child will be required to stay home for a minimum of two days before they can return.

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 require at least 3 doses in a 24 hour period).

If a child contracts a childhood disease, 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 the center with any of the aforementioned symptoms, then you risk getting other children and staff members sick, resulting in additional loss of work. If it becomes apparent that you knowingly sent your child to our center with any of the aforementioned symptoms, then KMBC CCCC 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 entering the classroom, including coming in from outside play.
- 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 or soiled items.

(Examples: spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit.)

Infants and Children should wash their hands:

- Upon entering the classroom, before eating, after every diaper change or toileting incident, and after any contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit.)

### **INFANT ROOM SANITATION POLICY**

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. Every person must immediately wash their hands upon entering the infant room. 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, toys, and equipment used by older children should be cleaned and sanitized after children leave.
- Tables and countertops used for food preparation and eating must be sanitized before and after use.
- 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.

## **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. (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 A parent/guardian will enter through the main entrance, sign out their child, and pick up their belongings and child.

## **SUMMER CAMP INFORMATION**

KMBC CCCC 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     |

The policies on the next page are in addition to all of the previous policies within this document.

## *KMBC CCCC's SUMMER CAMP AGREEMENT*

1. Children must be at least 5 years old and have completed Kindergarten. Children may attend up to 5<sup>th</sup> grade as long as he/she is under 13 and meets staff/child ratio requirements.
2. Signing up for Summer Camp at KMBC CCCC is a summer long commitment. You will be responsible for tuition every week even if you do not attend. Tuition is due on Monday prior to receiving care. Camp starts the Monday after JCPS's last day. You may pay all weeks in advance or pay by the week.
3. We have a strict illness policy. Any child with a fever over 101.0 will have to go home immediately. This is also the case with vomiting and diarrhea. Please be aware that this is not an exhaustive list. A sample of the illness policy will be given to you during orientation.
4. Children must arrive a minimum of 20 minutes before the departure time on field trip days or they will not be allowed to stay. There will be no one to care for them at the center once their class has departed.
5. Children may not bring food into the center unless it is wrapped in a nondescript container or placed in a lunch box labeled with their name. It will not be refrigerated, so please make sure there is an ice pack in it if it needs to stay cool. We cannot use a microwave to heat food. No drinks other than juice boxes or plain milk will be allowed into the center. Only the items listed on our menu will be allowed unless it is a healthier option than the food we are offering that day. Please pack meals according to these policies.
6. On pool days children must come already dressed in their suits with a change of clothes and with the first layer of sunscreen applied. Each child will be required to bring their own towel and sunscreen. No aerosol sprays are allowed. Only creams labeled with the child's name will be allowed as long as there is a permission form on file. Non-aerosol bug spray is also allowed. (Girls must wear a one piece or wear a t-shirt over their suit.)
7. All children must arrive before 9:00 on non-field trip days unless a phone call to the director has been made and approved before 8am. Children must arrive before 8:15 if they would like to eat breakfast with their class. Any children arriving after 8:25 with breakfast in hand will have to eat with their parents in the car before they can enter the center.
8. Please be aware when you fill out the application that every adult eligible to pick up your child must be on the list. New state laws mandate that names cannot be added over the phone or by letter. Names may only be added in the safety of the director's office.
9. Each summer camp slot is for ten hours a day and will end at 6pm. If extended care is needed, it will be available for purchase at \$5 per hour in one hour increments beyond the ten hours. There is a \$1 per minute late charge after 6pm on the first occurrence.
10. There will be field trip forms that need to be signed weekly.
11. Make sure your child keeps a pair of tennis shoes on campus as summer camp activities involve rigorous play.

## **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 Child Care 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.

## **What Constitutes Child Abuse? (Information gathered at [www.legalmatch.com](http://www.legalmatch.com))**

Child Abuse can take many forms and each can result in criminal prosecution and civil penalties. Common forms of child abuse include physical abuse, sexual abuse, emotional abuse, and neglect.

### **Physical Abuse**

A child is being physically abused when they are:

- Hit with a belt or paddle (spanking is generally not against the law)
- Pinched hard enough to leave a mark that doesn't go right away
- Burned (for example with cigarettes, a lighter, an iron or the stovetop burner)
- Bitten hard enough to leave a mark or break the skin
- Pushed into walls or knocked to the floor, choked, kicked, or punched

### **Sexual Abuse**

A child is being sexually abused when a person:

- Improperly touches the child's private parts
- Shows a child improper nude pictures
- Takes a picture of the child with his/her clothes on

### **Emotional Abuse**

A child is being emotionally abused when the caretaker:

- Calls the child names that are really mean
- Tells the child that they are worthless, stupid or "a mistake"
- Tell the child that they are never good enough or can't do anything right
- Tell the child they wish the child had never been born

### **Neglect**

A child is neglected when the caretaker leaves the child:

- Hungry much of the time without enough food or water
- Without medicine or medical care
- Without warm clothes for winter, or cooler clothes in summer
- Home alone when the child is too young to take care of his/her self safely
- Locked in a room for hours or even days at a time