7500 Schley Road
Hillsborough, NC 27278
www.ebcconnect.org
Office: (919)732-3449
Fax: (919) 732-8191

PURPOSE STATEMENT

OUR PURPOSE AT EBENEZER BAPTIST CHURCH AND MASTER'S GARDEN PRESCHOOL IS TO SEE EVERYBODY CELEBRATE GOD'S PRESENCE IN THEIR LIVES, CONNECT WITH OTHERS IN THE BODY, AND CONTRIBUTE IN ACTS OF SERVICE.

WHAT WE BELIEVE

- We believe that there is one God, manifest in three persons, the Father, the Son, and the Holy Spirit.
- We believe that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died as a substitutionary sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into heaven.
- We believe in the literal, imminent return of Jesus Christ to earth.
- We believe that the Bible is the Word of God and without any error, the sole authority for life.
- We believe that man is a special creation of God, made in His image.
- We believe that mankind fell through the sin of the first man, Adam, and that all men are sinners in need of salvation.
- We believe that salvation is a gift given through repentance toward God and faith in the Lord Jesus Christ.
- We believe that every person who truly is saved is eternally secure in the Lord Jesus Christ.
- We believe that those persons who die in their sins spend eternity in Hell and those persons who die with their sins forgiven spend eternity in Heaven.
- We believe that baptism is in obedience to the command of Christ and is by immersion after salvation.
- We believe that the church is a local body of baptized believers with the Lord Jesus Christ as the head.
- We believe that each believer has direct access to God through the Lord Jesus Christ.
- We believe in the separation of church and state, but not in the separation of God and government.

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MASTER'S GARDEN PRESCHOOL CURRICULUM

Master's Garden Preschool uses the Pinnacle Curriculum to support our teachers as they teach academics and biblical principles. Our mission as a school is to guide children closer to Christ while they are engaged in learning and fun developmentally appropriate activities. We enjoy the Pinnacle Faith-Based curriculum because every activity points back to Christ and it teaches children that He truly is and always should be in the midst of everything that we do and say. We know each child learns differently and at her/his own pace. The Pinnacle Curriculum offers our teachers access to lessons, Bible stories, developmentally appropriate activities that will support:

- **Social and Interpersonal Skills** – listening, sharing, playing fairly, compromise, respect, and more.
- **Logic and Mathematical Skills** – counting, comparisons, basic number concepts, pattern recognition, and understanding special concepts such as first, middle, last, front, back, up, down, over, under through, in and out.
- **Language and Emerging Literacy** – following directions, writing his/her name, telling a story in a sequence, rhyming, and vocabulary such as color, words, shapes, weather, seasons, manners, friendships, community helpers, family traditions, health and safety, animals, and more.
- **Gross Motor Skills** – catching small objects, throwing objects in an intended directions, running with control, climbing without falling, etc.
- **Fine Motor Skills** – using scissors on lines and shapes, using a crayon in a defined space, creativity with are media, and using writing and drawing tools with control.

We teach lessons from the Bible that are positive and age-appropriate. The Bible stories help us to get to know what God is like, what we are like, and the way God wants us to live. In addition to learning life lessons from the Bible, children will learn that they can pray/talk to God. The most precious lesson children gain at Master's Garden is learning about God demonstrated his unconditional love for us by sending His son, Jesus, to give his life for us.

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We believe children learn best while playing and engaging in fun activities that they are excited about. Our foundational Pinnacle curriculum guide is filled with ideas on how to teach language development, literacy, phonics, and mathematics. Our school also has an educational calendar guide that is written before each new school year. This guide helps our teachers be organized, plan ahead, and stay on track academically. The guide gives a theme, a Bible lesson, a letter, a number, a color, and a shape to focus on weekly for our children from infants to 5 years old. These age groups enjoy vigorous play indoors and out, fun filled centers, table activities, art projects, and circle times full of learning games, science, music, and stories.

Children ages one to two years of age are working on using language/sign language, daily routines, how to play/get along with others, manners, following directions, and many more topics involving emotions and life skills. In their classrooms they also enjoy lots of music, signing, reading, art, and play that encourages gross motor and fine motor development.

The teachers of our tiniest students under the age of one are focused on giving them the best care in a loving, nurturing, safe environment where their needs are continuously met. In these rooms teachers first develop personalized schedules and routines that meet the needs of the children. Teachers are trained and know the importance of tummy-time, muscle building, interacting, safe sleep practices, and of course at this age they also enjoy music, singing, dancing, and books.

Date Application Completed: _____ Date of Enrollment: _____

CHILD'S APPLICATION FOR ENROLLMENT

To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD INFORMATION: Date of Birth: _____

Full Name: _____

Last First Middle Nickname

Child's Physical Address: _____

FAMILY INFORMATION: Child lives with: _____

Father/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number
Name	Relationship	Address	Phone Number
Name	Relationship	Address	Phone Number

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a Medical action plan attached? Yes ☒ No ☐ (Medical action plan must be updated on an annual basis and when changes to the plan occur)

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____ Office Phone _____

Hospital preference _____ Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian _____ Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____ Date _____

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PICK-UP AUTHORIZATION FORM

Please list individuals, other than the child's parents/legal guardians, that have your permission to pick-up your child, _____ (Child's Full Name), from Preschool beginning on _____ (Date). These persons will be required to show a valid government identification card with a picture prior to picking up the child.

First and Last Name Phone Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

If a change is made, please initial and date the change.

DCD 0108
12/99

Children's Medical Report

Name of Child_____Birthdate _____

Name of Parent or Guardian_____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No___ Yes___ If yes, what?_____

_____

2. Is child currently under a doctor's care? No___ Yes___ If yes, for what reason?_____

_____

3. Is the child on any continuous medication? No___ Yes___ If yes, what?_____

_____

4. Any previous hospitalizations or operations? No___ Yes___ If yes, when and for what?_____

_____

5. Any history of significant previous diseases or recurrent illness? No___ Yes___ ; diabetes No___Yes___; convulsions No___ Yes___; heart trouble No___ Yes___; asthma No___ Yes___.
   If others, what/when?_____

6. Does the child have any physical disabilities: No___ Yes___ If yes, please describe:_____

_____

Any mental disabilities? No___ Yes___ If yes, please describe:_____

Signature of Parent or Guardian_____**Date**_____

B. Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.
Height _____% Weight _____%

Head_____ Eyes_____ Ears_____ Nose_____ Teeth_____Throat_____
Neck_____ Heart_____Chest_____Abd/GU_____Ext_____
Neurological System_____Skin_____Vision_____Hearing_____
Results of Tuberculin Test, if given: Type_____date_____ Normal___Abnormal_____followup_____

Developmental Evaluation: delayed_____age appropriate_____
If delay, note significance and special care needed;_____
_____

Should activities be limited? No___ Yes___ If yes, explain: _____
Any other recommendations:_____
_____
_____

Date of Examination_____

Signature of authorized examiner/title_____**Phone #**_____

Child Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

The parent/guardian must submit a certificate of immunization on child's first day of attendance or within 30 calendar days from the first day of attendance.

Child's full name:	Date of birth:

Enter the date of each dose received (Month/Day/Year) or attach a copy of the immunization record.

Vaccine Type	Abbreviation	Trade Name	Combination Vaccines	1 date	2 date	3 date	4 date	5 date
Diphtheria, Tetanus, Pertussis	DTaP, DT, DTP	Infanrix, Daptacel	Pediarix, Pentacel, Kinrix					
Polio	IPV	IPOL	Pediarix, Pentacel, Kinrix					
Haemophilus influenza type B	Hib (PRP-T) Hib (PRP-OMP)	ActHIB, PedvaxHIB **, Hiberix	Pentacel					
Hepatitis B	HepB, HBV	Engerix-B, Recombivax HB	Pediarix					
Measles, Mumps, Rubella	MMR	MMR II	ProQuad					
Varicella/Chicken Pox	Var	Varivax	ProQuad					
Pneumococcal Conjugate*	PCV, PCV13, PPSV23***	Prevnar 13, Pneumovax***						

*Required by state law for children born on or after 7/1/2015.
**3 shots of PedvaxHIB are equivalent to 4 Hib doses. 4 doses are required if a child receives more than one brand of Hib shots.
***PPSV23 or Pneumovax is a different vaccine than Prevnar 13 and may be seen in high risk children over age 2. These children would also have received Prevnar 13.
Note: Children beyond their 5th birthday are not required to receive Hib or PCV vaccines.

Gray shaded boxes above indicate that the child should not have received any more doses of that vaccine.

Record updated by:	Date	Record updated by:	Date

Minimum State Vaccine Requirements for Child Care Entry

By This Age:	Children Need These Shots:						
3 months	1 DTaP	1 Polio		1 Hib	1 Hep B	1 PCV	
5 months	2 DTaP	2 Polio		2 Hib	2 Hep B	2 PCV	
7 months	3 DTaP	2 Polio		2-3 Hib**	2 Hep B	3 PCV	
12-16 months	3 DTaP	2 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
19 months	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years or older (in child care only)	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years and older (in kindergarten)	5 DTaP	4 Polio	2 MMR	3-4 Hib**	3 Hep B	4 PCV	2 Var

Note: For children behind on immunizations, a catch-up schedule must meet minimal interval requirements for vaccines within a series. Consult with child's health care provider for questions.

North Carolina Child Care Health and Safety Resource Center
800.367.2229
healthychildcare.unc.edu

Child Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

Vaccines Recommended (not required) by the Advisory Committee on Immunization Practices (ACIP)

Vaccine Type	Abbreviation	Trade Name	Recommended Schedule	1 date	2 date	3 date	4 date	5 date
Rotavirus	RV1, RV5	Rotateq, Rotarix	Age 2 months, 4 months, 6 months.					
Hepatitis A	Hep A	Havrix, Vaqta	First dose, age 12-23 months. Second dose, within 6-18 months.					
Influenza	Flu, IIV, LAIV	Fluzone, Fluarix, FluLaval, Flucelvax, FluMist, Afluria	Annually after age 6 months.					

North Carolina Child Care Health and Safety Resource Center
800.367.2229
healthychildcare.unc.edu

Updated 6/19

Discipline and Behavior Management Policy

Name of Facility: Master's Garden Preschool Date Adopted 6/2019

No child shall be subjected to any form of corporate punishment. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their 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 level.
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room 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.

I, the undersigned parent or guardian of _____,
(child's full name)
do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian_____Date _____

"Time-Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Distribution: one copy to parent(s) and a signed copy in child's facility record

Infant Feeding Plan

As your child's caregivers, an important part of our job is feeding your baby. The information you provide below will help us to do our very best to help your baby grow and thrive. **Page two of this form must be completed and posted for quick reference for all children under 15 months of age.**

Child's name: _____ Birthday: _____
m m / d d / y y y y

Parent/Guardian's name(s): _____

Did you receive a copy of our "Infant Feeding Guide?" Yes No

If you are breastfeeding, did you receive a copy of:
"Breastfeeding: Making It Work?" Yes No
"Breastfeeding and Child Care: What Moms Can Do?" Yes No

TO BE COMPLETED BY PARENT

At home, my baby drinks (check all that apply):

- Mother's milk from (circle)

  Mother bottle cup other
- Formula from (circle)

  bottle cup other
- Cow's milk from (circle)

  bottle cup other
- Other: _____from (circle)

  bottle cup other

How does your child show you that s/he is hungry?

How often does your child usually feed?

How much milk/formula does your child usually drink in one feeding?

Has your child started eating solid foods?

If so, what foods is s/he eating?

How often does s/he eat solid food, and how much?

TO BE COMPLETED BY TEACHER

Clarifications/Additional Details:

At home, is baby fed in response to the baby's cues that s/he is hungry, rather than on a schedule?

Yes No

If NO,

- I made sure that parents have a copy of the "Infant Feeding Guide" or "Breastfeeding: Making it Work"
- I showed parents the section on reading baby's cues

Is baby receiving solid food? Yes No

Is baby under 6 months of age? Yes No

If YES to both,

- I have asked: Did the child's health care provider recommend starting solids before six months?

  Yes No

If NO,

- I have shared the recommendation that solids are started at about six months.

Handouts shared with parents:

Child's name: _____ Birthday: _____
m m / d d / y y y y

Tell us about your baby's feedings at our center.
I want my child to be fed the following foods while in your care:

	Frequency of feedings	Approximate amount per feeding	Will you bring from home? (must be labeled and dated)	Details about feeding
Mother's Milk				
Formula				
Cow's milk				
Cereal				
Baby Food				
Table Food				
Other (describe)				

I plan to come to the center to nurse / feed my baby at the following time(s): _____

My usual pick-up time will be: _____

If my baby is crying or seems hungry shortly before I am going to arrive, you should do the following (choose as many as apply):
__ hold my baby __ use the teething toy I provided __ use the pacifier I provided
__ rock my baby __ give a bottle of milk __ other Specify: _____

I would like you to take this action _____ minutes before my arrival time.

At the end of the day, please do the following (choose one):
____ Return all thawed and frozen milk / formula to me. _____ Discard all thawed and frozen milk / formula.

We have discussed the above plan, and made any needed changes or clarifications.

Today's date: _____

Teacher Signature: _____ Parent Signature _____

Any changes must be noted below and initialed by both the teacher and the parent.

Date	Change to Feeding Plan (must be recorded as feeding habits change)	Parent Initials	Teacher Initials

CAROLINA GLOBAL BREASTFEEDING INSTITUTE
Breastfeeding-Friendly CHILD CARE

©2015 Carolina Global Breastfeeding Institute
http://breastfeeding.unc.edu/

In Collaboration With:
NC Department of Health and Human Services
NC Child Care Health and Safety Resource Center
NC Infant Toddler Enhancement Project

Infant/Toddler Safe Sleep Policy

A safe sleep environment for infants reduces the risk of sudden infant death syndrome (SIDS) and other sleep related infant deaths. According to N.C. Law, child care providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff.

Master's Garden Preschool (facility name) implements the following safe sleep policy:

Safe Sleep Practices

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
2. We always place infants under 12 months of age on their backs to sleep, unless:
   - **the infant is 6 months or younger** and a signed ITS-SIDS Alternate Sleep Position Health Care Professional Waiver is in the infant's file and a notice of the waiver is posted at the infant's crib.
   - **the infant is 6 months or older** (choose one)
     - ☑ We do not accept the ITS-SIDS Alternate Sleep Position Parent Waiver.*
     - ☐ We accept the ITS-SIDS Alternate Sleep Position Parent Waiver.

   We retain the waiver in the child's record for as long as they are enrolled.
3. We place infants on their back to sleep even after they are able to independently roll back and forth from their back to their front and back again. We then allow the infant to sleep in their preferred position.
   - ☑ We document when each infant is able to roll both ways independently and communicate with parents. We put a notice in the child's file and on or near the infant's crib.*
4. We visually check sleeping infants every 15 minutes and record what we see on a Sleep Chart. The chart is retained for at least one month.
   - ☑ We check infants 2-4 month of age more frequently.*
5. We maintain the temperature between 68-75°F in the room where infants sleep.
   - ☑ We further reduce the risk of overheating by not over-dressing infants*
6. We provide infants supervised tummy time daily. We stay within arm's reach of infants during tummy time.
7. We follow N.C Child Care Rules .0901(j) and .1706(g) regarding breastfeeding.
   - ☑ We further encourage breastfeeding in the following ways:* Provide a semi-private space in the Caterpillars room for feeding/pumping.

Safe Sleep Environment

8. We use Consumer Product Safety Commission (CPSC) approved cribs or other approved sleep spaces for infants. Each infant has his or her own crib or sleep space.
9. We do not allow pacifiers to be used with attachments.
10. Safe pacifier practices:
    - ☑ We do not reinsert the pacifier in the infant's mouth if it falls out.*
    - ☑ We remove the pacifier from the crib once it has fallen from the infant's mouth.*
11. We do not allow infants to be swaddled.
    - ☑ We do not allow garments that restrict movement.*
12. We do not cover infants' heads with blankets or bedding.
13. We do not allow any objects other than pacifiers such as, pillows, blankets, or toys in the crib or sleep space.
14. Infants are not placed in or left in car safety seats, strollers, swings, or infant carriers to sleep.
15. We give all parents/guardians of infants a written copy of this policy before enrollment. We review the policy with them and ask them to sign the policy.
    - ☑ We encourage families to follow the same safe sleep practices to ease infants' transition to child care.*
16. Posters and policies:
    - **Family child care homes:** We post a copy of this policy and a safe sleep practices poster in the infant sleep room where it can easily be read.
    - **Centers:** We post a copy of this policy in the infant sleep room where it can easily be read.
      - ☑ We also post a safe sleep practices poster in the infant sleep room where it can easily be read.*

Communication

17. We inform everyone if changes are made to this policy 14 days before the effective date.
    - ☑ We review the policy annually and make changes as necessary.*

***Best practice recommendation.**

Effective date: 8/2/2021 Review date(s): _____ Revision date(s): _____

I, the parent/guardian of _____(child's name), received a copy of the facility's Infant/Toddler Safe Sleep Policy. I have read the policy and discussed it with the facility director/operator or other designated staff member.

Child's Enrollment Date: _____ Parent/Guardian Signature:_____ Date: _____

Facility Representative Signature: _____ Date: _____

Reference: N.C. Law G.S. 100-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for Our Children

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AGREEMENT AND RECEIPT OF POLICIES AND PROCEDURES

I have received a copy of the Master's Garden Preschool Parent Handbook, which contains the policies and pro-cedures of Master's Garden Preschool. I have read, and understand the policies and procedures contained in the Master's Garden Preschool Parent Handbook. I realize that it is my responsibility to be knowledgeable of the in-formation contained therein. I further understand that Bible and religious training are a part of every aspect of the preschool program. By signing below, I agree to abide by all school policies and procedures.

_____ _____

Signature of Parent or Guardian Date

Space and Equipment
There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements
The administrator of a child care center must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child Ratios
Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

Additional Staff/Child Ratio Information:
Centers located in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Reviewing Facility Information

From the Division's Child care Facility Search Site, the facility and visit documentation can be viewed.
A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at www.ncchildcare.ncdhhs.gov.

How to Report a Problem
North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES
Division of Child Development and Early Education

Summary of the North Carolina Child Care Law and Rules
(Center and FCCH)

Division of Child Development and Early Education
North Carolina Department of Health and Human Services
333 Six Forks Road
Raleigh, NC 27609

Child Care Commission
https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission

Revised January 2021

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the health, safety, and well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Recreational programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a Child Care Resource and Referral agency in your community. For more information, visit the Resources page located on the Child Care website at: https://ncchildcare.ncdhhs.gov/. For more information on the law and rules, contact the Division of Child Development and Early Education at 919 814-6300 or 1-800- 859-0829 (In State Only), or visit our homepage at: https://ncchildcare.ncdhhs.gov/.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education** at 919-814-6300 or 1-800-859-0829**.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program, and one quality point option.

Criminal Background Checks

Criminal background qualification is a **pre-service requirement.** All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

7500 Schley Road
Hillsborough, NC 27278
www.ebcconnect.org
Office: (919)732-3449
Fax: (919) 732-8121

DOCUMENTATION OF RECEIPT OF NORTH CAROLINA CHILDCARE LAW

I, the undersigned parent or guardian of _____, (Child's Full Name), do hereby state that I have read and received a copy of the Summary of North Carolina Child Care Law. Further, I am aware that a Summary of North Carolina Child Care Law is required to be posted in Master's Garden Pre-school.

_____ _____

Signature of Parent or Guardian Date

Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy

Belief Statement
We, Master's Garden PreSchool, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background
SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death[1]. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT[2].

Procedure/Practice
Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will[3]:
  - Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - Call the parents/guardians.
  - If the child has stopped breathing, trained staff will begin pediatric CPR[4].

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: _____

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child
Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies[5]:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.
- Other _____
- Other _____

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children[6].
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
- Other _____

Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy

Prohibited behaviors
Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Strategies to assist staff members understand how to care for infants
Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

Strategies to ensure staff members understand the brain development of children up to five years of age
All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-ecd/

Resources
List resources such as a staff person designated to provide support or a local county/community resource:

_____

_____

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: http://dontshake.org/family-resources
- The Period of Purple Crying: http://purplecrying.info/
- Other _____

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development
- Other _____

Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress http://cfoc.nrckids.org/StandardView/1.7.0.5

Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff*

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- The child care facility shall keep the **SBS/AHT staff acknowledgement form** in the staff member's file.

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

1-8-24
Effective Date

This policy was reviewed and approved by:

Robert C. Sipper — **Owner/Director (recommended)** — 1-8-24 **Date**

DCDEE Child Care Consultant (recommended) — **Date** — **Child Care Health Consultant (recommended)** — **Date**

Annual Review Dates

Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy

Parent or guardian acknowledgement form

I, the parent or guardian of _____
Child's name

acknowledges that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

_____ _____
Date policy given/explained to parent/guardian **Date of child's enrollment**

_____
Print name of parent/guardian

_____ _____
Signature of parent/guardian **Date**

Tobacco-Free Policy for North Carolina Child Care Centers

Purpose/Belief Statement

We, **Master's Garden Preschool**, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

Applicable NC Child Care Laws/Rules

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, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.
- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practice

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free child care facility policy.

Communication

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Staff*

- All current staff members and newly hired staff will review the **Tobacco-Free Policy** before providing care for children.
- Staff will sign an acknowledgement form that includes the individual's name, the date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.

Developed by the NC Tobacco Prevention and Control Branch in collaboration with the NC Child Care Health and Safety Resource Center
October. 2017

- The child care facility shall keep the signed **Tobacco-Free Policy staff acknowledgement form** in the staff member's file.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the signed **Tobacco-Free Policy parent acknowledgement form** in the child's file.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Enforcement

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

- "Premises" – the entire child care building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.
- "E-cigarette" – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- "Off-premise activity" – any event sponsored by our facility that is not on the child care facility premises, including but not limited to field trips and educational or entertainment activities.
- "Smoking" – The use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.
- "Tobacco product" – Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community-based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The North Carolina Quitline 1-800-QUIT-NOW (1-800-784-8669) offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See http://www.quitlinenc.com.

Developed by the NC Tobacco Prevention and Control Branch in collaboration with the NC Child Care Health and Safety Resource Center
October. 2017

References

- NC DHHS Tobacco Prevention and Control Branch, http://tobaccopreventionandcontrol.ncdhhs.gov/smokefreenc/
- Caring for Our Children 3rd Edition, Standard 3.4.1.1: Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs http://cfoc.nrckids.org/StandardView/3.4.1.1
- Caring for Our Children 3rd Edition, Standard 9.2.3.15: Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances http://cfoc.nrckids.org/StandardView/9.2.3.15

Effective and Review Dates

1-8-2024

Effective Date

This policy was reviewed and approved by:

Director/Owner

Print name:	Robert C. Sipper, Senior Pastor, ebenezer Baptist Church	Date	1-8-24
Signature:	Robert C. Sipper		

DCDEE Child Care Consultant (recommended)

Print name:		Date:	
Signature:			

Child Care Health Consultant (recommended)

Print name:		Date:	
Signature:			

Annual Review Dates

Parent or guardian acknowledgement form

I, the parent or guardian of _____ **(child or children's name)** acknowledge that I have read and received a copy of the facility's 100% Tobacco-Free Policy for North Carolina Child Care.

_____ _____

Date policy given/explained to parent/guardian

Date of child's enrollment

_____

Print name of parent/guardian

_____ _____

Signature of parent/guardian

Date

Developed by the NC Tobacco Prevention and Control Branch in collaboration with the NC Child Care Health and Safety Resource Center
October. 2017

7500 Schley Road
Hillsborough, NC 27278
www.ebcconnect.org
Office: (919)732-3449
Fax: (919) 732-2663

BLANKET PERMISSION RELEASE

I give permission for my child to participate in walks taken outside the fenced area or in the areas surrounding Master's Garden Preschool, weather permitting. These walks include, but are not limited to the Master's Garden Preschool Building and Campus. I understand that the faculty of Master's Garden Preschool will supervise my child during walks and that the infants and toddlers will go in a buggy/stroller.

_____ _____

Signature of Parent or Guardian Date

7500 Schley Road
Hillsborough, NC 27278
www.ebcconnect.org
Office: (919)732-3449
Fax: (919) 732-8191

PHOTO/VIDEO RELEASE

I release Master's Garden Preschool and/or Ebenezer Baptist Church to photograph and/or videotape my child, _____ (Child's Full Name) while participating in daily activities. The photos and videos will be posted in hallway, in art projects, or internally in Master's Garden Preschool.

Photos and/or videos will not be used on the internet/website/social media without parent permission specific to that event and usage.

_____ _____

Signature of Parent or Guardian Date

7500 Schley Road
Hillsborough, NC 27278
www.ebcconnect.org
Office: (919)732-3449
Fax: (919) 732-8191

Child's Name: _____
Start Date: _____
Classroom: _____
Sibling Name: _____
Schedule: Half Day ____ __ Full Day _____ Partial Week _____
M,W,F _____ T,Th _____

MASTER'S GARDEN PRESCHOOL BILLING SET-UP FORM

Master's Garden Preschool uses the Brightwheel Application to track attendance, communicate with parents, and facilitate the billing and payment of tuition. Brightwheel's simple billing platform allows Master's Garden Preschool to set up recurring charges that are automatically added to a student's statement on a set frequency. All we need to know is what works best for your family! Please fill out this form and return with your child's application to assist us in the set up of your child(ren)'s account(s).

Responsible Payor(s):

_____ _____
Name Relationship to Child(ren)

_____ _____
Name Relationship to Child(ren)

Frequency of Tuition Payment(s):

☐ Weekly ☐ Monthly

Preferred Payment Method:

☐ Check (no fees) dropped off in payment box at Check-In Station

☐ Debit/Credit Card through Brightwheel (convenience fee applied by Brightwheel)

Registration Fee:

A one-time registration fee is due with the Child's Application and will be used to guarantee your child has a spot. Once a family has filled out the online Brightwheel Application, the registration fee will be added to the child's account. Payment may be submitted through Brightwheel or a check mailed/dropped off at Master's Garden Preschool.

Need more information?

Please refer to Section 4 of the Master's Garden Preschool Parent Handbook to review more detailed Policies and Procedures regarding Tuition and Payment Policies.

MEDIA CONSENT FORM AND RELEASE FOR MINOR CHILDREN

I am the parent/guardian of _____
(print full name of child) ("My Child"). I hereby grant Master's Garden Preschool, and their staff the absolute right and permission to use photographic portraits, pictures, digital images, or videotapes of My Child, or in which My Child may be included in whole or part, or reproductions thereof in color or otherwise for any lawful purpose whatsoever, including but not limited to use in any social media usage or on the website, without payment or any other consideration.

I hereby waive any right that I may have to inspect and/or approve the finished product or the copy that may be used in connection therewith, wherein My Child's likeness appears, or the use to which it may be applied.

I hereby release, discharge, and agree to indemnify and hold harmless the Master's Garden Preschool, and their staff from all claims, demands, and causes of action that I or My Child have or may have because of this authorization or use of My Child's photographic portraits, pictures, digital images or videotapes, including any liability under any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said images or videotapes, or processing tending towards the completion of the finished product, including publication on the internet, in brochures, or any other advertisements or promotional materials

I represent that I am at least eighteen (18) years of age and am fully competent to sign this Release.

THIS IS A RELEASE OF LEGAL RIGHTS.

READ IT CAREFULLY AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING

(Both parents, if possible)

PLEASE CHECK ONE OF THE BOXES BELOW THEN SIGN YOUR NAME(S)

☐ CONSENT: We/I hereby certify that We/I are/am the parent(s) or guardian(s) of the above-named child and do hereby give our/my consent without reservation to the foregoing on behalf of My Child.

☐ I DO NOT CONSENT: We/I hereby certify that We/I are/am the parent(s) or guardian(s) of the above-named child and do **not** hereby give our/my consent without reservation to the foregoing on behalf of My Child.

(Parent/Guardian's Signature - *Required*)

_____

(Date)

_____

(2nd Parent/Guardian's Signature - *Optional*)

_____

(Date)

_____

MASTER'S GARDEN PRESCHOOL
PARENT HANDBOOK

Full-Day Program

Building B

7500 Schley Road

Hillsborough, NC 27278

(919) 732-3449 Phone

EBENEZER
BAPTIST CHURCH

Master's Garden Preschool is a ministry of, and supported by, Ebenezer Baptist Church.
All approved policies shall be kept in the MGP office.

Revision Date 1/20/2024

Dear Preschool Parents,

We are pleased that you have chosen Master's Garden Preschool for your child's early education. We recognize the important job we have in assuming responsibility for the care and education of your child. Our goal is to provide the very best for your child in a Christian environment. As part of this program, please feel free to discuss your child's growth and development with us. Continued communication between home and school is vital for the development of a close relationship.

This booklet was designed as a means to share with you important information and policies of the preschool. We invite you to read it and keep it available for future reference. Thank you for your trust in us to teach and care for your child. Please remember us in your prayers for love, guidance, and wisdom during this journey with your child.

In Christ,

Preschool Ministry Team of Ebenezer Baptist Church

A Message from our Pastor:

Preschoolers are a blessing from God! Along with the challenges of raising children in our present culture, they bring joy and happiness to our lives. It is so wonderful to hear the scurry of small feet and the noise of preschooler's voices echoing in the halls of Master's Garden full and half day programs. We are truly blessed!

It is our desire to provide a safe, loving, and nurturing environment for your children. When you come to Master's Garden Preschool, we want you to know that your preschooler is well taken care of. They are being loved and taught by some of the most incredible, committed adults who have your family's interest at heart.

The children will learn about the Bible and be taught that Jesus Christ loves them. Our ultimate goal is to lead your child to a clear understanding of the Gospel so that at the appropriate time, they will receive Jesus Christ as their personal Savior and desire to follow Him. I do not know of a greater reward than to see boys and girls coming to Christ and making a difference in the world for God's glory.

Thank you for allowing us to invest in your child's life as a partner and prayer warrior for your family. We count it a privilege and honor?

With the love of Christ,

Bob Sipper
Senior Pastor, Ebenezer Baptist Church

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1.0 ABOUT US

1.1 Philosophy

Master's Garden Preschool is a ministry of Ebenezer Baptist Church. Our Preschool operates as an extension of our church to share the love of Jesus Christ as Savior to our community. All of our teachings are grounded in the Bible, which is God's infallible, holy Word.

1.2 Mission

We believe that every child is a gift from God. Our mission is to provide a healthy and affordable program in a family environment designed to meet the social, emotional, spiritual, educational, and physical needs of each child.

1.3 Vision/Purpose

Our vision is for each child to know God as a friend - a personal loving Creator and Savior who created each one of us with inherent value, significance, and individual worth. Our program will provide opportunities for your child to grow in all areas including independence, cooperation, and self-esteem. Our goals are to:

- Provide a safe, healthy environment where children can feel free to discover and learn.
- Develop spiritual growth through simple Bible stories and memory verses chosen to teach children about God's love.
- Present to the child the wonders of God's world around them.
- Introduce the child to music, art, literature, friendship, and creative play.
- Encourage the child to develop problem solving skills and decision-making abilities.
- Help nurture each child's self-esteem and relationships with other children.

1.4 Guiding Scripture

Jesus said, ***"Let all the little children come to me and do not hinder them, for the kingdom of heaven belongs to such as these."*** **Matthew 19:14**

Luke 2:52 ***And Jesus grew in wisdom and stature, and in favor with God and men.***

1.5 Our Beliefs

We believe:

- There is one God, manifest in three persons, the Father, the Son, and the Holy Spirit;
- Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died as a substitutionary sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into heaven;
- In the literal, imminent return of Jesus Christ to earth;
- The Bible is the Word of God and without any error, the sole authority for life;
- Man is a special creation of God, made in His image;
- Mankind fell through the sin of the first man, Adam, and that all men are sinners in need of salvation;
- Salvation is a gift given through repentance toward God and faith in the Lord Jesus Christ;
- Every person who truly is saved is eternally secure in the Lord Jesus Christ;
- Those persons who die in their sins spend eternity in Hell and those persons who die with their sins forgiven spend eternity in Heaven;
- Baptism is in obedience to the command of Christ and is by immersion after salvation;
- The church is a local body of baptized believers with the Lord Jesus Christ as the head;
- Each believer has direct access to God through the Lord Jesus Christ; and
- In the separation of church and state, but not in the separation of God and government.

2.0 ABOUT OUR FULL-DAY PROGRAM

Master's Garden Preschool has been operating as a Ministry of Ebenezer Baptist Church since September 2007. This ministry serves as a way for our church to serve our community by providing safe and loving care to your children. As your child grows and develops, our teachers and staff will provide guidance through play- based learning opportunities that prepare each child for kindergarten, but also foster the belief that each child has been uniquely and specially created by and is deeply loved by God. We will seek to demonstrate and share the love of Christ with each child through age-appropriate curriculum and by teaching stories from the Bible.

2.1 State and Local Oversight

Master's Garden Preschool is a Religious-Sponsored Childcare Facility and is licensed to operate by the North Carolina Department of Health and Human Services, Division of Child Development and Early Education (DCDEE). We must meet the requirements to operate that are provided in General Statute 110 and the child-care rules for religious-sponsored child-care centers. We are routinely inspected by the DCDEE, as well as, the Orange County Fire Marshall, and the Orange County Department of Environmental Health.

2.2 Days and Hours of Operation and Holidays

Our Full-Day Program operates year-round and is open Monday through Friday from 7:00 am to 5:30 pm. The full-day preschool is closed for the Holidays presented in Appendix A. This information is also provided on our website at www.ebcconnect.org/MastersGarden.

2.3 Staff to Child Ratios

Master's Garden Preschool believes that having fewer children per teacher than allowed by the regulations, reduces burn-out for the staff and allows teachers to spend quality time with each child in their care each day. The Teacher to Child ratio that Master's Garden Preschool follows is referred to as the North Carolina Childcare Voluntary Enhanced Requirements for the teacher to child ratio.

The ratio of the number of teachers to the number of students in their care at any given time of the day and the total number of children allowed in each classroom by age are listed here.

Group	Ratio	Total Group Size
Infants	1:5	8
Toddlers	1:6	10
Twos	1:9	16
Threes	1:10	18
Preschool	1:13	24

2.4 Enrollment, Placement of Children, and Special Needs

MGP provides care for infants that are at least 6 weeks old to preschool children up to five years old who are about to embark on their Kindergarten journey. The children are grouped and placed into classrooms primarily based on their age. In some situations, other factors may be considered to make the best fit including, but not limited to, mobility, developmental needs, and emotional needs. MGP does not require children to have mastered potty-training to enter the preschool or as a prerequisite for moving up to a different classroom.

MGP does not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. MGP will make every effort to meet the needs of your child physically, emotionally, intellectually, and socially provided the needs of the child can be met within the health and safety capabilities of the school and the abilities of our staff members.
Master's Garden Preschool will use developmental monitoring on a regular basis paired with periodic Teacher-Parent conferences/calls/updates as tools to identify any developmental concerns as early as possible. In the event that a special need becomes apparent for the first time, the MGP preschool staff will strive to collaborate with the child's parents in determining what evaluation may be necessary, and after a period of assessment, whether MGP remains an appropriate placement for the child.

Because special needs are greatly diversified, teachers are constantly evaluating the children's progress and making referrals to parents as necessary. If a child is working with an outside professional, the child's teacher should have access to this professional to ensure the best possible learning environment for that child.

2.5 Staff Qualifications

The staff at MGP must meet many qualifications to work in a child-care setting in North Carolina. There are also specific training requirements that staff must meet to work with certain age groups or to become a Lead Teacher.

Prior to the first day at work, all staff must provide documentation of the following:

- Qualification letter from DCDEE based on the completed Criminal Background Check (CBC) specific to child-care workers;
- Test or screening results from an approved healthcare professional/physician that prove the staff member is free of active tuberculosis;
- Medical report/statement signed by a health care professional that indicates the person is emotionally and physically fit to care for children; and
- Personal statement signed by the employee stating that the person believes he/she is emotionally and physically fit to care for children.

Staff members must provide documentation to be kept on file that the following Health and Safety training was received within the timeframe set forth by DCDEE:

- Emergency Preparedness and Response training;
- Prevention of Shaken Baby Syndrome and Abusive Head Trauma;
- CPR and First Aid training; and
- Infant/Toddler Safe Sleep and Sudden Infant Death Syndrome (ITS-SIDS) training (if working in an infant room)..

In order to be a Lead Teacher, a staff member must have at least his/her North Carolina Early Childhood Credential, or its equivalent, or enrolled at a community college within six months of assuming the responsibilities of a Lead Teacher position.
Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, and family relationships, cultural diversity, and professionalism. MGP does not restrict our staff from entering into employment arrangements with our families (i.e., babysitting). Any arrangement between families and caregivers outside the programs at MGP is a private matter, not connected or sanctioned by Master's Garden Preschool.

2.6 Curriculum

Master's Garden Preschool uses the Pinnacle Curriculum to support our teachers as they teach academics and biblical principles. Our mission as a school is to guide children closer to Christ while they are engaged in learning and fun developmentally appropriate activities. We enjoy the Pinnacle Faith-Based curriculum because every activity points back to Christ and it teaches children that He truly is and always should be in the midst of everything that we say and do. We know each child learns differently and at her/his own pace. The Pinnacle Curriculum offers our teachers access to lessons, Bible stories, developmentally appropriate activities that will support:

- **Social and Interpersonal Skills** – listening, sharing, playing fairly, compromise, respect, and more.
- **Logic and Mathematical Skills** – counting, comparisons, basic number concepts, pattern recognition, and understanding special concepts such as first, middle, last, front, back, up, down, over, under, through, in and out.
- **Language and Emerging Literacy** – following directions, writing his/her name, telling a story in a sequence, rhyming, and vocabulary such as color, words, shapes, weather, seasons, manners, friendships, community helpers, family traditions, health and safety, animals, and more.
- **Gross Motor Skills** – catching small objects, throwing objects in an intended direction, running with control, climbing without falling, etc.
- **Fine Motor Skills** – using scissors on lines and shapes, using a crayon in a defined space, creativity with art media, and using writing and drawing tools with control.

We teach lessons from the Bible that are positive and age-appropriate. The Bible stories help us to get to know what God is like, what we are like, and the way God wants us to live. In addition to learning life lessons from the Bible, children will learn that they can pray/talk to God. The most precious lesson children gain at Master's Garden is learning that God demonstrated his unconditional love for us by sending His son, Jesus, to give his life for us.

We believe children learn best while playing and engaging in fun activities that they are excited about. Our foundational Pinnacle curriculum guide is filled with ideas on how to teach language development, literacy, phonics, and mathematics. Our school also has an educational calendar guide that is written before each new school year.

This guide helps our teachers to be organized, plan ahead, and stay on track academically. The guide gives a theme, a Bible lesson, a letter, a number, a color, and a shape to focus on weekly for our children from infants to 5 years old. Our 30-acre campus allows all age groups to enjoy vigorous play indoors and out, fun filled centers, table activities, art projects, and circle times full of learning games, science, music, and stories.

3.0 ENROLLMENT PROCESS

MGP offers full-day care to children between the ages of six weeks old to five years old. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. This section presents the enrollment process that is used within our full-day program, including facility tours to interested families, select students to fill vacancies when they become available, welcome new parents, and provide new family orientation. The information provided in this section is meant to make our enrollment process transparent so families can know what to expect and how to plan for quality care.

3.1 Tours for Prospective Families

Master's Garden Preschool is located on a beautiful 30-acre campus consisting of multiple buildings that are surrounded by farms and open countryside. We have access to soccer fields, an outdoor amphitheater, and a picnic area in addition to our playground areas. Having been an elementary school previously, our classrooms are large and well-lit with natural light. We have access to a large indoor gymnasium and our own kitchen facilities. This is part of what you will see as you encounter the school grounds.

We offer tours to prospective families several times per week. During this tour, our goal is to provide enough information to prospective families to help them decide if MGP fits their needs. The following information will be provided:

- An overview of our philosophy and curriculum
- Tuition fees and policies
- Daily schedule, annual calendar, and inclement weather policies
- Tour of indoor and outdoor learning environments
- Overview of our nutrition program
- Explanation of our enrollment process

Please call the office and speak to our Enrollment Specialist to schedule your visit. You may also email questions and/or requests to mgpinfo@ebcconnect.org.

3.2 Waiting List

If a spot is not currently available to meet the needs of a prospective family, the child/children can be added to MGP's waiting list. Acceptance on the waiting list requires a non-refundable fee of $50, which covers the administrative costs associated with maintaining the list. The Student Registration Form and Waiting List fee are due at the same time. Names will not be added to the waiting list without both the completed Registration Form and Waiting List Fee submitted to MGP administration or placed in one of the payment boxes on campus. Students are organized on the waiting list by the date on which the family was added to the list.

3.3 Notification of a Vacancy

When there is a vacancy, the administrative staff will select students from the waiting list in order of these criteria:

- Siblings of children already attending the full-day program
- Children of employees or potential employees, if needed
- Siblings of children already attending other MGP programs
- Children not associated with any MGP program

If you are notified that your child has been selected for enrollment, you will be given three (3) business days to accept or reject the vacancy. If the spot is accepted, the Enrollment Process will need to be completed. If the family decides to pass on the vacancy, they are welcome to:

- Communicate that other care has been obtained and a spot is no longer needed or
- Ask to be added to the waiting list with the current or future date as their new waiting list date

3.4 Enrollment Process

Once a family accepts a vacant spot offered to them, the Enrollment process will need to be completed. The steps include:

- Complete the Child's Application for Enrollment (through Brightwheel, our child care management platform.
- Pay the non-refundable Registration Fee to hold the spot
- Complete the Enrollment Packet and submit to the Enrollment Specialist
- Schedule a Family Orientation Meeting with the Administrative Staff

3.5 Family Orientation Meeting

The parent/guardian of the child accepted is expected to attend a Family Orientation Meeting prior to the child's attendance. During Family Orientation several members of the Administrative Team, including the Director, will meet with the parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care. We will acquaint them with items included in the Family Orientation Checklist and listed here:

- Schedule child's first day
- Child guidance and classroom management
- Tuition billing, payment schedule, and due dates
- Parent communication and the Brightwheel App
- Process and procedures for secure access
- Authorized pick-up, late pick-up policy, and emergencies
- Child custody documents, if applicable
- Clothing and other items to bring (and what NOT to bring)
- Photography
- Blanket permission slip for access to the campus
- Vacation, sick, and absenteeism policies

- Nutritional guidelines and allergies, if applicable
- Medicine policies and forms
- Emergency and disaster plans
- Parent engagement opportunities

During this visit, the family will have an opportunity to observe care routines, the childcare group to which the child will be assigned, and the teachers/caregivers who will interact with the child.

3.6 Parent-Teacher Check-In

After the family and child have had time to feel settled in at MGP, the Lead Teacher will invite parents to schedule a conversation and/or meeting using methods (call, meeting, etc.) that best suits the schedule of the family. The goals of this conversation will be to:

- Answer any questions the parents may have since starting at MGP
- Compare and discuss the initial Milestone Tracker forms completed by the family and Lead Teacher
- Establish goals for the child for the next six months

4.0 TUITION AND PAYMENT POLICIES

The policies regarding tuition rates, payments, discounts, and fees are designed to prevent misunderstandings and facilitate a partnership between MGP and families. The policies presented in this section will describe the tuition rate, frequency of tuition payments, and acceptable methods of payment.

4.1 Registration and Supply Fee

When a vacancy has been offered to a family, they have three business days to accept the position. To accept the spot, the non-refundable registration fee and supply fee must be paid. The tuition rates and fees are presented in Appendix B. This payment is non-refundable and will be forfeited if the child does not attend.

4.2 Tuition Rate and Frequency

The current tuition rates for Master's Garden Preschool are provided in Appendix B. A one-time charge for the first and second month is due at time of registration. Afterwards, tuition is billed monthly and is due and payable on the first day of each month. Tuition will be late when it is not received by 5th of each month. If tuition has not been paid by the 5th, a late fee of $20 will be assessed to your child's account.
If a family's account becomes delinquent, the family/parents/guardians will be notified and put on a repayment schedule immediately. Payment plans will be designed to get the family current within three months. Missed payments during this period will lead to the child(ren) being dismissed.

4.3 Late Payment Penalty

If payment in the full amount of tuition is not received when due, a late payment fee in the amount of $20 will be applied each week that tuition is not received. If a family's account is delinquent greater than one month, the child(ren) may be withdrawn for non-payment. Any unpaid tuition fees may be sent to a third-party collection agency.

Hardship arrangements must be made before the 5th of the month with the Director. If at the end of 30 days, payment is still overdue, or alternate arrangements have not been made with the Director, your child(ren)will be disenrolled.

When a family graduates, there will be no tuition due for that month provided the account is current. There are no refunds for inclement weather days, illness, travel/vacations, holidays, or teacher work days.

4.4 Payment Methods Policy

Master's Garden Preschool offers the convenience of making payments through the Brightwheel App, which includes convenience fees for the processing of payments. For a *fee-free method of payment*, checks may be left in the payment boxes located throughout the campus. If a check is returned for insufficient funds, a $30 administrative fee plus applicable bank fees will be assessed to your account.

4.5 Late Pick-Up Procedures and Fees

Master's Garden Preschool enforces the opening and closing hours of the Preschool strictly. Children may not be dropped at school prior to 7:00 am and should be signed out and out of all MGP buildings prior to 5:30 pm.

In the event that you are delayed, and cannot pick up your child(ren) on time, please send a message to the caregivers through the Brightwheel App and/or call the office at (919) 732-3449 as soon as you can. Regardless of the reason, late fees will be assessed.

If a child is not picked up by the closing times above, the caregivers will call the parents at all numbers listed in the child's account. If no one can be reached, the caregivers will call the child's emergency contacts listed in the child's file. If no one can commit to picking the child up within 30 minutes of closing time, the Orange County Sheriff's Department will be notified.

A late fee of $1.00 per minute will be assessed and added to your invoice based on the check out information provided by the Brightwheel App and/or the closing staff members. If you pick up your child late on a regular basis, you will risk disenrollment.

4.6 Discounts

Master's Garden Preschool is unable to discount fees due to an individual illness, vacation, inclement weather delays or closings, or closings due to emergencies. Master's Garden Preschool offers a discount for:

1. The advance payment of a twelve-month period; or
2. The tuition of the oldest sibling when more than one child per family is enrolled.
3. The membership of Ebenezer Baptist Church.

Discounts are in Appendix B

4.7 Withdrawal or Change of Status

A two-week notice is required to change the status of your child's enrollment (such as full-time to part-time) or to withdraw your child(ren) from MGP. A Change of Enrollment Form can be obtained from the office. The Change of Enrollment Form (Appendix C) must be submitted with the date of notice, the last day of attendance, and a forwarding address for tax documentation that will be sent at the end of the year. Any balances that remain on the account after leaving will be communicated to you at the time the withdrawal notice is given and must be settled before the last day of care. Balances not settled will be turned over to a debt collection agency.

4.8 Refund Policy

Master's Garden Preschool does allow parents who are teachers in the School Systems in our community to withdraw their child/children from care during the summer months without being charged tuition. In order to keep the child's spot, you will need to continue to pay tuition if your child is between 6 weeks of age and 4 years of age. For any child 5 years of age to 5th grade, MGP offers summer programs.

Master's Garden Preschool does allow parents who are teachers in the School Systems in our community to withdraw their child from care during the summer months without being charged tuition. A non-refundable re-enrollment fee of $50.00 is charged when a child is re-enrolled at any given time during the calendar year.

Once services and other activities associated with enrollment have been rendered, tuition and other fees are non-refundable.

5.0 DAILY ROUTINES

5.1 Daily Check-In and Check-Out Procedures

Each child must be signed in and signed out each day by a parent, or an adult 18 years old or older, who is listed in Brightwheel as an authorized pick-up person. Children are not allowed to sign him/herself in or out. The parent/authorized person, must enter the school to drop off/pick up and escort the child to and from the designated classroom each day. The child must be released to the classroom teacher in person. A child should never be unsupervised while on school property.

5.2 Absences

If your child will be absent from school, please inform the child's caregivers immediately through the Brightwheel App. You may also call the office at (919)732- 3449. There are no allowances, credits, refunds, or make-up days offered for absences.

5.3 Emergency or Inclement Weather Closings

It is the intention of Master's Garden Preschool to be open and provide reliable childcare services each week day except for those Holidays and Closures reflected in our School Calendar. However, the preschool reserves the right to close for inclement weather, natural/national disasters or emergencies, or major operational issues (i.e., lack of power, water, etc.). The school will communicate closings or disruptions to service through the Brightwheel App. In event that the school is closed, tuition is unchanged unless provisions are made by Master's Garden Preschool.

5.4 Daily Schedule

It is an MGP policy that all children be treated with respect and be provided a safe, learning, loving, and nurturing environment. As an integral part of Ebenezer Baptist Church, Master's Garden Preschool employees will provide a Christian emphasis for childcare, where children are not only offered the opportunity to grow physically, mentally and socially, but also to grow spiritually. Staff will lead Pledges to the American Flag, Christian Flag, and the Bible each day. Prayers are offered prior to meals and snacks.

An example of a daily schedule that is followed is presented below. This is generic and changes throughout the year based on the age of the children, classroom activities or external factors such as weather conditions. Your child's teacher may provide a more detailed daily schedule.

Example Daily MGP Schedule

7:00 am	Welcome Children & Parents Children's Choice, Exploration, Activities, Development of Social Skills, Fine Motor Skills
8:15 am	Outdoor Learning, Exploration & Play
9:00 am	Morning Snack – Nutrition Habits Being a Helper & Good Manners
10:00 am	Morning Project Time – Weekly Themes Large Group Activities, Bible Time, Learning, Music, Art, Movement, Literacy & Writing
10:45 am	Outdoor Learning, Exploration & Play, Gross Motor Activities, Nature Walks, Gardening
11:30 am	Lunch – Nutrition Habits Being a Helper & Good Manners Sharing at the Table
1:00 pm	Rest Time & Quiet Activities
3:00 pm	Waking Up, Afternoon Snack & Nutrition Habits Reading Stories, Singing & Music
4:00 pm	Outdoor/Indoor Learning Activities, Free Play, Nature Walks & Strolls
5:15 pm	Pick-Up Time & Good-byes!

5.5 Daily Rest Periods

Depending on their age, children who are one year old or older, nap or participate in quiet activities between 12:30 and 2:30 pm or between 1:00 pm and 3:00 pm, depending on the classroom. Provisions will be made each day for each child to rest a minimum of 2 hours a day and a maximum of 2 ½ hours. Children are encouraged to nap; however, if they are unable to sleep they will be allowed to rest quietly on their cot.

Once a child graduates from the crib, a cot is provided for each child. The cots are labeled for each child. Cot sheets are provided, however, children may want to bring a blanket and small stuffed animal for snuggling during naptime. Also, if you choose to bring a small pillow, it must be small enough to fit into your child's individual cubby. Each Friday, blankets, pillows, and stuffed animals must be taken home to be washed. All items should be returned to the classroom on Monday for use during the week.

5.6 Daily Outdoor Play

North Carolina State Law requires that all children be taken outside each day, weather permitting. If the weather prohibits outside play, vigorous indoor activities will be provided. Master's Garden Preschool tracks the air quality and heat/cold indices each day to provide teachers the guidance they need to decide if and how long children are allowed to be outdoors. The chart for the day is located just inside the main door. Other guidelines that will be followed:

- Parents are responsible for assuring their child is dressed appropriately for the weather.
- We will not go outside in the rain if thunder can be heard or lightening is present. Children must have proper rain gear to play outside during light rain.
- We will not go outside if the temperature is below 20 degrees.
- A child cannot forego outside play without a special written request from his/her doctor.

6.0 WHAT TO BRING AND WHAT NOT TO BRING

To ensure your child is comfortable during their time at MGP, we have developed a list of items that help our students thrive during their time at school. The following paragraphs provide an overview of what should be brought from home and what should stay at home. Please check with your child's teacher for classroom-specific requests.

6.1 What to Bring from Home

Items brought from home should be labeled with your child's name. Food, cups, and bottles must be labeled and dated each day.

Infants

- Diapers
- Wipes
- Diaper Cream (with applicable permission slip)
- Clean bottles and caps-daily
- Breast milk or formula
- Baby food and/or cereal
- Two complete changes of clothes (seasonal) at all times
- Photo of family and pets
- Pacifiers, if needed
- Sweater or blanket

Toddlers and Twos

- Diapers
- Wipes
- Two sets of complete changes of clothes (seasonal) at all times
- Sweater or jacket, hats, mittens, rain gear, as needed
- Blanket, small pillow, small animal-weekly
- Photo of family and pets
- (When potty training begins, please dress children in clothes that will help increase independence—Clothes to avoid: overalls, onesies, undershirts, body shirts)

Threes and Fours

- Two sets of complete changes of clothes (seasonal) at all times
- Sweater or jacket, hats, mittens, rain gear, as needed
- Blanket, small pillow, small animal-weekly
- Photo of family and pets

6.2 What Not to Bring from Home

In order to protect children and parents from losing valuable toys and/or items, we ask that you avoid bringing items from the following list:

- Backpacks – parents are encouraged to minimize the number and size of bags that are used to transport belongings to the classroom. This will help manage clutter since there is limited space in each child's cubby. Also, teachers are required to search each bag to be sure supplies left in bags/book bags/diaper bags that do not meet the childcare regulations are removed.

- Toys – the preschool provides ample toys. Please do not allow your child to bring toys unless it is a teacher-designated show and tell event or activity. Toys brought in will be put away until the end of the day. Toys of violence are not allowed. Trading of toys is not allowed.

- Small Items - money, jewelry, etc. are inappropriate for the preschool setting. Many of these items are choking hazards for younger children.

- Food – children should not be sent to school with any food, chewing gum, candy, or additional food items unless a party is scheduled. Please do not send breakfast items in with your child to be consumed in front of other children. If the teacher asks for parents to bring items for a party, please do not bring in foods with common allergens. All food offered at the preschool must be prepared in a commercial kitchen that is inspected by the local county health department (i.e., no foods prepared in homes can be shared with others).

- Videos - each classroom may watch videos on a limited basis. These videos must be G-rated and/or for educational purposes to enhance a specific topic. We will NOT view any additional videos brought in by children or any movie other than a G rating without special advance permission.

- Trading Cards/Items – we discourage children from bringing items that are traded. If these items are brought by children, trading is strictly forbidden. If you find an item that is not your child's, please bring the item back to school and discuss the item with your child's teacher.

6.3 What to Wear

Children should wear washable play clothes to school. It does help if the clothing can be operated as independently as possible. Children should be dressed appropriately for the weather. We do go outside in all weather, whether it is hot or cold. Children should wear comfortable shoes that are appropriate for the season. If your child does wear sandals to school, they must have a strap to stay on their feet. In the cold months, please provide a hat, mittens and coat. All clothing should be labeled.

For water days, please provide a one-piece bathing suit for girls and swimming trunks for boys. Also, please provide shoes that your child can wear in the water and protect his/her feet.

7.0 NUTRITION

Master's Garden Preschool provides nutritionally balanced snacks (morning and afternoon) and lunch to our students. All meals and snacks that are prepared comply with or exceed the minimum standards set forth in the Meal Patterns for Children in Child Care Programs from the Unites States Department of Agriculture. This guidance provides the types of food, number, and size of servings for the age and developmental levels of students. Meals are planned at least one week in advance. A copy of the menu is posted on the Parent Information Board and copies are available in the information organizer located immediately inside the front door. Any changes or substitutions will be marked on this copy.

The kitchen where healthy snacks and meals are prepared is located in Building E. The food is carted to Building B and served to the children in their rooms. The preschool and kitchen are inspected by an Environmental Health Specialist at least annually. The most recent rating is posted immediately inside the front door of the preschool on the Parent Information Board.

7.1 Bringing Food from Home

Parents may bring food from home only when the parent is opting out of our food program or supporting the child's special diet that for medical, religious, cultural reasons or specific parent preferences.

To opt out of the food program at MGP, the parent must sign a statement acknowledging the parental decision. The parent will be responsible for all meals, snacks, and drinks scheduled for service. Parents may not opt out of specific meals or days based on menu options. Children who are opted out of the food program will not be offered the foods being served to other children, even if he/she asks.

Lunch and snack foods brought from home must be prepared and transported in a sanitary fashion, including maintenance of safe food temperatures for perishable items. Lunches and snacks brought from home must meet the same nutritional requirements issued by the USDA or we will provide additional food to meet those requirements. Families should label food brought from home with the child's full name, date, type of food, and any need for temperature control. Staff members discard any leftover food. The only food that staff members may return to the family is unopened commercially wrapped food that does not require refrigeration or holding at a hot temperature.

7.2 Beverages

Drinking water will be freely available to children of all ages. Bottle-filling stations, water coolers, or water pitchers will be used to distribute water to the children's individual drinking cups provided by MGP. The water supplied to children at MGP originates from our onsite private well. This water supply is tested by and meets the requirements of the Commission for Public Health.

Prior to 12 months of age, infants are offered their mother's breast milk or formula, not water, for extra hydration on hot days, unless otherwise directed by the child's health care professional in writing. Children younger than 12 months do not receive cow's milk unless the child's health care professional gives a written exception and direction to do so. Unflavored milk is available for children older than 12 months (whole milk for ages 12-23 months and skim or low-fat for children 24 months to five years).

After 12 months of age, on hot days or when they have been physically active, all children are offered water to drink and are offered water for oral hygiene. Water is offered in a cup or approved container (i.e., water bottle). If a child uses a water bottle, it will be labeled with his/her name and the date.

Water is available at meals and snacks but is not substituted for milk as milk is a required food component unless recommended by the child's health care professional. MGP does not serve juice or flavored milk for snacks or lunch as part of our food program.

7.3 Feeding Practices for Infants

The parent of any child up to 15 months old will provide an Infant-Toddler Feeding Schedule to provide specific directions such as the type and amount of breast milk, formula, and/or food and the frequency of feedings. The Feeding Schedule is posted in the room and always readily available to the staff in your child's room and must be updated with the child's needs as he/she develops.

Breastfeeding

MGP encourages, provides arrangements for, and supports breastfeeding. Infant formula is not fed to a breastfed infant without the mother's written permission to do so. Expressed human milk must be in a sanitary BPA-free bottle or, if the milk will be fed within 72 hours of collection, in a breast milk bag/bottle system to which a nipple is or can be attached for feeding. The bottle/bag should have a water-resistant label written on with waterproof ink. The label should include the child's full name, date and time the milk was expressed, and use-by date. Human milk is stored immediately on arrival at the facility in a refrigerator. Families are encouraged to bring human milk in volumes appropriate for a single feeding and, in some small quantities that can be used if the baby may want more after finishing the usual amount. You may stay after hours to nurse your baby. When finished just turn off the lights and leave. The door will lock behind you.

Mornings

A refrigerator will be made available for storage of expressed breast-milk. Breastfeeding mothers and employees may store their expressed breast-milk in the refrigerator. Label all milk with child's name, the date, and time of storage.

Mothers must provide their own containers, clearly labeled with the child's name and date milk was expressed. Unlabeled containers of breast-milk will not be used or accepted. Breast-milk will be stored in the refrigerator according to the guidelines from the Academy of Breastfeeding Medicine:

Milk Storage Guidelines

Freshly expressed milk may be kept at room temperature (up to 77°F/25°C) for 6 to 8 hours. Temperatures greater than 77°F/25°C) may not be safe for room temperature storage. Containers should be covered and kept as cool as possible; covering the container with a cool towel may keep milk cooler. Milk may be stored in an insulated cooler bag with ice packs for 24 hours. Milk may be safely refrigerated (39°F/4°C) for up to 72 hours. Store milk in the back of the main body of the refrigerator, where the temperature is the coolest. The type of freezer in which the milk is kept determines timetables for frozen milk. Generally, store milk toward the back of the freezer, where the temperature is most constant. Freezer compartment located inside the refrigerator (5°F/-15°C): 2 weeks.
−Refrigerator/freezer with separate doors (0°F/−18°C): 3 to 6 months Chest or upright manual defrost deep freezer that is opened infrequently and maintains ideal temperature (−4°F/−20°C): 6 to 12 months.

Formula

Formula must come to the facility in a factory-sealed container and be prepared according to the instructions on the formula container. An open container of ready-to-feed, concentrated formula or formula prepared from concentrated formula must be labeled with child's full name, covered, refrigerated, and discarded after 48 hours if not used. Powdered formula is stored and prepared according to the instructions on the product label.

Feeding Practices

Infants are fed on cue of hunger such as opening the mouth or making suckling sounds unless the parent and child's primary care practitioner give written instructions otherwise. These feedings are by the same caregiver whenever possible. Feedings stop when the infant seems to be satisfied or starts to fall asleep.

Infants who are not ready to use a bottle independently while seated in a feeding chair are always held for bottle-feeding so that the infant and teacher/caregiver make eye contact during the feeding while the infant is held in the teacher's/caregiver's arms or seated on the caregiver's lap. Bottle propping or taking bottles into sleep/rest equipment is not permitted. A child who can independently use a bottle or eat solid foods is allowed to do so only when seated or held. No foods are mixed with formula in the bottle unless the child's health care professional provides written documentation of a medical need for this practice. The bottle must have the child's name and the current date labeled on it. When old enough, children are placed in feeding chairs or other seating that is age-appropriate and easily cleaned.

Bottle/Food Preparation

Infant's bottles and foods may be warmed if the infant prefers it, but milk and food do not have to be warmed. Warming of formula is done under running warm tap water or by an approved bottle warming apparatus. Use of a microwave to warm infant formula or food is discarded at the end of the feeding.

Commercially prepared baby food is fed from a dish, not from the factory-sealed is not permitted. Any formula or human milk left in a bottle from which an infant has fed from that container is discarded. Any uneaten food in a container used for feeding is discarded. Opened containers and food prepared at home should be refrigerated and then discarded if not consumed within 24 hours. Foods are served in age-appropriate portions using plates, bowls, and cups that are sized to their servings. An individual child may have one or more additional servings of foods low in fat, sugar, and sodium as needed.

Storage

The parents provide all containers of food with your child's name and date.

Drinking from a Cup

Teachers/caregivers offer fluids from a cup as soon as the child seems ready to learn this drinking method, usually around 6 months of age, with a goal to wean to a cup by 12 months of age. Teachers/caregivers encourage older infants and toddlers to hold and drink from a child- sized cup and to feed themselves with child-sized spoons and forks as well as to use their fingers for self-feeding. Styrofoam cups, plates, and bowls and disposable utensils are not permitted. Teachers/caregivers use small cups filled halfway to teach drinking from a cup.

Teachers/caregivers discourage use of spill-resistant cups. Because prolonged contact of milk with the teeth fosters tooth decay, liquids other than water are only offered at mealtimes and snack times, with water offered as needed. No child is permitted to carry around a drinking device (i.e., bottle or cup) or have such a device in any rest or exercise equipment.

Supervision and Safety Considerations

Teachers/caregivers do not feed more than one infant or supervise with more than 3 children who need close adult supervision while eating. When supervising infants and toddlers who are eating, teachers/caregivers sit within arm's reach, directly observing and communicating with the infants and toddlers who are feeding themselves.

Infant seating devices must be used with the crotch piece in place and according to the manufacturer's instructions. Teachers/caregivers use the safety straps to hold the child securely and do not rely solely on the tray for restraint. Teachers/caregivers space feeding seats so children cannot share foods. Teachers/caregivers check that a child's hands are out of the way when placing or removing the tray from the chair. Infants are not allowed to stand in the feeding chair; older children are not permitted to hang onto the feeding chair. Trays, arms, and seats of feeding chairs are cleaned and sanitized before and after each use. They are stored out of the path of doors and walkways.

7.4 Children 15 Months and Older

MGP is open 10.5 hours per day which means that children receive half of their daily food needs while in our care. MGP provides two snacks and one meal each day. Children learn to self-feed and develop lifelong healthful habits by being introduced to developmentally appropriate solids and observing eating modeled by others. For that reason, MGP strives to offer different kinds and combinations of foods. Some of the guidelines we follow to support healthy eating include:

- Adults and children involved with food handling, serving, or eating wash their hands before and after food-related activities. Children help with setting the table, serving food, and cleaning the table under direct supervision of staff to ensure supervision and appropriate hand washing and adult-only sanitizing of surfaces as well as proper handling of dishes, cups, and utensils to prevent contamination.
- Children eat in social groups with a teacher/caregiver seated with them. Teachers/ caregivers observe and support children's healthy eating habits and hunger and fullness cues. They talk about the color, shape, size, quantity, numbers, and temperature of food as well as about events of the day. Children eat only when seated to decrease the possibility of choking.
- Teachers/caregivers eat the same food as the children, guiding and encouraging social interaction and conversation. Adults do not eat or drink anything that children are not allowed to have while the adults are in view of the children. Personal drinks must be camouflaged and labeled with the adult's name and date. Hot beverages are not allowed.
- Where possible, family-style service is used so children learn how to serve themselves and about table manners and socially appropriate conversation and interaction during mealtimes. If a child refuses to eat some type of food, the teacher/ caregiver offers the same type of food again another day, up to 8 to 10 times, perhaps prepared differently or in a very small portion the next time. Food is not offered as a reward or denied as punishment.
- Children who can feed themselves sit in a chair that puts the table at a level between their waist and their mid-chest and allows their feet to rest on the floor or on a firm surface so they can adjust their position while they eat.
- Children and adults always sit down to eat meals. Meals and snacks are not rushed. Children may but are not forced to remain at the table for more than a few minutes after they have finished eating.
- Food that has been served and not eaten from individual plates, containers, and family-style serving bowls is discarded.
- Cups, plates, utensils, and other food service items that fall on the floor or have been used by another person are not used without being washed.
- Bottles, bottle caps, and nipples are not reused without first being cleaned and sanitized.
- Washable napkins and bibs are laundered after each use; tablecloths and mats are kept clean. Garbage trash containers that hold organic material (e.g., food, soiled tissues) are lined with a plastic bag and covered with a tight-fitting lid. These containers are closed after each use except when children are participating in cleanup. Garbage/trash is removed from the facility daily. Garbage/trash cans are washed and air-dried when soiled.

7.5 Special Diet

If your child has a food allergy or requires a special diet, you must notify us in writing and provide substantiation with a letter from the child's Physician/Healthcare Provider. The written notification must detail the child's symptoms, reactions, treatment(s) and care, as well as provide a list of appropriate food substitutions that should be provided. Other considerations for children with special diets include:

- A list of the children's allergies will be posted in the food preparation area and in the children's eating area within the classroom. We are trained to familiarize ourselves and consult the list to avoid the exposing children to substances to which they have known allergies.
- Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician (Refer to Section 8).
- The food required by special diets for medical, religious, cultural reasons, or personal preferences must be provided by the parent/guardian unless arrangements are made with and agreed to by MGP.

8.0 HEALTH STANDARDS FOR CHILDREN

8.1 Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every August, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

8.2 Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before his/her first day at MGP. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to MGP when updates are made.

8.3 Allergies & Medical Action Plans

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan shall be completed by the child's parent or a health care professional and may include the following:

1. A list of the child's diagnosis or diagnoses including dietary, environmental, and activity considerations that are applicable;
2. Contact information for the child's health care professional(s);
3. Medications to be administered on a scheduled basis; and
4. Medications to be administered on an emergency basis with symptoms and instructions.

The medical action plan shall be updated on an annual basis and when changes to the plan are made by the child's parent or health care professional. Sample medical action plans may be found on the Division's website at http://ncchildcare.ncdhhs.gov/providers/ pv_provideforms.asp;

8.4 Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the center. The state rules (10A NCAC 09 .0804) provide specific guidance on infectious and contagious diseases that must be followed. The rules state that:

Centers may provide care for a mildly ill infant or child older than two months who has a Fahrenheit temperature less than 101 degrees and for infants younger than two months who have a Fahrenheit temperature of less than 100.4 by any method including axillary or orally, so long as the child does not have any of the following:

- more than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents;
- two or more episodes of vomiting within a 12 hour period;
- lice, until completion of first treatment;
- scabies;
- chicken pox or a rash suggestive of chicken pox;
- tuberculosis, until a health professional provides a written statement that the child is not infectious;
- strep throat, until 12 hours after antibiotic treatment has started and no fever is present;
- pertussis, until five days after treatment has started;
- hepatitis A virus infection, until one week after onset of illness or jaundice;
- impetigo, until 24 hours after treatment has started;
- a physician's or other health professional's written order that the child be separated from other children; or
- exclusion for symptoms not included in this list shall be required if the symptoms prevent the child from participating comfortably in activities as determined by staff members of the program or the symptoms result in a need for care that is greater than the staff members can provide without compromising the health and safety of other children.

They are free of fever, vomiting and diarrhea for 24 hours.
They have been treated with an antibiotic for 24 hours.
They are able to participate comfortably in all usual activities.
They are free of open, oozing skin conditions and drooling (not related to teething) unless:

- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage. This is not an all-inclusive list. In addition to these rules, MGP also follows exclusion criteria presented at the following website: www.healthychildcare.unc.edu/resources/communicable-diseases-and-exclusion-from-child- care/

If a child exhibits symptoms of illness, staff will separate the child from the other children, call a parent or emergency contact listed on the child's registration to pick up the child as soon as possible.

MGP will try to keep your child comfortable until you arrive. Parents should notify the preschool office immediately if their child contracts any communicable illness.

MGP must report cases or suspected cases of reportable diseases to the local health department (GS § 130A-135 through 130A-139).

8.5 Medications

MGP recognizes that medication can be important to a child's recovery or necessary for chronic illnesses. MGP will dispense medication according to a written action plan developed by the parents and/or physician(s) to address the use of inhalers or medicines for chronic conditions, and in the event that a prescribed medicine dosage cannot be adjusted to EXCLUDE the hours the child is in our care.

All medications must be brought in original containers, with a calibrated measuring spoon included and specific written instructions for administration.. Please personally hand all medicines to a staff person. Do not leave medicines on a counter where a child may have access. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

Prescription Medications – written authorization must be provided by a child's parent/ guardian for MGP to administer prescription medication. This written authorization is only valid for the length of time the medication is prescribed to be taken.

The dosage and time(s) to be administered must be provided in the written instructions. The medication must be stored in the manufacturer's original packaging with the prescription label that includes the child's name, dosage, current date, frequency, and the name and phone number of the physician. The item must not be expired.

Non-Prescription/Over-the-Counter (OTC) Medications - MGP prefers that OTC medications such as cough syrup, decongestant, acetaminophen, ibuprofen, topical antibiotic for abrasions, or medication for intestinal disorders be administered at a frequency that excludes being administered at MGP. If a parent is not able to schedule dosages outside of preschool hours, written permission and instructions signed by the family and/or physician must be provided.

The written permission must include your child's name, the name(s) of the authorized OTC medication, the amount and frequency of the dosages (not to exceed the recommendations on the manufacturer's label), the signature of the parent, physician, or other health care provider, and the date the instructions were signed.

Non-prescription/OTC medication should not be administered for more than a 3-day period unless a written order by the physician is received. The item must be appropriate for the child's specific age and not be expired.

Non-Prescription Topical Ointments - any diaper cream, teething gel, sunscreen, lotion, cream, tooth paste, powder or repellent requires written authorization and written instructions from the child's parent, physician, or other health professional.

Written instructions must specify frequency, dosage to be administered, and the length of time the authorization is valid which cannot exceed 12 months. The item must not be expired. All decisions about when to apply the ointment(s) must be specified in the written directions so that MGP caregivers are not making health decisions for the parent/guardian. Terms such as "As Needed" are not allowed.

- Medicine can be kept and given to a child only for the length of time noted on the instructions.
- Medications will be safely stored in accordance with the state and county regulations.
- Leftover medication will be returned to parents after treatment is completed.
- Unclaimed medications will be disposed of at the end of the treatment time specified in the written action plan.

8.6 Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is MGP's legal responsibility to notify the local Board of Health or Department of Public Health. Families will be notified about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

8.7 Accidents

In the case of an accident, Master's Garden Preschool will take appropriate action such as applying pressure, ice, soap and water or a Bandaid. All accidents will be documented with the facts of the incident, a signature of the parent, and a copy placed in the office.

8.8 Emergencies

Our teachers are certified in CPR and First Aid. If your child is injured or becomes seriously ill and immediate medical attention is necessary, emergency assistance will be requested by 911. You will be notified immediately. It is very important that you provide us with a telephone number where you can be reached for any emergencies. If we are unable to contact you, we will make every effort to contact the persons you have authorized to make medical decisions for your child. In the event that we are unable to reach you or the individuals you have authorized to make medical decisions, we will allow the paramedics to transport your child to the hospital.

As part of the Child Enrollment Process, each parent/legal guardian signed a statement authorizing the center to obtain medical attention for the child in an emergency. This statement is kept on file at MGP and is easily accessible to the staff in an Emergency Notebook in your child's classroom, or carried with the class in a backpack when outside of the classroom.

If a child is injured at MGP, an incident report is completed. The report is provided for the parent/guardian to sign and then a copy is provided to the parent unless he/she provides a signature declining a copy.

MGP has a First Aid Station located outside of the Director's Office in Building B. The First Aid Station contains an Automatic Electronic Defibrillator (AED), a First Aid Box, a First Aid information poster, and a poster giving guidance for the safe administration of medication to children while in our care.

9.0 BEHAVIORAL GUIDANCE

MGP is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school and community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent and clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. Master's Garden Preschool is dedicated to giving all children an equal share of our time. Our classrooms are designed to provide multiple toys to reduce fighting over toys. Children are taught to verbalize their concerns and feelings in hopes of resolving conflicts with their peers.

Children will not receive physical punishment while in our care.

9.1 Discipline and Behavior Management

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. At Master's Garden Preschool, our teachers use indirect and direct techniques to guide our students to make good choices.

Indirect Guidance:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in a quiet corner."
- We have regular routine: "We always wash our hands before lunch. After lunch is a story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- **We're consistent**: We strive to do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

Direct Guidance:

- We use **affirmative**: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"
- We get the **child's attention** by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be **fair**. We examine our expectations to make sure they are age appropriate.
- We **avoid arguments** by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

9.2 Challenging Behavior

Children are guided to treat others with self-control and kindness. Each student at MGP has a right to:

- Learn in a safe environment.
- Be treated with respect.
- Receive the help and support of caring adults.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all children and staff. Should a child require discipline for any reason while at preschool, he/she will be given a verbal correction and explanation.

If verbal attempts do not correct the behavior, the child will be given the opportunity to take a moment to gain composure and self-control. A soft play/cool down center will be available away from classroom activity with supportive and quiet activities. After a brief interval of 2-5 minutes, the teacher will calmly and kindly discuss the incident and appropriate behavior with the child. The child will then return to the group. Once the incident is over, the child is treated with the same affection and respect shown the other children.

Our discipline policy will consist of the following strategies:

- Encouraging children to "use their words" when having a disagreement with another child;
- Facilitating children in their attempts to settle their own disputes;
- Redirecting behavior when it seems potentially effective;
- Allowing time for the child to calm down and separate from the group or situation, if needed;
- Counseling children individually about their behaviors; and
- Making parents aware of disciplinary concerns.

If unacceptable behavior continues, the child will be removed from the classroom to spend time with the Director. If a child continually does not respond to these corrective measures, a parent-teacher-director conference may be held to evaluate the situation and explore options to support the child.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child's behavior puts others in danger or continuously disrupts others' learning opportunities;
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service professional; and/or
- Undue burden on our resources and finances for the child's accommodations for success and participation.

9.3 Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others. In this circumstance, we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

9.4 Biting

Master's Garden Preschool understands that biting in young children is normal in early childhood development. However, since biting and other such behaviors have the potential to harm others, Master's Garden has established the following policy to help manage this behavior:

If a child is bitten, the teacher will tend to the bitten child with first aid procedures and then speak with the child that bit about the inappropriate behavior. An injury report will be filled out, and parents of both children will be contacted regarding the incident. The parents of the child who bites will need to sign the injury report, and we will keep a copy on file.

If there are other incidents with the same child biting again, Master's Garden Preschool staff will shadow the child who is biting to determine possible reasons for the biting and attempt to correct the environment or interactions that may be leading to biting.

If reasonable efforts to eliminate the biting in the classroom do not positively re- direct the child's behavior, the child's parents will be required to come to school to address the issue with their child and/or the child will be sent home. The Director and the teacher will meet with the family of the child who is biting to establish a behavior plan for the classroom.

If the behavior plan and all efforts do not eliminate the biting, the child may be given notice to find care elsewhere.

9.5 Conflict Resolution

Learning to manage conflict is an important part of preschool. All children need to understand how to resolve conflicts appropriately on their own, and ask for help when they need it. As we guide children toward their independence, we keep in mind that children need to learn to repair their broken relationships on their own without forcing them to be insincere. To encourage our student to resolve conflicts on their own:

- We help children verbalize their feelings and desires, and to listen to one another;
- We give children the opportunity to suggest their own solutions to the conflict;
- We assist children in finding an appropriate solution if needed; and
- We help children to recognize and take responsibility for their own behavior.

Should an extreme behavior occur (e.g. biting, kicking, throwing toys, etc), the following protocol will be followed:

- First occurrence: The child will be warned, the parent will be notified in writing, and a note will be kept in the child's file.
- Second occurrence: The child will be removed from the classroom and sent to the Director's office. The parent will be notified in writing, and a note will be kept in the child's file.
- Third occurrence: The parent will be called to pick the child up for the remainder of the day. A parent- teacher conference will be scheduled in which a specific plan of action will be developed to address the behavior.
- Action Plan. The action will outline all the steps the staff and parents will take to try to improve the child's behavior. If we cannot meet the special needs of your child, or if there is concern for the physical safety and well-being of other children and/or teachers, we will request that you withdraw your child. Master's Garden Preschool may immediately disenroll any child without following the guidance steps outlined above, if the child's behavior causes a significant risk of harm to the health and safety of themselves, other children, or staff.

9.6 Notification of Behavioral Issues to Families

Discipline concerns will be addressed in an accident/incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members or the group as a whole, and will explain how the situation was resolved. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. Typically, these incident reports will be presented to the parents at the time of pick up, but in extreme or chronic situations, a more formal conference with the parent may be needed.
Parents of all children involved in the incident will be notified by note, Brightwheel, phone or conference. The incident form should be signed by the parent and returned to the office to be placed in the child's file.

If a child receives two incident reports in a single day or three or more in one week, a telephone call or conference with the parent will be scheduled to discuss the problematic behavior. At this time the parent and teacher will discuss strategies to assist the child. If the behaviors persist to a chronic level, or are considered extreme, the Director will be asked to conference with the family to find the best solution for the student. It may be necessary for the child to be sent home for a time, or removed from the preschool program altogether.

Parents should note that information about other children cannot be disclosed in your child's accident/incident reports. This is in keeping with our confidentiality practice. A child's behavior will not to be discussed with another employee in front of any child. A child learns many things from listening to adults and sometimes picks up the wrong cues, which can destroy his/her confidence.

10.0 SAFETY AND SECURITY

MGP operates within a set of guidelines designed to keep the families and staff of MGP safe and secure.

10.1 Smoking/Tobacco/Prohibited Substances

The poisons in second-hand smoke are especially harmful to infants and young children's developing bodies; therefore, all indoor and outdoor areas at MGP are designated non-smoking areas. The use of tobacco of any form is prohibited on MGP's premises.

The use of alcohol or illegal drugs is prohibited on MGP's premises. Possession of illegal substances or unauthorized potentially toxic substances is also prohibited. Any person who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately if he/she can do so safely or the Orange County Sheriff will be called for assistance in his/her removal from the property.

10.2 Arrival and Departure Routines

Master's Garden Preschool opens its doors at 7:00 am. Children may arrive anytime between the hours of 7:00 am and 10:00 am, and before 8:30 am if participating in snack. If a child has an appointment that will delay arrival or will be absent for the day, please message the caregivers through the Brightwheel App. Children should not arrive later than 10:00 am as this typically disrupts the child's nap and meal time schedule and can also disrupt the classroom schedule.

While we close at 5:30 pm, parents should plan to be in the building no later than 5:15 pm to allow sufficient time to speak with the teachers about your child's day, gather belongings, and most importantly, listen to your child describe the exciting things that happened in his/her day. If your schedule does not allow you to pick up by 5:15 pm on a regular basis, please make other arrangements.

We encourage you to get to know other parents and families but please do so after you have picked up your child and left the main building. This will keep children from waiting longer after they have seen your car arrive and also, keep from delaying teachers and staff from leaving and picking up their children.

Childcare regulations prohibit children to stay in our care longer than 10 hours per day. Please arrange your schedule accordingly.

The following guidelines have been established to make arrival and departure time safe for you and your children:

- Please drive slowly when entering the parking lot of the preschool.
- Please enter the preschool building through the main entrance. Please go through the classrooms to access the playground. The opening or closing of the playground gates puts children at risk for leaving the playground unattended and/or getting fingers pinched.
- When entering and exiting the building, please do not allow your child the freedom to run or roam in the halls.
- All parents/guardians must check children in upon arrival and out upon departure through the Brightwheel App. Please send a message to the caregivers if you will be out of touch during the day and need someone else to be contacted in case of emergency.
- Each family shall be assigned a code to access the building at the time of enrollment. This code is used to bring your child in and out of the building. Parents/guardians are asked not to share codes with unauthorized users.
- Parents must grant permission through the Brightwheel App when anyone other than the parent/guardian will drop off or pick up the child. Each person granted permission to drop-off or pick-up must use his/her specific code issued by the Brightwheel App to check the child in or out. The individual must show identification, such as a driver's license, prior to departing with the child, if the staff is not familiar with the individual.
- When children enter the building, they must first wash their hands, either in their classroom or in the bathroom on the way to their classroom. Please take your child directly to the correct classroom after hand washing.
- Please do not leave children unattended in vehicles or anywhere on campus.

10.3 Child Check-Out Procedures

Teachers are not allowed to release a child until the parent, or an approved adult, signs the child out through the Brightwheel App. If someone other than the legal parent/guardian is picking up the child, please make sure the Pick-Up authorization information has been provided through the Brightwheel App. An identification with a photo must be presented to pick-up the child if the caregiver is unfamiliar with the authorized pick-up person. When children are released from the class to the parent/guardian, they are considered to be in the care of the parent/guardian. Students leaving the building must be accompanied by parents or adults from the class to the vehicle.

10.4 Right to Refuse Release of Child

MGP reserves the right to refuse to release a child(ren) if we have reasonable cause to suspect that the person picking up a child(ren) may be under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency Contact/Authorized Pick-Up Persons come and pick-up the child. We may also call the police to prevent potential harm to your child.

10.5 Playground Conduct

The Master's Garden Preschool playground is reserved for preschool children only, during preschool hours. Parents and siblings may use the playground after school hours, when teachers have accounted for all students and left the playground. The staff's priority is to actively engage students in play and supervise children's safety.

10.6 North Carolina Childcare Law & Rules/ Child Maltreatment

The employees of Master's Garden Preschool and the families of Master's Garden Preschool are bound by state childcare rules, laws, regulations, and guidance. North Carolina states that:

- Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned.
- Any person who suspects child maltreatment at a childcare facility must report the situation to the Intake Unit at DCDEE at 1-800-859-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.
- Any person who suspects child abuse or neglect in a family is to report the case to the county department of social services.

The State Child Care Regulatory Enforcement and Administration Agency and the Orange County Department of Social Services has the authority to interview staff or children, to inspect facility records, to interview children, and to observe the physical condition of the children in the school.

10.7 Parents/Legal Guardians Custody Procedures

Master's Garden Preschool cannot restrict a parent from picking up their child unless an enforceable legal document has been provided stating restrictions of custody.

10.8 Security Cameras

To enhance the safety and security of all children, staff, and parents, MGP is equipped with security cameras in the parking lot and Building B hallways.

10.9 Social Media

Social media are defined as online technology tools that enable people to communicate easily via the internet to share information. Some of the most popular social media are Facebook, Twitter, Instagram, and LinkedIn. MGP will not post any photos or information about a child or family involved in our care, either by name or by any other descriptive nature, on any social media site. This includes positive as well as negative comments.

11.0 EMERGENCY PROCEDURES

MGP has developed protocols to guide staff and students in the event of various emergency situations.

11.1 Drills

Emergency drills are held monthly to familiarize your child with evacuation procedures. This can make quite an impression on your child the first time they go through a drill, but soon they will get used to it and learn exactly what to do in the event of an emergency.

Evacuation plans are posted in each classroom and in the hallways. During evacuations, all staff and children are directed to the safest and quickest route out of the building.

In the event of a tornado, staff members will direct the children to the main hallway. The children will kneel on their knees and face the wall away from the windows. Attendance will be taken once all children are settled.

The center has bi-annual severe weather drills.

11.2 Inclement Weather

In the event of adverse weather, which begins during the evening or overnight, MGP will follow the Orange County Schools delays and/closings. After the first day, the center will delay opening at the discretion of the Director. If weather conditions deteriorate after school has begun, please return to school immediately instead of waiting until the usual pick-up time.

Closings and/or delays will be communicated through the Brightwheel App as well as WRAL television (www.WRAL.com).

12.0 COMMUNICATION

Parent/Guardian Communications. Open communication between the parents and staff is important, and so is your input as a parent or guardian. Parents are always welcome at MGP and we encourage you to visit at any time. Please feel free to discuss any questions or concerns you may have, regarding the preschool, with the Director at any time.

If any changes occur in your name, address, telephone number, employment, child's physician, etc., please notify the preschool immediately. Updated information is critical in the event of an emergency.

Verbal messages should not be brought by children. Please send a note with your child if you have a message for the teacher, or notify your child's teacher using the Brightwheel app. During arrival, teachers are busy greeting children and helping them settle in, therefore, we ask that messages be kept short or written. Since our attention is needed for the children within the classroom, conferences are not advantageous during arrival and departure time. Keep in mind that the staff is eager to hear your suggestions and concerns about our program at an appropriate time. We will be happy to schedule an appointment with you.

Parental Concerns. Master's Garden Preschool welcomes and encourages all questions, concerns and/or feedback. When differences occur within ministry, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the biblical direction outlined in Matthew 18 as the method for dealing with our differences:

1. One should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, another parent, board member, or pastor. The issue should be clarified in a non-accusatory manner and an attempt made to teach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.
2. If conversation with the person directly does not bring resolution, the concern should be discussed with the Director, who may arrange a meeting of all persons involved to discuss the issue. A pastor and/or a member of the Master's Garden Preschool Ministry Team may provide counsel at such a meeting.
3. Any unresolved issues may be brought before the Master's Garden Preschool Ministry Team. In order to have the matter considered, an appointment should be made with the board chairman, who, after hearing the issue and the determination of the Director, will then decide if the issue should be put on the board agenda; if the issue is placed on the agenda, the board reserves the right to decide whether or not to give a hearing to the issue.

MGP Communication. Teachers will communicate with their student's families primarily through the Brightwheel app, and during in person or telephone conferences. The Lead Teacher of each classroom will post either weekly or monthly lesson plans, which will provide information on activities children will be doing that week. School-wide communications will come from the Director as needed throughout the school year.

13.0 MILESTONES, TRANSITIONS, & CELEBRATIONS

13.1 Potty Training

Potty training is a huge milestone for children and parents. Consistency is the key to success. Please discuss your child's potty training with the teachers before sending your child in training pants or underwear. Every child is different and we want to meet the needs of each child on an individual basis. We will keep in close communication with you during this process.

The following is the procedure used by preschool staff for toileting:

- Preschool children shall be accompanied by an adult when they need to use the lavatory.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory.
- The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes.
- The soiled clothing will be placed in a plastic bag and put in a closed container in the child's room for parents to pick up at the end of the day. The parents will be informed of the soiled clothing.

Due to the location of the bathrooms, it is our goal that children entering the Threes and Fours classes should be potty trained and able to communicate their potty needs to the teacher. Being toilet trained is defined as having two or less "accidents" over a five-day period and having the necessary skills to use the restroom alone. Accidents are handled matter-of-factly and the child changes and cleans him/herself. Children having an accident one or two times per week are not considered completely potty trained.

13.2 Moving Up to the Next Class

Master's Garden Preschool reserves the right to decide when a child will be transitioned from one age group to the next. In general, the children will move up at the beginning of the school year on the Tuesday following the Labor Day Weekend. If you are interested in moving your child up or keeping your child in a specific age group longer, please discuss this request with the Director.

13.3 Celebrations

Parents who wish to celebrate their child's birthday at preschool should make arrangements with the teacher one week in advance. For safety and allergy purposes, latex balloons are not allowed. Due to Health and Sanitation laws, baked goods must come from a commercial kitchen or bakery. Please do not bring items that have been homemade. We are not allowed to serve these items. The snack that is scheduled will also be provided during your celebration. We must maintain nutrition standards, even during special times.

As the children get acquainted, they often want to invite classmates to their home birthday parties. If you wish to invite the entire class, invitations may be put in the cubbies at school. However, if you will be inviting only some of the children, the invitations must be mailed, so that no child's feelings get hurt. We will provide a class roster with home addresses if you wish to mail birthday party invitations to children at the school. Please do not distribute invitations via the school cubbies unless everyone in your child's class is invited.

Holiday parties are a delight to have. Parties are held within each classroom and parents may sign up with your child's teacher if you would like to help.

14.0 PARENT/FAMILY PARTICIPATION

Master's Garden Preschool encourage families to be involved in the day-to-day activities in their child's classroom. We have an open-door policy and welcome families to drop in whenever they have the opportunity to do so. MGP uses a variety of methods to share school information with our families

14.1 Daily Communication

The Brightwheel App is used to keep parents informed about your child's activities and experiences while at MGP. Teachers may provide updates throughout the day about how the child did after drop-off, if the child ate and slept well, any incidents or accidents that may have occurred, and any reminders if supplies or extra clothes are needed. Parents are encouraged to communicate with the teachers throughout the day using the App.

14.2 Parent Information Board

A Parent Information Bulletin Board is located in Building A in the main thoroughfare between Building A front doors and back doors. This bulletin board provides center news, upcoming events, the birthdays of the staff members, and the MGP Full-Day calendar.

14.3 Parent-Teacher Communications

Because communication is so important between families and their child's caregivers, we encourage the scheduling of periodic phone conversations and conferences to facilitate two-way communication. Parent-Teacher conferences are especially important for parents to learn how your child interacts with others in a group setting, to celebrate your child's developmental milestones, and to learn what plans his/her teachers have to spark his/her interest in learning. Conferences allow the teacher and parents to have thoughtful conversations about things going on in the child's life that may be affecting him/her such as siblings on the way, changes in family dynamics, etc. Parent-Teacher conferences are typically held after the beginning of the school year and in the Spring. However, a conference can be requested by parents at any time.

14.4 Classroom Engagement Ideas

There are an infinite variety of ways families can be a part of the fun and learning at MGP, including:

- Share a meal with your child
- Chaperone field trips
- Read to children
- Teach a class about your profession, interest or skill
- Read to a class
- Attend seasonal events (Earth Day, Holidays, Teacher Appreciation, and or Summer Fun)

14.5 Donations

Masters Garden Preschool is a nonprofit organization funded mainly by tuition. The IRS considers any donations of money or new or used materials acceptable tax deductions. Tax receipts can be provided, when requested, to anyone making a donation to the Center.

14.6 Animals at the Preschool

Approval will be given on a case-by-case basis for pet visitation. Animals who visit the Preschool must be on the "Approved Pets" list in the North Carolina Childcare Rules and the owner must bring proof that all vaccinations are up to date. The decision will be based on factors such as potential allergies, purpose of the visit, and availability for sufficient teaching staff to safely supervise the interactions between the animal and the children. Reptiles are not allowed in the Center due to the risk of salmonella infection.

15.0 HALF-DAY PROGRAM

Our Half-Day Program operates from August through June from 8:30 am to 12:30 pm. We provide care for children ages 2 to 5 years old. Enrollment decisions and classroom placement is based on the best fit for each child based on a number of factors including, but not limited to, age, mobility, developmental needs, and emotional needs. We do not require potty-training to enter/move-up to a different classroom. The Half-Day program follows the Orange County School calendar. Some of the information included in this handbook do not apply to the Half-Day Program by the nature of the program itself.

16.0 DEDICATION

Master's Garden Preschool is dedicated to the mission of serving our Lord Jesus Christ through the love and care of our students and their families. We are blessed by the opportunity and privilege of providing a quality learning environment for our students. We pray that God blesses you in the time spent with us.

10 Signs of a Great Preschool

1. Children spend most of their playing and working with materials or other children. They do not wander aimlessly, and they are not expected to sit quietly for long periods of time.

2. Children have access to various activities throughout the day. Look for assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, and table toys such as matching games, pegboards, and puzzles. All children should not be doing the same thing at the same time.

3. Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend all of their time with the whole group.

4. The classroom is decorated with children's original artwork.

5. Children learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and meaningful activities like cooking, taking attendance, or serving snack provide the basis for learning activities.

6. Children work on projects and have long periods of time (at least one hour) to play and explore.

7. Children have an opportunity to play outside every day. Outdoor play is never sacrificed for more instructional time.

8. Teachers read books to children individually or in small groups throughout the day, not just at group story time.

9. Curriculum is adapted for those who are ahead as well as those who need additional help. Teachers recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.

10. Children and their parents look forward to school. Parents feel secure about sending their child to the program and children are happy to attend.

The policies in this Parent Handbook are subject to change with at least two week’s notice to parents.

Appendix A

MGP Closings and Holiday Schedule

Master's Garden Full Day Program 2023 Calendar

Monday, January 2, 2023	Closed - (Observance of New Year
Monday, January 16, 2023	Holiday) Closed – Martin Luther
Wednesday,	King Holiday
January 18, 2023	Early Dismissal at 11:30am Teacher
Friday, February 24, 2023	Training Closed – MGP
Friday, April 7, 2023	Teacher Workday
Friday, May 26, 2023	Closed – Good
Monday, May 29, 2023	Friday Closed – MGP Teacher
Tuesday, July 4, 2023	Workday Closed – Memorial Day
Tuesday, August 15, 2023	Holiday Closed – July 4th Holiday
Friday, August 18, 2023	Observed Open- Full Day-
Monday, August 21, 2023	Graduation Ceremony Closed –
Monday, September 4, 2023	MGP Teacher Workday Open –
Friday, November 10, 2023	MGP Full Day Move-Up Day
Wednesday, November 22, 2023	Closed – Labor
Thursday- Friday, November 23-24	Day Closed- Veterans Day
Monday – Friday, December 25-29,	Holiday Early Dismissal at
2023	11:30am
Monday, January 1, 2024	Thanksgiving Closed – Thanksgiving Holiday
	Closed – Christmas
	Break Closed – (Observance of New
	Year Holiday

Inclement Weather Closings

MGP follows the Orange County School System inclement weather decisions for the first day of any weather event. This may include a delay, a closure, or an early release. After the first day, the MGP Director/Board decide whether MGP will be closed after the first day. Please find MGP inclement weather announcements on WRAL (under private schools) or visit the MGP Facebook page:
https://www.facebook.com/mastersgardenpreschool/

Appendix B MGP Tuition Rates

Master's Garden Preschool
2023-2024 Tuition Rates

Full-Day Program**

	Tuition/Fees
Registration Fee for Full-Day Care	$100* one-time
Supply Fee for Full-Day Care	$100* one-time
Infant Rooms (Caterpillars)	$282 per week $1220 per month
Toddler Rooms (Ones & Twos) (Busy Bees, Butterflies, Wiggle Worms, Ladybugs)	$259 per week $1121per month
Preschool Rooms (Threes and Fours) (Grasshoppers, Inch Worms, Dragonflies, & Crickets)	$247 per week $1072 per month

* Registration fee is $50 for Part-Time Enrollment

Half-Day Program**

	Tuition/Fees
Registration Fee for Half-Day Care	$50 one-time/yr.
Supply Fee	$50 one-time/yr.
Twos Room (Monday, Wednesday, Thursday only)	$260 per month
Threes Room (Monday through Friday)	$375 per month
Fours Room (Monday through Friday)	$400 per month

*** Any rate increases will be released by August 1*

Appendix C
Change of Enrollment Form

7500 Schley Road
Hillsborough, NC 27278
www.ebcconnect.org
Office: (919)732-3449
Fax: (919) 732-8191

Student Change Form

Instructions: To request a change in your student's enrollment at Master's Garden Preschool, kindly submit this request to the MGP Director after completing the appropriate sections. Changes to student enrollment will be made within two weeks from request. If your changes cannot be accommodated, the Director will contact you for further discussion.

Child/Children's Information

Child's Name _____ Class/Teacher _____

I. Billing Frequency Change

Current Billing Frequency	***New Billing Frequency***
☐ Weekly	☐ Weekly
☐ Monthly	☐ Monthly
☐ N/A	

II. Withdrawal Request (permanent or temporary)

Students can be ***permanently*** withdrawn with a **mandatory** 2-weeks' notice. The children of teachers/professors may ***temporarily dis-enroll*** for the summer for up to 6 weeks, taken concurrently. A $50 re-enrollment fee will be due upon re-enrollment.

Type of Withdrawal	***Dates***
☐ Permanent	Last Day of Attendance_____
☐ Temporary (*teachers only*)	Return Date (*if applicable*) _____

III. Status Change (part/full time) Status changes will be approved based on availability.

Days Currently Attending	***Days Requested***
M☐ T ☐ W☐ Th☐ F☐	M☐ T ☐ W☐ Th☐ F☐

Parent Contact Information

Parents Signature : _____

Parent Name, Printed_____ Date of Request: _____

Email: _____ Phone Number: _____

For Internal Use only

Approved by:_____Date Change will Begin: _____

New Tuition Amount, if applicable: _____

☐ Procare changes completed by: _____ Date:_____

☐ MGP files updated by:_____ Date: _____

☐ Teacher(s) notified by:_____Date:_____