



# PARENT HANDBOOK



### **MISSION STATEMENT**

Our mission at Triangle Academy Preschool is to offer a unique, child centered, academically enriched program in a safe, nurturing environment where each child feels loved, respected and confident in their own abilities. Emphasis is placed on the social, emotional and cognitive development of all children.

### **PROGRAM PHILOSOPHY**

We believe that during the early years, the process that a child goes through while exploring, constructing and imagining is essential to their developmental growth. Our teachers aim to foster each child's curiosity and desire to learn.

Children are given many opportunities to learn through active interactions within their environment. Language development, math readiness skills, science and guided appropriate social play are all aspects of our curriculum. Each child's development is encouraged in the areas of problem solving, critical thinking skills, independence, confidence, self-esteem and respect for themselves and others. We provide daily playtime outdoors. Creative movement, Spanish and KidzArt classes are offered to further enrich your child's school experience.

We will strive to provide rich and rewarding educational opportunities for your child. Together, we can help your child develop through love, patience and understanding. Children are our most precious resource and our future. We thank you for entrusting us with their care.

### **PROGRAM GOALS**

- 1) To offer a friendly and nurturing classroom where each child can explore, investigate, image, share, play and communicate with children their own age.
- 2) To promote independence and build self-esteem allowing each child to develop individually.
- 3) To provide age-appropriate activities that will encourage, challenge and expand each child's skills.
- 4) To encourage children to make good choices, become problem solvers and explore new ways of reaching goals without the fear of trying.
- 5) To foster each child's curiosity and desire to learn through our curriculum which is designed to meet the social, emotional and cognitive needs of the younger learner.
- 6) To encourage parent participation in the school setting.

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## PARENT INVOLVEMENT

Parental involvement, satisfaction and support are essential to our preschool. By establishing and maintaining open and ongoing communication with families, we are able to strengthen the connection between home and preschool.

### Parent/Teacher Partnership

Regular communication with your child's teacher is encouraged. If you have a question, don't hesitate to ask.

Teachers will greet the parents during drop off and pick-up time on your assigned park day. You will be informed of your child's day at this time. The classroom teacher may find it occasionally necessary to send a note home or phone your home detailing specifics about your child's day at preschool.

Long conferences or discussions **should not** occur during the normal preschool day. The teachers' attention should be with the children at all times. If the teacher is engaged in conversation with a parent, then the safety of the children is at risk. If you feel the need to engage your child's teacher in a conference, please schedule a time outside of the normal preschool day.

Teachers send home monthly newsletters and classroom calendars to keep you informed of classroom activities. Weekly lesson plans and monthly curriculum are posted outside of each classroom.

### Visiting the Classroom

All parents are invited to be active participants in the preschool. If you would like to volunteer in your child's room, please speak with the classroom teachers. We encourage volunteers to join the class at the end of the preschool day from 12:30pm-1:00pm.

Please be aware when visiting the classroom, parents are responsible for monitoring younger siblings. **We ask that younger siblings not be allowed to remove toys from shelves.** Manipulatives and toys in our three and four year old classrooms are not age appropriate for toddlers and twos and could cause a choking hazard.

We encourage each parent to spend **only a few minutes in the classroom** when dropping off your child for preschool.

Enrolling in preschool requires an adjustment period for the child and parent. We expect some children to be upset and cry when their parent leaves the room. If your child has a difficult time separating, it is best for you to GIVE YOUR CHILD A HUG, SAY GOOD-BYE, AND REASSURE YOUR CHILD THAT YOU WILL RETURN LATER. At this point, the parent should leave the room. Separation anxiety occurs at the time the parent separates from the child. Spending a longer period of time in the classroom will not prevent this anxiety. Parents are welcome to stay in the hallway to check on their child before departing. Our teachers are trained to engage the children in activities that will draw the child into the preschool day.

### **Volunteer Opportunities**

We offer many opportunities for you as parents to become involved in your child's classroom. Your teacher will inform you of the variety of ways you can help including **making playdough and gak, reading to the class and helping with seasonal centers.**

### **Fundraising Events**

We hold several fundraising events throughout the school year. Profits from these events are used to make improvements in classrooms and on the playground.

Triangle Academy participates in the following fundraising events:

- Book Fair
- Fall Portraits
- Spring Portraits

### **Conferences and Assessments**

A conference may be requested at any time by the parent or teacher as needed. If during the year you become aware of a special need, or if there are any major changes at home that would have an impact on your child, please inform the teacher or management as soon as possible.

Parent/teacher conferences are indicated on the school calendar. As conference dates approach, teachers will post a signup sheet. Please make every effort to attend. Written assessments are provided at the time of conferences.

### **Conflict Resolution**

Concerns or questions regarding your child or the classroom should be initially addressed to the lead teacher(s) in the classroom. Please speak with the administrators if you feel the teacher(s) has not adequately responded or been able to appropriately address your questions. We encourage parents to discuss general center concerns with a director, who will involve faculty members as needed.

## Special Events

### **Field Trips:**

- Off site field trips are scheduled only for 4 year olds.
- If your child's class has a field trip scheduled, a notice will be posted by your child's classroom outlining the date, times and location. A separate permission form will be sent home with each child.
- If there is a field trip scheduled, we solicit chaperones/drivers from parent volunteers. There will be a signup sheet for volunteers posted by your child's classroom.
- If you drive on a field trip, we prefer to limit the number of children per adult to 3.
- Drivers must have one seat belt per child, an active cell phone and an emergency kit in the vehicle.
- If you have a passenger-side airbag, do not seat any child in the front seat, unless the passenger air bag can be disarmed.
- If your seat belts require a clip to secure a car seat, please use it OR do not transport in that seat.
- All NC laws regarding child seat restraints will be followed.

### **Birthdays:**

Birthdays are a special time for all kids. If you choose to celebrate your child's birthday at school, please talk to the classroom teacher at least one week in advance to schedule the celebration. **ALL ITEMS BROUGHT TO SCHOOL MUST BE STORE BOUGHT AND NOT PREPARED AT HOME PER STATE REGULATIONS.** Please do not bring individual favors for the children. If you want to provide a goody bag for each child, please make certain that they are sealed and the teacher will distribute these to the children at the end of class.

Candles are not permitted per fire code regulations.

Balloons are not permitted per Division of Child Development regulations.

### **Holidays:**

Holiday times provide an excellent educational opportunity for our children to learn about and observe cultural traditions. We want the children to be aware of and have an appreciation for the similarities and differences in people and to learn to respect the differences.

Our classrooms will focus on learning about, while enjoying, different holidays. **Focus will be place on HOW cultures celebrate but not WHY cultures celebrate.** These times are always special to families and your help would be greatly appreciated. If your family's ethnic or cultural background or religious practices involve **traditions** that can be shared with the rest of the class or school, please contact your classroom teacher. We would enjoy you sharing with us special customs, songs, costumes, games or art activities that would help the children learn more about their world.

We observe **harvest time** and not Halloween. Rather than focus on scary things that frighten and confuse the children, we place our focus on pumpkins and the season of fall. Although dress-up and pretend is a valuable and fun learning tool, **we do not dress-up for Halloween at school.** We talk about spring and baby animals. We do not discuss Easter. Please see your classroom teacher if you are interested in helping organize the holiday parties.

## **PROGRAM INFORMATION**

Triangle Academy Preschool accepts children two (2) through five (5) years of age.

We respect the individual differences of children and do not limit admission based on race, religion or a child's needs, provided we have, or can obtain, the resources to meet these needs. All parents should be aware of our culturally diverse curriculum prior to making the decision to enroll a child.

### **Student to Staff Ratios**

#### Two Year Old Enrichment:

Staff Child Ratio - 2:12

2 years old by 08/31

2 days per week:

Tuesday, Thursday

3 days per week:

Monday, Wednesday, Friday

5 days per week:

Monday - Friday

#### Three Years Old Classes

Staff Child Ratio - 2:15

3 years old by 08/31

2 days per week:

Tuesday, Thursday

3 days per week:

Monday, Wednesday, Friday

4 days per week:

Monday-Thursday

5 days per week:

Monday - Friday

#### Four Year Old Classes:

Staff Child Ratio - 2:15

4 years old by 08/31

3 days per week:

Tuesday, Wednesday, Thursday

4 days per week:

Monday - Thursday

5 days per week:

Monday - Friday

#### Five Year Old Transition:

Staff Child Ratio - 2:15

5 years old by 8/31

4 days per week:

Monday - Thursday

5 days per week:

Monday - Friday

### **Parent Orientation**

Parent orientation for adults only, no children, will be provided prior to the beginning of school. The parent handbook, general school policies and carpool will all be reviewed. Parents will have the opportunity to meet the classroom teachers at this time. The date and time for parent orientation is noted on the school calendar.

## **Curriculum**

Children will be given many opportunities to learn through active interactions within their environment. As early childhood educators, we believe that children learn best through exploration and play-oriented learning. We allow children to grow, learn and acquire skills at their own pace as they engage in age-appropriate activities.

Our curriculum for each age level is based on thematic units developed so that each child can experience success. Language development, math readiness skills, science and art are all aspects of our curriculum.

A music and movement program is provided to all of our classrooms. This program is offered once or twice per week in our multipurpose room.

## **Enrichment programs**

In addition to our normal preschool day, you have the opportunity to enroll your child in the following programs. These programs will be offered following the normal preschool day.

**Spanish:** Foreign language classes are available on a weekly schedule offered by our Spanish instructor. Spanish is offered only to those families who choose to enroll in the program. Three and four year old children may register for this class.

**Awesome Art:** Drawing and art classes are available on a weekly schedule. Awesome Art is offered only to those families who choose to enroll in the program. Three and four year old children may register for this class.

## **Summer Programs**

Each summer, we offer enrichment camps based on weekly themes. Summer camp provides a great opportunity for all children to learn, grow and experience fun summer activities in their new age group. Registration in at least two sessions of summer camp will be required for all students registered for the upcoming school year. See summer fee agreement for rates and financial policies.

### **Items Needed from Home**

Children attending our preschool program need to bring the following items:

- a plastic shoe box size container with at least two complete, **seasonally appropriate**, changes of clothes
- a healthy lunch (we provide 2% milk or water) that
  1. does not need to be heated
  2. has been prepared so children can feed themselves (cut into manageable portions, peeled fruit, etc.)
- layers of clothing including coats, gloves, hats during cold weather
- Triangle Academy Preschool tote bag
- Two year olds who are not toilet trained should bring unopened containers of wipes and diapers (preferably no pull-ups)
- Children staying for the extended day program should bring a blanket and 'lovey' for rest time

Children **should not** bring personal items or toys to school. If your teacher chooses to request show and share items from home, items brought to school must relate to the topic, letter or number for the week. **Monsters, characters that depict violent behavior, guns or fighting weapons are strictly prohibited and will not be allowed in school.**

### **Calendar**

A school calendar is provided to each family. Triangle Academy Preschool follows a traditional school calendar. We are however open during the months of June, July and August for summer camps.

### **School Hours**

- Triangle Academy Preschool is open Monday-Friday from 7:30 am – 5:00 pm.
- Before care is available Monday-Friday 7:30-9:00
- Half day morning hours are from 9:00 am - 1:00 pm.
- Extended care is available Monday-Friday 1:00-3:30 or 1:00-4:30 or 1:00-5:00
- See fee agreement for rates and financial policies
- Despite your most diligent efforts, there may be times when you will arrive late due to an occasional traffic jam and difficulty with parking. In the event that you **occasionally** arrive late, you are given a five minute grace period. At 1:15 pm for the morning session, or 5 minutes past your extended care time, your child will be taken to the office to wait for your arrival.

**Late pick ups will be charged \$1.00 per minute.**

If you are delayed by an emergency, please CALL to notify us of the delay.

### **Before Care and Stay and Play**

Before care and 'stay and play' is available. You may sign your child up for scheduled extended care OR you can use this service as a 'drop off'. **If you are using Before Care or Stay and Play as a 'drop off', you are required to contact the office in advance for prior approval as we are required to stay within our teacher/student ratios.**

If you arrive between the hours of 7:30 am and 9:00 am, you should take your child to the before care room. As a safety precaution for the opening staff members, we will keep the main entrance door locked until 9:00 am.

Extended care hours are available for pick up at 3:30pm, 4:30 or 5:00pm.

### **Inclement Weather**

In the event of severe weather conditions, parents will be notified by email, text messaging, and through social media of school closure ore delayed/early dismissal.

### **Make Up Days**

**No pricing refunds, adjustments or make up days** will be granted due to inclement weather.

**No pricing refunds, adjustments or make up days** will be granted due to student illness, holidays or vacations.

## Health Regulations

### Nutrition

#### **Snack:**

Parents are asked to provide snack each day.

#### **Lunch:**

Parents are asked to provide lunch each day.

- Please pack lunch in child friendly containers.
- Please peel and slice items, such as oranges and apples, at home.
- DO NOT PACK MICROWAVEABLE ITEMS.
- **The center provides 2% milk each day for lunch.** If you prefer to send another beverage for lunch, please send ONLY 100% JUICE. We are not allowed to serve anything other than 100% juice.
- The center is required per sanitation regulations to refrigerate all 'cold' items. Therefore, you do not need to provide an ice pack in the lunch box. **Please mark all refrigerated items with your child's name.**
- For young children, eating a nutritionally balanced diet is essential if they are to grow and develop normally. The state sets guidelines for the **nutritional needs** of young children. These guidelines dictate the types of food that we can and cannot serve, including items provided by parents. Suggested items for lunch include sandwiches, fruit, pasta salad, tuna or chicken salad, pieces of ham or turkey (or their favorite meat), tortilla rollup with meat or cheese or peanut butter, fruit cups, yogurt, cheese cubes, raisins, granola or cereal bars, bagels, soup or pasta in thermos, etc.
- **Foods to be omitted** include: sugar coated cereals, potato chips, rich pastries and other foods high in sugar, cookies, doughnuts, candy and flavored fruit drinks.
- Foods such as hot dogs and grapes pose a significant choking hazard for children. If you send these items to school for lunch, please slice the hot dog or grape into small pieces.
- Do not send popcorn or whole grapes for two year olds.

#### **Food Allergies:**

Allergies should be noted on your child's application form. A list of all children with allergies is posted in the kitchen and in each classroom specifying the child's name, allergy and medication if applicable.

If your child has a food allergy and cannot eat the snack items provided by the center, parents are responsible for providing the center with appropriate snack substitutes. Parents are asked to review the labels on our snack items and provide a list of snack foods the child may and may not eat.

### Infection Control

All faculty members are trained in general infection control procedures. Included in this training are proper hand washing and hygiene measures, toy and general classroom sanitation procedures, handling of bodily secretions, diapering and toileting procedures and safe food handling procedures. Each teacher ensures that table and other surfaces along with certain equipment and toys are sanitized using soap water and followed by a bleach disinfectant solution on a regular schedule.

### **Medical and Immunization Records**

All students must have a completed medical form on file at the facility within 30 days of their first day of scheduled classes for the year. Parents are responsible for updating the medical information and data as required. **Medical reports must be update every year and can be no more than one year old.**

**All students are required to be current with all age appropriate immunizations. We must have a copy of current immunizations before the child is allowed to enter the preschool program.**

### **Illness**

**If your child displays any of the following conditions, do not bring him/her to preschool. If a child has any of the following symptoms, you will be notified to pick up your child from school within one hour:**

- Fever (101 degrees axillary or 100 degrees orally)
- Excessive coughing
- Is in constant need of wiping of the nose
- Diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern
- Two or more episodes of vomiting within a twelve hour period
- Any undiagnosed rash or skin irritation- An undiagnosed rash must be seen by a physician before the child can return to school.
- Have a red eye with white or yellow eye discharge
- Head lice or scabies- Please notify administration immediately. Treatment and returning to school must be in accordance with State Board of Health Guidelines.

**CHILDREN MUST BE FEVER FREE *WITHOUT* TYLENOL, DIARRHEA FREE, AND VOMIT FREE FOR 24 HOURS BEFORE THEY ARE ALLOWED TO RETURN TO SCHOOL**

**IF YOUR CHILD HAS OR IS DIAGNOSED WITH A CONTAGIOUS ILLNESS, PLEASE NOTIFY THE OFFICE. WE ARE REQUIRED TO INFORM OUR FAMILIES WHEN THERE IS A CONTAGIOUS ILLESS IN THE CLASSROOM.**

If your pediatrician prescribes an antibiotic to your child, the child must be on the antibiotic for a full 24 hours prior to returning to school.

The duration of exclusion from the preschool program for any communicable disease will be in accordance with the State Board of Health guidelines. This information will be posted in the office area of the facility for review.

### **Injury Prevention**

Teachers for each age group are responsible for daily safety inspections of their classrooms and assigned play areas. Any defective equipment is removed or repaired. Small toys that could cause a choking hazard for toddlers will not be allowed in areas designated for children under the age of three.

Clothing with drawstrings at the neck or waist will not be allowed while children are playing on climbing structures or other playground equipment.

**When visiting your child's classroom, please ensure that purses, bags or briefcases are not left within the reach of children.**

### **Medical Emergency at School**

If your child becomes ill or is injured and requires medical attention while at the facility, the following steps will be taken:

#### **Minor injury:**

- The child's parent or guardian will be called and notified immediately as to the injury or illness and the severity. Parent instructions will be followed as to the course of action desired.
- Simple first aid will be administered by a staff member for an injury or illness needing only minimal attention. Universal precautions will be followed.
- A medical report will be completed by the classroom teacher for any minor injuries such as a scraped knee. The parent will sign the accident report and a copy will be placed in the child's file.

#### **Serious injury:**

- The child's parent will be called and notified immediately as to the injury or illness and the severity.
- Emergency Medical Services will be contacted if the illness or injury requires more than minimal first aid medical treatment. If the illness or the injury requires treatment at a medical facility as recommend by the EMS technicians, the child will be transported and accompanied by a preschool staff member if the child's parent is not yet available.
- The child's file with all of the medical information will be taken and available to the EMS personnel.
- An incident report will be completed by the attending medical personnel and a copy forward to the Division of Child Development.

## **Medications**

**We do not administer prescription or over the counter medications at school unless they are required for diagnosed allergies or breathing problems.**

If a child has a prescribed medicine, **it must be brought to the facility in it's ORIGINAL CONTAINER bearing the pharmacist's label which lists the child's name, date the prescription was filled, doctor's name, medication name and dosage instructions.** Prescribed medicine shall be administered only to the person for whom it is prescribed.

Over-the-counter medications, such as Benadryl for an allergic reaction, shall be administered as authorized in writing by a doctor or parent, not to exceed amounts and frequency of dosage specified in the printed instructions accompanying the medication.

Medications will be kept in a locked box in the office. Medications such as an EpiPen needed for a 'life threatening' situation will be kept unlocked but out of reach in the child's classroom. Preschool directors will administer all medications.

If your child needs Tylenol for a fever, they should not be at school.

**Children should be FEVER FREE, WITHOUT TYLENOL for 24 hours before returning to school.**

**DO NOT TAKE MEDICATION TO YOUR CHILD'S CLASSROOM OR LEAVE MEDICATION IN YOUR CHILD'S BOOK BAG.** This includes sunscreen, lotion, chap stick, hydrocortisone, diaper cream or any other form of medication.

**Please contact administration about all questions or concerns related to medication.**

### **Outdoor Play**

Children need fresh air and room to exercise and therefore have playground time each day, weather permitting. Playground times are noted on your child's classroom daily schedule. Thirty minutes are designated each day for outdoor play. Children participating in the 'stay and play' extended day will have additional outside play time. Outdoor activities will be limited and specific to Division of Child Development regulations. We have to factor in wind chill and heat index to determine limited or restricted outdoor play. Typically, the children will be taken outdoors every day.

### **Clothing**

Every child will need a plastic shoebox container with at least two, complete changes of clothes to be left at school. Please keep seasonally appropriate clothing in your child's box. **If something is worn home, please replace it your next school day.**

Please dress your child in comfortable, casual clothing that is appropriate for physical play and that can withstand paint, glue, dirt, and climbing. We do lots of hands-on messy projects during the day.

We recommend that you **layer** clothes during the cooler months since the weather often changes during the day. Please send gloves, a hat and warm coat during the winter.

**PLEASE LABEL COATS, SWEATERS, GLOVES, HATS, ETC.**

**CHILDREN MUST WEAR SNEAKERS OR OTHER CLOSED TOE SHOES WITH SOCKS.  
NO SANDALS, FLIP FLOPS OR COWBOY BOOTS.**

### **Toileting and Toilet Learning**

In order to encourage independence in toileting, please dress children in clothes they can easily pull down and up by themselves. Elastic waistband pants are an excellent choice. It is difficult for children to be independent if they are wearing belts, stiff snaps, overalls. **Please do not put belts on the children.**

Research indicates that children cannot successfully learn how to use the toilet until they are physically, mentally and emotionally ready. We believe that positive toilet learning will occur only after children show signs of physical control (or awareness) of their bodily functions and when they demonstrate an interest or curiosity in the process. Therefore, toilet learning is most successful when it is started between two and three years of age.

WE "EXPECT" THAT ALL CHILDREN ENTERING A THREE YEAR OLD CLASSROOM WILL BE TOILET TRAINED. UNDERSTANDING THAT EACH CHILD ARRIVES AT THIS MILESTONE DIFFERENTLY, WE WILL ALLOW EIGHT WEEKS FROM THE CHILD'S FIRST DAY OF SCHOOL TO ACCOMPLISH THIS GOAL. HOWEVER, IF WE DETERMINE THAT THE SITUATION IS NOT MANAGABLE WITHIN THE CLASSROOM ENVIRONMENT, WE WILL CONFERENCE WITH PARENTS AND RESERVE THE RIGHT TO DISENROLL THE CHILD AT SUCH TIME.

### **Diapering Procedures**

Our two year old rooms are equipped for diaper changing. When the changing table is used, staff members follow specific sanitation guidelines. The changing table is covered with a wax paper sheet and teachers wear clean, latex free gloves. Children are cleaned with individual wet wipes and a new diaper is placed on the child. All materials are discarded immediately in a sealed diaper pail. The changing area is cleaned with soapy water and is then disinfected with a bleach water solution. The child and teacher's hands are washed with running water and antibacterial soap.

## **Biting**

Young children from time to time do display this behavior as a result of frustration or lack of verbal skills. If this happens, first aid will be given and the "biting child" will have their attention redirected. Parents will be contacted and an incident report will go home to both children and a copy will be placed in their files. Suspension from preschool and termination may result if a child continues to bite. Verbal and written notice would be provided to parents in this event. We will use a simple rule in determining suspension or termination of enrollment:

First offense: Parent called and child's attention redirected

Second offense: Parent called and child removed from classroom

Third offense: Parent called and enrollment terminated

This may sound severe, however a human bite is much more dangerous than an animal bite. We cannot and will not allow a child to harm others.

## **Cleaning Guidelines**

The following is a list of nightly cleaning responsibilities for the professional cleaning crew:

- Sweeping all floors
- Vacuuming all carpeted areas
- Mopping all floors
- Trash removal
- Cleaning and sanitizing all classroom and adult bathrooms
- Cleaning and sanitizing all classroom, bathroom and kitchen sinks
- Replenish paper towels, toilet paper, soap

The following is a list of cleaning responsibilities for staff members:

- Ensure that unused electrical outlets have safety plugs
- Floors are swept and mopped throughout the day if spills occur
- Countertops and tabletops are cleaned and then sanitized with bleach water solution prior to and following all activities
- Make sure all doors and windows are locked and pulled shut
- Clean and sanitize manipulative shelves, and play furniture weekly
- Spray all manipulatives with bleach water solution at least weekly or as needed
- Clean all manipulatives with warm, soapy water bi-weekly
- 'Mouthed' toys are promptly removed and sanitized

## Safety

### Security

We take the safety and security of our children and staff very seriously. A security keypad system on the main entrance door ensures that access is available only to parents and authorized personnel. All other doors are locked, including the exit door leading onto the playground.

On each student's application form, parents list persons whom their child may be released to in the event that the parent is not picking up. If someone other than the usual pick-up person will be picking a child up from school, please notify the director or teacher in writing, even though they are listed on your child's application. Inform the pick up person to bring a photo ID with them to school. **We will not release a child to anyone without proper authorization from the parent and verification of the person's identity.**

If you are carpooling with friends throughout the school year, you may send in one letter for your child's file authorizing the named individual to pick up.

Students will not be released to anyone under the age of 18.

If there are special circumstances involving child custody issues, parental visitation, etc., discuss this with management and the classroom teacher prior to the start of school. Issues regarding custody, etc. must have proper, legal documentation in the student's file.

### Monthly Fire and Safety Drills

Fire and safety drills will be conducted **monthly** as required by law. All children, staff and parents shall evacuate to the designated areas and remain until management declares an "all clear". Teachers are responsible for evacuating the building and insuring the safety of the children at all times. Proper documentation of these drills must be maintained for state inspections on the school facility and are available for parental review.

### Parental Rights

Parents have the right to enter Triangle Academy 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.

If you have a concern or question regarding the care of your child or questions related to classroom activities, please address the lead teacher in your classroom. If you feel that the lead teacher does not appropriately respond or if you do not feel that your questions or concerns have been addressed, then you should contact the preschool directors.

### **Discipline Policy**

Praise and positive reinforcement and redirection are effective methods of discipline for children. When children receive positive, nonviolent, and understanding interactions from adults, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, Triangle Academy will practice the following discipline and behavior management policies:

#### **We DO:**

- praise, reward and encourage
- reason with and set limits
- model appropriate behavior
- arrange the classroom environment in an attempt to prevent problems before they occur
- listen to the children
- provide alternatives for inappropriate behavior
- provide children with natural and logical consequences of their behaviors
- respect the children's needs, feelings and desires
- ignore minor misbehaviors
- explain things to children on their levels
- stay consistent in our discipline and behavior policy

#### **WE DO NOT:**

- spank, shake or use other physical punishment
- make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children
- use shame or punish the child when bathroom accidents occur
- deny food or rest as punishment
- relate discipline to eating, resting or sleeping
- leave the children alone, unattended or without adult supervision
- place children in locked rooms as punishment
- allow discipline of children by children
- criticize, make fun of or otherwise belittle parents, families or ethnic groups

### **No weapons at school policy**

Triangle Academy Preschool has a “**no weapons at school**” policy. We do not dictate what your personal policy is at home, but we discourage the children from ‘super heroes’ play at school. We do not allow them to bring weapons of any kind to school. We **do** try to instill that guns and knives are TOOLS- NOT TOYS. They can be very useful and helpful but can also be very dangerous and thus should never be pointed at another person or used playfully.

We redirect hero-oriented play into the real heroes in life - firefighters, astronauts, police, doctors, forest rangers... people whose strength is in helping others.

### Car Seat Safety

We will follow all state regulations regarding car seat safety.

- Effective January 1, 2005, the child booster law states that “a child less than eight years of age OR less than 80 pounds in weight shall be properly secured in a weight appropriate child passenger restraint system”. When a child reaches age eight (regardless of weight) or reaches 80 pounds (regardless of age), a safety belt may be used to restrain the child.
- State Law suggests that all children under the age of 12 be placed in the back seat of a vehicle.
- We will not put children into a recalled car seat or a car seat that does not meet the requirements for height and weight.
- Children will NOT be placed in the front seat of a vehicle while riding in a child restraint device if there is an airbag.
- **Please be reminded that you should not allow your child to unbuckle and move around the vehicle while in carpool.** This is illegal and if an officer were to observe, you would receive a fine, court cost and 2 points on your license. **All children should remain buckled until a teacher unloads.**
- **We do not allow children to buckle themselves while loading for carpool.** Teachers must buckle each child. If your child likes to buckle themselves, simply explain that it is a ‘school rule’ that teachers buckle up when in carpool.

### Carpool

- Car pool will begin at 9:00 am every morning and will run until 9:15 am. Afternoon carpool will begin promptly at 1:00 pm and will run until 1:15 pm.
- Parents are asked to make ONE LINE under the porch.
- Administration and teachers will help the children in and out of cars.
- We ask that parents not get out of their car.
- You MUST PUT YOUR CAR IN PARKING GEAR. YOUR CHILD WILL NOT BE BROUGHT TO THE CAR UNLESS THE CAR IS IN PARK.
- Children will only be loaded and unloaded from the right passenger side of the vehicle. PLEASE PLACE PRESCHOOL CARSEATS ON THE RIGHT PASSENGER SIDE IF POSSIBLE.

### Carpool and Parking Directions

- Please refer to the ASSIGNED CARPOOL DAYS to determine which days are your child's car pool days. Assigned days are posted on the back of your carpool tag.
- Car Pool Parents **must ENTER from Penny Road. DO NOT ENTER FROM ANY OF THE KILDAIRE FARM ROAD ENTRANCES.**
- Parking parents **must ENTER from Kildaire Farm Road onto Dancers Pointe Lane. (Beside Triangle Academy of Dance)**
- Car pool parents should ENTER from Penny Road and drive **BEHIND** the shopping center between Car pool parents should stay to the right behind the entire shopping center until they are directed by a TAP staff member to turn left onto the TAP school grounds. Form the line on the RIGHT SIDE OF THE ROAD in front of Wendy's but DO NOT BLOCK the Wendy's entrances. Follow the car pool line under the porch.
- Two year old parents and parents assigned to park on designated days should enter from Kildaire Farm Rd. beside Triangle Academy of Dance onto Dancers Pointe Lane. Stay to the right and wait at the mailboxes for a TAP staff member to direct you into the parking lot.
- **When EXITING the carport area and parking lot, EXIT TOWARD THE PLAY-GROUND BY THE DRIVEWAY AT THE BOTTOM OF THE PARKING LOT. Turn RIGHT and EXIT BEHIND the Food Lion.** Please do not turn left and exit toward the Wendy's.
- **Please do not park your vehicle on the curb around or beside the school and Dance Academy. Dancers Pointe Lane is a public street and should not be blocked.**
- **Please do not pull your vehicle beside, behind or block the handicap parking in front of the building.**

- **Please do not go through or pass the carpool line to park and walk into the school.**
- **Use the SIDEWALKS to access the building from the parking lot.** If parking behind the shopping center, use the sidewalk thru the natural area. Walk toward the flag pole and use the existing sidewalk.

When parking in the parking lot, please ALWAYS USE THE SIDEWALKS. **DO NOT WALK UP OR DOWN THE HILL BY THE CARPORT.** Traffic is exiting the carport and this is very unsafe.

- Please be very cautious and ALWAYS HOLD YOUR CHILD OR CHILDREN'S HAND(S) from the time you leave the building until you place your child in the car and visa versa. Your child may not want to hold your hand, but this is not optional.
- Always be mindful of vehicles parking and backing out of parking spaces. We would advise that you load all children into the car thru one door so they are safely inside the vehicle, then buckle. **Please do not leave children standing beside the cars in the parking lot.**

#### MORNING CAR POOL

- Three and four year old parents are REQUIRED to participate in morning car pool on your assigned carpool days.
- On your assigned PARK DAYS, you may park and take your child to their classroom.
- Two year old parents may also participate in morning carpool.

#### AFTERNOON CARPOOL

- Two year old parents do NOT PARTICIPATE in afternoon carpool. You may park in the preschool parking lot. Two year old children will be picked up in their classrooms.
- Afternoon carpool is mandatory for three and four year old parents on your assigned car pool days.
- On your assigned PARK DAYS, please park in the preschool parking lot. Children will be picked up in their classrooms on PARK DAYS.
- If you choose not to participate in carpool, you are asked to park BEHIND the Food Lion shopping center on your assigned car pool days.
- If coming into the building on a carpool day AFTER 12:45, wait OUTSIDE of the MULTIPURPOSE ROOM DOOR for your child. Please do not go to the classroom AFTER 12:45 as the teachers are preparing the children to walk down to the multipurpose room. ALSO, NEVER TAKE YOUR CHILD FROM THEIR LINE OR FROM THE BUILDING WITHOUT NOTIFYING THE TEACHERS.
- Children will gather in the Multipurpose room on their assigned car pool days.

A carpool map and video resource will be made available to families at the parent orientation prior to the first day of school.

## Policies and Procedures

### Parent Information Sessions

Preschool information sessions are available in January. Information is provided along with a tour of the facility.

### Registration Procedure

Currently enrolled children, siblings and alumni register online in January and new children register in February. A \$200 non-refundable registration fee is required annually per child for enrollment in the preschool. **We reserve the right to modify or withdraw any class based on enrollment demands.**

### Enrollment/Admission Requirements

The following forms should be completed in full and returned to the office at the time of registration:

1. Application:
  - Every child must have an application on file prior to their first day of school
  - Complete all information requested on the application
  - Please note that per state regulations, you are required to list TWO LOCAL EMERGENCY CONTACTS in the emergency care information
2. Fee Schedule Agreement:
  - Enter the amount of your monthly tuition in the second paragraph
  - Tuition is due on the 1st of each month
  - Sign and date the fee schedule agreement
3. Discipline Policy:
  - Include your child's name and date of enrollment
  - Sign and date the discipline policy
4. Student Directory:
  - The student directory is used to facilitate communication to all families
  - This directory is optional
5. Medical Report:
  - A medical report must be completed by a physician or health clinic.
  - Your child's medical report MUST BE CURRENT. A current medical report is valid for 12 months from the date of their examination.
  - Triangle Academy requires a current medical report to be on file prior to the child's first day of enrollment.
  - It is the parent's responsibility to update the child's medical report with a physician prior to the 12 month expiration date. Please provide the office with a copy of updated medical reports.
  - The medical office MUST stamp or write their office address on the medical report.
6. Immunizations:
  - Current immunizations are required for all children.
  - Parents should have a physician or health clinic complete the immunization record OR you may bring a copy of your child's immunization card and we will photocopy the card for your child's records.
  - If you have questions about when immunizations are due, please consult with the preschool office or your pediatrician.
  - A current immunization record to be on file prior to the child's first day of enrollment

### **Withdrawal From Preschool**

If during the year a child must withdraw from preschool, management must be notified in writing **thirty days prior to the last day of expected attendance.**

**For withdrawal from summer camp see the summer fee agreement for withdrawal policy.**

Triangle Academy reserves the right to ask a child to withdraw from the preschool. If we feel that we are unable to meet a child's needs, parents will be given a two week notice by administration requesting withdrawal. Reasons for this request may be based on Triangle Academy being unable to meet your child's behavioral, social or cognitive needs.

### **Non-Discrimination/Confidentiality**

Applications are accepted without regard to race, color, religion or political belief.

Any information regarding a child, child's family, or other matters discussed with the Director or faculty will be held in confidence.

## **Tuition and Fees**

### **Registration Fee:**

A \$200 non-refundable registration fee is required annually per child at time of enrollment.

### **Monthly Tuition:**

- August 1st: Tuition for August will be **2 weeks** of the total monthly tuition and is non-refundable
- September – May: Tuition will be charged on the 1<sup>st</sup> of each month for the full monthly tuition
- June 1st: Tuition will be **2 weeks** of the total monthly tuition

**Please note that tuition is an annual amount divided into the payments as stated above, not necessarily the days of attendance per month**

Payment will be automatically drafted from the credit card or bank account on file in the parent portal.

**No refunds or adjustments are granted for missed day. This includes illness family vacation, school/federal holidays or loss of care due to inclement weather.**

### **Late Fee:**

Payment of tuition after the first of the month will be considered late. A \$25.00 fee will be automatically assessed if payment has not been received by 5:00 pm on the 5<sup>th</sup>.

### **Returned Check Fee:**

If we receive notice of non-sufficient funds for a bank draft, you will be required to pay a \$25.00 processing fee and will no longer be allowed to have tuition drafted by bank account. You will be required to have a credit card on file for payments.

### **Late Pick Up Fee:**

Parents are expected to pick up at 1:00 for the morning session. Extended day children should be picked up at their predetermined time. In the event that you occasionally arrive late, you are given a 15 minute grace period. At 1:15pm for the morning session, your child will be taken to the office to wait for your arrival.

**Late pickups will be charged \$1 per minute.**

### **Summary of NC Child Care Law and Rules**

The following statements summarize the state of North Carolina child care law and rules. This statements are taken from The Division of Child Development and Early Education brochure found online at [http://ncchildcare.dhhs.state.nc.us/pdf\\_forms/summary\\_ncchildcare\\_laws\\_rules.pdf](http://ncchildcare.dhhs.state.nc.us/pdf_forms/summary_ncchildcare_laws_rules.pdf).

#### **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 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. Star Rated Licenses Centers and 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.

#### **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 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:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid, complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.

## **Child Care Centers**

Licensing 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. 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.

Licensed centers must meet requirements in the following areas.

### **Staff**

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. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

### **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. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

<b>Age</b>	<b>Teacher: Child Ratio</b>	<b>Max Group Size</b>
0-12 mths	1:5	10
12-24mths	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

*Small centers 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.*

### **Space and Equipment**

Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

### **Curriculum**

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. 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 center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. 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. They must have space and time provided for rest.

***The following requirements apply to both centers and homes.***

### **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 ratio must be maintained.

### **Program Records**

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. 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.

### **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.

### **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. 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 in Child Care website at: [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov) . For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at: [ncchildcare.nc.gov](http://ncchildcare.nc.gov)

### **Reviewing Files**

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during business hours (8 a.m. -5 p.m.);
- requested via the Division's web site at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov); or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829

### **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 may have their licenses suspended or revoked. 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 919-527-6500 or 1-800-859-0829.

### **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, 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 919-527-6335 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.**